

DRAFT

January 6, 2021

The Board of Commissioners of Great Neck Park District held a Remote Live Stream Public Meeting on the above date at 11:00 AM. Present were Chairperson Lincoln, Commissioner Cilluffo, Commissioner Stellato, Superintendent Marra, Assistant Superintendent Anthony DiDomenico, Counselor Chris Prior, Finance Director Steve Kessler.

The minutes of the meeting of December 2, 2020 were presented and Commissioner Cilluffo moved, Commissioner Lincoln seconded and it was unanimously carried to approve the above referenced minutes.

The installation of newly elected board member Tina M. Stellato was performed by Counselor Chris Prior.

- I. Annual Organization and Election of Board Officers as follows:
 - A. Commissioner Stellato moved, Commissioner Cilluffo seconded and it was unanimously carried that Robert A. Lincoln, Jr., be elected Chairperson of the Board of Commissioners to hold office during the year 2021 and until his successor is elected and qualified.
 - B. Commissioner Lincoln moved, Commissioner Stellato seconded and it was unanimously carried that Frank S. Cilluffo, be elected and designated Treasurer of the Board of Commissioners of Great Neck Park District to hold office during the year 2021 and until his successor is elected and qualified, subject to the following restriction:

THAT said Treasurer furnish an official undertaking in the sum of One Hundred Thousand (\$100,000) dollars, conditioned for the faithful performance of his duties and that he will well and truly keep, pay over, and account for all monies, and property belonging to the District and coming into his hands as Treasurer: such undertaking to be approved and filed before he enters upon the duties of his office.
 - C. Commissioner Cilluffo moved, Commissioner Lincoln seconded and it was unanimously carried that Tina M. Stellato, be elected Secretary of the Board of Commissioners of the Great Neck Park District to hold office during 2021 and until her successor is elected and qualified.
 - D. Resolution to Appoint Legal Counsel, McLaughlin & Stern, LLP as Legal Counsel for 2021. Commissioner Stellato moved, Commissioner Cilluffo seconded and it was unanimously carried to appoint McLaughlin & Stern, LLP as Legal Counsel for 2021.
 - E. Resolution to Appoint Auditor, Satty, Levine & Ciacco, CPAs, P.C. as auditors for 2021. Commissioner Cilluffo moved, Commissioner Stellato seconded and it was unanimously carried to appoint Satty, Levine & Ciacco, CPAs, P.C. as auditors for the year 2021.
 - F. Resolution to Designate Banks for Deposits: Commissioner Cilluffo moved, Commissioner Stellato seconded and it was unanimously carried to designate the following banks for deposits for the year 2021.

Capital One Bank
Sterling Nat'l Bank
Flushing Nat'l bank

Certificates of Deposit
Certificates of Deposit
Trust and Agency
Merchant account
Certificates of Deposit
General Fund Checking

Money Market Account General Fund

Payroll Account
Payroll FSA Account
Insured Cash Sweep Account

Promontory Investment Account

Capital Reserve
Insurance Reserve
Repair Reserve

Bridgehampton Nat'l Bank

Operating Account
Trust & Agency

- G. Resolution to Adopt Investment, Procurement and Auditing of Claims Policies: Commissioner Cilluffo moved, Commissioner Stellato seconded and it was unanimously carried to adopt the investment, procurement and auditing of claims policies for 2021.
- H. Resolution to Designate Newspaper, Great Neck News and Great Neck Record as Official Publications for Legal Notices: Commissioner Cilluffo moved, Commissioner Stellato seconded and it was unanimously carried to designate the Great Neck News and Great Neck Record as official publications for legal notices for 2021.
- I. Resolution to readopt Records Management Retention Schedule and to reappoint Dorina Bradley as the records retention officer for the year 2021. Commissioner Cilluffo moved, Commissioner Stellato seconded and it was unanimously carried to reappoint Dorina Bradley as the records retention officer for the year 2021.
- J. Resolution to reappoint Dorina Bradley as the FOIL Officer for the year 2021. Commissioner Stellato moved, Commissioner Cilluffo seconded and it was unanimously carried to reappoint Dorina Bradley as the FOIL officer for the year 2020.

