

**Port Jefferson CCMAC Meeting**  
**Meeting January 13, 2016**  
**Minutes**

**Present:**

- CCMAC Members - Joe D'Agrosa, Jim White, Ray Sommerstad, Rob Kelly, Gary Zamek, Dave Hershberg, Donna Woodruff, Lisa Perry, Maria Palmar
- Village Employees – Stacy French, Bill Mackedon, Brian MacMillan
- Guests – Tom Graziano

**Introduction**

Joe called the meeting to order at 7:03PM, noting that a quorum was present.

A motion was made by Ray Sommerstad and seconded by Donna Woodruff to approve minutes of the November 19<sup>th</sup> meeting. The motion was approved unanimously.

**Trustee Report – Stan Loucks**

Stan was not able to attend the meeting, but he did send a written report that Joe summarized as follows:

- The person to staff the PJCC on-site administrative position has been hired. Cory Lamendola is expected to begin work on January 27<sup>th</sup>, and will be located in an office in the golf pro shop. The phone number for that office is (631) 828-5029, and the hours of operation are 9:00AM-4:30PM, Tuesday through Saturday.
- Bathroom renovation on the course has been completed with the exception of toilets and vanities. Completion of the total project is planned for early spring.
- Planning for the 2016 season with the likely operator of the Grill Room is in the final stages. The Village has approved some funding for renovation of the Grill Room, primarily the replacement of the air conditioning system. At this point, the major unresolved issue is the term of the contract with the proposed operator.
- Advertisements for a new assistant golf pro have been published, and the selection process is expected to proceed quickly.
- Discussions concerning the allocation of club operating and capital costs are proceeding between the Village Trustee and the Village. Agreement has already been reached on capital improvements to buildings owned by the Village in that the Village will reimburse the PJCC for bathroom and AC renovations. A remaining issue to be resolved is the allocation of costs for the new PJCC administrator and shared the Village administrative labor. The committee asked for clarification from Stan regarding the necessity of the A/C work and assurance that outlays from the Country Club fund will be reimbursed.

Following the Trustee Report, Stacy commented on the status of PJCC revenues. She reported early indications that the membership drive is having some results, especially for the business category.

**Superintendent Report – Brian MacMillan**

Brian reported on the following course improvement efforts taking place this winter:

- Work on the fairway bunker is proceeding on the left side of #7 where a tree has also been removed.
- Work to add fairway bunkers to hole #7 is underway, but weather is causing some delays. Other fairway bunkers, as outlined on the master plan may be constructed in future years as time and finances permit.
- Berms are being added to the back of the #16 green where new fescue is also being added.
- A limited amount of pruning remains to be done.
- Tree work is being performed on the right side of the #14 green.
- The yearly pesticide request was completed for the government environmental authority.

A question arose with the discussion of replacement of flagsticks. They tend to wear during the season, and need replacing. The current flagsticks use a crystal material that enables exact distance measurement for certain golfer devices. Since replacement of the crystal flagsticks are considerably more expensive than standard flag sticks, the question arose whether many members use devices that take advantage of the crystal. Members present stated that most if not all of the members do not use range finders that require crystal, so Brian was encouraged to consider the less expensive replacement flag sticks, although a poll of current members might also be possible.

There was a discussion about the appearance of the course from Old Homestead, since apparently one resident complained. The question was whether any pruning would be the responsibility of PJCC or the Village. In any event, any work to be performed would have to be done by an outside contractor, one with professionals trained in difficult pruning tasks. The committee agreed to treat this item as a low priority country club issue.

There was a discussion concerning insurance reimbursement for tree damage from the summer micro-burst storm, with a suggestion that there might be some financial advantage if the separate items were combined into one insurance request. This item will be brought to Stan's attention.

### **Golf Report - Bill Mackedon**

Bill noted that the preparation of the White Book was nearing completion.

Bill distributed the schedule for 2016 club events, namely the Tuesday Tournament Group, the Weekend Tournament Group, and the Monday outings. This led to a discussion concerning a proposed Thursday (June 2<sup>nd</sup>) outing for the Lion's Club, especially the impact of a Thursday outing on the weekday members. Since there is an open Monday in the schedule, Bill was asked to check if the Lion's Club could use the open Monday. If not, a suggestion was made to offer the weekday members the use of the course on the afternoon of Memorial Day. It was decided to allow Bill some discretion to work out the timing of this outing as well as a subsequent village outing. He will inform this committee by e-mail of the outcome of these discussions.

Bill discussed the status of hiring a new assistant pro and a starter, noting that we have two finalists for the assistant pro position. Bill itemized the work schedule for the assistant pro, noting that teaching would be on his own time.

Bill reported on the status of the update to his position description, which led to a discussion concerning the sign-in expected of members. Members are expected to swipe their cards, with an alternate manual entry of their member number if they do not have their card on hand. After discussion of problems with members disputing charge to their accounts, a **motion** was made by ? and seconded by ? to require all members who incur a billable charge to swipe their cards and sign a receipt.

