STATE OF NEW YORK
VILLAGE OF GREENPORT

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BOARD OF TRUSTEES
WORK SESSION MEETING

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January 21, 2014
6:00 P.M.

BEFORE:
DAVID NYCE - MAYOR
GEORGE HUBBARD, JR. - TRUSTEE
JULIA ROBINS - TRUSTEE
DAVID MURRAY - TRUSTEE
MARY BESS PHILLIPS - TRUSTEE

SYLVIA PIRILLO - VILLAGE CLERK
JOSEPH PROKOP - VILLAGE ATTORNEY (Excused)
DAVID ABATELLI - VILLAGE ADMINISTRATOR
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MAYOR NYCE: It is 6 o'clock, I will call Board of Trustees Work Session meeting to order. Please stand for the pledge.

(Whereupon, all stood for the Pledge of Allegiance.)

MAYOR NYCE: All right. So this is the January Work Session of the Village of Greenport Board of Trustees. There is some people that are excused this evening because of the weather. As a brief explanation, I did not cancel this meeting for several reasons. One to reschedule the meeting, the closest date would have been Friday because I need 72 hours to put another meeting, which
meant that I would have to move the
regular meeting in top of that. Bill
Freitag from Bollem and Torani is here
for the audit, because that was in
conjunction with a midyear audit that we
were doing. All those things combined,
I figured we would have the meeting. I
did excuse Village Attorney, Joe Prokop
because he lives up in Setauket. I sent

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an e-mail around to everyone to make
sure that everyone was comfortable with
that. There wasn't much in his report.
The only thing that he was going to
report was that he did settle the
scavenger thing with the Town of
Southold. The heck has been received.
I would like to thank him for that and
the Town of Southold as well. It's a
big deal to have that laid to rest at
this point. Also excused at this point
is Pete Manwaring because he is out with
his crews right now plowing. Also
excused Ray Dunbar because he lives up
in Setauket as well and Jim Fogarty is
still out. I expect him back next
month. That brings us to our first
report, the fire department. Chief
Manwaring is with us. So chief, it
seems pretty straight forward. The
hiring for the maintenance worker
part-time. Civil service still covers
part-time but we don't have to hire off
further list. We just have to let them
know we're hiring part-time. That is
cool. If the work could be done on a
part-time basis, absolutely.

CHIEF MANWARING: There is an
addition to that. I wrote this up prior
to the Board of Wardens and then some
things have to get taken off. I took
off the firefighter on the bottom and I
would also like to advertise to put in
the papers ten sets of turn-out gear.

MAYOR NYCE:  Yep.  You said ten
sets?

CHIEF MANWARING:  Yes.  That was as
per my finance committee to the Board of
Wardens.

MAYOR NYCE:  All right.  Is there
anything else that anyone --

CHIEF MANWARING:  I have one thing.
A couple of weeks ago we sent over a
report for the engineer.  Has anybody
even looked at it yet?  I haven't heard
nothing.  And budget wise, the budget is
coming around.  I am just hoping that
this Board looked at it --

MAYOR NYCE:  We certainly will.  I
will admit, I have not.  Over the
holidays I have not looked at it.  I
will have my preliminary meetings with
the Treasurer in the early weeks of
February. I will have certainly looked at it before then.

TRUSTEE MURRAY: Did we get that report?

MAYOR NYCE: It came in. I am going to ask the Clerk to make hard copies and put it in the boxes. I didn't look at it, I apologize.

TRUSTEE ROBINS: I have a question. You guys instituted a social media policy; what is that for?

CHIEF MANWARING: Put it this way, we have some people would go home and be talking about a call that they shouldn't be talking about or fighting amongst themselves and putting the fire department in the middle of it. So we came up with a nice policy. I gave Sylvia one because Mattituck fireman wants to see it.

TRUSTEE ROBINS: Okay. I would like to see it.
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1. CHIEF MANWARING: We spent a pretty
   long time writing it.

2. MAYOR NYCE: Thank you. I would like
   to see it also. Maybe with our annual,
   we could look at adopting it as well.

3. TRUSTEE HUBBARD: Some people with
   Facebook, it was getting a little bit
   out of control.

4. TRUSTEE ROBINS: Good thought. Good
   action. I like that.

5. MAYOR NYCE: Anything else for the
   Chief?

6. (No Response.)

