

**MINUTES OF THE ANNUAL MEETING  
OF THE BOARD OF TRUSTEES OF THE  
INC. VILLAGE OF RUSSELL GARDENS**

**May 7, 2020**

**PRESENT** David Miller, Mayor, Larry Chaleff, Deputy Mayor, Martin Adickman, Jane Krakauer, Matt Ellis, Trustees, Andrea Tsoukalas Curto, Village Attorney, Christine Blumberg, Village Clerk

**ABSENT** NONE

The Mayor opened the meeting at 8:00PM.

Mayor Miller 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 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 at a later date. The public has the opportunity to 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](http://www.russellgardens.com).

The Village Clerk will now call the roll for attendance at this meeting by members of the Board and relevant Village staff.

The Village Clerk called the roll.

A quorum of the Board was in attendance. The Board began the business of the meeting.

**MINUTES** The minutes of the meeting held on March 5, 2020 were received as recorded.

**TREASURER REPORT** The Treasurer's report for the month of February & March 2020 were distributed to the board for their review.

**BUILDING**

**INSPECTOR PERMITS ISSUED**

29 Tain Dr. – Rear fence. Front railing, Column, Front Door, Paint  
20 Linford Rd. – replace front path, driveway apron

**C/C ISSUED**

22 Carlton Rd. – Temp C.O. for renovations, plumbing, & addition  
250 Melbourne Rd. – skylight repair  
21 Linford Rd. – house repaint  
12 Melbourne Rd. – window replacement  
205 Melbourne Rd. – front path replacement  
255 Northern Blvd. rear lot repaved  
29 Linford Road. – plumbing and alterations

**MAINT. REPORT**

Village streets are swept Wednesdays and Thursdays. The DPW Supervisor sent a light fixture to an electrical engineer from the New York Power Authority (NYPA). They will design a retrofit change for our current street light fixtures. The plan is to change the Village Street lights from 175-watt Metal Halide to L.E.D. The crew is working to upgrade the finish on the last (2) wood Village entrance signs. This is accomplished by adding several coats of Marine Spar Varnish with a sealed copper band applied to the top surface. The DPW Supervisor is assisting Deputy Mayor Chaleff with the installation of a security camera. The project required the construction of a concrete poured foundation for a pole. It also required placement of PVC conduit to attach communication and electrical. The crew are in the process of cleaning up the tennis courts.

Court #3's vinyl tapes need re application due to the winter freeze/thaw. Weed removal and new top dressing will be added to all courts. The crew will install irrigation to the surrounding grassy areas. The tennis court shed will get a new roof installed. The crew will complete the unfinished concrete sidewalk at the Merrivale entrance. This was removed when we installed the PVC conduit for the Village security camera. The DPW Supervisor compiled a village tree pruning list. The list was sent to Neal's Tree Service. The list is primarily for limbs overhanging sidewalks and roadways.

**NEW BUSINESS**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that the Village retain the law firm of Forchelli, Deegan, Terrana, LLP to provide legal services as may be requested by the Mayor and/or the Board of Trustees at an hourly rate of \$225.for partners and associates, plus reimbursement of necessary disbursements.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS,  
NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that Skinnon and Faber CPA, be retained as the Village Auditor, to audit Village books and records for the fiscal year 2020/2021 and to review such other financial records as is necessary, for an annual fee of \$10,750.00

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS,  
NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that the Village retain the services of Raffaella Bertucci, Architect 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.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS  
NAY: NONE**

On motion by Larry Chaleff and seconded Martin Adickman it was:

**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.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS,  
NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that Larisa Love be designated Prosecuting Attorney at the rate of \$200.per court session.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF ADICKMAN, KRAKAUER, ELLIS  
NAY: NONE**

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On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that Lorraine Hunt be designated Clerk to the Justice with compensation at the rate of \$75.per Court session.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that Edward Goodman be appointed Village Justice with compensation set at \$200.per Court Session.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

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

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

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

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS, CHALEFF**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**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 pm or upon such other dates as may be agreed upon by the Board of Trustees.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that the next Annual Meeting of the Board of Trustees will be held on April 8, 2021.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**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.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that Christine Blumberg be appointed Village Clerk-Treasurer for one (1) official year.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

