

**INC. VILLAGE OF RUSSELL GARDENS
BOARD OF TRUSTEES
ANNUAL MEETING
MINUTES
LOCATION: VILLAGE HALL
SEPTEMBER 4, 2025, 8:00 P.M.**

PRESENT: Mayor David M. Miller, Deputy Mayor Lawrence Chaleff, Trustee Matthew Ellis, Trustee Ron Nahum, Trustee Andrew Rouchou, and Deputy Clerk Eileen Clancy.

ABSENT: Village Clerk Treasurer Melissa Mandelbaum

Mayor's Introduction

Mayor David M. Miller opened the meeting at 8:00 P.M. in Village Hall and addressed approval for the minutes of the Board of Trustees Annual Meeting on July 10, 2025, Treasurers Reports ending July 31, 2025 and August 31, 2025 and approval for the Building Inspector's Reports and Maintenance Reports for the months of July 2025 and August 2025.

RESOLUTION 25-77

A motion was made by Andrew Rouchou and seconded by Ron Nahum to approve the Minutes of July 10, 2025, the Treasurers Reports for the period July 31, 2025 and August 31, 2025, Building Inspector's Reports and Maintenance Reports for the months of July 2025 and August 2025.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU
NAY: NONE

VILLAGE FINANCIAL STATEMENTS YEAR ENDING 2/28/25 OVERVIEW

Frank Faber, Partner at Skinnon & Faber CPAs, P.C. presented an overview of the Draft of the Financial Statement and Audit Report for the Fiscal Year ending 2/28/25.

RESOLUTION 25-78

A motion was made by Ron Nahum and seconded by Andrew Rouchou to accept the Draft of the Inc. Village of Russell Gardens Financial Statements and Audit Report for the Fiscal Year ending 2/28/25, prepared by Skinnon & Faber CPAs, P.C.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

CONTRACTUAL

RESOLUTION 25-79

A motion was made by Andrew Rouchou and seconded by Ron Nahum to authorize the Mayor to enter into an agreement with Skinnon & Faber CPAs, P.C. to perform an examination and audit of the financial statements of the Inc. Village of Russell Gardens, including preparation and filing of the Annual Financial Report(AFR), issuance of an auditor's report, and financial statements in conformity with GAAP for the year ended February 28, 2026 at a fee of \$14,200.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

RESOLUTION 25-80

A motion was made by Ron Nahum and seconded by Andrew Rouchou to adopt the audit report prepared by Skinnon & Faber CPAs, P.C. for the Village Justice Court accounts of the Inc. Village of Russell Gardens for the Fiscal Year Ended 2/28/2025.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

RESOLUTION 25-81

A motion was made by Andrew Rouchou and seconded by Ron Nahum to authorize the Mayor to enter into an agreement with Skinnon & Faber CPAs, P.C. to perform an annual examination and audit of the court records and dockets of the Justice Court of the Inc. Village of Russell Gardens for the period March 2025 through February 2026 at a fee of \$950.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

RESOLUTION 25-82

A motion was made by Ron Nahum and seconded by Andrew Rouchou, that the Board of Trustees adopt the revision of Procurement Policy 2025 to a capitalization minimum threshold of \$5,000 per individual items as per the Government Finance officers Association (GFOA's) recommendation for state and local governments.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

RESOLUTION 25-83

A motion was made by Ron Nahum and seconded by Andrew Rouchou to enforce Local Law 4-2025 Russell Gardens Code Chapter 41 entitled "Signs" as it relates to the existing "Can Signs" will be held in abeyance for 2 years from the date of inception of August 1, 2025 through July 31, 2027. During this period all sign laws will be in effect relating to new applications.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

RESOLUTION 25-84

A motion was made by Andrew Rouchou and seconded by Ron Nahum to approve the Sign Permit Application for Reddy Care at 475 Northern Boulevard, Great Neck, NY 11021.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

INVOICES

RESOLUTION 25-85

A motion was made by Ron Nahum and seconded by Andrew Rouchou, to approve \$302,265.71 total disbursements from Connect One Bank General Fund Checking Account for invoices paid in the amount of \$204,909.38 in July 2025 and August 2025, Check # 1520 to Check # 1588 and electronic transfers in the amount of \$11,919.53 and 3 payroll disbursements for July in the amount of \$51,734.95 and for August for 2 payrolls disbursements in the amount of \$33,701.85.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

RESOLUTION 25-86

A motion was made by Andrew Rouchou and seconded by Ron Nahum to authorize the mayor to renew the Village Municipal Insurance Policy with Salerno Brokerage Corp. policy dates 7/22/2025 - 7/22/2026 in the amount of \$45,098.03.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

RESOLUTION 25-87

A motion was made by Ron Nahum and seconded by Andrew Rouchou 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 for the year 2025-2026.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

RESOLUTION 25-88

A motion was made by Andrew Rouchou and seconded by Ron Nahum, that the next Regular Monthly Meeting of the Board of Trustees be held on Thursday, October 16, 2025.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

ANNOUNCEMENTS-

Mayor Miller discussed the road project and addressed questions from the public. Mayor Miller stated that once all open items from the road project are completed by United Paving then Department of Public Works will install the new speed bumps.

8:53 P.M. Deputy Mayor Larry Chaleff motioned to adjourn the meeting and Matthew Ellis seconded the motion.

VOTE OF THE BOARD OF TRUSTEES:

AYE: DAVID MILLER, LARRY CHALEFF, MATTHEW ELLIS, RON NAHUM, ANDREW ROUCHOU

NAY: NONE

THE NEXT MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL TAKE PLACE ON THURSDAY, OCTOBER 16, 2025 AT 8:00 P.M.