



**236 THIRD STREET
GREENPORT, NY
11944**

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villageofgreenport.org

**MAYOR
KEVIN STUESSI
EXT 215**

**TRUSTEES
MARY BESS PHILLIPS
DEPUTY MAYOR**

PATRICK BRENNAN

**LILY DOUGHERTY-
JOHNSON**

JULIA ROBINS

**VILLAGE
ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT 219**

**VILLAGE CLERK
CANDACE HALL
EXT 214**

December 21, 2023 at 6:00 PM
Mayor and Board of Trustees – Work Session Meeting
Third Street
Firehouse
Greenport, NY 11944

MOTION TO OPEN MEETING

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

ARLENE F. HUBBARD

PRESENTATION

New York State Archives – Maria McCashion

MONTHLY REPORTS FOR THE FOLLOWING:

- **FIRE DEPARTMENT – CHIEF WAYDE MANWARING**
Including compilation of all monthly meeting minutes
- **VILLAGE ADMINISTRATOR – PAUL J. PALLAS, P.E.**
Road and Water Department
Sewer Department
Light Department
Building Department
Recreation Department
Harbor Department
Marina Manager
- **VILLAGE DEPUTY TREASURER – ADAM BRAUTIGAM**
Meter Department
Housing Authority & Community Development
- **VILLAGE CLERK – CANDACE HALL**
- **VILLAGE ATTORNEY – HARRIS BEACH PLLC**

MAYOR AND VILLAGE BOARD OF TRUSTEES

MAYOR

- New Carousel Lighting
- Summer 2024 Farmer's Market

- Village Beautification Mural Plan and Arts Committee
- Meeting with Governor's Office on community housing
- "Housing That's Affordable" and January 11th Vision for Greenport meeting, updates on Zoning and LWRP
- Southold Town Zoning Advisory and Greenport
- Coastal Assessment Resiliency Plan and Town Partnership
- Climate Smart Communities, New York
- Sewer Infrastructure and Emergency Expansion Pause
- Summer Paid Parking and Parking Benefit District Revenue Generation
- Building Department Fee Study and Increasing Department Support
- Village Communication, newsletter, and emergency text service
- Moores Woods Trails
- Clark's Beach

BOARD DISCUSSION

- Village of Greenport Code Committee suggested changes to the Village Code;
Chapter 44 – Assemblies and Chapter 101 – Recreation Areas and Beaches.

PUBLIC TO ADDRESS THE BOARD

Climate Smart Communities (CSC) Certification Action Checklist - Version 4.2 (December 17, 2021)

