

**MINUTES OF THE  
THE BOARD OF TRUSTEES OF THE  
INC. VILLAGE OF RUSSELL GARDENS  
OCTOBER 1, 2020**

**PRESENT** David Miller, Mayor, Larry Chaleff, Deputy Mayor, Martin Adickman, Jane Krakauer, Matt Ellis, Trustees, Christine Blumberg, Village Clerk  
**ABSENT** NONE

The Mayor opened the meeting at 8:00PM 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 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.

**MINUTES** The minutes of the meeting held on September 3,2020 were received as recorded.

**TREASURER REPORT** Treasurer's report for the month of August, 2020 was distributed to the board for review.

**BUILDING  
INSPECTOR**

**PERMITS ISSUED**

22 Linford Rd- replace CAC Units  
14 Melbourne Rd.-tree removal  
(2) 1 Chester- new gas Generator; gas connection  
9 Tain Dr.-roof repair  
21 Melbourne Rd.-tree pruning  
4 Darley Rd- driveway repave;replace patio pavers  
(2) 2 Darley Rd-Chimney repairs&liner, scaffold

**C/C ISSUED**

2 Linford Rd.-new dwelling  
4 Linford Rd- new dwelling  
150 S.Middle Neck Rd.-new gas line for dryers

**MAINT.REPORT** (10) new cedar octagon street light poles have been ordered.The crew seals pole base (3 ft) the area buried in the ground to retard the decay between wood and soil. The crew sealcoats each upper exposed wood with CWF (clear wood finish) to promote more resistance to yearly weather conditions. The light fixture head on the pole in front of # 22 Carlton was changed to an L.E.D light. This increased the night lighting (LUMENS) over the older (175

watt) metal halide bulb. The new L.E.D. uses 63 watts. The new poles should arrive next week. The crew replaced the stainless-steel tool cabinet on the Ford dump truck. The cabinet was removed so that an electric short to the backup alarm wiring could be easily accessible and the rear cab window had to be replaced. Repairs are in progress and some has been completed on Cobble stone curbing. This was done on Merrivale Road and Wensely Drive. Some of the reset cobblestone was also done in preparation for proposed road repaving. There are 3 locations that are slated to have road repaving curb to curb. The DPW Supervisor has met with Mayor Miller and Jim Pratt of Pratt Construction, twice, to review (3) locations within the Village to get the best estimate for this project. Some of the work Jim Pratt will do includes restoring some curb at the end of Melbourne Road by the apartment houses. The village does plan to replant trees. Sycamores, Sugar Maples and Sunburst Locus are the choices, if available this time of year. Neal's Tree Service is in at times to finish removing Village Trees that were damaged from the last hurricane.

Mayor Miller made the following comments:

- The tennis courts will be open through October and into November weather permitting.

**PUBLIC HEARINGS:**

Mayor Miller opened the Public Hearing. Proposed Bill 1-2020; to amend Russell Gardens Code Chapter 55 entitled "Vehicles and Traffic" as it pertains to "Handicapped Parking" Mayor Miller noted that the proposed change would remove "**must have served in World War II**". There were no comments. The Mayor closed the Public Hearing.

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

**RESOLVED** adopt Local Law 1-2020 as it pertains to "Handicap Parking"

**VOTE OF THE BOARD OF TRUSTEES**

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

**NAY: NONE**

**NEW BUSINESS**

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

**RESOLVED** to approve disbursements from the checking account for the month of August, 2020 Check #21225-21271; including Paychex Payroll, Direct Deposit; Total Disbursements \$102,521.94.

**VOTE OF THE BOARD OF TRUSTEES**

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

**NAY: NONE**

**PURCHASE OF 250 XP BRUSH BANDIT (CHIPPER)**

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

**RESOLVED**, that the Village Clerk is directed to prepare the bid package and place a legal notice soliciting sealed bids for purchase of a **250 XP BRUSH BANDIT** in the village's official newspaper (Great Neck News) to be published on October 2, 2020.

**VOTE OF THE BOARD OF TRUSTEES**

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

**NAY: NONE**

B/T10/01/20

**FUNDING COMMITMENT-State Aid Program Eligible Costs**

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

**RESOLVED**, that the Village Board of the Inc. Village of Russell Gardens hereby authorizes the Mayor to enter into a **Senate 122** Contract Agreement #D040219;Project ID # 0762.02.301 with the New York State Department of Transportation,(NYSDOT) 50 Wolf Road, Albany, NY 12232 related to the repaving of a portion of Merrivale Road, Clent Road and Melbourne Road in Russell Gardens in an amount not to exceed \$125,000 of program funding.

**VOTE OF THE BOARD OF TRUSTEES**

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

**NAY: NONE**

- Mayor Miller noted that he will get additional CHIPS funding for the road project.

**FUNDING COMMITMENT-DASNY AWARD # 8912**

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 that the Village of Russell Gardens will commit an additional sum up to \$40,000 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**

**APPOINT SECRETARY TO BOARD OF TRUSTEES**

Mayor Miller welcomed new employee Danielle Pennise as third member of village staff.

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

**RESOLVED** to appoint Danielle Pennise as Secretary to the Board of Trustees at a yearly salary of \$50,000. with standard work week for such position as established at 35 hours per week and the normal working hours for such position shall be 8:00AM-3:00PM, Monday thru Friday. And that such employment shall constitute full-time employment, and that the person serving in position under such terms of employment shall be entitled to all of the benefits available to full-time employees of the Village of Russell Gardens in accordance with the offer letter signed by Danielle Pennise on August 27,2020.

**VOTE OF THE BOARD OF TRUSTEES**

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

**NAY: NONE**

**APPOINTMENT TO DESIGN REVIEW BOARD**

On motion by Larry Chaleff and seconded by Jane Krakauer it was:

**RESOLVED** to appoint Ron Nahum as a member of Design Review Board to complete the term vacated by Robin Sherman

**VOTE OF THE BOARD OF TRUSTEES**

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

**NAY: NONE**

B/T10/01/20

On motion by Larry Chaleff and seconded by Jane Krakauer it was:

**RESOLVED** to appoint Jason Jia as Chairperson of Design Review Board to replace Gary Karmel.

**VOTE OF THE BOARD OF TRUSTEES**

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

**NAY: NONE**

**Resolution for Retention and Disposition Schedule for New York Local Government Records (LGS-1)**

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

**RESOLVED**, by the Board of Trustees of the Village of Russell Gardens ("Village") that the Retention and Disposition Schedule for New York Local Government Records (LGS-1) (hereinafter "LGS-1"), as issued by the New York State Education Department pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein; and it is further

**RESOLVED**, that in accordance with Article 57-A: a) records will be disposed of only after they have met the minimum retention periods described in LGS-1; and b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods; and it is further

**RESOLVED**, that this resolution shall take effect immediately upon adoption, and shall supersede and replace any previously approved Records Retention Schedule(s) adopted or implemented by the Village.

**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** to authorize the Mayor to sign an agreement with Share Builder Corp to repair/replace steps, landing and walkway in front of the Russell Gardens Village Hall at an amount not to exceed \$10,000.

**VOTE OF THE BOARD OF TRUSTEES**

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

**NAY: NONE**

Mayor Miller made the following comments:

- Railings will be added to the front steps and will cost approximately \$3000.00
- The next Village meeting takes place on 11/5/2020.
- The next village meeting will be a virtual meeting.

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

Respectfully submitted,

Christine Blumberg  
Russell Gardens Village Clerk

B/T10/01/20