PLEDGE OF ALLEGIANCE

MONTHLY REPORTS FOR THE FOLLOWING:

FIRE DEPARTMENT – CHIEF WAYDE MANWARING
INCLUDING COMPILATION OF ALL MONTHLY MEETING MINUTES

TREASURER – CHARLENE KAGEL

VILLAGE CLERK – SYLVIA PIRILLO

DIRECTOR OF UTILITIES – JACK NAYLOR
Road Department
Sewer Department
Water Department
Light Department

VILLAGE ADMINISTRATOR – DAVE ABATELLI
Building Department
Recreation department
Housing Authority
Harbor Department
Marina Manager

VILLAGE ATTORNEY – JOSEPH PROKOP

MAYOR AND VILLAGE BOARD OF TRUSTEES
VILLAGE OF GREENPORT
236 Third Street
Greenport, NY 11944
631-477-0248
Fax 631-477-1707

Work Session November 2012

Report from the Treasurer's Office

REQUEST A MOTION BE PLACED ON THE AGENDA TO:

- Budget Modifications (none requested at 11/14)

DEBT SERVICE PAYMENTS

- Nov 15, 2012
  - 2004 Bond Principal - $132,600.00
  - 2004 Bond Interest - $15,209.38
  - 2002 Bond Interest - $1,187.50

SIGNIFICANT COLLECTIONS

- Taxes and Penalties Collected to date (including BID, Sewer and Water Arrears)
  - $1,016,105.66
- Rents Received OCT - $63,976.93 - YTD - $303,743.99
- Utility Billing - See attached Billing Statistics Report

INFORMATIONAL:

- BST - Annual Audit Update
  - Financial Statements issued by BST, Presented at Nov 26 VBM
- EFC - WWTP Update
  - Drawdown # 9 sent to EFC, reimbursement to be processed 11/16 (see WWTP Report)

Village Treasurer's Office
Charlene G. Kagel, CPA, Village Treasurer
ckagel@greenportvillage.org
Extension 217
- Change Orders approved by EFC
- Final Drawdown #10 is being prepared upon payment of final Cameron invoices and receipt of copies of Legal invoices.
**VILLAGE OF GREENPORT**

**WASTEWATER TREATMENT FACILITY**

**FUNDING REPRT**

**November-12**

## Total Project Authorized by Bond Resolution

$8,100,000.00

## Grants and Loans

<table>
<thead>
<tr>
<th>Name of Funding Source</th>
<th>Source of Funding</th>
<th>Type of Funding</th>
<th>Project Number</th>
<th>Amount of Funding Source</th>
<th>Funding/Loan Requested</th>
<th>AMOUNT REMAINING</th>
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<tr>
<td>NYS Clean Water/Clean Air Bond Act (BR)</td>
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<td>Grant</td>
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<td>NYSDERA Construction Grant Phase 2 (will receive when project is complete)</td>
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Total Grants and Loans:

$7,805,651.00

$5,548,277.46

$1,257,373.54

## Amount to be Funded by Bonds

$294,349.00

## Project Costs

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<th>Expenditures Submitted for Reimbursement</th>
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<td>Devin &amp; Bartlised</td>
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<td>Disbursement Request #1 Phase Pre ARRA</td>
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<td>Disbursement Request #9</td>
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NYS COBG

| Disbursement Request #1-Contract #02369 | - | - | - | - | - |
| Disbursement Request #1-Contract #0250 | $9,142.54 | $9,142.54 | $1,488,545.49 | $1,338,003.50 | |
| Disbursement Request #1-Contract #03019 | $6,000.00 | $6,000.00 | $470,069.00 | $146,790.00 | |

NYSDERA

| Disbursement Request #1 (2004 for Deline Phase 1) Ratchetage $7,451 | - | - | $74,507.00 | - | $74,507.00 |

Total Submitted Costs:

$497,09 | $386,793.26 | $386,793.26

NOTE: Vouchers must be submitted to both EFC and DEC therefore total "Submitted" costs may not reflect total paid on contract.
# Village of Greenport Wastewater Treatment Facility

## Contract Summary

### November-12

**Vendor** | **Paid Contract** | **Paid To Date** | **Available** | **Less Retainage** | **Amount** |
--- | --- | --- | --- | --- | --- |
Elder | $400,049.52 | $10,000.00 |  |  | 0.01 |
R2 | $5,000.00 |  |  |  |  |
R3 | $400.00 |  |  |  |  |
R4 | $6,000.40 |  |  |  |  |
R5 | $11,826.00 |  |  |  |  |
R6 | $17,000.00 |  |  |  |  |
R7 | $12,145.91 |  |  |  |  |
R8 | $10,041.00 |  |  |  | 0.01 |
R9 | $31,758.58 |  |  |  |  |
R10 | $16,635.85 |  |  |  |  |
R11 | $83,061.47 |  |  |  |  |
R12 | $40,090.49 |  |  |  |  |
R13 | $42,190.49 |  |  |  |  |
R14 | $33,320.58 |  |  |  |  |
R15 | $15,314.03 |  |  |  |  |
R16 | $3,000.00 |  |  |  |  |
R17 | $40,420.79 |  |  |  |  |
**Total** | $450,049.52 |  |  |  | 0.01 |

