

INCORPORATED VILLAGE OF GREENPORT
LOCAL LAW NO. 1 OF THE YEAR 2010
A LOCAL LAW AMENDING SECTIONS 65-7, 76(10), 150-40 AND A156-1

OF THE
GREENPORT VILLAGE CODE AMENDING THE VILLAGE
BUILDING DEPARMENT AND OTHER FEES AND
REGULATIONS REGARDING CONSULTING FEES
BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,
Purpose and Definitions.

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Amendments to Section 65-7

2.2 Amendment to Section 76-10(A)

2.2 Amendments to Section 150-40.

2.3 Amendments to Section A156-1.

1.1. Title.

This Local Law shall be entitled “Local Law 1 of 2010 of the Village of Greenport, a
Local Law Amending Sections 65-7, 76(10), 150-40 and A156-1 of the Greenport Village Code

Amending Building Department Fees and Regulations Regarding Consulting Fees.”

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State of New York, the Incorporated Village of Greenport, County of Suffolk and State of New York, hereby enacts by this Local Law of 2010, a Local Law of the Village of Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to amend the building department and other fees and regulations regarding consulting fees that are contained in Section 65-7, 76-10, 150-40, and A156-1 of the Greenport Village Code.

2.0 General Provisions.

2.1 Amendment to Section 65-7 of the Greenport Village Code

Section 65-7 of the Greenport Village Code shall be amended to read as follows:

65-7 BUILDING DEPARTMENT FEE SCHEDULE

Fee shall be as follows:

A. One and Two Family Dwelling.

(1) New Dwelling, additions, alterations and repairs, to existing dwelling:

\$250.00 plus 0.30 for each square foot of total floor areas in excess of 500 square feet.

(2) Accessory building, decks, fences, additions and alterations to existing

accessory building:

\$150.00 plus 0.30 for each square foot of floor area in excess of 500 square feet.

B. Multiple Family Dwelling: Hotel, motel, multiple dwelling and business, industrial
~~and all other buildings.~~

(1) New building and additions and alterations to existing building: \$500.00

Plus 0.30 for each square foot of floor area in excess of 500 square feet.

(2) Accessory building and additions and alterations to existing accessory buildings:

\$150.00 plus \$0.30 for each square foot of floor area in excess of 500 square feet.

C. Foundations.

(1) Foundations constructed under existing building; \$200.00.

(2) Relocated Buildings \$200.00 and \$0.15 for each sq. ft. in excess of 300 square feet of floor area

(D) In-ground swimming pools, together with required enclosure fencing:

\$300.00.

Above-ground swimming pools, together with required fencing: \$100.00 .

(E) Demolition and removal minimum of \$75 and \$0.15 for each square foot in excess of 300 square feet of floor area.

(F) Signs. All signs, except signs permitted by section 150-15, shall be \$1 for each square foot of sign area; min of \$75.

(G) Certificate of Occupancy

(1) Commercial \$100.00.

(2) New Construction and additions: \$75.

(3) Accessory/alteration, pool, shed: \$60.00.

(4) Pre-existing (new): \$75.

(5) Vacant land: \$40

~~(6) Updated CO \$100.~~

(7) Temporary CO \$25.

(8) Copy: \$10 .

H. Zoning Board fees.

(1) Area Variance; each petition for a zoning amendment shall be accompanied by a fee of \$400 for residential and \$500 for commercial, payable to the Village Clerk upon the filing thereof. No fee shall be required for petitions filed in favor of or against a pending application. (Plus \$100 for each additional variance item requested).

(2) Property divisions; \$500.00 fee and \$1,000.00 per lot.

(3) Use variances; \$600.00.

(4) All Board of Appeals filing and examinations will require a deposit for Village Expenses.

a. Residential \$200.00

b. Commercial \$1,000.00

I. Planning Board fees.

(1) Use evaluation within permitted uses not requiring site plan review. \$175.

(2) Site plan and SEQRA review: \$500.

(3) Site plan review when site is larger than 2 acres or the cumulative square footage of the building or buildings exceeds 10,000 square feet or if the anticipated cost of the project when completed exceeds \$1,000.

All Planning Board filings and examinations require a \$1,000.00 deposit for Village Expenses except Item #1 use evaluation for permitted uses.

J. Wetland permits issued by the Board of Trustees. Fees will be based on the cost of the work for all dredging, bulk heading, dock building, filing in wetlands or any permit requiring Board of Trustee's approval (note the fees stated below supercede those fees stated in .

