

**INC. VILLAGE OF RUSSELL GARDENS  
BOARD OF TRUSTEES  
MONTHLY MEETING  
AGENDA  
LOCATION: VILLAGE HALL  
JULY 11, 2024, 8:00 P.M.**

- **Mayor's Introduction**
  - **Minutes** – June 6, 2024
  - **Treasurer's Report** – May 31, 2024
  - **Building Inspector's Report** – June 2024
  - **Maintenance Report** – June 2024
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**SCHEDULED HEARINGS 9/5/2024**

To Schedule a Public Hearing on Sept. 5, 2024, at 8:05 p.m., to amend Russell Gardens Code **with the addition of Section 39-1 through Section 39-15** entitled “**Rental Registry**”. (Refer to **Local Law 4-2024**)

And to schedule a Public Hearing on Sept. 5, 2024, at 8:10 p.m., to amend Russell Gardens Code Chapter 60 entitled “**Zoning**” **with the following subsections to be amended:**

1. Subsection 60-2 entitled “Definitions”
2. Article III entitled “Residence AA District”, subsection I
3. 60-11 entitled “Permitted uses”, subsection J
4. Subsection 60-13.2 entitled “Maximum floor area”
5. Subsection 60-14 entitled “Yards”, amended to add a new subsection E
6. Subsection 60-14.1 entitled “Minimum dimensions of private, noncommercial garages” amended to add a new subsection C
7. Subsection 60-15 entitled “Building height”
8. Article IV entitled “Residence A District”, Subsection 60-19 entitled “Permitted uses”, subsection I.
9. Subsection 60-19 entitled “Permitted uses”, subsection J
10. Subsection 60-21.2 entitled “Maximum floor area”
11. Subsection 60-22 entitled “Yards”, amended to add a new subsection E and F
12. Subsection 60-22.1 entitled “Minimum dimensions of private, noncommercial garages” amended to add a new subsection C.
13. Subsection 60-23 entitled “Building height”.

14. Article V entitled "Residence B District" subsection 60-29.7 entitled "Permitted uses",
15. Article V entitled "Residence B District", subsection 60-29.2 entitled "Maximum floor area",
16. Subsection 60-30 entitled "Yards" amended to add a new subsection D
17. Subsection 60-31 entitled "Building height" (Refer to **Local Law 5-2024**).

### **BOARD APPROVAL- RESOLUTIONS:**

Board approval of **June 6, 2024** Minutes, Treasurers Report for the period **May 31, 2024**, Building Inspector's Report and Maintenance Report for the month of **June 2024**.

### **APPOINTMENTS**

**RESOLVED**, that Larry Chaleff be appointed Deputy Mayor.

**RESOLVED**, that Danielle Pennise be appointed Village Clerk-Treasurer for a term of two (2) official years.

**RESOLVED**, that notwithstanding any other provision of law to the contrary, with the consent of the Board of Trustees, the Village Clerk Treasurer shall not be required to be a resident of the Village of Russell Gardens, but shall be a resident of the County of Nassau or a county which adjoins the County of Nassau.

**RESOLVED**, that Danielle Pennise be designated Secretary to the Zoning Board of Appeals at the rate of \$75.00 per meeting.

**RESOLVED**, that the Village Clerk-Treasurer be appointed as the Issuing Agent to issue permits to any eligible disabled resident of New York State, whether the applicant resides in the jurisdiction from which a permit is sought, or to any eligible agency that transports handicapped individuals.

**RESOLVED**, that Eileen Clancy be appointed Deputy Village Clerk Treasurer for one (1) official year.

**RESOLVED**, that Eileen Clancy be designated Secretary to the Design Review Board at the rate of \$75.00 per meeting.

**RESOLVED**, that Laurie Berlin be appointed Associate Village Justice with compensation at \$450.00 per Court session.

**RESOLVED**, that Eileen Clancy be designated Clerk to the Justice with compensation at the rate of \$75.00 per Court session.

**RESOLVED**, that Adam Covitt be designated as Village Prosecuting Attorney at the rate of \$450.00 per Court session.

**RESOLVED**, to designate Arthur Anderman as Chairperson of the Zoning Board of Appeals for one year.

**RESOLVED**, that the Board of Trustees be designated to act as the Village Assessment Board of Review.

**RESOLVED**, to extend the Design Review Board for a period of 12 months with the following five members: Andrew Rouchou-Chairman, Nancy Citriniti, Jason Jia, Ron Nahum, and Robin Sherman.

**RESOLVED**, to appoint Ragini Srivastava, Town Clerk of North Hempstead, as Registrar of Vital Statistics for the Inc. Village of Russell Gardens.

**RESOLVED**, to appoint Margaret Malito, Deputy Town Clerk of North Hempstead, as Deputy Registrar of Vital Statistics for the Inc. Village of Russell Gardens.

