

July 29, 2020

DRAFT MINUTES

The Board of Commissioners of Great Neck Park District held a Remote Live Stream Public Meeting on the above date at 11:00 A.M.

Present were Commissioners Robert A. Lincoln, Jr., Frank S. Cilluffo, Tina M. Stellato, Superintendent Jason R. Marra, Assistant Superintendent of Parks Anthony DiDomenico, Secretary to the Board Dorina Bradley.

The minutes of the meetings of March 12, March 31, April 28, June 15 and July 15, 2020 were presented and Commissioner Cilluffo moved, Commissioner Lincoln seconded and it was unanimously carried to approve the above referenced minutes.

1. Request to Employ-

Superintendent Marra presented the request to employ recommendations.

Commissioner Lincoln moved, Commissioner Cilluffo seconded and it was unanimously carried to approve the employment as presented.

2. Request to Purchase from-

A. Advanced Pump, Motor & Controls – labor material and equipment necessary to perform a complete overhaul of the pool recirculating pump at the Steppingstone kiddy pool at a cost of \$3,265 (A7180-47400);

B. Autochem – muriatic acid to balance the "ph" in all pools at a cost of \$1,344 (A7180-4740) and –

C. Meyer Mechanical Services, Inc. – HVAC service contract for Great Neck House at a cost of \$2,150 (A7140-4740).

Commissioner Cilluffo moved, Commissioner Lincoln seconded and it was unanimously carried to approve the aforementioned request to purchase items.

D. Request to Open Additional 2020 Blanket Purchase Order to Elmsford Elite Laundry LLC – for laundry service for Camp Parkwood in the amount of \$2,000 (A7146-4740).

Commissioner Cilluffo moved, Commissioner Lincoln seconded and it was unanimously carried to approve the aforementioned request to open additional blanket purchase order as indicated.

E. Notification of Purchase Approved by the Board during Executive Session from Bee Ready Fishbein Hatter – for professional legal services in the amount of \$10,000 (A7020-4540)-No action needed.

3. ADP Proposal-Superintendent Marra and Finance Director Steve Kessler presented a software proposal from ADP for on line comprehensive human resources. ADP had a representative on line to discuss this with the Board. Counsel inquired to know about NYSHIP processing, policies and rules. Discussion ensued and the Board noted that this should be further discussed.

4. Superintendent's Report- The Superintendent discussed the camp, pool, tennis, sailing sports programs, yoga and concerts and the various COVID challenges Mr. Marra discussed that the

date for the 2020 Budget Hearing will be announced and that it will take place sometime in September.

Superintendent Marra also noted that JoAnne Rosenfeld will be retiring at the end of 2020. She worked for the Park District for thirty-three (33) years. He and the Board noted that she will be missed.

There being no further business upon motion duly made seconded and carried the meeting adjourned at 11:40 AM

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Commissioner

August 26, 2020

Draft Minutes

The Board of Commissioners of Great Neck Park District held a Remote Live Stream Public Meeting on the above date at 11:00 A.M.

Present were Commissioner Robert A. Lincoln, Jr., Frank S. Cilluffo, Tina M. Stellato, Superintendent Jason R. Marra, Finance Director Steve Kessler and Counselor Chris Prior.

The 2021 Budget was discussed as follows:

Superintendent Marra noted that Expenses and Revenue and the current status of the 2020 budget will be discussed today. The final Budget presentation will take place on Thursday, September 3, 2020 at 7:30 PM via Remote Live Stream. Also noted that if anyone has any questions they should email the Superintendent at [gnparks.org](mailto:gnparks.org) and that any documents will be available the week of August 31<sup>st</sup>.

Superintendent Marra noted that due to the impact of COVID-19 it was a very challenging and unusual year. The staff was creative and the Park District safely offered several programs. The 2020 COVID-19 impact guided the Park District for the 2021 Budget.

Superintendent Marra discussed the revenue and the programs that came up short and reviewed the impact of COVID – 19.

Superintendent Marra then discussed the expenses and that the goal was to offer programs as they were able to open and to figure out a way to offset revenue losses.

Superintendent Marra discussed staff salaries, overtime and some full-time positions that were not filled and the savings associated with them. Unemployment insurance went up due to COVID-19. Also discussed the savings on maintenance supplies, limited capital improvements, and limited major repairs.

Finance Director Steve Kessler noted that there were savings in the capital purchases. Mr. Kessler said that there should be reimbursement in 2021 due to the Cares Act, if everything goes well, of approximately 50% for unemployment insurance. Mr. Kessler noted that there will be payout for two (2) retiring employees this year. One employee already retired and one will be retiring year end.

Chairperson Stellato thanked the Superintendent and staff for being creative, safe and extremely conscientious on the needs of the community and to offer various revenue supported programs.

Superintendent Marra noted that we have been flexible, creative and analytical day to day and month to month. We acted quickly with constant flexibility. Superintendent Marra noted that on Friday, August 28, 2020, there will be discussion on Capital Improvements.

There being no further business, upon motion duly made, seconded and carried the meeting adjourned at 11:50 A.M.

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Commissioner

August 28, 2020

Draft Minutes

The Board of Commissioners of Great Neck Park District held a Remote Live Stream Public Meeting on the above date at 11:00 A.M.

Present were Commissioner Robert A. Lincoln, Jr., Frank S. Cilluffo, Tina M. Stellato, Superintendent Jason R. Marra, Finance Director Steve Kessler and Counselor Chris Prior.

The 2021 Budget was discussed as follows:

Superintendent Marra noted that Proposed Capital Items, Proposed Fees and Part-time Salary Schedule for 2021 will be discussed today. The final Budget presentation will take place on Thursday, September 3, 2020 at 7:30 PM via Remote Live Stream. Also noted that if anyone has any questions they should email the Superintendent at [gnpark@gnparks.org](mailto:gnpark@gnparks.org) and that any documents will be available the week of August 31<sup>st</sup>.

Superintendent Marra reviewed the above referenced budget items and noted that due to the impact of COVID-19 it was a very challenging and unusual year.

After discussion of the fees, Chairperson Stellato noted that she is hesitant to raise pool fees this year and would like to wait with the option to reconsider increases next year. Commissioners Lincoln and Cilluffo agree with Chairperson Stellato.

Finance Director Steve Kessler noted that benefits, medical, credit cards, credit card fees, and capital all down. Unemployment Insurance Increased. Mr. Kessler noted that the Park District did a fine job due to the COVID-19 challenges.

Counselor Chris Prior noted that the zoom public hearing will be like any other public hearing regarding public participation-people will be permitted to speak.

Chairperson Stellato said any questions please email them to [gnparks@gnparks.org](mailto:gnparks@gnparks.org).

Superintendent Marra noted that all budget information will be final on September 3, 2020 at 7:30 P.M. at our Budget Hearing via live stream.

There being no further business, upon motion duly made, seconded and carried the meeting adjourned at 12:00 noon.

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Commissioner