Cost	Fee
Up to \$1,000	\$100.00
Each additional \$1,000 or part to and including \$15,000	\$40.00
Each additional \$1,000 or part	\$20.00
Each additional \$1,000 or part over \$50,000.	\$20.00

K. Other fees.

Type	Fee
Flammable liquid tanks	\$100.00
Solid-fuel-burning appliance	\$75.00
Fences	\$75.00
Hot tubs (outside)	\$50.00
Permit Fee for late application	Double the amount of fee
Construction has commenced before Building Permit Application has been received.	
Permit Fee after stop work order	Triple the amount of fee
Construction continues after notification by stop work order or notice of violation	

2.2 Amendment to Section 76-10(A) of the Greenport Village Code.

Section 76-10 of the Greenport Village Code shall be amended to replace the fee of

fifty dollars (\$50) with “fee of seventy-five dollars (\$75).”

2.3. Amendment to Section 150-40 of the Greenport Village Code

Section 150-40 of the Greenport Village Code shall be amended to read as follows:

~~“Payment for Consulting fees in Applications to the Village of Greenport.”~~

A. In every application to an officer, official, department, agency or board of the Village of Greenport for an action or approval by the Village related to the development, occupancy or use of a property or premises in the Village of Greenport, upon the filing of the application, the applicant shall be responsible for all consulting fees incurred by the Village of Greenport for the services of any consultants or engineers that are retained by the Village of Greenport with regard to that application for services related but not limited to engineering, environmental, legal, planning, and traffic.

B. In every application to an officer, official, department, agency or board of the Village of Greenport for an action or approval by the Village related to the development, occupancy, or use of a property or premises in the Village of Greenport, upon the filing of the application, the applicant shall be responsible to deposit with the Village Clerk an amount of money to be held by the Village of Greenport in escrow for the purpose of reimbursing the Village of Greenport for the costs that are incurred by the Village of Greenport for the services of any consultants including but not limited to engineering, environmental, legal, planning, and traffic that are retained by the Village of Greenport in the review and or processing of that application and the completion of environmental assessment and other required forms.

C. The Village Administrator of the Village of Greenport shall be responsible to compute the initial escrow deposit that is paid to the Village of Greenport for consulting fees for an application pursuant to this Section. In the calculation of the deposit required for consulting

fees, the Village Administrator shall rely on written estimates provided by the consultants to be retained or that the Village of Greenport is considering retaining for the work that is involved for that consultant.

~~D. The Village Clerk shall place each deposit that is made to the Village of~~
Greenport by an applicant pursuant to this Section shall in a separate non-interest bearing account.

E. Any application to an officer, official, department, agency or board of the Village of Greenport for which a deposit for consulting fees is required shall not be considered to have been filed with the Village of Greenport, no review of the application shall be undertaken by the Village of Greenport or its consultants and no hearing on the application shall be scheduled by the Village of Greenport until the amount that is required to be paid into escrow for consulting fees shall have been deposited by the applicant with the Village Clerk.

F. In the event that the amount that is being held in escrow by the Village of Greenport should be below 20% of the amount of the initial escrow deposit, the Village of Greenport, on the recommendation or request of the Village Administrator, may require that the applicant pay additional monies to the Village of Greenport to be placed in the escrow account to maintain the balance of the escrow account at not less than 50% of the initial deposit amount.

G. In the event that an application for which a deposit has been made is formally withdrawn in writing or when the application process and any judicial or other review of an application is completed, the balance of funds, if any, in the escrow account for that application, shall be remitted to the applicant within 60 days of the final action by the Village of Greenport. The applicant may request that the amount in the escrow account shall remain on deposit with the Village of Greenport as the applicant's initial payment towards any post-approval fees for

inspections or related matters.

H. The applicant for any application to an officer, official, department, agency or board of the Village of Greenport for which a deposit for consulting fees is required shall be responsible for all the consulting and engineering fees incurred by the Village of Greenport as provided in this Section, notwithstanding that the escrow account balance may be insufficient to pay for said fees or expenses.

2.4 Amendment to Section A156-1 of the Greenport Village Code

Section A156-1 of the Greenport Village Code shall be amended as follows:

“Ch. 142 Wetlands;” This section shall be deleted from Section A156-1.