**Phillips Hass Industries**

| Vendor | **Paid Contract** | **Paid To Date** | **Available** | **Less Retainage** | **Amount** |
--- | --- | --- | --- | --- | --- |
R182 | $6,416,371.00 | $442,710.20 |  |  | 0.01 |
R3 | $94,320.00 |  |  |  |  |
R4 | $10,740.40 |  |  |  |  |
R5 | $46,860.31 |  |  |  |  |
R6 | $81,140.00 |  |  |  |  |
R7 | $52,070.00 |  |  |  |  |
R8 | $226,245.50 |  |  |  |  |
R9 | $49,950.00 |  |  |  |  |
R10 | $83,160.00 |  |  |  |  |
R11 | $277,390.50 |  |  |  |  |
R12 | $5,993.11 |  |  |  |  |
R13 | $125,935.50 |  |  |  |  |
R14 | $245,290.49 |  |  |  |  |
R15 | $54,935.91 |  |  |  |  |
R16 | $518,090.00 |  |  |  |  |
R17 | $235,925.00 |  |  |  |  |
R18 | $3,745.00 |  |  |  |  |
R19 | $55,935.00 |  |  |  |  |
R20 | $145,680.00 |  |  |  |  |
R21 | $21,952.48 |  |  |  |  |
R22 | $182,305.40 |  |  |  |  |
R23 | $237,558.00 |  |  |  |  |
R24 | $35,750.00 |  |  |  |  |
R25 | $47,632.00 |  |  |  |  |
R26 | $99,500.00 |  |  |  |  |
R27 | $79,987.00 |  |  |  |  |
R28 | $223,270.24 |  |  |  |  |
R29 | $120,774.00 |  |  |  |  |
**Total** | $6,016,393.49 |  |  |  | 0.01 |

**Camaron**

| Vendor | **Paid Contract** | **Paid To Date** | **Available** | **Less Retainage** |
--- | --- | --- | --- | --- |
R1 | $303,087.00 | $27,459.00 |  | 6720.07 |
R2 | $10,061.22 |  |  |  |
R3 | $30,664.25 |  |  |  |
R4 | $31,335.51 |  |  |  |
R5 | $18,200.00 |  |  |  |
R6 | $11,000.00 |  |  |  |
R7 | $10,657.00 |  |  |  |
R8 | $14,000.00 |  |  |  |
R9 | $65,000.00 |  |  |  |
R10 | $48,187.00 |  |  |  |
R11 | $18,200.18 |  |  |  |
R12 | $3,013.37 |  |  |  |
R13 | $3,000.00 |  |  |  |
R14 | $4,207.10 |  |  |  |
**Total** | $299,573.97 |  |  |  |

**Devon & Borden**

| Vendor | **Paid Contract** | **Paid To Date** | **Available** |
--- | --- | --- | --- |
R1 | $208,720.00 |  | 0.02 |
R2 | $12,910.60 |  |  |
R3 | $17,545.00 |  |  |
R4 | $10,577.68 |  |  |
R5 | $20,577.00 |  |  |
R6 | $16,701.67 |  |  |
R7 | $17,254.89 |  |  |
R8 | $21,754.45 |  |  |
R9 | $15,125.49 |  |  |
R10 | $15,125.49 |  |  |
R11 | $15,125.49 |  |  |
R12 | $15,125.49 |  |  |
R13 | $15,125.49 |  |  |
R14 | $15,125.49 |  |  |
R15 | $15,125.49 |  |  |
R16 | $15,125.49 |  |  |
R17 | $15,125.49 |  |  |
R18 | $15,125.49 |  |  |
R19 | $15,125.49 |  |  |
R20 | $15,125.49 |  |  |
R21 | $15,125.49 |  |  |
R22 | $15,125.49 |  |  |
R23 | $15,125.49 |  |  |
R24 | $15,125.49 |  |  |
**Total** | $209,975.42 | |  |