### **ELECTED**

**RESOLVED**, that Edward Goodman elected as Village Justice be compensated at \$450.00 per Court session.

### **CONTRACTUAL**

**RESOLVED**, that the Village retain the services of Robert Barbach as Superintendent of the Building Department; although not a resident of the Village, is a resident within the County of Nassau wherein the Village is located, at the rate of \$116.02 per hour for the fiscal year.

**RESOLVED**, that the Village retain the services of Kristofer De Paola as Building Inspector, although not a resident of the Village, is a resident within the State of New York wherein the Village is located, at the rate of \$70.00 per hour for the fiscal year.

### **INVOICES**

**RESOLVED**, to approve **\$412,242.41** total disbursements from First National Bank of Long Island General Fund Checking Account for invoices paid in the amount of **\$379,134.32** in **June 2024**, Check # 2362 to 2394 (Note: A check in the amount of \$263,924 was issued for the purchase of a New 2024 Sweeper-includes trade-in) and Electronic Transfers in the amount of **\$316.43** and Payroll disbursements of **\$32,791.66**.

### **ASSIGNED FUND BALANCE**

**RESOLVED**, to fund the following accounts by the village from the Unrestricted Fund balance:

**Assigned Fund Balance-Roads:** \$500,000 for Fiscal Year 2024

**Assigned Fund Balance-Equipment:** \$100,000 for Fiscal Year 2024

**Assigned Fund Balance-Building Maintenance:** \$137,500 for Fiscal Year 2024

**Assigned Fund Balance-Technology:** \$100,000 for Fiscal Year 2024

**Total Assignment \$837,500.00**

## **CONTRACTS**

**RESOLVED**, to authorize the mayor to sign a second agreement with Share Builder Corp. 53 Stevens St., Roosevelt, NY, 11575, in the amount of \$1,000 per day to repair all joiners and cobblestones for (10) days beginning June 28,2024.

**RESOLVED**, that the Village retain the law firm of Forchelli, Deegan, Terrana Law to provide such legal services as may be requested by the Mayor and/or the Board of Trustees at an hourly rate of \$225.00 for partners and associates, plus reimbursement of necessary disbursements.

**RESOLVED**, that the Village retain Spellman Gibbons Polizzi Truncale & Trentacoste, LLP, as its attorneys to act as the Village's Tax Certiorari Counsel. The Firm's time shall be billed at \$250 per hour for time expended by associates and \$275 per hour for time expended by partners of the Firm.

**RESOLVED**, that Skinnon and Faber CPA be retained as the Village Auditor, to audit Village books and records for the Fiscal Year 2024/2025 and to review such other financial records as necessary, for an annual fee of \$13,700 and to perform the annual audit of court records and dockets for an additional fee of \$950.

**RESOLVED**, that Cavooris Consulting Group be retained to prepare the Actuarial Report for the Fiscal Year.

**RESOLVED**, to authorize the Mayor to sign an agreement with D&B Engineers and Architects to prepare the Notice of Intent to Continue MS4 General Permit Coverage and to Prepare Interim Progress Certification in the amount of \$4,100.

**RESOLVED**, to authorize the mayor to sign an agreement with Municipal Valuation Services Inc., in which Thomas Donato will act as engagement coordinator to complete the 2025/2026 Annual Assessment Update and Inventory for a fee of \$6,800. To review small claim and commercial certiorari settlements for 2025/2026 and to review assessment totals for roll years 2025 and 2026 and to assist the Inc. Village of Russell Gardens with the preparation and filing of the Annual Assessor's Report including adjusted base proportion calculations at a cost of \$1,300.

**RESOLVED**, to authorize the mayor to sign an agreement with Municipal Valuation Services Inc. to act as consultant to the Inc. Village of Russell Gardens for 2025 Small Claims proceedings in which a market analysis for each parcel will be prepared in the amount of \$125.00/parcel and \$200/hr. for commercial certiorari proceedings.

## **PROCUREMENT**

**RESOLVED**, to re-adopt the present Village Procurement Policy on file with the Village Clerk as required by law.

## **FUNDS**

**RESOLVED**, that **First National Bank of Long Island** be designated as a legal depository for funds of the following accounts:  
General Funds Account, Checking Account  
Money Market Account  
Trust And Agency Account  
Edward S. Goodman Village Justice Account  
Laurie Berlin Associate Village Justice Account

**RESOLVED**, that the following individuals are authorized for and on behalf of the Organization to open a transaction account (Demand Deposit/Savings/Money Market Savings) with **First National Bank of Long Island (the Bank)** and to execute and deliver to the Bank any additional documentation, including but not limited to, a signature card or cards supplied by the Bank, containing a specimen signature of such individuals. Furthermore, such individuals are authorized for and on behalf of the Organization to conduct transactions, to endorse or cause to be endorsed, to deposit or cause to be deposited from time to time checks, drafts and other instruments and funds payable or held by the Organization, and that any funds so deposited shall be subject to withdrawal or transfer by any individuals: **Danielle Pennise, Village Clerk Treasurer, Eileen Clancy, Deputy Village Clerk Treasurer and Court Clerk, David M. Miller, Mayor, Larry Chaleff, Deputy Mayor, Martin Adickman, Trustee, Jane Krakauer, Trustee and Matthew Ellis, Trustee.**