7. MAYOR NYCE: Thanks, Chief. What I am
   proposing in the next month is that we
   do utilities department heads after the
   fire department. I didn't talk to
   Sylvia about this. That's why the
   agenda doesn't read that way. As they
   are not here, why don't we stick with
   the regular format, and then I can give
some updates on the Light Plant that I can fill in on that. And we can go over their reports then. The next would be the Treasurer's Report. Robert is not here. It's a pretty straightforward report. Was there any questions for the Treasurer, if not, we would move on to the presentation from Bollom and Torani.

TRUSTEE PHILLIPS: No, I think that the e-mail that we discussed was very well explained and I think that we have discussed enough of it.

MAYOR NYCE: Yes. So at this point, before Bill comes in, as Bill and his firm has been a major part of this, we did get a bond rating increase last week which is astounding. I want to thank Bill and Noah at Munistat and the people at the Treasurer's department, clearly went to bat for us. It's a big deal.
As you remember last year, we got a good write up but that we were a small Village and not a lot of tax base. Everything was fixed. Not a lot of growth that way. We argued our part again this year, we made huge steps financially and we proved yourself. We made our case again. Clearly Moody has heard it and we got an increase.

And I will now turn it over to Bill.

MR. FREITAG: To go off on that, you guys should really applaud yourselves. Great job.

MAYOR NYCE: It truly was a team effort.

MR. FREITAG: Thank you for the opportunity to present this audit report. Again, I am Bill Freitag. I am a partner with BST. Just to let you
guys know, effective January 1st of this year, we merged with a firm in New Jersey. And the name of the firm is now SaxBST. It was a merger of equal firms. It exactly doubled us in size and we are now what is called a top 100 firm. We are now 65 in terms of size in the United States. It doesn't affect you guys. Just now you are going to have letters from us that say SAX BST. You still get the Albany New York rates.

MAYOR NYCE: Congratulations.

MR. FREITAG: We were here in the summer in July to do the Electric Funds audit. We do that first to get the Power Authority report in by August 31st. Last couple of years the Village was late getting that report in. So the Power Authority said you have to get that report done on time. So we come in a little earlier and get that report done.
And then we comedown in August into September to do the work on the rest of the Village. Your financial statements were changed in presentation in terms of the prior year. Your presentation last years were on what's called regulatory accounting and how you send it to the Comptroller's Office. In some respects that was a little bit different generated in the accounting principles that are recognized in the United States. So because of a lot of different reasons, Charlene, the Mayor and myself had some conversations saying that it might be wise to change the financial presentations to help you out when you get to a situation when you are getting a rating from Moody's. This financial statement clearly had a point in Moody's review. The two main
things that this report looks
different from last year, is the first
ten or twelve pages is what I call the
"Reader's Digest" version of your
financial statement. It puts the
financial statements in a numberative
form. Talks about the financial
highlights. The other thing that this
financial statements recognizes is
that there is a liability on your
books that recognizes what is called
post employment benefits obligations.
And that is for your health insurance
that you pay for your retirees. And one
of the reasons why this is January
presentation, is because we had to wait
for an actuary that the Village hired
to determine what that number was.
Okay. If you were to have everybody
returned from the Village today and
start paying off premiums tomorrow, the
liability would be about seven million
dollars of what you owe. This shows what is earned to date. So we had to add about a million dollars to the Village's liability. That is going to be cash out of pocket somewhere down the road. If everybody had returned, this is what would be through mortality. So that is the main difference.

MAYOR NYCE: Is that in line with Village's comparable in size?

MR. FREITAG: Yes. New York State says you can't fund it. You have to do it as a pay as you go basis. Dave asked me to be a little bit brief here. I am just going to give you a quick basis of the financial summary here. The biggest thing you have bound up there, it says financial report on the top. The very first thing that is important is on Page 1. It's on the bottom of Page 1. It's called an Unqualified Opinion. And this opinion
is known as a clean opinion says that
all your accounting is in acceptance
with the general accounting principles.

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It's the highest level of assurance that
you can get from an accounting. So
everything is reported in general
accounting principles. We make
adjustments to your financial records
that the Treasurer presented to us when
we got here. As result of our
adjustments, we decreased your assets of
about $300,000.00. We increased your
liabilities of about $900,000.00, which
gave a net decrease in your fund balance
of $1.2 million. So when we got here
your fund variances were $1.2 million
higher across wide. All your
departments showed very high positions
from where they stand as of
May 31, 2013. And your General Fund had
a great year.