**Contingency**

| Vendor | **Paid Contract** | **Paid To Date** | **Available** |
--- | --- | --- | --- |
R1 |  |  |  |
R2 |  |  |  |
R3 |  |  |  |
R4 |  |  |  |
R5 |  |  |  |
R6 |  |  |  |
R7 |  |  |  |
R8 |  |  |  |
R9 |  |  |  |
R10 |  |  |  |
R11 |  |  |  |
R12 |  |  |  |
R13 |  |  |  |
R14 |  |  |  |
R15 |  |  |  |
R16 |  |  |  |
R17 |  |  |  |
R18 |  |  |  |
R19 |  |  |  |
R20 |  |  |  |
R21 |  |  |  |
R22 |  |  |  |
R23 |  |  |  |
R24 |  |  |  |
**Total** |  |  |  |

The following are Phase 1 and other costs that are being researched.
## VILLAGE OF GREENPORT

**LIGHT FUND**

**DATE:** 11-09-2012  
**PERIOD:** 5  
**F/Y:** 2012-2013

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# VILLAGE OF GREENPORT

## WATER & SEWER REVENUE

**DATE:** 11-09-2012  
**PERIOD:** S  
**F/Y:** 2012-2013

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- **Report Design:** EOM Billing Statistics Report
- **Output Type:** Graphics

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87,644.00

70,964.56

87,860.96

118,275.55

485.25

81

Total 353, 426.25 ✓
Date: November 14, 2012
To: Mayor David Nyce / Board of Trustees
From: Tom Cybulski        
Subject: Work Session
        November 19, 2012

PRODUCTION REPORT Monthly totals including reports from 2010 to 2012 for comparison.  Attachment 1

WATER Normal operation. The sampling requirements for the distribution system are up to date. The results are within Federal and NYSDOH limits.

SEWER The September DMR (Discharge Monitoring Report) showed the plant discharge met all permit parameters.
### 2010 Utility Production Report

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**NOTES:**
1) DMNC
2) OT from Jan to Nov
3) SCWA invoice received 2/8/11 calculated from 2009 readings
then revised bills received Apr to Nov 1, 2011

### 2011 Utility Production Report

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**NOTES:**
1) No SCWA invoice received since July 2010
Invoice received 2/8/11 calculated from 2009 readings
2) DMNC Test
3) Tread
4) DMNC

*Note: Changed from "purchased" to "delivered" to reflect the approximate 6% loss between what is produced at Niagara Falls and what gets to Greenport. The higher production amount before the loss is calculated.

### 2012 Utility Production Report

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**NOTES:**
1) DMNC Test
2) July & Aug combined

*Note: Changed from "Purchased" to "Delivered" to reflect the approximate 6% loss between what is produced at Niagara Falls and what gets to Greenport. The higher production amount before the loss is calculated.
MONTHLY REPORT – October 10- November 8, 2012
DAVID ABATELLI- VILLAGE ADMINISTRATOR

CODE ENFORCEMENT/BUILDING DEPARTMENT

See Eileen’s report and attachments.

We should look at the fee structure for wetlands permits, particularly how they address repairs and replacement of existing bulkheads and docks. Our present structure can be unreasonably expensive when compared to other municipalities as well as in relation to the actual costs incurred by the Village to administer the permit.

I would like to authorize Building Inspector Eileen Wingate to attend a Code Enforcement Training, provided by the Association of Towns in NYC on February 18-20, 2013 at a cost not to exceed $ 950.00, to meet most of her required 24 hours of annual education credits.

RECREATION PROGRAMS – AFTER SCHOOL PROGRAM

See Kathy Mathews report.
We are preparing for the Christmas program and events.

The Boy Scout Eagle project which had proposed to install a post and rail fence around the Third Street Park the date keeps getting pushed later. I don’t think this will get done this season, but could be pursued in early spring 2013.

GREENHILL CEMETERY
The Boy scouts are now over 75% complete in the painting of the fence at the Cemetery.

GREENPORT HOUSING AUTHORITY
See attached minutes of the November 8th Meeting

MITCHELL PARK MARINA, CAROUSEL, McCann CAMPGROUND & ICE RINK
See Marina Manager’s report.

During the Brooklyn Cup Ocean Challenge Sailboat Race, the $500.00 cost of the 20x40 event tent needs to be ratified, as we failed to get that expense approved prior to the event.

See attached revenue sheets: October was significantly off from last year in most areas except again Moorings and the Recreation Center. I intend to perform a thorough review of these revenues to confirm if there are
any accounting errors, as we have been short-staffed for more than two months, owing to the absence of an integral, long-term staff member.

The Carousel Lighting Project proceeded further ahead this month towards completion. We are continuing the planning for the replacement shields with faces and the painting of the rounding boards followed by additional lighting on the shields and on the "sweeps or spokes" that support the ride. Lastly replacing the decorative panels that hide the center gears, which we never had, but were on the carousel originally. We are close to having a presentation for the Village Board and Friends of Mitchell Park to review. We will need funding support to move forward with this project, with the sources being primarily the Friends of Mitchell Park and Fundraising/Sponsorships.