- K. Resolution to Adopt Financial Assistance Guidelines for 2021. Commissioner Stellato moved, Commissioner Cilluffo seconded and it was unanimously carried to adopt the Financial Assistance Guidelines for 2021.

- II. Finance:
 - A. 2020 Budget Transfer-The Finance Director submitted 2020 budget transfers over \$1,000 which were presented to the Board. All policies and procedures were followed. Commissioner Cilluffo moved, Commissioner Stellato seconded and it was unanimously carried to approve the 2020 budget transfers as submitted. A copy of the budget transfers is annexed to these minutes.

- III. Personnel:

2021 salary increases for non-union employees for 2021. Superintendent Marra noted that the increases are consistent with the union contract.

Based upon the recommendation of the Superintendent and review by the Board, Commissioner Stellato moved, Commissioner Cilluffo seconded and it was unanimously carried to approve the 2021 salary increases for non-union employees which are consistent with the union contract.

- IV. Superintendent's Report-Jason reviewed the master plan that was approved in December. The Park District is continuing to monitor Covid-19 and how it affects our programs. The Park District remains active in daily monitoring. Discussion ensued with regard to the Park District survey.

- V. Request to Purchase Items as follows:
 - I. Request to Purchase from
 - A. Accent Label Co. – 2021/22 parking decals and 2021 daily, monthly and annual hanging tickets at a cost, including shipping, of \$4,721.90(\$4,443.90 to A5650-4010 and \$278 to A7020-4580);
 - B. Brake Service Group – labor, material and equipment necessary to replace the wiring harness on our 2016 Western Tornado sander that we use to salt parking lots at a cost of \$1,224.74 (A7255-4750);
 - C. C&H Signal and Communication I- labor, material and equipment necessary to perform work for a total cost of 42,280, as follows, at:
 - 1. Great Neck House – service call on fire alarm because it was sending out multiple signals to the monitoring station at a cost of \$575 (A7140-4750) and
 - 2. Beach Road – for a total cost of \$1,705 (A7020-2250)
 - a. Clean and inspect fire alarm at a cost of \$910 and
 - b. Supply and install new Honeywell cellular dialer for fire alarm and test system at a cost of \$795;
 - D. Concepts in Promotion – winter jackets for Union employees at a cost of \$3,450 (A7110-4740);
 - E. Duff & Phelps, LLC – 2020 fixed asset report at a cost of \$1,45 (A7020-4580);
 - F. Ferraro brothers Elite Hockey, Inc. – holiday hockey camp and New Year's Day camp at a cost of \$8,655 (A72650-4580);
 - G. Head/Penn Racquet Sports – teaching and regular – duty tennis balls (as per bid approved by the Board on February 24, 2020) and ball polybags at a cost of \$6,910.56 (A7281-4910);
 - H. Top Shelf Hockey Clinics, LLC – holiday hockey clinic held December 21 through 24, 2020, at a cost of \$2,515 (A7265-4580);

- I. Wayside Fence Co. – materials necessary to repair fence that was damaged during a recent storm at Kings Point Park at a cost (not including labor, which will be performed in house) of \$3,451.78 (A7110-450) and
- J. West Coast Sailing (Citibank) – items for pre-season repair/maintenance of our Opti sailing dinghies, with labor to be provided by our waterfront directors, at a cost of \$1,370.10 (A7230-4740).

Commissioner Cilluffo moved, Commissioner Stellato seconded and it was unanimously carried to approve A through J above.

- II. Notification of Purchases Approved by Board Consensus Via Email
 - A. On December 3, 2020, from Ferraro Brothers Clinic for staff to run Thanksgiving hockey clinic at a cost of \$2,250 (A7265-4580):
 - B. On December 7, 2020 from
 - 1. The Home Depot for holiday lights for Firefighters Park at a cost (under the Omnia Cooperative Purchase Agreement) not to exceed \$5,000 (A7110-4740) and
 - 2. Finest Security & Protection Services, Inc. for four (4) security workers for our 2020 Park District election – one (1) at each of our three (3) locations and one (1) to rove among all three (3) sites and to transport election ballots – at a cost, including extra hours, if needed, at the end of the night, of \$1,700;
 - C. On December 16, 2020, from Michele Tabaroki – payout, per program agreement, for fall outdoor Zumba classes at a cost of \$1,271.25 (A145-4580).