INCORPORATED VILLAGE OF GREENPORT

LOCAL LAW NO. 2 OF THE YEAR 2010

A LOCAL LAW AMENDING CHAPTER 132 OF THE

~~GREENPORT VILLAGE CODE TO CREATE NEW~~

SECTIONS 132-23A and 132-23B PROHIBITING UNAUTHORIZED

PARKING IN A HANDICAP DESIGNATED PARKING SPACE

AND OBSTRUCTING A FIRE HYDRANT

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,
Purpose and Definitions.

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Creation of Section 132-23A

2.2 Creation of Section 132-23B

3.0 Severability

1.1 Title.

This Local Law shall be entitled "Local Law 2 of 2010 Amending Section 132 of the
Greenport Village Code to Create New Sections 132-23A and 132-23B Prohibiting Unauthorized
Parking in a Handicap Designated Parking Space and Obstructing a Fire Hydrant".

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State of New York, the Incorporated Village of Greenport, County of Suffolk and State of New York, hereby enacts by this Local Law of 2010, a Local Law of the Village of Greenport.

~~1.3. Effective Date.~~

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to amend Chapter 132 of the Greenport Village Code to create Sections 132-23A and 132-23B and regulations prohibiting unauthorized parking in a handicap zone or in an area which would obstruct a fire hydrant.

2.0 General Provisions.

2.1 Chapter 132 of the Greenport Village Code Amended to Create Section 132-23A.

There shall be created a new section 132-23A of the Greenport Village Code which shall read as follows:

“132-23A Unauthorized Parking in Handicap Designated Parking Space Prohibited

A. It shall be prohibited for any vehicle that does not display a properly issued handicap parking authorization to park in an area that is marked or designated as for handicapped parking only.

B. The fine for a violation of this Section 132-23A shall be \$100.”

2.2 Chapter 132 of the Greenport Village Code Amended to Create Section 132-23B.

There shall be created a new section 132-23B of the Greenport Village Code which shall read as follows:

“132-23B Parking in Manner Obstructing Fire Hydrant Prohibited

A. It shall be prohibited for any vehicle to park in a manner that obstructs the use of a fire hydrant. For purposes of this Section parking in a manner that obstructs the use of a fire hydrant shall be deemed to be parking within 12 feet of a fire hydrant or in an area around or in the area of a fire hydrant which is designated as to no parking.

B. The fine for a violation of this Section 132-23B shall be \$100.”

3.0 Severability

In the event that any portion of this local law or Sections of the Code amended or created herein are subsequently deemed to be void or unenforceable, the remaining sections of this local law and Code shall remain valid and enforceable.

INCORPORATED VILLAGE OF GREENPORT

LOCAL LAW NO. 3 OF THE YEAR 2010

A LOCAL LAW AMENDING SECTION 132-54 OF THE

~~GREENPORT VILLAGE CODE TO ADOPT REGULATIONS~~

REGARDING PARKING

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,
Purpose and Definitions.

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Amendment of Section 132-54 to Adopt Regulations

2.2 Amendment of Section 132-54 to Change Ten Minute Parking to
Thirty Minute Parking

3.0 Severability

1.1 Title.

This Local Law shall be entitled "Local Law 3 of 2010 Amending Section 132-54 of the
Greenport Village Code to Adopt Regulations Regarding Parking".

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State of New
York, the Incorporated Village of Greenport, County of Suffolk and State of New York, hereby

enacts by this Local Law of 2010, a Local Law of the Village of Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to amend Section 132-54 of the Greenport Village Code to adopt regulations regarding parking.

2.0 General Provisions.

2.1 Section 132-54 of the Greenport Village Code is hereby amended to add the following sections:

Name of Street	Sides	Time Limit	Hours	Location
South Street	Where permitted	30 min.	8:00am to 6:00 pm	East of Second Street, To West of Main Street
First Street	Both	30 min.	8:00 am to 6:00 pm	South of South Street To North of Front Street
Main Street	Both	30 min.	8:00 am to 6:00 pm	South of Front Street to South end of Main Street
Front Street	North	2 hrs.	8:00 am to 6:00 pm	Main Street to Third Street
Main Street	Both	2 hrs.	8:00 am to 6:00 pm	Center Street to Front Street
Village Parking Lot between Adams St. and South St. West of First St.		30 min.		Area of lot to be designated
Village Parking Lot between Adams St. and South St. West of First St.		Handicap (2 spaces)		Northeast corner of lot

Main Street	West	Handicap (2 spaces)	just south of Front Street
First Street	West	Handicap (2 spaces)	just south of Adams Street

2.2 Amendment of Section 132.-54 of the Greenport Village Code
To extend ten minute parking to thirty minute parking.

Section 132-54 of the Greenport Village Code is hereby amended so that all references to 10 min. under "Time Limit" shall be amended to read "30 min."