We are presently accepting applications for part-time staff at the Ice Rink and a few people for the Carousel. We will probably have some names for the November board meeting, but will certainly be ratifying some people at the December meeting. We are just starting the Ice Rink installation and expect to make ice in early December, weather and mechanical operation permitting. By December 14th we will be making ice regardless of weather.

OLD SCHOOL HOUSE RENOVATION

We hope to complete the interpretive portion of the project by the end of the year and close out the Grant. We are planning a fence and small storage shed to be built between the Blacksmith Shop and the Schoolhouse.

The Greenport school cooperative program with Dave Berson is operating Saturdays at the schoolhouse.

LWRP UPDATE

Jamie Ethier (NYSDOS) has reviewed the existing draft document and provided his comments for us to consider. David smith of VHB is incorporating most of those comments into his existing Draft document and will provide that to the Board later this Month. He would be available to meet with the Village Board to go over the LWRP at our convenience. After we work our way through all of that and there is a consensus of the Village Board and NYSDOS, there would be a 60 day general comment period.

HARBOR DEPARTMENT

See the marina/ harbor manager report. I would like to discuss the marina manager’s contract renewal in an executive session.
PAVING PROJECT

We still have price quotes for paving the entrance apron at the Moore’s Lane Ball Fields, at a cost of $3,500.00; we are waiting for completion of the road work for the Power plant upgrade before doing this job. The paving of First street was completed on October 26th with Corazzini Asphalt under the Southold Town Contract, which is based on a “per ton of asphalt used” cost. I’ve been informed that more asphalt was used than expected and the cost would be higher, at this time I don’t know the final cost and I expect we will have to work through the contract details on how to properly proceed. I have authorized our agreed initial payment of $57,780.35 (the presently available CHIPS funds) towards the original cost of $85,000.00. The remaining $27,219.65 plus any additional approved costs would be paid in May 2013 when additional CHIPS funds are available.

We may still perform more sidewalk work, mostly in residential areas. Both grinding and replacement is needed, which will likely run through November & December. Some of the upcoming stump removals will allow for some of the pending sidewalk work to be done.

I continue to be in discussion with a couple of NYSDOT officials about the proposed re-surfacing of Route 25 on the eastern portion of the North Fork. We are discussing how to include the section of the Villages Main Street into the scope of their larger project.

OTHER MISCELLANEOUS ACTIVITY

I have been asked by a few of the residents of Sterling Street to provide a no parking area on the east side of the street over about a 100 foot length of a curve in the road.

Attended: Carousel, Greenhill Cemetery and Code Committee meetings and Zoning, Planning, Housing Authority and Historic Preservation Board meetings.

Respectfully,
David Abatelli / Village Administrator
10/12/12

Hon. David Nyce  
Board of Trustees  
Village of Greenport  
Work Session Monthly Report From Marina Manager

Dear Mayor and Trustees,

The following is my Harbor Managers report.

- Last month I had John Costello from Costello Marine and John Hocker from Latham Sand and Gravel take a look at the Railroad Dock to give us and estimate of repair for several broken pilings and some broken cleats. They came back with a time and material estimate for the repair work based on a per piling and cleat cost.
- I had the same gentlemen look at the East Pier for giving us an estimate to go over the pier and repair/retighten as needed. There are several broken bolts underneath the pier that hold cross supports that need to be replaced. The wave attenuation boards are loose again and need to be refastened, especially after hurricane Sandy took her toll. This is a mix of regular maintenance and repair work that is needed to be done every year. The dock is constantly in motion from wave and wake action and needs to be looked at annually. Attention now will prevent major repairs in the near future.
- I started replacing the mooring pennants in Sterling Harbor with their winter stakes. I contracted with Coastal Pipeline of Calverton to make 8 new 2700lb. moorings to be used in the mooring field this fall. I received a call from them last Friday and they will be completed in ten days. This is part of our continuing maintenance project that we initiated last year. By the end of this fall we should be two thirds the way through pulling and inspecting all of the moorings in the field. After we are complete with all of the moorings being inspected, we will start over again and inspect one quarter of the field annually. This will ensure that all the moorings and their gear are safe to use. As of today I am three quarters the way to putting the mooring winter stakes out in the field. I have come across some that have their chain wrapped around themselves making the change over impossible. I will deal with that when I’m out there with the crane and barge later this winter.
- The lost green channel marker was found floating over by Preston’s docks. I will put that back in next spring with new chain and a new mooring. The other green channel marker also broke loose during Sandy and was retrieved by a nice Samaritan. I will replace this next year with new chain and a mooring. Before the winter sets in I will pull the one last channel marker.