MAYOR NYCE: Is there a reason for
the decrease in assets and increase in
liability because I don't remember that
happening last year?

MR. FREITAG: As a matter of fact,
some of those entries went in the other
direction where we actually increased

fund balance. One of the things that we
need to do when we look at your
accounting system is to why we make
adjustments. I can see making
adjustments for small amounts but why
are we making adjustments for larger
dollar amounts? And I know this upset
the Treasurer's Office a little bit and
we tried to work on the wording and
things like that. And clearly, my
impression and you can do with this
comment as you may, is we believe in the
Treasurer's Department there might be
time constraints on what is being done.

The day to day accounting is being done
and it's being done quite well.

However, the review of the results of
the day to day accounting is not
happening to a large degree. And we're
thinking, in our impressions, in our
thoughts that there is not enough time
to review the work. Right or wrong,
this is our impression. Some of the
things that we were adjusting, we felt
that a proper level of review would have

caught the adjustments before we got
here. It usually does get caught on
audit but what concerns me during the
course of the year when you're relying
on financial reports at your monthly
meetings, you have some things that are
not reviewed and reconciled. And one of
the things that we thought was the
reason for that is the time needed to review the results of the accounting was not being done.

MAYOR NYCE: As you know, for the last several years, we have had a part-time treasurer. We are actually within the next month or so moving away from that and going full-time treasurer and we will be staffing that. Charlene is retiring. She put in her letter of resignation and Robert will be full-time. He will appointed at this next meeting to full-time treasurer and then we will be getting staffing underneath him. So I agree with you. We have struggled with this over the several long term years.

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MR. FREITAG: The reason why it was my impression that there was not enough time, is because I could see skill set was there. So I was like what is
breaking down here?

MAYOR NYCE: I think your assessment is right.

MR. FREITAG: I don't think that you will ever get to zero adjustments. But the thing that you want is limited adjustments. So that during the course of the year you are getting what you are getting out of the Village's Treasurer's Office. So that was my comment. I am just going to spend a few minutes on Page 17, if you want to follow with me. I am going to start off with the Electric Fund. The Electric Fund had another very strong year. It appears that the rates that were put in place have allowed the Electric Fund Town of Southold stabilize, it has allowed you to generate a decent rate of return on the value of the plant and it has also allowed you to pay down debt. So those
rates that are in place right now have
allowed you to move forward and allowed
you to move to invest in the plant. The
$395,000.00 net income has allowed you
to invest back into the plant. Your
revenues were up 5% from a consumption
stand point and revenue. As a result of
the net income, you have increased your
cash balances by $310,000.00. The
Electric Fund's cash at May 31, 2013
totaled $2.2 million dollars. However,
it was carved up in a few other places.
If anyone ever has any questions, please
feel free to contact us. The Electric
Fund took some of its cash and invested
another $200,000.00 into it's
establishment. The Electric Fund also
contributed $85,000.00 in lieu of
taxes, which is a normal occurrence.
And you paid down debt during the year
to the tune of $200,000.00. Most of
which is related to the Capital
Improvement Plant. The Village is currently in opening negotiations with NYPPA.

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MAYOR NYCE: Right. That is what we agreed to.

MR. FREITAG: Yes. In the long run, purchasing transmission charges is a better thing to do. It's a hedge. You are protecting yourself from the charges going up. That is the Electric Fund. More quickly through the Water, Recreation and the Sewer Fund, the Water Fund had a good strong run in 2013. The Water Fund generated a net income of about $64,000.00, $150,000 in gross revenues and allowed for an increase in cash revenues. The Water Fund has no long term debt. No bonds. There is no bonds as of May 31st and that has been the case for a long time now. It's up to you if you want to
increase the amortization. Your electric rates were designed to pay back a principal of $10,000.00 and interest. Recreation Fund had a different year in 2013 then it has in the past. It actually had a increase in income from operations of $67,000.00. I thought,

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ggee, that is something because you have always had an operating loss.