- III. Request to Increase Purchase Order No. 200065 to the Water Authority of Great Neck North (originally approved by the Board at its January 2, 2020, business meeting in the amount of \$9,000 for water to be provided to the Andrew Stergiopoulos Ice Rink) by an additional \$1,000 (A7265-4210) for additional water provided.

Commissioner Cilluffo moved, Commissioner Stellato seconded and it was unanimously Carried to approve the aforementioned request to increase purchase order No. 200065.

- IV. Request to Change Vendor Name from Data Tech Solutions, Inc., to RGR Direct Corp. – laser print election postcards and prepare them for mailing, including sorting voters by their polling locations, at a cost of \$2,000 (A7020-4470), as originally approved by the Board at its December 2, 2020, public action meeting.

Commissioner Stellato moved, Commissioner Cilluffo seconded and it was unanimously carried to approve the aforementioned request to change vendor name from Data Tech Solutions, Inc., to RGR Direct Corp.

- V. Request to Open 2021 Blanket Purchase Orders as per Attached List.

Commissioner Cilluffo moved, Commissioner Stellato seconded and it was unanimously carried to approve the attached list to open 2021 Blanket Purchase orders as indicated on said list.

- VI. Items for Board Discussion-Chairperson Lincoln noted that there were no items for Board discussion.

- VII. New Business:
- A. COPAY-Agreement for 2021-on motion made by Commissioner Stellato, seconded by Commissioner Cilluffo and it was unanimously carried to enter into agreement with COPAY, from 1/1/21 through 12/31/21. the cost for the outdoor rink.
- VIII. Election Results for Park District Election Held on December 8th, 2020 as follows:
- | | |
|------------------|-----------|
| Tina M. Stellato | 826 Votes |
| David Levin | 72 Votes |
| Total Votes Cast | 898 |

Chairperson Lincoln discussed the Covid-19 pandemic and that he is hoping everything will get back to normal soon. Mr. Lincoln said that the staff has been doing an excellent during the pandemic. Discussed a work in progress regarding how future meetings and agendas will be presented. Agendas are currently being posted on the Park District Website.

There being no further business, upon motion duly made, seconded and carried, the meeting adjourned at 11:30 A.M.

Commissioner

List of 2021 Blanket Purchase Orders
Presented for Board Approval at Its
January 6, 2021, Public Action Work Session/Meeting

V. Request to Open 2021 Blanket Purchase Orders, as follows:

<u>Vendor</u>	<u>Amount</u>	<u>Account Code</u>
Accruent (MC) Annual Maintenance Connection fee	\$18,422.84	A7020-4050
ADP, Inc. (CT) Payroll services including time clocks and HR module	\$ 85,000	A7020-4050
Allied Knife Grinding (EJ) Ice rink blade sharpening	\$ 2,700	A7265-4750
American Express Travel Related Svs. Co., Inc. (CT) Online and point-of-service credit card fees	\$ 27,000	A7020-4030
August Benefits, Inc. (SK) Sexual harassment training for managers and employees in both English and Spanish	\$ 3,750	A7020-4580
Charles Berman (CT) Sewer taxes for Great Neck and Belgrave	\$117,375	A1950-4000
Call-a-Head (SG) Annual service contract for the portable toilet at the dog park, including cleaning, pumping out waste and dumping fees	\$ 1,416	A7110-4290
Central Business Systems (CT) 4040 Copies to be made a Beach Road	\$ 3,000	A7020-
Central Business Systems (JR) Back-and-white and color copies A7020-4040	\$4,000 1,000	