This concludes my report for the period.

Jeff Goubeaud  
Mitchell Park Marina Manager
11/12/12

Hon. David Nyce  
Board of Trustees  
Village of Greenport  
Work Session Monthly Report From Marina Manager

Dear Mayor and Trustees,

The following is my report for the marina.

- The season is over and now we start securing the marina for the winter months. The Village visitor's docks have been brought over to the marina and secured to "C" dock. The wooden "N" docks have been tied off to "C" dock to keep them from hanging up on the bulkhead during periods of extreme high tides. The Unit-2-Go storage container has been brought down to the marina. All of the tires from the East pier have been stored inside the container for the winter. We also went and retightened some of the loose retaining rods on the floating docks that keep them together. I had noticed that they were getting loose and some of the fingers were moving where they shouldn’t have been.

- All of the faucets that were leaking on the East Pier and those on the floating docks have been replaced with "ball valve" type faucets that won't drip. The next step to securing the docks for the winter is to have the water shut off and the system purged so it won’t freeze and crack pipes. Also, the marina office needs to have the water shut off and purged.

- Hurricane Sandy brought us out of our complacency pretty quick. We secured the marina for her by getting everything off of the floors to a higher location. The water to the piers and floating docks was secured as well as the power. The pump-out station was secured as well. We were very fortunate to only have had three inches of water in the marina. There was no damage to the office or to the floating docks, except for one of the power stations that was blown over. The East Pier took the brunt of the wind and waves. The wave attenuation boards have been loosened considerably. During the course of a regular season, these boards are constantly in motion from the wind and currents. However, they were working overtime during this storm. Three quarters of the lower bolts holding the boards to the pier are coming out, having their nuts and washers come undone. There's other damage to some of the piling under the decking that needs repair as well. I've had Costello Marine and Latham Sand and Gravel look at the pier. Both have said that it's going to be a time and material fix. They are sending me paperwork as to how much the time is going to cost per man hour.

- Speaking with several FEMA personnel here at the marina today, they said to have Mayor Nyce put into his report any work necessary here at the marina and they will take it into consideration.

- We've been storing things for the winter up at the carpentry shop and I noticed that three very big trees have come down up there. Two of the trees are blocking the entrance into the shop and the third is across the road going past the pond into the pole yard. I'm going to clear away some of the branches blocking the path to the shop entrance.

This concludes my report for the period.

Jeff Goubeaud  
Mitchell Park Marina Manager
PRESENT: Board Members: Tina Finne, Marilyn Corwin, Valerie Shelby
Staff: David Abatelli, Asha Gallacher

MINUTES
Village of Greenport Housing Authority Regular Board Meeting
11/08/2012
MEETING CALLED at 5:05 pm by Tina Finne

1. Motion was made to approve minutes of October 2, 2012. Marilyn Corwin made motion, Tina Finne carried.
2. Motion was made to ratify accounts payable for November 2012 totaling $78,027.36. Marilyn Corwin made motion, Valerie Shelby carried.

3. Section 8 Update:
   a) Motion was made approve the Admin Plan after the 60-day public review which expired on July 16, 2012 with no comments to the retroactive date of July 17, 2012. (see attachment).

4. Affordable Housing Update:
   a) Motion was made to ratify accounts payable for November 2012 for 213 Center Street totaling $210.87 and 278 2nd Street totaling $1,501.60.

5. Scheduled next meeting for Tuesday, November 27, 2012 at 5:00pm.
6. Meeting adjourned at 5:20 pm-----Motion to adjourn by Tina Finne. Marilyn Corwin carried.
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<td><strong>New complaints and follow up that do not require „notice of violation„</strong></td>
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| New Notices of Violation | | |
|--------------------------| | |
| I will be writing an appearance ticket for a court date. | | |
| | | 10/25/12 |
| Gas containers and rubbish and garbage | | |
| Electrical systems hazard, safety devices on LP | | |
| Dog's at large, damming neighbor's property | | |
| Violations in Property Maintenance code | | |
| Issued Letter, asking for compliance with violation code | | |
increase the rate of the initial installation and modify the code to compensate for the increase in the installation.

start a renewal procedure and collect fees for the continued use these signs. The other alternative would be to

in 2001, to the best of my knowledge, renewal fees have never been collected. Presently the Building Dept. can
the signs are increased for a period of 2 years, and may be renewed upon expiration. Since this section was added
increases substantially. Presently the code allows for a fee of $50.00 per location. Section 1050.15-1.3 states that
increase to the attention of the building dept. that the cost of hardward for the installation of directional signs has

6. It has come to the attention of the Building Dept. that the cost of hardward for the installation of directional signs has

Excess situations.