Climate Smart Communities (CSC) Certification Action Checklist - Version 4.2				
<p>Please note: the information below is only an overview; it does not represent the most current description of the CSC certification actions. For full details and the most current information, please visit this webpage: https://climatesmart.ny.gov/actions-certification/actions/</p>				
<p>CEC: These actions are related to the NYSERDA Clean Energy Communities (CEC) high-impact actions. See this website for more info about CEC: https://www.nyserdera.ny.gov/cec</p>				
<p>Under Review: These italicized actions are currently unavailable; they are being revised by the CSC interagency team.</p>				
<p>CSC Grants: These actions may be fundable under the certification category of the DEC's CSC Grant Program. For details see this webpage: http://www.dec.ny.gov/energy/109181.html#CSC</p>				
Action Name (version 3)	Legacy Action #	Legacy Name(s)	Points	Type/Status
PE1: Build a climate-smart community.				
PE1 Action: CSC Task Force	1.2	Create a community Climate Smart Community task force focused on climate mitigation and adaptation	20	Mandatory
PE1 Action: CSC Coordinator	1.3	Appoint a Climate Smart Community coordinator	10	Mandatory
PE1 Action: National/Regional Climate Program	1.5	Join a national or regional climate campaign or program	3	
PE1 Action: Partnerships with Other Entities	10.3	Cooperate with neighboring communities and partner agencies	3	
PE2: Inventory emissions, set goals, and plan for climate action.				
PE2 Action: Government Operations GHG Inventory	2.1	Develop a government operations GHG emissions inventory	16	Priority, CSC Grants
PE2 Action: Community GHG Inventory	2.2	Develop a community GHG emissions inventory	16	Priority, CSC Grants
PE2 Action: Government Operations Climate Action Plan	2.5	Develop a government operations climate action plan	12 - 16	Priority, CSC Grants
PE2 Action: Community Climate Action Plan	2.6	Develop a community climate action plan	16	Priority, CSC Grants
PE3: Decrease energy use.				
PE3 Action: Government Building Energy Audits	3.1	Conduct energy audits of local government buildings	8 - 16	Priority, Revised Q4 2021
PE3 Action: Interior Lighting Upgrades	3.2	Upgrade interior lighting	1 - 5	
PE3 Action: HVAC Upgrades	3.3	Upgrade HVAC equipment	1 - 5	
PE3 Action: Water-efficient Fixtures	3.4	Install water-efficient fixtures	1 - 4	
PE3 Action: Building Energy Management System	3.5	Install a building energy management system (EMS)	1 - 5	
PE3 Action: Benchmarking - Municipal Buildings	3.32	Adopt an energy benchmarking requirement for government-owned buildings	2 - 4	CEC
PE3 Action: Clean Energy Upgrades	NA	NA (Released as part of version 3)	10	CEC
PE3 Action: Green Building Standard for Government Buildings	3.7	Adopt a green building standard for local government buildings and facilities	2 - 4	
PE3 Action: Green Building Certification	3.8	Build a new green building	15	
PE3 Action: Fleet Inventory	NA	NA (Released as part of version 3)	4	CSC Grants
PE3 Action: Fleet Efficiency Policy	3.10	Adopt a vehicle fleet efficiency policy	2 - 3	CSC Grants
PE3 Action: Fleet Rightsizing	3.11	Right-size the local government fleet	1 - 3	
PE3 Action: Advanced Vehicles	3.12	Replace traditional vehicles with advanced vehicles	2 - 10	CEC
PE3 Action: LED Street Lights	3.15	Convert streetlights to LED	4 - 12	CEC
PE3 Action: LED Traffic Signals	3.16	Convert traffic signals to LED	1 - 4	
PE3 Action: Outdoor Lighting Reduction	3.17	Reduce number of outdoor lighting fixtures	1 - 4	
PE3 Action: Outdoor Lighting Upgrades	3.18	Upgrade outdoor lighting (other than streetlights and traffic signals) to more efficient and/or solar technology	1 - 4	
PE3 Action: Environmentally Preferable Purchasing Policy	3.24	Adopt an environmentally preferable purchasing policy	1 - 4	
PE3 Action: Financing Mechanism for Government Energy Projects	3.25	Establish a financing mechanism for energy efficiency and renewable energy projects in government owned buildings	5	
PE3 Action: Waste & Energy Provisions in Government Contracts	3.26	Incorporate energy efficiency and waste handling provisions in standard specifications and government contracts	1 - 3	
PE3 Action: Incentives for Employee Carpooling & Transit	3.28	Subsidize and incentivize employee alternative commuting	1 - 3	
PE3 Action: Energy Code Enforcement Training	NA	NA (Released as part of version 3)	5	CEC
PE4: Shift to clean, renewable energy.				
PE4 Action: Green Power Procurement Policy	4.1	Adopt a green power purchase policy to ensure increasing local government energy supplies come from renewables	2 - 4	

Climate Smart Communities (CSC) Certification Action Checklist - Version 4.2 (December 17, 2021)