3.0 Severability

In the event that any portion of this local law or Sections of the Code amended or created herein are subsequently deemed to be void or unenforceable, the remaining sections of this local law and Code shall remain valid and enforceable.

INCORPORATED VILLAGE OF GREENPORT

LOCAL LAW NO. 4 OF THE YEAR 2010

A LOCAL LAW AMENDING SECTION 132-39 OF THE

~~GREENPORT VILLAGE CODE TO CHANGE WEBB STREET~~

TO A ONE WAY STREET

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,
Purpose and Definitions.

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Creation of Section 132-23A

2.2 Creation of Section 132-23B

3.0 Severability

1.1 Title.

This Local Law shall be entitled “Local Law 4 of 2010 Amending Chapter 132 of the
Greenport Village Code to Adopt Regulations Regarding Parking”.

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State of New
York, the Incorporated Village of Greenport, County of Suffolk and State of New York, hereby
enacts by this Local Law of 2010, a Local Law of the Village of Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to amend Section 132-39 of the Greenport Village Code to change Webb Street to a one way Street, West bound only, from Main Street to Second Street.

2.0 General Provisions.

2.1 Section 132-39 of the Greenport Village Code Amended.

Section 132-39 of the Greenport Village Code shall be amended to add the following:

Name of Street	Direction	Limit
Webb Street	West	Main Street to Second Street

3.0 Severability

In the event that any portion of this local law or Sections of the Code amended or created herein are subsequently deemed to be void or unenforceable, the remaining sections of this local law and Code shall remain valid and enforceable.

LOCAL LAW NO. 5 OF THE YEAR 2011
A LOCAL LAW AMENDING CHAPTER 29 OF THE
GREENPORT VILLAGE CODE

THE GREENPORT VILLAGE PROCUREMENT POLICY

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,
Purpose and Definitions.

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Amendment of Chapter 29

3.0 Severability

1.1 .Title.

This Local Law shall be entitled "Local Law 5 of 2011 Amending Chapter 29 of
the Greenport Village Code, the Greenport Village Procurement Policy,"

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State
of New York, the Incorporated Village of Greenport, County of Suffolk and State of
New York, hereby enacts by this Local Law of 2011, a Local Law of the Village of
Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to amend Chapter 29 of the Greenport Village Code, the Greenport Village Procurement Policy to comply with recent changes in the New York State General Municipal Law, to address required changes in the Village of Greenport Procurement Policy and to clearly provide guidelines to the Village of Greenport officials, management and staff regarding the Village Procurement Policy and its guidelines and requirements.

2.0 General Provisions.

2.1 Chapter 29 of the Greenport Village Code is hereby amended to read as follows:

“§ 29-1. Determination of type of purchase; competitive bidding.

A. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to § 103 of the General Municipal Law:

(1) Purchase contracts that are for twenty thousand dollars (\$20,000.) or less and public works contracts that are for thirty-five thousand dollars (\$35,000.) or less.

- (2) Emergency purchases.
- (3) Certain municipal hospital purchases.
- (4) Goods purchased from agencies for the blind or severely handicapped.
- (5) Goods purchased from correctional institutions.
- (6) Purchases under state and county contracts.
- (7) Surplus and secondhand purchases from another governmental entity.
- (8) Purchase contracts that are from sole source providers, a sole source provider being a provider or vendor that has been determined to be the only source of the goods or services that are to be obtained or provided.

B. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, documentation from manufacturers, contractors, suppliers or vendors, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. If the purchase is approved or the contract is awarded by a resolution of the Board of Trustees, the resolution shall state the reason why the purchase was not subject to competitive bidding.

§ 29-2. Methods for securing goods and services.

A. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in

the following circumstances:

(1) Purchase contracts over twenty thousand dollars (\$20,000) and public works contracts over thirty-five thousand dollars (\$35,000) (which are subject to competitive bidding).

(2) Goods purchased from agencies for the blind or severely handicapped pursuant to § 175-b of the State Finance Law.

(3) Goods purchased from correctional institutions pursuant to § 186 of the Correction Law.