6. It has come to the attention of the Building Dept. that the cost of hardward for the installation of directional signs has

compliance with existing Certificate of Occupancies. Landlords have been responsive and amenable to correcting

in areas that all non-residential buildings meet minimum fire and safety requirements, and are occupied in

commercial buildings. The department will be scheduling inspections of commercial buildings in groups of 10-12.

commercial buildings. The department will be scheduling inspections of commercial buildings in groups of 10-12.

The Village of Comprehensive Building Department is continuing their efforts to comply with Title 19, part 1203 (inspection

the Village of Comprehensive Building Department is continuing their efforts to comply with Title 19, part 1203. The Village of Comprehensive Building Department is continuing their efforts to comply with Title 19, part 1203.

The specific dates and fees have not been announced yet, but the interim update of the building department's

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Association of Towns has announced that the annual training school has been scheduled for Feb 10-20 as usual.

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4. The need to be completed.

3. There are no applications for the Zoning Board this month. There are several projects under the Planning Board

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the site. No one has expressed his frustration that he still has no answer as to when the installation of a new water

the site. No one has expressed his frustration that he still has no answer as to when the installation of a new water

the size of the main to be installed. The approval of a design and the installation of the suppression system is a function of the Building Dept. and will be reviewed over seen when water is provided.

the size of the main to be installed. The approval of a design and the installation of the suppression system is a function of the Building Dept. and will be reviewed over seen when water is provided.

an approved system until a requested at a lower test but it has not been scheduled yet. The sprinkler company will not design a system until a

an approved system until a requested at a lower test but it has not been scheduled yet. The sprinkler company will not design a system until a

several different ideas have been discussed but there is no concrete solution to date. The sprinkler company has

several different ideas have been discussed but there is no concrete solution to date. The sprinkler company has

2. Month: Building Dept. Fees collected this year have been greater than any year since 2005.

2. Month: Building Dept. Fees collected this year have been greater than any year since 2005.

1. The Building Dept. is very busy. There will be 3 new two family dwellings under construction by the end of the

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**Total:**

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**TOTAL**

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Recreation Program

October 2012-Monthly Report

Our enrolment remains the same this month. We have continued our partnership with the Library and the 3rd and 4th graders had two field trips to Charnews farm and heard presentations from various guest speakers, including Captain Bersen. The theme this year was “water” and how it related to farm life, sea life and the world in general. This has been a wonderful experience for our children and we hope it will be funded again in the Spring.

We were the lucky recipients of 3 donated sewing machines and a great deal of fabric. We have started sewing lessons with the children, and they are very enthusiastic about learning this skill. They have learned how to thread a needle and how to do a basic running stitch. We have also done some basic cooking, so far from box mixes that the parents have donated and they love to cook as well.

Thankfully we had our Halloween party on Friday, October 26 pre-Sandy! We served snake shaped Stromboli, Witches brew and chocolate brownie cupcakes with orange frosting. The children played organized games in the large room, made crafts in Mrs. Ryan’s room and Ana played Pin the Body Parts on the Skeleton, and a few other Halloween related quiet games. It was a nice way to end the month.

I am working with Sue Toman from the Guidance Center [Southold] to complete a grant to obtain money to begin a parenting course at the Recreation Center. The course is called, “Building Strong Families” and while the work is time consuming, we are hopeful that our efforts will be fruitful. I have felt, for some time, that adding a parenting component to our existing program would prove to be an asset.

I also met with Lynn Summers and the Education Committee from the Maritime Museum to discuss plans for future programs for our children. She assures me that the Peconic Star/Orient Lighthouse trip is a go for next summer for our oldest group of campers. We are trying to find other ways to disseminate information on the Maritime heritage and history of Greenport to the general public. We discussed creating a portable display for the local schools.

Respectfully submitted

Catherin Matthews
VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on November 19, 2012
Report of Sylvia Lazzari Pirillo, Village Clerk and
Jeanmarie Oddon, Deputy Village Clerk

Contracts and Agreements
- Received on 11/8 from Joe Prokop the Village copy of EFC close-out paperwork for the WWTP project
- Change Order # 5C for the Power Plant Upgrade was signed by all parties and mailed on 11/15/12. This Change Order involves the installation of Bullet Resistant Glass Block at the five power plant windows adjacent to the new 10 MH transformer.