During 2014, you moved some revenues that used to be recorded in the General Fund and are now in the Recreation Fund. Mostly marine funds. So that is probably what generated the income. It's where it needed to be. So when you are looking at a cash basis of net income, you are looking at $225,000.00. Operating cash balances in the Recreation Fund are about $100,000.00.

That's an increase from last year.
Your Fund balance as of May 31st, that is at $4 million. That is really in marine expenses. So you really don't have anything. The Sewer Fund, the Sewer Fund took a loss in the fiscal year of 2013 of $127,000.00. One of the reasons now is because your plant had significant depreciation expense on it. That depreciation expense is $255,000.00. If you take the loss and added a depreciation expense, you really generated something. Although on paper it looks horrible, you did well. You do have some debt. Most of that is in a State loan for construction of the plant. Your fund balances as of May 31st where about $8.5 million dollars. The last real fund that you have here, I call it the real fund is the General Fund. And the General Fund can be seen on Page 14, first column. The General
Fund had a net income of $248,551.00. So that is your operating surplus. The prior year was about $320,000.00 so you are about $80,000.00 from last year. The reason why you had a net increase, you had a favorable variance in your expenses. So basically you were budgeting in a loss position; however, your expenses came out better and your loss's were less than what you expected. It's win/win. It gave you the net income generated. So you did not have to go into your fund balance for 2013.

Moody noted that it was a strength that you were not going into your fund balance, which meant that you were budgeting. The Village is required to have all its cash balances collateralized by the end of the day, either by FDIC insurance or Securities.
that are pledged by the banks. As of May 31st, the Village's cash balances were fully collateralized. So you were not subject to any kind of loss. So you are okay there. Total debt of the Village is at about $10 million as of May 31st. Most of that is made up of BAN's as of May 31st from the Electric Fund. So entity wide, you are about $10 million in long standing debt. I think Moody said that it was a very good position. I myself, think it's a good low number compared to other Village's your size. You completed the Wastewater Treatment Plant. You had initial upgrades at the Marina. So all very positive things in regards to the financial condition and position. As I said I think the key for 2014 is some changes in the Treasurer's Department, so you guys can have better information.
It will also cut down in audit time.

MAYOR NYCE: Absolutely.

MR. FREITAG: If at any time you guys have any questions, please feel free to contact us at any time. We have a long standing relationship with the Village. We like you guys.

MR. FREITAG: And I just want to thank you for all your time and making yourself available to us.

MAYOR NYCE: Our next report will be from Village Clerk, Sylvia Pirillo.

CLERK PIRILLO: Good evening, Ladies and gentleman. No add-on's this month because the Chief already spoke about his ten sets of bunker gear. I did want to make a point of mentioning again that the tax sale will be held on March 11th. I also wanted to show the Board the following, the RFP that was prepared by Darryl for the surveillance. The RFP was a vert large team effort from the Clerk's Office, Treasurer's and Darryl
and he went ahead and prepared a variety of schematics for the various locations, which are absolutely splendid, as well as photos of Google Earth of various locations. Dave and myself met with the firms that asked for site visits. So that is moving along very well, and I would appreciate all the information.

MAYOR NYCE: On the resolution for the budget hearing, could you ask Robert, that is usually set by standard. So they can pick whatever that would be. It's whatever April Monday -

CLERK PIRILLO: I asked Robert. We are working with last year's timeline. This is last year's resolution. So we wanted to proceed this way first but we are on our time line.

MAYOR NYCE: Perfect.
CLERK PIRILLO: Any questions?

MAYOR NYCE: None from me. Thank you.

This last month was supposed to be the last month for me to do the utilities. I will do the best that I can. Pete's report is pretty straight forward. I have been working with him. I also know that he has been working with David Abatelli to determine a resolution to the flooding problem around the IGA. He did some work because he would rather say I don't do publicly. And he also did -- we had been talking about doing an overflow from one of those drains to another. He feels that if they are emptied frequently, they may be adequate. So we're going to keep an eye on that. Other than that, it's pretty straight forward with Road and Water. Any
questions I can pass onto Pete?

TRUSTEE HUBBARD: No.

MAYOR NYCE: In the Sewer Department Ray has asked for a bunch of budget modifications. I am going to check with the Treasurer's Department. I assume that he has done that already. He has identified funding for the RFP.

TRUSTEE PHILLIPS: He's got maintenance work on generators. Is he asking to have funds to have moved so

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that he --

MAYOR NYCE: Yes so that he can do the work.