Action Name (version 3)	Legacy Action #	Legacy Name(s)	Points	Type/Status
PE4 Action: Renewable Energy Feasibility Studies	4.3	Conduct feasibility studies for renewable energy installations	3 - 5	
PE4 Action: Renewable Energy Certificates	4.4	Purchase renewable energy credits (RECs)	2 - 12	CEC, Revised Q4 2021
PE4 Action: Heat Pumps	4.5	Install a geothermal heat pump or other geothermal technology at a new or existing public facility. (Version 3 name: PE4 Action: Geothermal Installation)	9 - 22	CEC
PE4 Action: Solar Energy Installation	4.6	Install solar hot water and/or solar photovoltaic technology on public property	9 - 20	
PE4 Action: Power Purchase Agreement for Renewables	4.7	Serve as a host site for a renewable energy installation and enter into a long-term service contract or power purchase agreement (PPA)	9 - 20	
PE4 Action: Wind Energy Installation	4.8	Install a wind system on public property	9 - 20	
PE4 Action: Wood Pellet Installation	4.9	Install a wood pellet heating system on public property	6 - 17	
PE4 Action: County-hosted Trainings	NA	NA (new action)	3 - 15	CEC, New as of Q4 2021
PE5: Use climate-smart materials management.				
PE5 Action: Organics Management Plan	NA	NA (Released as part of version 3)	2 - 16	CSC Grants
PE5 Action: Government Solid Waste Audit	3.23	Conduct a local government waste audit and track diversion rate over time	2	
PE5 Action: Recycling Bins in Government Buildings	3.20	Provide recycling bins next to all trash receptacles in local government buildings	3	
PE5 Action: Organic Waste Program for Government Buildings	3.21	Provide organic waste collection and composting in local government buildings	1 - 3	
PE5 Action: WasteWise Program	5.3	Participate in the EPA WasteWise program	1 - 2	
PE5 Action: Construction & Demolition Waste Policy	5.5	Adopt a construction and demolition waste reduction program or policy	2 - 6	CSC Grants
PE5 Action: Reuse Programs	5.6	Set up and manage a resource recovery center to encourage reuse of gently used or new materials that have been discarded. (Version 3 name: PE5 Action: Resource Recovery Center)	1 - 7	Revised Q4 2021
PE5 Action: Recycling Program for Public Places & Events	5.9	Provide recycling bins in public places and events	2 - 6	Revised Q4 2021
PE5 Action: Waste Reduction Education Campaign	5.13	Create an educational campaign to encourage recycling, composting and waste reduction	2	
PE5 Action: Community Repair	NA	NA (Released as part of version 3 in 2020)	4	Revised Q4 2021
PE5 Action: Compost Bins for Residents	5.10	Provide compost bins to residents (for sale or free)	2	
PE5 Action: Residential Organic Waste Program	5.11	Create an organics or yard waste collection program	2 - 22	
PE6: Implement climate-smart land use.				
PE6 Action: Comprehensive Plan with Sustainability Elements	6.1	Develop and adopt a comprehensive plan with sustainability elements	3 - 21	Priority, CSC Grants
PE6 Action: Smart Growth Policies	6.2	Incorporate smart growth principles into land-use policies and regulations	1 - 10	Revised Q4 2021
PE6 Action: Unified Solar Permit	6.3	Adopt a renewable energy ordinance	5	CEC
PE6 Action: NYStretch Energy Code	NA	NA (Released as part of version 3)	10	CEC
PE6 Action: Green Building Ordinance	6.4	Establish green building codes	1 - 6	Revised Q4 2021
PE6 Action: Resource-efficient Site Design	6.5	Create resource-efficient site design guidelines (non-reviewable)	TBD	Under Review
PE6 Action: Incentives for Renewable Energy & Efficiency Projects	6.6	Incentivize renewable energy and energy efficiency projects	TBD	Under Review
PE6 Action: Policies for Local Food Systems	6.7	Adopt land-use policies that support or incentivize farmers' markets, community gardens and urban and rural agriculture	1 - 4	Revised Q4 2021
PE6 Action: GreenLITES	3.27	Utilize a green or sustainability rating system for infrastructure improvement projects	6 - 15	
PE6 Action: Green Parking Lot Policies	6.8	Adopt green parking lot standards	1 - 4	Revised Q4 2021
PE6 Action: Complete Streets Policy	6.9	Adopt a complete streets policy	4	Priority, CSC Grants

