

**Management Staff Meeting  
Parks, Recreation and Conservation Department  
450 Saw Mill River Road, Ardsley NY, 10502  
November 16, 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, Director of Programs and Services  
Linda Lovallo, Director of Marketing and Public Relations  
Bill Schoenberg, Assistant Manager - County Center  
Rob Lopane, Program Coordinator - Planning  
Veronica Snyder, General Manager - County Center  
Ron Anderson, Assistant Director of Parks  
Kerry Riguzzi, Coordinator Fiscal Operations  
Joseph Simoncini, Director of Parks  
Jason Klein, Director of Conservation

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

Commissioner O'Connor noted the following:

- A. **The reaccreditation** process is scheduled to be completed by Christmas. A subcommittee will be formed to further examine and edit the document. Once completed, First Deputy Commissioner Tartaglia will receive the document for final review. The document will proceed to Carol Genovese and Gigi Carnes so they may link the evidence to the narrative. Once the document is submitted to the CAPRA Review Team (CRT); the committee will have ten weeks to review the document and give us one chance to provide any additional documents. The Parks Department will host the NPRA Committee virtually during the second or third week of May.
- B. On Tuesday, November 14, the Parks Administration met with the Board of Legislators and presented the Parks **2024 Budget**. The budget won't change, and there are still 259 positions. We got precisely what we requested. On November 29, we will meet with Joan McDonald and Emily Saltzman of the Administration to discuss running Kingsland Point which is currently being operated by the Village of Sleepy Hollow.
- C. William Bland and I will meet tomorrow, November 17 with the conference committee to discuss and solidify the topics for the **February 6 Conference**. Snow date February 7.

D. **REXPO** has been postponed to 2025 to celebrate the 20<sup>th</sup> anniversary of the first Rexpo.

E. Senior staff continues to present their **Goals and Objectives**. Mr. Lopane, Program Coordinator – Planning, Ms. Riguzzi, Coordinator Fiscal Operations, Mr. Condon, Director of Concessions, and Joe Simoncini, Director of Parks presented their goals and objectives.

#### **ITEM NO. 2 – PIP Reports – Sprain Lake Golf Course**

Clement Snipe performed a Pride in Parks (PIP) review of Sprain Lake Golf Course, located in Yorkers, NY. Mr. Snipe took pictures, and the administration was able to view the conditions and surroundings of the golf course. In the absence of Brian Gallagher, the Golf Course, Deputy Commissioner Squillante spoke on his behalf. Deputy Squillante stated Sprain Lake Golf Course is second behind Saxon Woods Golf Course in the number of rounds played. The Parks Board members were given a tour of the golf course by Golf Manager Brian Gallagher and golf pro, Tom Avezzano so they can see the finished capital projects. The golf course pro shop was named PIP Merchandizer of the Year, and the general maintenance staff constructed a cart barn for the golf carts. Mr. Snipe rated Sprain Lake Golf Course 91.53.

#### **ITEM NO. 3 – INFORMATION**

- A. **Vacation:** Please make sure your staff has taken their vacation. 70 hours can be carried over into next year.
- B. **Winter Wonderland Staffing:** There will be a soft opening at Kensico Dam on Tuesday, November 21, 2023. Opening night is Friday, November 24.
- C. **Holiday Events – Holiday Party:** Please save the date; Friday, December 15 to celebrate the Parks holiday party at 5:30pm. Details to follow.
- D. **Training Ethics:** Please make sure all staff have completed the compliance training. There are three snow plow training sessions, driver safety, trailer hookup and safety in November and December.

#### **ITEM NO. 4 – DIVISION DISCUSSIONS**

**Human Resources** - Kim Albert-McLaughlin stated due to the shorten Thanksgiving week all hourly payroll is due on Monday, November 21 at 9:30 a.m.

**Marketing** – Linda Lovallo presented the updated Community Relations and Marketing Plans. She also stated her team has been working on reaccreditation, Commissioner O'Connor Christmas card, and promoting Holiday on the Hill and Winter Wonderland events.

**Parks** – Joe Simoncini stated that he is working on assigning vacations to his staff and all of the parks' pools have been winterized.

**Conservation** – Jason Klein thanked everyone who contributed to the Spooktacular event at Trailside Nature Museum. There were 750 tickets sold. We are in the process of getting ready to launch the Holiday on the Hill train show at Lasdon. Taro Ietaka who was promoted to Assistant Director of Conservation was transferred from Mountain Lakes to Ward Pound Ridge and Jeff Main was moved from Ward Pound Ridge to Mountain Lakes.

**Recreation** – Kevin Cook stated the County Center will host three major events.

**General Maintenance** – Franco Fiore stated his staff is working on Winter Wonderland in preparation for its Friday, November 24 opening.

**ITEM NO. 5 – OTHER BUSINESS**

Commissioner O'Connor noted the following:

- The Sports Hall of Fame was held on Wednesday, November 15 at Glen Island Harbour Club. It was a beautiful event
- The Westchester Parks Foundation is looking to hire a full time camp director. Pay is \$80,000.00
- Mr. Fiore mother Rosaria (Sina) Fiore passed away. A memorial service will be held at Clarks Funeral Home.
- The Westchester Knicks opened their season on Sunday, November 12 against Maine.
- Veronica Snyder and Bill Schoenberg has been promoted to General and Assistant General Manager of the County Center.

**ITEM NO. 6 – DATE OF NEXT MEETING**

The Management Meeting will meet next on Thursday, December 14, at 9 a.m.

Submitted by,  
Judith Allen