Internal Administrative Information
- Received a check in the amount of $ 8,939.30 from NYMIR on 10/17/12, as the final installment of capital investment reimbursement. (FYI: “Rate relief” next year on our auto policies is a strong possibility.)
- Part-time meter reader job opening posted on 10/19
- Dredging permit paperwork completed & check submitted (Abatelli)
- Roof bid opening extended to 11/20 at 3 p.m.
- Monthly financials added to the web site
- Monthly abstract added to the web site
- Created & distributed flyer for “Gift of Christmas” event at the Rec Center, and already collecting sponsorships.
- AT&T payment of $ 20,894.73 received on 11/8/12
- Completed and submitted $ 300 Board of Elections payment voucher

Talking Points
- HEAP annual conference call [with Kathy Berezny] on 10/17/12
- Emergency preparedness – Sandy
- Upcoming Village election

Legal Notices
- Liquor license renewal application for Whiskey Wind Tavern
- Light plant roof bid and extension noticed in paper and on web site, and addendum # 1 added to web site
- Estoppel notice for street sweeper
- Part-time meter reader position noticed in 11/1 newspaper
- Change of date [and frequency] for Audit Committee meetings
- Change of date [and venue] for Code Committee meetings
- Noticed Special Meeting as held on 11/15
- Noticed terms to be filled for upcoming general election

Motion(s) requested for the coming regular meeting
- RESOLUTION allowing Clerk Pirillo, Deputy Treasurer Brandt and any interested Board member, to attend the New York State Government Finance Officers’ Association Long Island Region Holiday Seminar, on December 6, 2012 from 1:00 p.m. – 6:00 p.m. in Hauppauge, New York at a cost of $ 75.00 per person, to be expensed for Clerk Pirillo from line item number A.1410.400 (Clerk Contractual Expense) and for Deputy Treasurer Brandt from line item number A.1325.400 (Treasurer Contractual Expense).
MEMO RE: 2012-11-19 Work Session

TO: Mayor David Nyce / Board of Trustees

FROM: Jack Naylor, P.E.

DATE: 11-13-12 (Revised 11-15-12)

A. Budget Related Issues:
   1. **Budget Mods** - One (1) Budget Mods is being proposed to address the additional water expense in the sewer department due to usage required by new equipment.

B. Light and Power:
   1. **PPA / Electrical Cost Summary Form** - The monthly PPA form update will be prepared as soon as the August billing is received and can be forwarded to board members via e-mail if requested as it is much easier to read “on screen”.
   
   2. **Capital Improvements** - Work has resumed at the site:
      
      a) All major materials have been delivered.
      
      b) Panel doors have been delivered and installed.
      
      c) Work on the Mimic Panel is continuing.
      
      Progress was obviously impacted by the storm with an estimated 2 weeks lost. The plant experienced equipment failures with an interior 480 volt transformer failing, which also damaged the battery system. Cost of repairs is being determined and feasibility of FEMA reimbursement being examined.
      
   3. **Roof Replacement** - Bids were extended due to the storm by 12 days to November 20th.
   
   4. **Light Grant** - Nothing new in this regard.
      
   5. **Electric Department Maintenance Programs** - Work on these items was suspended in preparation for and conducting emergency repairs to the distribution system.
      
   6. **Engine Repairs** - No progress on this item as all activity is suspended until completion of the capital projects.
      
   7. **Verizon Utility Poles** - The pole at Atlantic and Bridge has been removed.
      
   8. **Stirling Harbor Marina** - The visit to this site to examine and, if warranted, make repairs and / or adjustments was postponed due to the storm. It is anticipated that this visit will take place the week after Thanksgiving.
9. **Hurricane Sandy** - Village Utilities staff spend the week before the storm preparing for the storm while contractors removed the temporary bypasses and made wiring terminations to activate the new switchgear in order that generators could be operated.

Once the storm hit, the Village experienced the failure of two primary circuits which were immediately repaired. Just after midnight, the LIPA feed failed due to falling branches which was restored by just after 1:00 am.

A total of 96 individual outages were reported more than 90% of which were restored within 24 hours. Repair work to the Sandy Beach area was delayed an additional day as access to damaged lines was blocked by large trees. The effort was coordinated with Southold Town and Village crews completed the work once access was available.

Those homes where we had to wait for electricians to restore house service attachments were completed the same day as repairs were made. We scheduled lineman to be available over the weekend for this work so as to not lose residents without power over the extra days. The final reconnections were where meters had been submerged and extensive repairs had to be made before power could be restored, were completed on the 13th.

10. **Hiring Date of Doug Jacobs** - The resolution from the August 27th meeting includes no hiring date. The following resolution is proposed to correct this omission.

   Motion to amend Resolution No. 8-2012-2 from the August 27th, 2012 regular meeting of the Board of Trustees to set the hiring date of Doug Jacobs at September 1, 2012.