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Action Name (version 3)	Legacy Action #	Legacy Name(s)	Points	Type/Status
PE6 Action: Planning for Biking & Walking	6.10	Implement strategies that support bicycling and walking. (In Q4 2020, this action was split into two actions - one for planning, one for infrastructure.)	3	CSC Grants, Revised Q4 2021
PE6 Action: Infrastructure for Biking & Walking	6.10	Implement strategies that support bicycling and walking. (In Q4 2020, this action was split into two actions - one for planning, one for infrastructure.)	2 - 12	Revised Q4 2021
PE6 Action: Alternative-fuel Infrastructure	6.11	Install electric-vehicle infrastructure	4 - 18	Priority, CEC
PE6 Action: Access to Public Transit	6.12	Implement strategies that increase public transit ridership and alternative transport modes	1 - 9	Revised Q4 2021
PE6 Action: Safe Routes to School	6.13	Implement a Safe Routes to School program	3	Revised Q4 2021
PE6 Action: Traffic Calming	6.14	Implement traffic calming measures	3 - 7	Revised Q4 2021
NA	6.15	Adopt and enforce an anti-idling ordinance	1 - 3	Retired in Q4 2021 (removed from program)
PE6 Action: Natural Resources Inventory	6.17	Develop a natural resource inventory	8 - 10	Priority, CSC Grants
PE6 Action: Local Forestry Program	6.18	Develop a local forestry or tree planting project or program	1 - 10	Revised Q4 2021
PE6 Action: Zoning for Protection of Natural Areas	6.19	Preserve natural areas through zoning or other regulations	2 - 6	Revised Q4 2021
PE7: Enhance community resilience to climate change.				
PE7 Action: Climate Vulnerability Assessment	7.1	Conduct a vulnerability assessment	4 - 16	Priority, CSC Grants
PE7 Action: Evaluate Policies for Climate Resilience	7.3	Review existing community plans and projects to identify climate adaptation strategies and policies or projects that may decrease vulnerability. (Version 3 name: PE7 Action: Climate Smart Resiliency Planning)	6	Priority, CSC Grants
PE7 Action: Climate Adaptation Plan	7.2 & 7.4	7.2 Develop a climate resilience vision and goals (Version 3 name: PE7 Action: Climate Resilience Vision) was combined with 7.4 Develop climate adaptation strategies (Version 3 name: PE7 Action: Climate Adaptation Strategies) in Q4 2020.	3 - 15	Priority, CSC Grants, Revised Q4 2021
PE7 Action: Climate-resilient Hazard Mitigation Plan	7.6	Update the multi-hazard mitigation plan to address changing conditions and identify specific strategies to reduce vulnerability to natural hazards. (Version 3 name: PE7 Action: Hazard Mitigation Plan)	4	Revised Q4 2021
PE7 Action: Heat Emergency Plan	7.7	Develop and implement a heat emergency plan	6	CSC Grants
PE7 Action: Shade Structures Policy	7.8	Require shade structures and features in public spaces	4	
PE7 Action: Cooling Centers	7.9	Open new or expand existing cooling centers	1 - 9	Revised Q4 2021
PE7 Action: Conserve Natural Areas	7.13	Conserve natural areas for species migration and ecosystem resilience. (Version 3 name: PE7 Action: Conservation of Natural Habitats)	1 - 21	
PE7 Action: Watershed-based Flood Mitigation Plan	7.10	Create or update a watershed assessment to identify flooding and water quality priorities. (Version 3 name: PE7 Action: Watershed Assessment) [In Q4 2020, this action split into two actions - one for flooding, one for water quality.]	2 - 5	
PE7 Action: Design Flood Elevation & Flood Maps	7.20	Require consideration of sea-level rise in planning coastal development	2 - 14	
PE7 Action: Freeboard Policies	7.19	Extend areas in which the two-foot freeboard requirement applies	4 - 19	
PE7 Action: Green Infrastructure	7.16	Use green infrastructure to manage stormwater in developed areas	1 - 14	
PE7 Action: Culverts & Dams	7.21	Right-size bridges and culverts, and remove unnecessary and hazardous dams	2 - 24	
PE7 Action: Riparian Buffers	7.12	Conserve, revegetate and reconnect floodplains and buffers in riparian areas (Version 3 name: PE7 Action: Restoration of Floodplain)	2 - 14	
PE7 Action: Strategic Relocation	7.14	Facilitate a strategic relocation of uses that are not water dependent from flood prone areas	4 - 11	
PE7 Action: Nature-based Shorelines	7.18	Use natural, nature-based or ecologically enhanced shoreline protection	2 - 12	

