

**INC. VILLAGE OF RUSSELL GARDENS
BOARD OF TRUSTEES
MONTHLY MEETING
AND PUBLIC HEARING
AGENDA
LOCATION: VILLAGE HALL
SEPT 7, 2023, 8:00 P.M.**

- **Mayor’s Introduction**
- **Minutes** – July 13, 2023
- **Treasurer’s Report** – June 30, 2023 And July 31, 2023
- **Building Inspector’s Report** – July 2023 and Aug. 2023
- **Maintenance Report** – July 2023 and Aug. 2023

PUBLIC HEARINGS

Public Hearing at 8:20 P.M. on the proposal of **Local Law (2-2023)**, to amend Russell Gardens Code Chapter 36 entitled “Property Maintenance; Litter and Graffiti”, subsection 2 entitled “Property to be kept free of litter; maintenance of premises”. To be amended by the addition of a new subsection F as follows (Refer to Local Law 2-2023).

Public Hearing at 8:30 P.M. on the proposal of **Local Law (3-2023)** to amend Russell Gardens Code Chapter 16A entitled “Design Review Board” subsection 2 entitled “Definitions” subsection A (3) under “Minor Application” to be amended as follows (Refer to Local Law 3-2023).

HEARING SCHEDULED 10/5/2023: LOCAL LAW (4-2023)

To amend Russell Gardens Code Chapter 55 entitled Vehicles and Traffic.

HEARING SCHEDULED 10/5/2023: LOCAL LAW (5-2023)

To amend Chapter 28 entitled Ground Cover.

REGULAR MEETING

VILLAGE FINANCIAL STATEMENTS YEAR END 2/28/2023 OVERVIEW

An overview of the Draft of the Financial Statements and Audit Report of the Inc. Village of Russell Gardens for the Fiscal Year Ending 2/28/2023, will be provided by Skinnon & Faber CPA, P.C.

VILLAGE FINANCIAL STATEMENTS

RESOLVED, that the Draft of the Inc. Village of Russell Gardens Financial Statements and Audit Report for the Fiscal Year Ending 2/28/2023 prepared by Skinnon & Faber CPA, P.C. are accepted as presented.

VILLAGE ROAD PROJECT

Jim Antonelli of West Side Engineering, PC will provide a report on the condition of the village roads and estimated expenses for repair.

RESOLVED, to authorize the Mayor to enter into an agreement with West Side Engineering, PC (26 West End Ave., Massapequa, NY 11758) for consulting engineering

services related to the evaluation of the pavement surface conditions of the village road system at a municipal billing rate of \$180 per hour for a fee not to exceed \$5,000.

ASSIGNED FUND BALANCE

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

Assigned Fund Balance-Roads: \$450,000 for Fiscal Year 2023

Assigned Fund Balance-Equipment: \$200,000 for Fiscal Year 2023

Assigned Fund Balance-Building Maintenance: \$50,000 for Fiscal Year 2023

Total Assignment \$700,000.00

INVOICES

RESOLVED, to approve additional disbursements from First National Bank of Long Island General Funds Checking Account in the amount of \$310,404.92 for invoices paid in July 2023, Check #'s 1857 to 1913, including Electronic Transfers, Paychex Payroll and Direct Deposit.

RESOLVED, to authorize payments for 25 properties for a total amount of \$6,444.31 for refunds resulting from **small claim assessment hearings for the Year 2022-2023** for reduced assessments (see attached list).

VILLAGE PERMITS

RESOLVED, to change the fee for all miscellaneous permits to \$100.00 plus 3% of the cost basis of the first \$5,000 plus 2% of the cost basis thereafter.

RESOLVED, all permits to legalize as-built construction, the fee for any category of work shall be multiplied by two.

RESOLVED, the fee for dumpsters/storage containers shall be \$75 for up to 30 days. This permit fee may be extended to coincide with a building permit or the project that it is needed for.

JUSTICE COURT ASSISTANCE PROGRAM

RESOLVED, to authorize the Inc. Village of Russell Gardens Justice Court to apply for a grant from the Justice Court Assistance Program (JCAP) of up to \$30,000.00 for the Year 2023-2024.

AUDIT-VILLAGE

RESOLVED, to authorize the Mayor to enter into an agreement with Skinnon & Faber CPAs, P.C. to perform the annual audit of the Inc. Village of Russell Gardens including the issuance of an auditor's report, The New York State Annual Financial Report (AFR) and the financial statements in conformity with GAAP for the period March 2023 through February 2024 at a fee of \$13,700.

AUDIT-VILLAGE COURT JUSTICE ACCOUNTS

RESOLVED, to adopt the audit report for the Village Justice Court accounts of the Inc. Village of Russell Gardens for the Fiscal Year Ended 2/28/2023 prepared by Skinnon & Faber CPAs, P.C.

RESOLVED, to authorize the Mayor to enter into an agreement with Skinnon & Faber CPAs, P.C. to perform the annual audit of court records and dockets for the period March 2023 through February 2024 at a fee of \$950.

VILLAGE PROSECUTOR

RESOLVED, that the resolution for Adam Covitt as Village Prosecutor adopted on April 10, 2023 is designated Village Prosecutor through July 11, 2024.

VILLAGE MUNICIPAL INSURANCE POLICY

RESOLVED, to authorize the Mayor to renew the Village Municipal Insurance Policy with Salerno Brokerage Corp.-Policy Dates 7/22/2023-7/22/2024 in the amount of \$35,659.86 and to renew cyber coverage from Cowbell Cyber for Liability Insurance at \$1,581 for a total cost of \$37,240.86 annually.

AGREEMENTS

RESOLVED, to authorize the Mayor to enter into an agreement with Glenco Supply Inc. (P.O. Box 638, Oakhurst, NJ 07755) for the replacement of new village street signs at a cost of up to \$20,000.

ANNOUNCEMENTS- Mayor's Comments

- Completion of LED Street Light Project in the village.
- DPW completed painting of street lines throughout the village.
- DPW completed Pothole repairs of village streets and will repair Belgium blocks throughout the village.

THE NEXT MEETING OF THE BOARD OF TRUSTEES WILL TAKE PLACE ON THURSDAY, OCTOBER 5, 2023.