

**INC. VILLAGE OF RUSSELL GARDENS  
BOARD OF TRUSTEES  
ANNUAL MEETING  
AGENDA  
LOCATION: VILLAGE HALL  
JULY 10, 2025, 8:00 P.M.**

**Prior to Opening of Meeting Swearing in of New Village Trustees Elected on June 17, 2025 Term of Four (4) years expiring July 2029**

**OATH OF PUBLIC OFFICES**

Board of Trustees,— Ron Nahum

Board of Trustees- Andrew Rouchou

**HEARING 8PM**

**LOCAL LAW 4-2025** to amend Russell Gardens Code Chapter 41 entitled “Signs.” As attached.

**Mayor’s Introduction**

Village Clerk -Treasurer Melissa Mandelbaum

Deputy Clerk -Treasurer Eileen Clancy

- **Minutes** – June 5, 2025
- **Treasurer’s Report** – June 30, 2025
- **Building Inspector’s Report** – June 2025
- **Maintenance Report** – June 2025

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**PUBLIC COMMENTS**

**BOARD APPROVAL- RESOLUTIONS:**

Board approval of **June 5, 2025 Minutes, Treasurers Report** for the period **June 30,2025, Building Inspector’s Report** and **Maintenance Report** for the month of **June 2025**.

**RESOLVED**, to authorize the mayor to reallocate funds in the budget as per below:  
\$150 from Computer A1325.2A to Actuarial Services A1325.41  
\$10,000 from Street Maint Labor A5110.10 to Deputy Clerk A1410.10  
\$20,000 from Legal Counsel/Other A1420.40 to Clerk Contractual A1410.40

**RESOLVED**, to authorize the Mayor to purchase life insurance policies for all employees at \$3 per month per employee. Total of \$216 for 6 employees annually renewing Jan 1, 2026.

### **APPOINTMENTS**

**RESOLVED**, that Larry Chaleff be appointed Deputy Mayor for one (1) year.

**RESOLVED**, Danielle Pennise's appointment to the position of Village Clerk Treasurer expired effective July 10, 2025. Danielle Pennise's employment with the Village terminates with the expiration of her term as Village Clerk Treasurer effective July 10, 2025.

**RESOLVED**, Melissa Mandelbaum is hereby appointed to fill the position of Village Clerk Treasurer for a two (2) year term commencing on July 11, 2025 and expiring on July 8, 2027.

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

**RESOLVED**, that Laurie Berlin be appointed Associate Village Justice for one (1) official year with compensation at \$450.00 per Court session.

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

**RESOLVED**, to appoint Arthur Anderman as Chairperson of the Zoning Board of Appeals for five (5) years beginning April 2023 and expiring in July 2028.

**RESOLVED**, to appoint George Schuman of the Zoning Board of Appeals for five (5) years beginning April 2024 and expiring in July 2029.

**RESOLVED**, to appoint Helene Horowitz of the Zoning Board of Appeals for five (5) years beginning April 2024 and expiring in July 2029.

**RESOLVED**, to appoint Henry Dubrow of the Zoning Board of Appeals for five (5) years beginning April 2024 and expiring in July 2029.

**RESOLVED**, to appoint Jane Krakauer of the Zoning Board of Appeals for five (5) years beginning July 2025 and expiring in July 2030.

**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: Martin Adickman, Chairman, Nina Wright, Jason Jia, Jane Krakauer, 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.

### **CONTRACTUAL**

**RESOLVED**, that Edward Goodman was elected for a term of four (4) years on April 2022 and expires in July 2026, as Village Justice to be compensated at \$450.00 per Court session.

**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 \$124.80 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 \$85.00 per hour for the fiscal year.

### **INVOICES**

**RESOLVED**, to approve **\$141,536.86** total disbursements from Connect One Bank General Fund Checking Account for invoices paid in the amount of **\$104,910.54** in **June 2025**, Check # 1463 through Check # 1519 and Electronic Transfers in the amount of **\$36,626.32** for 2 payrolls totaling \$35,185.13 and June Retirement totaling \$1441.19

### **ASSIGNED FUND BALANCE**

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

**Assigned Fund Balance-Roads: \$1,200,000**

**Assigned Fund Balance-Equipment: \$50,000**

**Assigned Fund EQUIPMENT RESERVE-Truck:\$125,000**

**Total \$1,375,000**

### **CONTRACTS**

**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 2025/2026 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 Melissa Mandelbaum prepare the Actuarial Report via Milliman GASBhelp.com for the Fiscal Year at \$3,150 for a period of 2 years starting May 2024 ending May 2026.

**RESOLVED**, that the Board of Trustees accept the Updated Procurement Policy Dated July10, 2025

**RESOLVED**, to authorize the Mayor to sign an agreement with James Antonelli with West Side Engineering at an hourly rate of \$180 MS4 General Permit Coverage and to Prepare Interim Progress Certification.

**RESOLVED**, to authorize the Mayor to sign an agreement with Municipal Valuation Services Inc., in which Thomas Donato will act as engagement coordinator, supervise all activities and will be available for Village conferences. To complete all necessary analysis and deliver the updated tentative assessment roll on or before October 15, 2025. The fee for this non appraisal re- assessment/update is \$6,800. Adjusted Base Proportions calculation will be completed after publication of the Final Assessment Roll. Scope of work includes reviewing assessment totals for roll years 2025/26 and 2026/27 and consulting with Tax Clerk to reconcile data. Calculations will be completed on NYS RP-6701 & RP-6703. Once complete, both forms along with supporting documentation will be submitted to ORPTS for approval. The fee for this service is \$1,500.

**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 Due to the continued Level of Assessment (LoA) challenges, if required, defense of LoA challenges will be billed at \$200.00 / hour. This service includes a ratio study for the year at issue, supporting documentation and oral defense at hearings.

## **FUNDS**

**RESOLVED**, that **Connect One Bank** 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 **Connect One Bank (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: **David M. Miller - Mayor, Larry Chaleff - Deputy Mayor, Melissa Mandelbaum - Village Clerk Treasurer, Eileen Clancy - Deputy Village Clerk Treasurer and Court Clerk, Matthew Ellis - Trustee, Ran Nahum - Trustee, and Andrew Rouchou -Trustee.**

**RESOLVED**, that **Connect One Bank (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 **Connect One (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 Melissa Mandelbaum, 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 Connect One Bank 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 (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 NYSHIP 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, 2025 through February 28, 2026.

### **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 2025 and the next public Board of Trustees meeting will be held on September 4, 2025.

The Overview of the village draft of the Financial Statements and Audit Report for the

Fiscal Year Ending 2/28/2025 will be presented by Skinnon & faber CPA, P.C. in September.

**RESOLVED**, that the next Monthly Meeting of the Board of Trustees will be held on Thursday, September 4, 2025.

### **ANNOUNCEMENTS- Mayor's Comments**

**THE NEXT MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL TAKE PLACE ON THURSDAY, SEPTEMBER 4, 2025.**