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Action Name (version 3)	Legacy Action #	Legacy Name(s)	Points	Type/Status
PE7 Action: National Flood Insurance Program Community Rating System	7.15	Promote community flood prevention strategies through the National Flood Insurance Program Community Rating System	3 - 9	
PE7 Action: Watershed Plan for Water Quality	7.1	Create or update a watershed assessment to identify flooding and water quality priorities. (Version 3 name: PE7 Action: Watershed Assessment) [In Q4 2020, this action split into two actions - one for flooding, one for water quality.]	2 - 6	
PE7 Action: Source Water Protection	7.25	Implement a source water protection program	6 - 10	
PE7 Action: Water Conservation & Reuse	7.23	Implement a water conservation and reuse program	2 - 6	
PE7 Action: Water-smart Landscaping	7.24	Encourage xeriscaping	1 - 6	Revised Q4 2021
PE7 Action: Early Warning Systems and Evacuation Plans	7.22	Develop or enhance early warning systems and community evacuation plans		Under Review
PE8: Support a green innovation economy.				
PE8 Action: Green Jobs Training	8.1	Create a green jobs training program	3	
PE8 Action: Green Vendor Fairs	8.2	Hold green vendor fairs	2	
PE8 Action: Green Economic Development Plans	8.3	Include green industries in economic development plans	4	
PE8 Action: Farmers' Markets	8.6	Create and promote local farmers' markets	3	
PE8 Action: Buy Local/Buy Green Campaign	8.7	Create a "buy local/buy green" campaign	2	
PE8 Action: Brownfield Clean-up & Redevelopment	8.8	Redevelop a brownfield site	1 - 18	
PE8 Action: Incentives for Green Businesses	8.9	Establish incentives for green industry or businesses to locate in community	4	
PE8 Action: Benchmarking - Large Private Buildings	8.11	Adopt energy benchmarking requirements for privately owned buildings. (Version 3 name: PE8 Action: Energy Benchmarking for Privately Owned Buildings)	12	CEC
PE8 Action: PACE Financing	8.12	Establish a residential energy efficiency financing program. (Version 3 name: PE8 Action: Financing Program for Building Energy Efficiency)	7 - 15	CEC
PE8 Action: Community Choice Aggregation	NA	NA (Released as part of version 3)	12 - 33	CEC, Revised Q4 2021
PE8 Action: Rooftop Solarize Campaign	NA	(Version 3 name: PE8 Action: Solarize, Clean Heating & Cooling, or Solar for All Campaign)	3	
PE8 Action: Community Campaigns	NA	NA (Released as part of version 3)	3 - 12	CEC
PE9: Inform and inspire the public.				
PE9 Action: Climate Change Education & Engagement	9.1	Create a climate change education, outreach, and engagement program, focusing on mitigation and adaptation	4 - 8	Priority
PE9 Action: Energy Reduction Campaign	9.2	Create and support an energy reduction campaign or challenge	5	
PE9 Action: Climate-related Public Events	9.3	Host climate-related educational seminars, workshops, conferences, or fairs	3	
PE9 Action: Local Climate Action Website	9.4	Maintain a website on local climate protection efforts	3	
PE9 Action: Social Media	9.5	Use social media to inform the community about the progress of local government's efforts	3	
PE10: Engage in an evolving process of climate action.				
PE10 Action: GHG Tracking System	3.31	Implement an energy or GHG management system	5	
PE10 Action: Annual Progress Report	10.1	Report on progress annually	4	
PE10 Action: Updates to Strategies & Plans	10.2	Update strategies and plan(s)	4	
Innovation				
Innovation: New Innovative Actions	11.1	Implement a new innovative action	3 - 18	
Innovation: Innovative Approaches to Existing CSC Actions	11.2	Implement an action using an innovative approach	5 - 10	
Performance				
Performance: Reduce GHGs from Government Facilities	12.1	Reduce GHG emissions from government owned facilities	15 - 45	
Performance: Reduce GHGs from Government Vehicles	12.2	Reduce GHG emissions from government owned vehicles	15 - 45	
Performance: Reduce Solid Waste from Government Operations	12.4	Reduce waste volume from local government operations	3 - 10	

Chapter 44

Assemblies, Mass Public

GENERAL REFERENCES

Noise — See Ch. 115.
Recreation Areas and Beaches— See Ch. 101.
Streets and sidewalks — See Ch. 115.
Entertainment permits — §§150-52, 150-51.

§ 44-1 Intent.

The Board of Trustees of the Village of Greenport, being concerned for the health, safety and welfare of the residents of the Village of Greenport and the public that otherwise are within the jurisdiction of the Village of Greenport, and being cognizant of the difficulties in the concentration and gatherings of persons in public places has enacted this chapter.

§ 44-1A Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ADDITIONAL EQUIPMENT OR STRUCTURES

Any temporary structure (including, tents, dance floors or stages), furnishings (including tables and chairs), sound reproduction devices (including speakers), entertainment devices (but excluding sound reproduction devices) such as bouncy houses, inflatable slides, jet skis, movie or film screens or other similar items, food trucks or carts or any other equipment (but excluding sound reproduction devices), including generators, grills, powered refrigeration units or catering trucks that is intended to be brought in specifically in connection with the hosting of any mass assembly event, but excluding, for the avoidance of doubt, any beach umbrella, any beach pop-up tent that is intended for sun protection, any beach canopy that is intended for sun protection, beach chairs, portable coolers that do not require any type of power or small tables being utilized to hold small items for personal use but not for seating or dining related purposes.