### **Tennis Report: Rob Kelly**

- Rob reported that the proposed 2016 tennis rates as approved by the CCMAC and the Village were used in members billing. However, there were some minor unexplained adjustments in a few categories. He reported that Stan, Joe, and Rob discussed the variations, and decided to proceed anyway since the variations were minimal. Stacy noted that the Belle Terre Junior rate was not consistent with junior rates for residents and non-residents. Since this is a little used category, Rob agree to a modification of the Belle Terre rate to make it consistent with the other junior rates.
- Rob reported that the tennis pro selection process is proceeding into the second round of interviews. In the first round, the pro was interviewed and in the second round the assistant pros planned for each bidder was also interviewed. Each of the bidders was asked to provide financial data concerning proposed rates and reimbursements, with a final selection expected in early February.

### **Other Business**

Joe reported that the annual member brochures were printed and mailed with just a total amount due at the rate for payment by credit card (no breakout of charges), which triggered a few questions from members. Joe stated that the Treasurer preferred no breakdown, but the committee recognized that this may cause some confusion among the members. Donna explained that her committee had worked hard to keep increases within each category reasonable, easily explained and justifiable. By lumping them all together members cannot compare it to what they paid last year. A new brochure was printed showing a total amount for payment by credit card as well as by check/ cash. Consequently, Gary introduced a **motion**, seconded by Rob, to recommend that an e-mail be sent breaking down the charges and that future literature from the Village include a fee breakdown, specifically for dues, capital allocation, Grill minimum, and any other distinct billing item. The motion passed unanimously.

Bill mentioned some interest in business rates by a large Port Jefferson business, which led to a general discussion concerning PJCC business rates. The original motion agreed to at a previous CCMAC meeting recommended the business rate apply to the business owner and/or the property owner. The question was exactly which participants in a business could use the business rate, especially for business such as Starbucks or the Gap where there is no Port Jefferson business owner. This led to a **motion** made by Donna, seconded by Joe, to clarify the original motion to recommend that the business rate apply to the property owner, business owner, managing partner, site manager, or other manager and an employee, with a maximum of two individuals in the business using the rate. The motion passed unanimously. Joe suggested that he and Bill speak with

the four major employers in Port Jefferson (two hospitals, fire department, and school district) to determine the type of business rate policy which may appeal to them.

The discussion of business rates led to a discussion of other rate categories, especially the Belle Terre rate. Lisa noted that Belle Terre provides \$30K per year to ensure the special rate for their residents.

### **Grievance Committee – Jim White**

Jim reported that he has made a request to the tennis membership and the golf membership to fill out the committee. He prefers that the members are not also members of the CCMAC. CCMAC members suggested that he ensure that there is a mix of male and female members on the Grievance Committee.

### **Other Business**

Joe reported on the work the Village is doing to update their Web site. The new Village site will contain links to an updated PJCC site. Joe mentioned that they might be looking for an intern to do some work on the site, and Rob who coordinates the Computer Science intern program at Stony Brook University will help with the process.

There was some discussion concerning Village participation in CCMAC meetings. There was a general consensus that the Trustee and the Treasurer should regularly attend meetings.

The next meeting will be on February 25<sup>th</sup> in the Grill Room.

Gary made a **motion** to adjourn, and Donna seconded the motion. The motion passed unanimously, and the meeting was adjourned.

### **Addendum**

Joe has spoken to Stan. He states:

- An engineer, as well as three A/C companies agreed these units and ductwork need replacement. The unit for the pro-shop is old but serviceable. He was assured the country club fund will be reimbursed by the Village for any outlays for capital improvement to buildings regardless of the outcome of the attempt to recover electrical bill payments.
- Money will be put in the Village highway tree trimming budget to cleanup Village property between Old Homestead and the golf course from Winston drive to the 7<sup>th</sup> green.
- By the nature of our insurance policy, damage to trees is not covered. Policies that cover such damage are very expensive. Based upon recent incidents, we are looking into such a policy.
- He will bring our motions to the Board of Trustees,
- We should proceed with contacting large local businesses re membership.
- He will make every attempt to attend future meetings.
- Except for rare exceptions, all members must swipe their cards upon registering to play
- Bill's job description remains unchanged, "civil service golf professional"

- Upon approval of the CCMAC the **motion** passed 1/14/16 on Business Memberships be modified to read, “that the business rate apply to the property owner, managing partner, site manager or other manager and up to one full time employee with a maximum of two individuals named on the application up to a maximum of two individuals in the business using the rate.” Passed vote by e-mail 10 in favor, 1 against. (Angelo did not vote)
- The March CCMAC meeting will be on 3/24/16. Generally, future meeting will be on the third Thursday of the month.