

**Management Staff Meeting  
Parks, Recreation and Conservation Department  
450 Saw Mill River Road, Ardsley NY, 10502  
October 12, 2023  
9:00 AM**

**PRC ADMINISTRATION STAFF**

Kathleen O'Connor, Commissioner  
Peter Tartaglia, First Deputy Commissioner  
Neil Squillante, Deputy Commissioner  
William Bland, Asst. Director of Division – PRC  
Judith J. Allen, Executive Assistant  
Kim Albert-McLaughlin, Program Administrator - Payroll/Personnel  
John Condon, Director of Concessions  
Franco Fiore, Director of Maintenance  
Kevin Cook, Acting Director of Programs and Services  
Linda Lovallo, Director of Marketing and Public Relations  
Angelo Palladino, Program Coordinator - IT  
Bill Schoenberg, Assistant Manager, County Center  
Clement Snipe, Application Support Specialist  
Rob Lopane, Program Coordinator - Planning  
Veronica Snyder, County Center  
Ryan Mathews, Superintendant Saxon Woods  
Rich Belizze, Director of Golf  
Ron Anderson, Assistant Director of Parks  
Kerry Riguzzi, Coordinator Fiscal Operations  
Joseph Simoncini, Director of Parks (absent)  
Frank Carrieri, General Manager (Playland)

**MOHANSIC GOLF COURSE**

Scott Russell, Golf Course Manager

**ITEM NO. 1 – COMMISSIONER'S REPORT**

**Commissioner O'Connor noted the following:**

- A. **The reaccreditation** process is scheduled to be submitted at the end of November. Five of the ten standards are completed. We are anticipating that the committee will visit us in May 2024.
  
- B. The **Westchester Foundation Gala** was successful. The Foundation raised approximately \$75,000 more than last year for the Trails Without Limits program, which was coordinated by Erin Cordiner. This program allows individuals with disabilities the opportunity to enjoy the trails at the Westchester County Parks by using an All-Terrain Trackchair. The County Executive, George Latimer; Director of Operations, Joan McDonald; Deputy Director of

Operations, Emily Saltzman; Aviva Meyer, Liaison of the Parks Department; and the new Commissioner of Human Resources, Lisa Denig, attended the Gala.

- C. The **Staff Picnic** was cancelled on Friday, September 29, due to a rain storm.
- D. Please plan to attend the Tuesday, **February 6, Conference**, which is being held at the County Center. The snow date is February 7. The conference is open to all annuals and full-time hourlies. The keynote speaker is Chris Nunez. Please plan for staff to attend. If you have any suggestions for the conference, please share them with me.
- E. **REXPO** will be held the first weekend of April 2024 at the County Center. It will be a show-and-tell of every division in parks. Kevin, Veronica and I discussed the plan layout.
- F. For the next several meetings, the senior staff will be presenting and discussing their **Goals and Objectives**.

#### **ITEM NO. 2 – PIP Reports – Mohansic Golf Course**

Clement Snipe performed a Pride in Parks (PIP) review of Mohansic Golf Course, located in Yorktown, NY. Mr. Snipe took pictures, and the administration was able to view the conditions and surroundings of the golf course. His assessment of the golf course is that it is well maintained. Rich Belizze, Director of Golf, stated that Mr. Russell does a phenomenal job of maintaining the golf course. He is not afraid of hard work and does whatever it takes to maintain the beauty and condition of the course. Mr. Russell stated that although personnel is a challenge, he appreciates all the help he receives from the Parks administration. Overall, Mr. Snipe gave Mohansic Golf Course a score of 92.69.

#### **ITEM NO. 3 – INFORMATION**

- A. **Vacation**: Please plan your vacation and keep an eye on your employees' vacation time. In the months of November and December, staff cannot take vacation at the same time, and 70 hours can be carried over to 2024.
- B. **Winter Wonderland**: Winter Wonderland is starting. Russell Argila will start building Winter Wonderland, and the staff will continue and finish it. Tim Wilson is the point person for all staffing at Kensico, and Kevin Cook, along with Joan Hernandez, will oversee the recreational aspect. The warehouse that stores the equipment and decorations is relocating. Winter Wonderland opens November 24.
- C. **Holiday Events**: Spooktackular at Trailside and Holiday on the Hill at Lasdon are upcoming events.
- D. **Training Ethics**: All employees are to complete their Cyber Security Training as soon as possible.
- E. **Parking Lot**: So there will not be any issues; please park closer to the building

#### **ITEM NO. 4 – DIVISION DISCUSSIONS/GOALS AND OBJECTIVES**

- Kevin Cook, Director of Recreation, Linda Lovallo, Director of Marketing, Veronica Snyder and Bill Schoenberg, Manager and the Assistant Manager of the County Center presented their 2024 goals and objectives.

- Linda Lovallo stated the second phase of the Westchester County Parks Resident User Survey has concluded. The instant input signs on the trails, golf courses, sportsman center, nature centers, beaches, swimming pools, and Kensico Dam were replaced. First Deputy Commissioner Tartaglia evaluated, approved, and signed the Community Relations and Marketing Plans.
- Veronica Snyder stated the Knicks floor is undergoing renovations. They are finishing up the chiller. The County Center roof is being envelope. Once the enveloping is completed, we will start working on flood mitigation and interior infrastructure.

**ITEM NO. 5 – OTHER BUSINESS**

Congratulations to Calyca Marshall on her baby girl, Capri Marly-Rose, born on Monday, October 9.

Jason Klein of Conservation stated that vacuums have been on loan to municipalities to remove lantern flies.

Deputy Neil Squillante stated that Friday, September 29, was the deadline for requisitions.

**ITEM NO. 6 – DATE OF NEXT MEETING**

The Management Meeting will meet next on Thursday, November 16 at 9 a.m.

Submitted by,  
Judith Allen