CATERED EVENT

Has the meaning set forth in Chapter 150.

CHARITABLE ORGANIZATION

An organization as defined in New York Executive Law § 171-a, including but not limited to, not-for-profit corporations. Such charitable organizations shall be recognized as exempt from federal taxation under Internal Revenue Code § 501(c)(3), shall be duly registered with the Charities Bureau of the Attorney General of the State of New York and shall provide services or funds that benefit the Village of Greenport.

[CONCESSION AGREEMENT

Has the meaning set forth in Chapter 101.]

DEMONSTRATION

Any assembly or gathering of one or more persons held for the purpose of exercising free speech activity protected either by the First Amendment to the United States Constitution or Article I, Section 8 of the New York State Constitution, which shall include conduct the sole or principal object of which is the expression, dissemination or communication of opinion, views or ideas and for which no fee or donation is charged or required as a condition of participation in, or attendance at, such assembly or gathering. Examples of a demonstration may include, without limitation, press conferences, speeches and protests.

ENTERTAINMENT PERMIT

A permit issued to any business in accordance with §150-51 in connection with such business providing entertainment (as defined in Chapter 150) or hosting catered affairs (as defined in Chapter 150).

MASS ASSEMBLY EVENT

Any organized parade, procession, walk, run, march, race, ride, motorcade, concert, theatrical event, cultural event, exhibit, fair, fundraising event, boat show, car show, sporting event, catered event or any other similar social occasion or event or activity that involves the planned one-time assembly of persons for a common purpose, with or without a requirement for the payment of any fee or donation or any sponsorship, of more than (A) to the extent utilizing in whole or in part any (i) public space, (ii) public waterway, (iii) public-right-of-way or (iv) private property located in any residential area, the lesser of (x) such number of persons as shall be prescribed for any applicable public park pursuant to Chapter 101 and (y) 50 persons or (B) in all other cases, 100 persons. Examples of mass assembly events may include, without limitation, a circus, carnival, fair, festival, block party, marathon or other running event, bicycle race or tour, sporting tournament, spectator sporting event (such as football, baseball and basketball games), art show, craft fair, barbeque, reception party, wedding, family reunion, graduation party, birthday party, dance or movie screening event.

MITCHELL PARK

Means the public park and marina located south of Front Street between Bootleg Alley and Third Street which is commonly referred to as “Mitchell Park” or “Mitchell Park Marina”.

[PERMITTED CATERER

Means any business that is located within the Village of Greenport that is listed on a list of catering companies that have been approved by resolution of the Village of Greenport Board of Trustees for providing catering services in any public park.]

PERSONS

An individual, association, firm, syndicate, company, trust, partnership, corporation, department, bureau or agency or any other entity recognized by law.

PUBLIC HOLIDAY

Has the meaning specified in Chapter 88.

PUBLIC PARK

Has the meaning specified in Chapter 101 and shall include for the avoidance of doubt Mitchell Park.

PUBLIC RIGHT-OF-WAY

Has the meaning specified in Chapter 88.

PUBLIC SPACE

Has the meaning specified in Chapter 88 and shall include for the avoidance of doubt any public park.

PUBLIC WATERWAY

Has the meaning specified in Chapter 88.

[RESIDENT

With respect to any location, a natural person who makes such location their primary place of domicile as evidenced by such person using such location as (a) their address for purposes of official personal identification (i.e. a driver's license) and (b) the primary location for purposes of income tax filings or otherwise demonstrating through other customary means that such location is the principal domicile such person.]

SOUND REPRODUCTION DEVICE

Has the meaning specified in Chapter 88.

MASS ASSEMBLY PERMIT

A permit issued by the Board of Trustees by the Village of Greenport as required under the terms of this Chapter.

SPONTANEOUS DEMONSTRATION

Any demonstration occasioned by news or affairs coming into public knowledge and initiating a peaceful public response.

§ 44-2 Special permit required for mass public assembly; Exceptions to Mass Assembly Permit Requirement[; Limitations on use of Mitchell Park].

- A. (1) Subject to § 44-2(B) below, a mass assembly permit is required for all mass assembly events within the Village of Greenport, including, in any public waterway, public space or on or using any public right-of-way.
- (2) Subject to § 44-2(B) below, no person or group of persons shall maintain, conduct, promote, engage in, operate or knowingly participate in any mass assembly event within the boundaries of the Village of Greenport, including, in, on or using any public waterway, public space or public right-of-way. except pursuant to, and in accordance with, a mass assembly permit issued by the Board of Trustees of the Village of Greenport as hereinafter provided.

