

**MINUTES OF THE
BOARD OF TRUSTEES MEETING OF THE
INC. VILLAGE OF RUSSELL GARDENS
APRIL 8, 2021**

PRESENT David Miller, Mayor, Larry Chaleff, Deputy Mayor, Martin Adickman, Jane Krakauer, Matt Ellis, Trustees, Danielle Pennise, Secretary to the Board of Trustees.

The Mayor opened the meeting at 8:00 P.M. and read the following statement regarding procedures for this meeting:

Due to public health and safety concerns related to COVID-19, and pursuant to Governor's Executive Orders, including, without limitation Order 202.1 and 202.10 this meeting of the Inc. Village of Russell Gardens Board of Trustees is not being held in person. The Board is meeting by teleconferencing. The meeting will be recorded, and a transcript will be provided later. The public can observe the meeting live online and to submit comments, pursuant to instructions given on the Village website and in the meeting notice. The meeting Agenda is posted on the Village website at www.russellgardens.com.

Mayor David Miller: The Secretary to the Board of Trustees will now call the roll of the Board for attendance.

Secretary to the Board of Trustees, Danielle Pennise called the roll.

1. MINUTES OF MARCH 4, 2021 MEETING

A motion was made by **Larry Chaleff** to accept the minutes of **March 4, 2021** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

2. TREASURER'S REPORT

The Treasurer's report for the month of **February 28, 2021** was distributed to the board for review.

A motion was made by **Larry Chaleff** to accept the Treasurer's Report and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

3. BUILDING INSPECTOR'S REPORT and **4. MAINTENANCE REPORT** for the month of **March 31, 2021** was distributed to the board for review.

A motion was made by **Larry Chaleff** to accept the Building Inspector's and Maintenance Report and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

NEW BUSINESS: ELECTION RESULTS

30 Ballots were cast for David Miller, Mayor for a term of two (2) official years.

31 Ballots were cast for Jane Krakauer, Trustee for a term of four (4) official years.

30 Ballots were cast for Martin Adickman, Trustee for a term of four (4) official years.

ANNUAL RESOLUTIONS

5. **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.

6. **RESOLVED** that Skinnon and Faber CPA be retained as the Village Auditor, to audit Village books and records for the fiscal year 2021/2022 and to review such other financial records as necessary, for an **annual fee of \$9,900.00** and to perform the annual audit of court records and dockets for an **additional fee of \$950.00**.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

7. **RESOLVED** that the Village retain the services of Raffaella Bertucci although not a resident of the Village is a resident within the County of Nassau wherein the Village is located, as Building Inspector at the rate of **\$85.00 per hour** for the fiscal year.

8. **RESOLVED** that the Village retain the services of Robert Rockelein although not a resident of the Village is a resident within the County of Nassau wherein the Village is located, as Building Inspector at the **rate of \$55.00 per hour** for the fiscal year.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

9. **RESOLVED** that Larisa Love be designated Prosecuting attorney at **the rate of \$200.00 per Court session**.

10. **RESOLVED** that Lorraine Hunt be designated Clerk to the Justice with compensation at the **rate of \$75.00 per Court session**.

11. **RESOLVED** that Edward Goodman be appointed Village Justice with compensation set at **\$200.00 per Court session**.

12. **RESOLVED** that Laurie Berlin be appointed Associate Village Justice with compensation at **\$200.00 per Court session**.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

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

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

14. RESOLVED that Danielle Pennise be appointed Village Clerk-Treasurer for **two (2) official years**.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

15. RESOLVED that Lorraine Hunt be appointed Deputy Village Clerk-Treasurer for **one (1) official year**.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

16. RESOLVED that the regular monthly meeting of the Board of Trustees be held in Village Hall on the **first Thursday of the month at 8:00 p.m.** or upon such other dates as may be agreed upon by the Board of Trustees.

17. RESOLVED that the next Annual Meeting of the Board of Trustees will be held on **April 7, 2022**.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

18. RESOLVED that the Mayor, Board of Trustees, Village Clerk-Treasurer, Deputy Village Clerk-Treasurer, Village Justice, Acting 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.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

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

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

20. RESOLVED that Citibank be designated for deposit of the following accounts:

General Fund, for day-to-day NOW checking
General Money Market
T&A Account

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

21. 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.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

22. 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.

23. RESOLVED to continue health insurance coverage for retired employees Angelo LoBrutto, spouse Giusepena LoBrutto, Sal Restivo, spouse Rose Restivo, Joseph Simone and spouse Angela Simone and Christine Blumberg.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

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

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

25. 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 or not the applicant resides in the jurisdiction from which a permit is sought, or to any eligible agency that transports handicapped individuals.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

- 26. RESOLVED** that a **fixed rate of \$0.56 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.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

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

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

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

- 29. RESOLVED** that Larry Chaleff be appointed Deputy Mayor.

A motion was made by **Jane Krakauer** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

- 30. RESOLVED** to approve disbursements from the checking account for the month of **March 2021** check #'s 21567- 21616 including Electronic transfers, Paychex Payroll and Direct Deposit. **Total Disbursements** in the amount of **\$109,081.19**.

- 31. RESOLVED** to approve disbursements from the **T&A checking account** for the month of **March 2021**, check # 1009, to reimburse the property owner. **Total Disbursements** in the amount of **\$3,500**.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS
NAY: NONE

- 32. RESOLVED** to authorize the Mayor to sign an agreement with **D&B Engineers and Architects** to prepare the 2021 Annual Report for the **Phase II Storm Water Management Program** in the amount of **\$2,900.00**.

- 33. RESOLVED** to authorize the Mayor to sign an agreement with **Michael Haberman Associates, Inc.** to act as consultant to the Inc. Village of Russell Gardens for 2021 Small Claims proceedings in which a market analysis for each parcel will be prepared in the amount of **\$125.00/parcel**.

34. RESOLVED to authorize the Mayor to sign an agreement with **Michael Haberman Associates, Inc.** to complete the **2022/2023 Annual Assessment Update and Inventory** for a fee of **\$5,750** and to assist the Inc. Village of Russell Gardens with the preparation and filing of the **Annual Assessor's Report** including Base proportion calculations at a cost of **\$1,200**.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

35. RESOLVED to contract **Skinnon & Faber CPA** to audit vacation and sick pay balances for Lorraine Hunt and Christine Blumberg that are due after retirement based on past policies and practices that have been changed on December 3, 2020 for non union employees. Estimated cost is **\$8,000**.

A motion was made by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

Mayor David Miller addressed questions from the public.

A motion was made to adjourn the meeting at 9:00 P.M. by **Larry Chaleff** and seconded by **Martin Adickman**.

VOTE OF THE BOARD OF TRUSTEES

AYE: DAVID MILLER, LARRY CHALEFF, MARTIN ADICKMAN, JANE KRAKAUER, and MATT ELLIS

NAY: NONE

Respectfully submitted,

Danielle Pennise
Secretary to the Board of Trustees
Inc. Village of Russell Gardens