11. **Title Change Tom Wood** - In early December, Tom Wood is expected to graduate Lineman’s school at which time he will be eligible for a change in title to Lineman II and receive an associated salary increase. After further consultation with the Department Head, Jim Fogarty, a recommendation in this regard will be submitted to the Board.

12. **Long Term Transmission Rights** - Our long term transmission rights by which we get the electricity from Niagra Falls are about to expire. While legal counsel had previously advised we had about a year before needing to make a decision, NYPA has just informed that us that they want an answer by December 14th as to which way we want to go with the choices being a fixed price or market driven (variable) price. Legal counsel is requesting a 6 month extension.

In short, what’s being asked is do we want to buy a fixed price guaranteed transmission rights at about $46,000 per month for Con Ed and NYPA transmission charges or pay based upon market prices. We are preparing an analysis over the last 5 years but the preliminary conclusion from counsel is that based upon recent 2009-2013 levels congestion, either choice would be “a wash”. If congestion were at 2008 levels, buying the fixed price transmission rates would save a substantial amount of money.
C. Sewer:

1. Waste Water Treatment Facility:

   a) WWTF Upgrade - Work is sporadic at this point due to the limited number of items remaining to be completed. The current official schedule, based upon the signed contract time extensions, is as indicated below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Award Contracts</td>
<td>November 06, 2009</td>
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<tr>
<td>Execute Contracts</td>
<td>December 07, 2009</td>
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<tr>
<td>Effective Date of Notice to Proceed</td>
<td>December 28, 2009</td>
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<tr>
<td>EFC Deadline to Execute Change Order No. 1</td>
<td>December 29, 2009</td>
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<tr>
<td>Preconstruction Meeting</td>
<td>January 14, 2010</td>
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<tr>
<td>Groundbreaking Ceremony</td>
<td>February 02, 2010</td>
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<tr>
<td>Start of Physical Construction</td>
<td>April 15, 2010</td>
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<tr>
<td>Original Construction and Currently Anticipated Completion</td>
<td>June 30, 2011</td>
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<tr>
<td>Currently Contracted Construction Completion</td>
<td>September 20, 2011</td>
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<tr>
<td>Board Approved Substantial Completion Date</td>
<td>December 31, 2011</td>
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<tr>
<td>Board Approved Final Completion Date</td>
<td>May 31, 2012</td>
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<td>Scheduled Final Completion Date</td>
<td>July 27, 2012</td>
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<tr>
<td>Anticipated Completion Date</td>
<td>August 17, 2012</td>
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<tr>
<td>Anticipated Close Out Date</td>
<td>September 04, 2012</td>
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<tr>
<td>Scheduled End of “Correction Period”</td>
<td>September 04, 2013</td>
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   All work is deemed complete with the exception of punch list items and provision of required documentation from the EoR.

   b) EFC Loan / Grants / Other Funding - Final project closeout with NYSDEC and NYSEFC will be able to proceed upon receipt of final closeout documents from the EoR.

2. Change Orders - No modifications to project scope are under consideration at this time.

3. SSES - No responses have been received in the last month.

4. Pump Station Redesigns - In light of the storm and related FEMA activities, work on this item has been suspended.

D. Meter / Water Department:

1. Cross Connection Control Program - No recent activity in this regard.
2. **Meter Replacements / Elimination of Problem Locations** - The scheduling of appointments for the addition of radio read modules and replacement of problem meters is continuing. Private contractors have again removed meters from homes in Sandy Beach. Last year all contractors were advised that the practice is unacceptable. Letters are being prepared to be sent to homeowners advising of proper policies and procedures and indicating that the Village will not be responsible for any damage resulting from the removal of these meters by private entities.

3. **Water Records** - All records are up to date.

4. **Log Books and Oversight** - Activity has resumes now that open staff position filled.

5. **Part Time Meter Reader** - Several resumes were received for the position. Dan Prindle has reviewed same and has recommended an individual for this position.

   *Motion to approve the hiring of Bryan Anderson as a temporary, part-time meter reader at a rate of $13.00 per hour, at a maximum of 20 hours per week.*

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**E. Roads / Highway:**

1. **Storm Cleanup** - The Highway crews completed debris and brush pick up on Thursday, November 15th.

2. **MS4 Activity** - With the Retrofit Plan for the Village having been submitted at the end of September, the Village must begin taking steps to implement same. It is recommended that the board appoint board representative to work with staff in bringing this plan to implementation and consider the extent and method of public input into the process.

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**Other**

1. **Incident Reporting** - With the office utilities staff now up to full strength the, updating of Incident / Activity Tracking Reports will be re-initiated. Data is being retained and will be updated as soon as possible.

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**Referenced Items Provided Under Separate Cover:**

-PPA Summary (available on request via e-mail)