Any mass assembly event that is held pursuant to a mass assembly permit shall be held in accordance with the information provided in the application for such mass assembly permit and shall be subject in all respects to any other applicable provisions of Village Code, including, those set forth in Chapter 88 (Noise) and Chapter 101 (Recreation Areas and Beaches) and any other terms, conditions or limitations contained in the applicable mass assembly permit. The organizers of any mass assembly event that shall receive a mass assembly permit shall be responsible for satisfying the requirements set forth in § 44-8 below prior to the occurrence of the applicable mass assembly event or such mass assembly permit shall be considered void.

- B. A mass assembly permit shall not be required for any of the following:
 - (1) Any activity undertaken by any person that expressly permitted under any conditional use approval, site plan approval or entertainment permit validly issued and in effect in accordance with the provisions of Chapter 150, except to the extent of any catered event involving more than 100

persons which event shall also require the issuance of a mass assembly permit to the extent constituting a mass assembly event.¹

- (2) Any (a) spontaneous demonstration occurring between the hours of 9:00 a.m. and 10 p.m.; *provided* that such demonstration relates to events that have occurred in the immediately preceding 48 hours or (b) any other demonstration occurring between the hours of 9:00 a.m. and 10 p.m.; *provided* that the Village Clerk and the Southold Town Police Department are notified of the plan to hold such demonstration by no later than close of business of the day immediately preceding the day on which such demonstration is to be held; and *provided further* that, in either case, such demonstration does not involve the use of vehicles, animals, fireworks or equipment (other than any sound reproduction device which is otherwise expressly permitted to be used in connection therewith in accordance with Chapter 88); or
- (3) Lawful picketing; or
- (4) Funeral processions by a licensed mortuary; or
- (5) Events sponsored by the Village of Greenport, including, without limitation, an annual Halloween Parade, an annual Christmas Parade and Tree Lighting, an annual Menorah lighting, a summer concert series in Mitchell Park, an Easter Egg hunt, and other similar events; or
- (6) Regular sporting events or tournaments held at facilities intended for such purposes; or
- (7) Student assemblies at any school chartered by New York State.

C. No mass assembly permit shall be issued for the holding of any mass assembly event at Mitchell Park except for the following types of events:

- (1) Any mass assembly event that is open to the public and held for the purpose of benefiting a charitable organization;
- (2) Any mass assembly event that is open to the public for cultural, arts, educational or sporting or fitness purposes, including races, marathons, yoga, tai chi or other fitness classes, theater events, musical performances and other similar events; *provided* that no such event shall require any sponsorship, the payment of any fee or the making of any donation in order to participate therein [except to the extent that Board of Trustees shall have determined that such mass assembly event (a) is in the public interest, (b) shall occur for a period of no longer than three (3) hours and (c) will not otherwise have a material impact on the ability of the public to use and access Mitchell Park during the occurrence of such mass assembly event];
- (3) Any mass assembly event for a private event (i.e. one that is not generally open to the public such as a birthday party, wedding, retirement party, engagement party or reunion) that is held at either (x) the carousel or in the area immediately adjacent thereto or (y) in the area above the marina office and in the grass area adjacent to the Mitchell Park Marina Office and the Camera Obscura; *provided* that (a) such event is being held or hosted by a resident of the Village of Greenport, (b) no such event shall be permitted to occur on any (x) public holiday, (y) Saturday or Sunday that falls immediately before or after a public holiday or (z) day on which any other mass assembly event is occurring in Mitchell Park and (c) no more than five (5) such events shall be permitted between the period beginning on the Friday immediately preceding the last Monday in May

¹ NTD: Chapter 150-51 (Entertainment Permits) and other provisions of Chapter 150 to be amended to make clear that a mass assembly is also required in connection with any catered event involving 100 or more invitees.

(otherwise being known as the Friday immediately before Memorial Day) and continuing through the first Monday in September, known as Labor Day of any calendar year.

[In no event shall any person be permitted to offer for sale any food, beverages, goods, merchandise or services in Mitchell Park, except (x) catering services provided by Permitted Caterer in connection with a mass assembly event of the type described in clause (2) or (3) above to the extent expressly contemplated by the terms of the applicable mass assembly event or (y) pursuant to a concession agreement entered into pursuant to Chapter 101.]

§ 44-3 Application procedure; review; contents of mass assembly permit.