to be made on the Sharp MX3570 A7180-4040	1,000	
network print/scan/fax/color A7265-4040	1,000	
copier at the Parkwood office	400	A7110-4040
	600	A7145-4040
CivicPlus (MC)	\$ 44,100	A7020-4050
CivicPlus/CivicRec annual maintenance fees		
Conn. Gen. Life Acct. (CT)	\$100,000	A9060-8000
Dental and vision coverage		
DISH (Citibank) (MC)	\$ 1,400	A7020-4050
Network subscription (monthly credit card online payment)		
Elavon (CT)	\$ 58,000	A7020-4030
Credit card fees and tech support		
E-Z Pass (CT)	\$ 5,100	A7020-4450
Tolls and travel expenses		
Feldman Lumber II (WM)	\$ 9,500	A7110-4750
Miscellaneous materials to be used at all parks throughout the year		
Finance Manager (CT)	\$ 4,959	A7020-4050
Software license and maintenance agreement		
Fire Command Co. Inc. (WM)	\$ 3,000	A7110-4750
Mandatory inspections and replacement of fire extinguishers throughout the District		
Grainger (WM)	\$ 3,500	A7110-4740
Miscellaneous purchases for all parks		
Great Neck Water Pollution Control (CT)	\$ 10,500	A1950-4000
Sewer taxes for the Village of Kings Point and Kings Point, Steppingstone and Manor Parks		
The Home Depot (WM)	\$ 7,500	A7110-4740

Miscellaneous purchases for
all parks and facilities

Key Government Finance, Inc.	(CT)	\$107,950	
Annual charges for energy equipment: pool		26,950	A7180-4300
ice rink		81,000	A7265-4300
Kyber Security	(MC)	\$ 4,560	A7020-4050
Annual Datto backup monthly support and services fees for units at Great Neck House and Beach Road			
Leaf Capital Funding, LLC	(CT)	\$ 2,000	A7020-4290
Monthly lease payments for Sharp print/scan/fax color copier system at Beach Road			
Leaf Capital Funding, LLC	(JR)	\$ 2,268	
12 extended monthly lease payments for the Sharp MX3570 network print/scan/fax/color copier at the Parkwood office		567 567 567 567	A7020-4290 A7110-4290 A7180-4290 A7265-4290
Manhasset-Lakeville Water	(CT)	\$ 4,500	A7110-4210
Water usage at Shoreward Drive and Manor, Thomaston and Wyngate Parks			
Maureen Data Systems	(MC)	\$7,858.19	A7020-4050
One-year license and support extension for Meraki network gear			
McLaughlin & Stern, LLP	(CT)	\$ 70,000	A7020-4540
General advice and counsel to the Board and administrative staff, attendance at meetings of the Board and preparation of memos, opinions and agreements			
McLaughlin & Stern, LLP	(CT)	\$ 30,000	A7020-4540
Legal services not covered under the 2021 retainer			
Mitel Cloud Services, Inc.	(MC)	\$ 14,160	
Telephone services for administra-		8,220	A7020-

tion, Great Neck House and Park- wood Family Aquatic Center, tennis center and A. Stergiopoulos Ice Rink		1,920 645 1,935 1,440	A7140-4090 A7180-4090 A7265-4090 A7281-4090
National Grid (AD) Natural gas usage at Beach Road		\$ 4,000	A7020-4220
National Grid (CT) Natural gas usage at various parks		\$27,000	A7110-4220
National Grid (CT) Natural gas usage at Great Neck House		\$12,000	A7140-4220
National Grid (CT) Natural gas usage for the Parkwood Family Aquatic Center		\$15,000	A7180-4220
National Grid (CT) Natural gas usage at the Andrew Stergiopoulos Ice Rink		\$55,000	A7265-4220
National Grid (CT) Natural gas usage at the Parkwood Tennis Center		\$ 6,000	A7281-4220
NYS Health Insurance Program (CT) Health insurance expense		\$1,564,000	A9060-8000
NYS Unemployment Insurance (CT) 2021 unemployment insurance		\$100,000	A9058-8000
Optimum (MC) Cablevision and internet for parks (Allenwood, Cuttermill, Stepping- stone and Memorial), Parkwood Family Aquatic Center, tennis center and Andrew Stergiopoulos Ice Rink		\$ 10,500 7,380 705 2,115 300	A7110-4050 A7180-4050 A7265-4050 A7281-4050
PSEGLI (CT) Electricity usage at the parking fields		\$ 8,000	A5650-4200
PSEGLI (CT) Electricity usage at Beach Road		\$ 12,000	A7020-4200