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

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**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.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** to continue health insurance coverage for retired employees Angelo LoBrutto, spouse, Giesppina LoBrutto, Sal Restivo, spouse, Rose Restivo, Joseph Simone and spouse, Angela Simone as required by past contracts.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

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

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**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

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

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

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

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

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that the Village Clerk-Treasurer be appointed as the Issuing Agent to issue permits to any eligible disabled residents 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.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that a fixed rate of \$0.57.5 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.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

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

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Martin Adickman and seconded by Jane Krakauer it was:

**RESOLVED** that Lawrence Chaleff, Trustee, be appointed Deputy Mayor.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, ADICKMAN, KRAKAUER, ELLIS**  
**NAY: NONE**  
**ABSTAIN: LARRY CHALEFF**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

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

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, ADICKMAN, KRAKAUER, ELLIS, CHALEFF**  
**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** to re-appoint Henry Dubrow to the Zoning Board of Appeals with no compensation for a term of five years expiring in 2025.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**  
**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** to approve disbursements from the checking account for the month of February 2020 Check #'s 20964-21002 including Paychex Payroll-Direct Deposit. Total disbursements- February, 2020- \$108,811.03

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**  
**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** to approve disbursements from the checking account for the month of March 2020 Check #'s 21003-21033 including Paychex Payroll-Direct Deposit. Total disbursements- March, 2020- \$79,270.08

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**  
**NAY: NONE**

**New Business**

Mayor Miller made the following comments related to the LED lighting project:

- Heads will be re-furbished
- Village has opted to retro fit existing lights
- Village will be responsible for approximately \$15,000
- Sidewalk lights along So. Middle Neck Rd. will be new LED'S
- Light levels will be adjusted as necessary remotely
- On site retro fit

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED**, that the Board of Trustees of the Village of Russell Gardens hereby states its support for the DASNY SAM Grant award #8912 in the amount of \$150,000 for installation of LED LIGHTING and Resolved that

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the Village of Russell Gardens will commit a 10% overage or \$15,000 or more for this project and authorizes the Mayor to sign any and all necessary documents, and have the documents reviewed by the Village Attorney.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

**(Ratify Action Taken)**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that the Village Treasurer is hereby authorized to make the necessary transfers in the various Budget appropriations of the Inc. Village of Russell Gardens for the year ending February 28, 2020; and it be further Resolved that the following Budget appropriations for the year ending February 28, 2020 be amended as ATTACHED:

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** to authorize the Village Clerk to sign an agreement with Dvirka&Bartilucci to prepare the 2020 Annual Report for the Phase II Storm Water Management Program in the amount of \$2900.00.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

On motion by Larry Chaleff and seconded by Martin Adickman it was:

**RESOLVED** that the village will contribute its proportionate share of the cost of legal fees for Great Neck/North Shore Cable Commission to negotiate franchise renewal between Altice and Verizon with a payment of \$639.00.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

Mayor Miller said the proposed Video Camera System in the village would be funded by a \$60,000 grant; \$20,000 of it would be a match from the village.

Deputy Mayor Chaleff made the following comments:

- there are two components of Video Surveillance System,
- A test camera setup (front end) has been installed on East side of Merrivale entrance off Northern Blvd
- cost for this setup was \$7000.
- the setup consists of a dedicated pole;
- two cameras; aimed in different directions of the street
- electronics to operate
- village intends to install video systems at 9 locations in village
- \$7-10K cost per location
- Back end system (video management) is hard-wired
- cost for the backend approximately \$40,000

On motion by Larry Chaleff and seconded by Martin Adickman it was:

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**RESOLVED** to authorize the purchase and installation of 1 Video Camera System at the corner of Merrivale Road and Northern Blvd. For an amount not to exceed \$7000.00.

**VOTE OF THE BOARD OF TRUSTEES**

**AYE: MILLER, CHALEFF, ADICKMAN, KRAKAUER, ELLIS**

**NAY: NONE**

Mayor Miller made the following comments pertaining to an email question he received prior to the start of the meeting:

As per the Governors orders the village staff has been reduced by 50%.

The tennis courts are being prepared to open and will open when the Town of North Hempstead opens its courts.

There being no further business, the motion to adjourn was made by Larry Chaleff, seconded by Martin Adickman, and unanimously approved.

Respectfully submitted,

Christine Blumberg  
Village Clerk