TRUSTEE PHILLIPS: And the sludge removal, I know we're getting to the end of that now.

MAYOR NYCE: We will be budgeting that differently for next year.

TRUSTEE PHILLIPS: That was my
question as well.

    MAYOR NYCE: So I will be working with him to make sure that we set those at reasonable rates.

    TRUSTEE HUBBARD: I had a question on the $20,000.00 for another truck. We just bought them a truck. Can we use the money for the pumps?

    MAYOR NYCE: I will ask him. I know that Ray has been fairly reasonable. He has set his priorities fairly reasonable when I talked to him last. So I will talk to him before I set the agenda item.

    TRUSTEE HUBBARD: Okay.

    MAYOR NYCE: In the meters, that's all moving status quo. We are on with readings and collection. He is working on his budget for next year as well.

    TRUSTEE HUBBARD: On the hydrant, did he close it from the bottom? I just
want to make sure that the hydrant is still in service or if it's been turned off, then we need to know it's not in service.

MAYOR NYCE: I will talk to him. On the Light Department, Alemco was there yesterday. They have removed the switch from generator six. This is a punch list item that they have been dragging their feet on. With Joe and Bob, they have been working with them on getting the work done. I have been in contact with the Power Authority to let them know that just that power engine is out of service for the next couple of weeks. It's being done in an expedited matter. When it comes back in, then that switch will be ready for us to do the DNC test, which I wanted to do in December but will more likely be...
February.

TRUSTEE PHILLIPS: So the timeline for the replacement part is three weeks?

MAYOR NYCE: They expected it a few days. I am giving it a couple of weeks. I am thinking three weeks until we get to run that DNC test. There were some things that Hawkeye needs to address. Once that work is one, then we can energize the new transformer and de-energize the old transformer and have that work done on it. Then that completes everything from the Phase I. They need to get a list that will be supplied to them early next week, and then I asked Mr. Braun to try and schedule the work. I would like to keep this moving. He also pointed out to me that over the course of this time that Mr. Naylor is not here, he was not going to be the manager on site. He has picked up a good deal of additional
work. He has had his engineers come out a couple of different times and check on how things are progressing.

I asked him to submit a bill and then we will talk about it.

TRUSTEE PHILLIPS: Then that would be a change order?

MAYOR NYCE: That will then be a change order for Phase I. As you recall, Mr. Naylor, suggested that we not have a contract with them because he would be the engineer on site. I am not going to say any more. So we will be going into this next phase with our eyes wide open. I think that wraps up that portion for it. He is working on the bid documents. He is also working with Mr. Prokop on a potential alternative way on bidding this. Genesys engineering does have a state contract. So I have him dealing with Mr. Prokop
and that we could take advantage of 
that, if we wanted to. The Water 
cooler tower is not something that we 
can work on in house. So I will be 
meeting with him to move that ahead. 
The light at Third and South Street has 
been replaced with a new LED Cobra 
head. So as he moves along, he would 
like us to know that. I think that is 
the update. That would complete the 
utilities. The next report will be from 
the Village Administrator, Dave 
Abatelli.

MR. ABATELLI: I don't really have 
too much that I need here.

MAYOR NYCE: It seems 
straightforward. I was a little 
dismayed, I saw that the Power Squadron 
canceled their event. Was there a 
reason?
MR. ABATELLI: The fast answer is no, I think it was also a decision that the people that they had last year was done. I think they like to move around.

MAYOR NYCE: It was a nice event.

MR. ABATELLI: I think they liked Connecticut and the gambling. They did move around. They stayed here quite a few years. But last year, I think they had half as many boats. It is disappointing. I think the Shakespeare in the Park are okay with it.

TRUSTEE ROBINS: There was no conflicts this year.

MAYOR NYCE: I think your report is pretty clear. I see that you ask for approval for Eileen to go to a Code Training Class.

TRUSTEE PHILLIPS: David, could I just get clarification. Is that he certification?
MR. ABATELLI: That's her certification.

MAYOR NYCE: How many points does this give her? I know it's pretty substantial.

MR. ABATELLI: I think it gives her 18. The other ones we do locally.

MAYOR NYCE: Okay.

MR. ABATELLI: She does it early and I do it late.