PSEGLI (CT) Electricity usage at all parks	\$ 56,500	A7110-4200
PSEGLI (CT) Electricity usage at GN House	\$ 23,000	A7140-4200
PSEGLI (CT) Electricity usage at the Parkwood Family Aquatic Center	\$105,000	A7180-4200
PSEGLI (CT) Electricity usage at the Andrew Stergiopoulos Ice Rink	\$190,000	A7265-4200
PSEGLI (CT) Electricity usage at the Parkwood Indoor Tennis Center	\$ 67,000	A7281-4200
Rapid Armored Corporation (CT) Armored courier pick-up service (reimbursed by Flushing Bank)	\$ 10,000	A7020-4580
Sound Actuarial Consulting, LLC (CT) GASB-45 actuarial analysis of liabilities associated with post- employment benefits (excluding pension) for the calendar year ended 12/31/2020	\$ 4,500	A7020-4580
Spectrotel (MC) Telephone services for adminis- tration, parks, Great Neck House Parkwood Aquatic Center and Andrew Stergiopoulos Ice Rink	\$ 8,880 1,020 5,520 1,320 255	A7020-4090 A7110-4090 A7140-4090 A7180-4090
Standard Life Ins. Co. NY(CT) Life insurance for non-Union personnel for only Q1 of 2021	\$ 2,600	A9045-8000
Standard Life Ins. Co. NY(CT) Disability insurance for only Q1 of 2021	\$ 3,000	A9055-8000
Town of North Hempstead (WM) Solid waste disposal fees	\$ 60,000	A7110-4750
Thyssen Krupp Elevator (WM) Great Neck House elevators Parkwood Aquatic Center pool	\$ 9,900 3,660 3,120	A7140-4750 A7180-4750

	Parkwood Aquatic Center lift	1,560	A7180-4750
	Andrew Stergiopoulos Ice Rink lift	1,560	A7265-4750
	Verizon (MC)	\$ 1,980	
4090	FIOS telephone services for	990	A7020-
	administration, the marina and	495	A7230-4090
	the tennis center	495	A7281-4090
	Verizon (MC)	\$ 9,000	
	FIOS internet service for	2,640	A7020-4050
	administration, Kings Point Park	2,760	A7110-4050
	(Steamboat/Red Brook Roads),	1,440	A7140-4050
	Great Neck House and Parkwood	180	A7180-4050
	tennis, Family Aquatic Center and	540	A7265-4050
	Andrew Stergiopoulos Ice Rink	1,440	A7281-4050
	Verizon Wireless (CT)	\$ 12,350	
4090	Annual wireless phone services		
	for: administration	3,200	A7020-
	parks	7,200	A7110-4090
	recreation administration	650	A7145-4090
	Camp Parkwood	1,300	A7146-4090
	Vermont Systems (MC)	\$ 2,412	A7020-4050
	RecTrac annual maintenance		
	Village of Great Neck Plaza,		
	LLC (CT)	\$ 1,500	A7110-4200
	Electricity from the Village of		
	Great Neck Plaza, per agreement		
	Village of Kings Point (CT)	\$ 37,000	A7110-4310
	Lease payments for Kings Point		
	Park		
	Water Authority of Great Neck		
	North (CT)	\$ 1,000	A7020-4210
	Water usage at Beach Road		
	Water Authority of Great Neck		
	North (CT)	\$35,500	A7110-4210
	Water usage at various parks		
	Water Authority of Great Neck		
	North (CT)	\$ 2,000	A7140-4210
	Water usage at Great Neck House		
	Water Authority of Great Neck		

North (CT)	\$30,000	A7180-4210
Water usage at the Parkwood Family Aquatic Center		
Water Authority of Great Neck North (CT)	\$12,000	A7265-4210
Water usage at the Andrew Stergiopoulos Ice Rink		
Water Authority of Great Neck North (CT)	\$4,500	A7281-4210
Water usage at the Parkwood Indoor Tennis Center		
Wex Bank (CT)	\$34,550	
Gasoline expenses related to Park District vehicles for:		
parking fields	450	A5650-4670
administration	3,500	A7020-4670
parks	19,550	A7110-4670
Great Neck House	700	A7140-4670
Parkwood Family Aquatic Center	3,000	A7180-4670
marina	2,050	A7230-4670
Andrew Stergiopoulos Ice Rink	5,300	A7265-4670
Wright National Flood Ins. Co. (CT)	\$ 5,000	A9060-8000
Steppingstone park flood insurance		
Zoom (Citibank) (MC)	\$ 2,580	A7020-4050
Annual subscription @ \$215 per month (monthly credit card online payment)		