(4) Purchases under state contracts pursuant to § 104 of the General Municipal Law.

(5) Purchases under county contracts pursuant to § 103, Subdivision 3, of the General Municipal Law.

(6) Purchases pursuant to § 29-4 of this chapter.

(7) Purchase from a sole source provider.

B. The following method of purchase will be used when required by this chapter in order to achieve the highest savings:

(1) Purchase contracts.

	Estimated Amount of Purchase Contract	Method
	\$2,500 to \$9,999	2 written quotations
	\$10,000 to \$20,000	3 written quotations or written requests for quotations

(2) Public works contracts.

	Estimated Amount of Public Works Contract	Method
	\$3,000 to \$4,999	2 written quotations
	\$5,000 to \$19,999	2 written quotations
	\$20,000 to \$35,000	3 written quotations written requests for quotations

C. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

§29-3. Documentation required.

A. Documentation is required of each action taken in connection with each procurement.

B. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

§ 29-4. Proposals.

A. All proposals shall be made by the Clerk of the Village or the Clerk's designee. All proposals shall require a response by a specified date and time and late proposals will neither be accepted nor considered. The Village may reject any and all quotes. All quotes shall be submitted to the Clerk in a sealed envelope. On the face of the envelope there shall be written the person or entity submitting the quote and the proposal

to which the quote is in response. All quotes shall remain in the sealed envelope until the time and date specified in the proposal, and no quote thereafter shall be considered.

Nothing herein requires solicitation of quotes be in writing. The village may reject all quotes.

B. No officer or employee of the village shall solicit or accept quotes pursuant to these guidelines except the Village Clerk or the Clerk's designee.

C. The Village Clerk shall maintain a list of individuals and entities from which proposals shall be solicited whenever proposals are solicited pursuant to this chapter and the Village Procurement Guideline Solicitation List.

Editor's Note: This list is on file in the office of the Village Clerk.

D. The Village Procurement Guideline Solicitation List shall contain the name, address, telephone number and area of expertise of any person or entity who notifies the village, in writing, to the attention of the Village Clerk, that the person or entity desires to be included upon the list. Such writing shall set forth the name, address, telephone number and area of expertise with respect to which the person or entity desires to receive proposals from the village.

E. Whenever proposals are sought by the village pursuant to these procurement guidelines and the work or goods to be procured fall within an area of expertise identified on the Village Procurement Guideline Solicitation List, then in that event, every person or entity on the list with expertise in the area for which proposals are sought shall be invited by the village to submit a proposal. Nothing herein shall prohibit the village from soliciting proposals from persons or entities not on the list.

§ 29-5. Exceptions.

Pursuant to General Municipal Law § 104-b, Subdivision 2f, the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality.

In the following circumstances, it may not be in the best interests of the Village of Greenport to solicit quotations or document the basis for not accepting the lowest bid:

A. Professional services or services requiring special or technical skill, training or expertise except that the Village of Greenport recognizes that while professional services are exempt from competitive bidding requirements, that in order to insure that the Village receives the best value when procuring these services, whenever practicable will seek additional quotes for these services.

(1) The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category, the Village of Greenport shall take into consideration the following guidelines:

- (a) Whether the services are subject to state licensing or testing requirements.
- (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services.
- (c) Whether the services require a personal relationship between the individual

and municipal officials.

(2) Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public account; investment management or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

B. Emergency purchases pursuant to § 103, Subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods and services must be purchased immediately. Emergency is defined as an urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk. A failure to properly and timely plan in advance for a procurement, which then results in a situation in which normal procurement practices cannot be followed, will not constitute an emergency. This section does not preclude alternate proposals if time permits.

C. Purchases of surplus and secondhand goods from any source. If alternate proposals are required, the Village of Greenport is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices of used goods and a lower price may indicate an older product.

D. Goods or services under two thousand five hundred dollars (\$2,500.). The time and documentation required to purchase through this chapter may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on

favoritism.

E. Sole source purchases and contracts; Where competition would otherwise be required, but is not feasible due to the sole source, single source or emergency nature of a commodity or service, the Village must be able to justify and document the selection of the vendor and establish the reasonableness of the price. In accordance with the State Finance Law, exceptions to the general requirement for competitive selection shall only be made under unusual circumstances. The Village must maintain written justification supporting the sole source, single source or emergency determination.