**RESOLVED**, that **First National Bank of Long Island (the Bank)** may purchase, give credit for, cash, accept, pay, and charge to any of the aforementioned accounts, without inquiry, all items signed, drawn, accepted or endorsed on behalf of the Organization, whether under a title, the words "Authorized Signature" or otherwise, with the purported actual or facsimile signature or any one of the officials whose names, titles and specimen signatures appear above or on a rider hereto, or his or her successor in office, regardless of the circumstances under which the signature shall have become affixed if it resembles any actual or facsimile signature previously certified to the Bank. The Organization shall indemnify and hold the Bank harmless against all claims, losses, damages, liabilities, costs, penalties, and expenses (including, but not limited to, attorneys' fees and disbursements) incurred by the Bank in connection with the honoring of any purported signature of any authorized signer or any refusal to honor the signature of any person who is not an Authorized Signer. (The Organization acknowledges that dual signature requirements and restrictions impose no liability on the Bank).

**RESOLVED**, that the above individuals, as well as designees by written instructions from the Organization, are authorized for and on behalf of the Organization to open a Certificate of Deposit account with the Bank and to execute and deliver a confirmation of instructions and any additional documentation containing a specimen signature of such individuals. Any funds deposited therein shall be subject to withdrawal or transfer by such individuals.

**RESOLVED**, that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by **First National Bank of Long Island (the Bank)**, but if the authority contained in them should be revoked/terminated by operation of law without said notice, it is resolved and agreed for the purpose of inducing the Bank to act hereunder, that the Bank shall be saved and held harmless from any loss suffered or liability incurred by it in so acting after revocation or termination without notice.

**RESOLVED**, that the Village Clerk-Treasurer be authorized to purchase proper CDs or establish money market accounts and to make deposits in various amounts as may be consistent with Village financial arrangements, as provided by law and as approved by the Mayor and Board of Trustees.

**RESOLVED**, that the Village of Russell Gardens will be a participant of **NYCLASS** to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019; Whereas the Inc. Village of Russell Gardens wishes to satisfy the safety and liquidity needs of their funds.

**RESOLVED**, that Danielle Pennise, Village Clerk Treasurer of the Inc. Village of Russell Gardens and an authorized participate in the **NYCLASS** program per adopted resolution on January 5, 2023, may deposit funds for contributions into the NYCLASS General account and or withdraw funds from the NYCLASS General account to transfer funds between the General Fund Checking Account held at First National Bank of Long Island and the NYCLASS General account upon approval with the Mayor.

## **LEAVE**

**RESOLVED**, that Vacation Leave, Sick and Personal leave accrue on a yearly basis and become available to the employee on the employee's anniversary date.

## **RETIRED EMPLOYEES**

**RESOLVED**, to continue health insurance coverage for retired employees (Angelo LoBrutto, Sal Restivo, spouse Rose Restivo, Joseph Simone and spouse Angela Simone, Michael Jurcsak and spouse Deborah Jurcsak, Christine Blumberg, Lorraine Hunt, and spouse Michael Hunt) enrolled in the Excelsior Plan or other Insurance Plan offered by the village for which the Village shall be responsible for no more than 50% of the cost for individual coverage premium and 35% of the cost for family coverage. The Village will cover the full plan cost for the Fiscal year March 1, 2023 through February 29, 2024.

## **REIMBURSEMENTS**

**RESOLVED**, that a fixed rate of 67 Cents per mile, or whatever the rate might change to, be reimbursed to officials and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village.

**RESOLVED**, that the Mayor, Board of Trustees, Village Clerk-Treasurer, Deputy Village Clerk-Treasurer, Village Justice, Associate Village Justice, and Clerk to the Justice, are authorized with the approval of the Board of Trustees to attend various meetings to be held during the coming fiscal year and are to be reimbursed for actual and necessary expenses.

## **BOARD OF TRUSTEE MEETINGS**

**RESOLVED**, that the Regular Monthly Meeting of the Board of Trustees be held in Village Hall or Virtually on the first Thursday of the month at 8:00 p.m. or other dates as may be agreed upon by the Board of Trustees.

**RESOLVED**, that Great Neck Record be designated the official newspaper for Village publication of requisite notices as required by law.

**RESOLVED**, that no public meeting will be held during the summer in August 2024 and the next public Board of Trustees meeting will be held on September 5, 2024.

The Overview of the village draft of the Financial Statements and Audit Report for the Fiscal Year Ending 2/28/2024 will be presented by Skinnon & faber CPA, P.C. in September.

**RESOLVED**, that the next Annual Meeting of the Board of Trustees will be held on Thursday, July 10, 2025.

**ANNOUNCEMENTS- Mayor's Comments**

- Department of Public Works will start repairing potholes throughout the village.

**THE NEXT MEETING OF THE BOARD OF TRUSTEES WILL TAKE PLACE ON THURSDAY, SEPTEMBER 5, 2024.**