MAYOR NYCE: Anything else for, Dave?

(No Response.)

MAYOR NYCE: Thanks, Dave. The Village Attorney is excused. I reported that he did finish up the scavenger

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stuff. I did cancel code and audit committee meetings today because of the weather. BID meets this Thursday.

TRUSTEE ROBINS: I was at the meeting last month. They didn't have anything.
They are looking forward to next year.

E-mail updates to the members and trying to grow the membership. Some of the things that were discussed. Then that brings us to reports from Mayor and Trustees. I will ask Trustee Hubbard to kick things off.

TRUSTEE HUBBARD: Been a quiet month.

Not much going on. Attended a few meetings and that's it.

MAYOR NYCE: Trustee Robins?

TRUSTEE ROBINS: Actually I would like to give a heads up to Dave Abatelli and Sylvia for the work that they did with the Childrens Christmas party.

They did a terrific job. I have photos and I tried to e-mail to David and his family santa costume. You should be very proud that the Village supports our crowd like this.

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MAYOR NYCE: The program is growing.
The amount of kids in attendance was up tremendously.

MR. ABATELLI: It really is a fun thing to do.

MAYOR NYCE: That's great. Thank you. Trustee Murray?

TRUSTEE MURRAY: I went down to the Key's this Christmas. So I missed the party. That is my report.

MAYOR NYCE: All right. Welcome back. Trustee Phillips?

TRUSTEE PHILLIPS: Well, the Greenport Improvement Committee is dealing with the jailhouse. They are looking towards some of repairs. That is a budget item that they want to discuss. And then there is some report of pulling on the history and dealing with that. The front door needs to be repaired. I believed they purchased some electrical wiring that is being volunteered into putting that in.

MAYOR NYCE: Cool.
TRUSTEE PHILLIPS: The carpenter shop, there has been some discussion about that. They are very concerned about what is going to happen with that because they are going -- they use it. I emailed everyone tonight, because I would like to review some of the sections that deals with the wetlands permits. I don't know if that has to go to code. It's dealing with the administering procedure and permit application. In reviewing it, I see that we had some missed events. I also kind of think or would like to have a discussion of dealing with wetlands permits that get into residential areas. Perhaps we have to have another step in the process. Also, if we decided to change things after they go to the Army Corp, then we have to start all over.
again. I just want to review it.

MAYOR NYCE: I think there was a request for the Village Attorney to look into some things. I think that there is some things that need to be looked at, then it would go to Code Committee.

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TRUSTEE PHILLIPS: Well, I had sent an e-mail and I hadn't heard any response. So that is why I am putting it on the table.

MAYOR NYCE: Cool.

TRUSTEE PHILLIPS: Matassa was a confusing process.

TRUSTEE HUBBARD: The Army Corp did change some of their procedure as well.

Joe was looking into to see if that is their new normal. So we need to find out what they are doing.

MAYOR NYCE: I will bring this up with the Village Attorney again. It's
my understanding that they are doing
something very similar to Suffolk County
Planning. I will address it with the
Village Attorney. I think our process
is fine, but if we need to, then we will
address it with Code Committee.

TRUSTEE PHILLIPS: Well, that is why
I am bringing it up.

MAYOR NYCE: Okay.

TRUSTEE PHILLIPS: I just think that

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that process shouldn't be so --

MAYOR NYCE: I understand. They want
to be the decider but they don't give a
decision. I will talk to the Village
Attorney and get some clarifications and
he will give us some clarifications at
next months meeting. Anything else?

(No Response.)

MAYOR NYCE: I have nothing. So at

7:13 p.m., there being no further
business before this Board, I will offer a motion to adjourn.

TRUSTEE ROBINS: Second.

MAYOR NYCE: All those in favor?

TRUSTEE HUBBARD: Aye.

TRUSTEE ROBINS: Aye.

TRUSTEE MURRAY: Aye.

TRUSTEE PHILLIPS: Aye.

MAYOR NYCE: Aye.

We're adjourned.

(Whereupon, the meeting concluded.)

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CERTIFICATION

I, Jessica DiLallo, certify that the foregoing transcript of tape recorded Work
Session Meeting was prepared using required electronic transcription equipment and is a true and accurate record of the work session meeting.

Signature:_______________________

Jessica DiLallo

Date: February 8, 2014