29-6 Purchase Orders;

- A. Purchase orders must be obtained for all purchases over \$100.
- B. Purchase orders must be obtained (dated) prior to the invoice date.
- C. In the event that due to time constraints, a purchase order is not obtained prior to purchase, a written justification for the absence of said purchase order must be submitted with the voucher for payment.

D. Expenditures for utility, phone, and professional services are exempt from purchase orders.

29-7 Requests for Bids and Proposals

A. Requests for bids and proposals are required for all purchase contracts in excess of twenty thousand dollars (\$20,000) and public works contracts in excess of thirty-five thousand dollars (\$35,000), and are encouraged for all other contracts and purchases where practicable.

B. All requests for bids and proposals shall be in standard Village form, shall comply with the New York State General Municipal Law as to minimum or substantive requirements, and shall contain the following language "The Village of Greenport is an

equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital / financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement and evidence that compliance to the Village of Greenport by providing an affidavit to that effect. The Village of Greenport encourages bids for public works and other contracts with the Village of Greenport and subcontractors of the bidders for those contracts by minority and women owned contractors and entities and the Village of Greenport will solicit bids and contracts from such entities with respect to the public work noticed herein.”

3.0 Severability

In the event that any portion of this local law or Sections of the Code amended or created herein are subsequently deemed to be void or unenforceable, the remaining sections of this local law and Code shall remain valid and enforceable.

LOCAL LAW NO. 6 OF THE YEAR 2011
A LOCAL LAW AMENDING SECTION 150-15 OF THE
GREENPORT VILLAGE CODE
REGARDING SIGNS

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE

INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,
Purpose and Definitions.

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Amendment of Section 150-15

3.0 Severability

1.1 Title.

This Local Law shall be entitled "Local Law of 2011 Amending Section 150-15 of the Greenport Village Code Regarding Signs."

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State of New York, the Incorporated Village of Greenport, County of Suffolk and State of New York, hereby enacts by this Local Law of 2011, a Local Law of the Village of Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to amend Section 150-15 of the Greenport Village Code to adopt regulations regarding overhead signs in the commercial Zoning districts of the Village of Greenport.

2.0 General Provisions.

2.1 Section 150-15 of the Greenport Village Code is hereby amended to read as follows:

A. The existing Section 150-15(L) is hereby re-designated to be a new Section 150-15(M), and there shall be new language for Section 150-15(L) which shall read as follows:

“150-15(L) Regulations regarding overhead signs.

1. Overhead signs over sidewalks shall be permitted in the General Commercial, Waterfront Commercial and Retail Commercial Zoning Districts only, and only where there are sidewalks present.
2. For all businesses where there is only one business in the building, each business shall be permitted one overhead sign.
3. In the event that there is more than one business in a building, the building will be permitted one sign, and the businesses in the building must share the sign for that building.
4. Overhead signs shall be limited to an area of two square feet or less on

each side, and may be two sides (front and back) only.

5. Overhead signs must be initially approved by the Village Planning Board. The Village Planning Board will set standards for overhead signs and the each application to the Village Planning Board will contain eight color copies of both sides of the proposed plan, in not less than 1" = 4" scale. The Planning Board will decide on appropriateness of each sign and the conformance of each sign with the standards that will be set by that Board.

6 A license shall be required for each overhead sign, and the license will be issued upon the business owner providing proof of Planning Board approval, providing proof of required insurance coverage for the sign, and payment of the required fee in full.

7. The business owner shall obtain and provide the Village will a certificate of liability insurance in the amount of not less than five hundred thousand dollars naming the Village of Greenport as additional insured. In the event that the insurance coverage or policy expires or is terminated during the term of a license, the license will be automatically terminated.

8. The fee for a license shall be fifty dollars (\$50) for one square foot of sign facing and one hundred dollars (\$100) for two square feet. The license must be renewed each year with a new fee paid in full each year.

9. In the event of a sale of a business, the new business owner is required to obtain a new sign license, including providing proof of insurance coverage, and pay a new sign fee.

10. Any overhead sign which is existing in the Village of Greenport on the date of the filling of this local laws and which has been approved by the Village of

Greenport shall be grandfathered with regard to Planning Board approval and shall not require new Planning Board approval, but will require a license.

3.0 Severability

In the event that any portion of this local law or Sections of the Code amended or created herein are subsequently deemed to be void or unenforceable, the remaining sections of this local law and Code shall remain valid and enforceable.

LOCAL LAW NO. 7 OF THE YEAR 2011
A LOCAL LAW CREATING CHAPTER 111 OF THE
GREENPORT VILLAGE CODE
PROHIBITNG SMOKING IN DESIGNATED AREAS
BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,
Purpose and Definitions.

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Creation of Chapter 111

3.0 Severability

1.1 Title.

This Local Law shall be entitled “Local Law of 2011 Creating Chapter 111 of the Greenport Village Code, Prohibiting Smoking in Designated Areas.”

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State of New York, the Incorporated Village of Greenport, County of Suffolk and State of New York, hereby enacts by this Local Law of 2011, a Local Law of the Village of Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to provide a safe and nuisance free area in certain designated areas of the Village of Greenport.

2.0 General Provisions.

2.1 There is hereby created a new Chapter 111 of the Greenport Village Code which shall read as follows:

“111 A.

No person shall smoke tobacco or any other substance or product within 30 feet of children's playground equipment and the Village Carousel in the Village of Greenport including but not limited to the Third Street and Fifth Street playgrounds and the Mitchell Park Carousel or any other place designated by resolution of the Board of Trustees or as otherwise provided by law as an area where smoking is prohibited.

B. Violations, Penalties and Fines

Any violation of this Chapter of the Greenport Village Code shall be punishable by a fine of not more than two hundred and fifty dollars (\$250).”

3.0 Severability

In the event that any section or portion of this Local Law or Chapter shall be deemed void or not effective, the remaining provisions of this Local Law and Chapter shall remain in full force and effect.

LOCAL LAW NO. ¹/₇ OF THE YEAR 2012

A LOCAL LAW AMENDING SECTION 150-27(A) AND

CREATING A NEW SECTION 150-30A OF

THE GREENPORT VILLAGE CODE

REGARDING NOTIFICATION PROCEDURES FOR THE

ZONING BOARD OF APPEALS AND THE VILLAGE PLANNING BOARD

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE

INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,
Purpose and Definitions.

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Amendment to Section 150-27

2.2 Creation of Section 150-30A

3.0 Severability

1.1 Title.

This Local Law shall be entitled "Local Law ¹/₇ of 2012 Amending Section 150-27(A) and creating Section 150-30A of the Greenport Village Code Regarding Notification Procedures for the Zoning Board of Appeals and the Village Planning Board.

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State

of New York, the Incorporated Village of Greenport, County of Suffolk and State of New York, hereby enacts by this Local Law of 2012, a Local Law of the Village of Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to amend the procedures of the Zoning Board of Appeals and the Village Planning Board to include posting a placard notice for matters requiring a public hearing.

2.0 General Provisions.

2.1 Chapter 150-27(A) of the Greenport Village Code is hereby amended to read as follows:

“A. The Board of Appeals shall not decide upon any appeal for a variance or for an interpretation of this chapter without first holding a public hearing. Notice of the public hearing and of the substance of the appeal or application shall be given by publication in the official newspaper of the Village at least ten days before the date of such hearing and by the posting of a placard notice of the public hearing to be posted on the premises by the applicant at least ten days before the date of such hearing. The placard notice shall be provided by the Building Department, at the cost of the applicant, and shall state information regarding the application and the time, date and place of the hearing. In addition to such published and posted notice, the applicant at least ten days

prior to the hearing shall mail a copy of the public notice of the public hearing by certified mail return receipt requested to the owners of all properties which lie adjacent to the property that is the subject of the application and all other owners that the Board of Appeals may deem advisable. The list of the names and addresses of the owners of all properties requiring the mailed notice shall be provided to the applicant by the Building Department. Proof of the publication in the form of a sworn statement and proof of the posting and mailing in the form of a sworn statement and the Post Office and return receipts, shall be filed with the Village Clerk on or before the date of the hearing. Such notice shall contain the following information:"

2.2 Creation of a New Section 150-30A

There shall be a new Section 150-30A of the Greenport Village Code which shall read as follows:

"150-30A In all instances in which the Village Planning Board conducts a public hearing on an application the Village Planning Board shall follow the same notification procedures as the Zoning Board of Appeals pursuant to Section 150-27 as to the mailing, publication, and posting of a placard notice. The mailing of notices to adjacent property owners and other property owners shall be as directed by the Village Planning Board."

3.0 Severability

In the event that any section or portion of this Local Law or Chapter shall be deemed void or not effective, the remaining provisions of this Local Law and Chapter shall remain in full force and effect.