A. Application procedure.²

- (1) Any person seeking to organize or host any mass assembly event shall file an application with the Village Clerk at least 60 days prior to the date or dates upon which such mass assembly event is to take place or such later date as the Village Board of Trustees may agree to but in any event a date that is no later than seven (7) days prior to any regularly scheduled meeting of the Board of Trustees that precedes the date on which such mass assembly event is to take place.
- (2) The application shall include the following:
 - (a) A description of the proposed mass assembly event, including a description of the purpose of such event, all related activities to be carried out in connection therewith and the fee, donation or sponsorship required to be made in connection with participation (if any) in such event and the proposed property or location where such event is contemplated to be located.
 - (b) The expected maximum number of persons intended to use the relevant property, or location in connection with such event, including the total number of participants, guests, organizers, performers (if applicable), employees (if applicable), merchants (if applicable) and instructors (if applicable). In the event that any proposed mass assembly event is proposed to take place in Mitchell Park pursuant to Section 44-2(C)(3), the applicant shall also include a general description of the persons intended to be invited to attend such event (i.e relatives, friends, etc.,) and indicate approximately what percentage of such attendees reside in the Village of Greenport and/or the Town of Southold.
 - (c) The proposed date or dates thereof.
 - (d) The proposed duration of the event.
 - (e) The means of accommodating attendees as to:
 - (i) Food and beverages, if food and beverage service is part of the event, including the name and address and telephone number of any person or persons who will be engaged in the preparation and/or sale of food and a copy of any applicable County Department of Health Services permit number.

² **NTD: VILLAGE CLERK TO REVIEW/UPDATE APPLICATION FORM ONCE FINAL FORM OF LAW HAS BEEN AGREED.**

- (ii) Shelter (if applicable).
 - (iii) Facilities for toilet and other personal sanitary needs for men and women.
 - (iv) Emergency first aid.
 - (v) Parking of cars, showing the means of ingress, egress and parking areas for gatherings of 100 or more persons.
 - (vi) Provision for public safety, guards or special police assisting in the control of traffic and the supervision of those persons attending the event, for outdoor events.
- (f) The name, address and telephone number(s) of the person(s) organizing the event and who can be contacted prior to and during the event by the Village or any Southold Town police officer.
 - (g) The names of any groups, organizations, charitable organizations, businesses or individuals who shall benefit from the proceeds of such event (if any).
 - (h) Whether it is contemplated that any additional equipment or structures and/or sound reproduction devices will be used in connection with such mass assembly event and, if so, a description of such additional equipment or structures, sound reproduction devices and the proposed placement and use thereof.
 - (i) Provisions for the disposition of any garbage, trash, rubbish or other refuse that arises in connection with such mass assembly event.
 - (j) A description of any signage or lighting to be utilized in connection with such mass assembly event.
 - (k) A description of any food, beverages, goods or other services to be sold or auctioned at, or otherwise be made available to attendees, in connection with such mass assembly event.
 - (l) If a transportation shuttle is proposed, the location of parking for shuttle passengers and any pick-up/drop-off locations within the Village.
 - (m) Any additional information required by the Board of Trustees.
- B. In making a determination as to whether to grant an application for a mass assembly permit, the Board of Trustees of the Village of Greenport shall review the application and consider the following:
- (1) The size and capacity of the proposed area where the mass assembly event is scheduled to take place to accommodate the proposed mass assembly event without unduly impinging on the public's right to access or use of any associated public space, public waterway or public right-of-way.
 - (2) The impact of the proposed mass assembly event on the safe and orderly movement of traffic in the area directly surrounding the proposed mass assembly event and in the Village more generally
 - (3) The need for the Southold Town Police Department or any emergency services to be present in connection with the proposed mass assembly event.

- (4) The potential impact of the proposed mass assembly event on fire and police protection and ambulance service to the areas contiguous to the proposed mass assembly event and to the Village in general.
- (5) The potential impact of the proposed mass assembly event on the movement of firefighting equipment or ambulance service in the Village of Greenport.
- (6) The potential impact of the proposed mass assembly event on adjacent property owners and the surrounding neighborhood.
- (7) Possible conflicts with other events and seasonal demands which may overtax or cause an undue burden on the Village of Greenport and/or Town of Southold. As a general rule, mass assembly events in public parks should be avoided on public holidays and Saturdays or Sundays immediately following or preceding any such public holiday except to the extent open to the general public and specifically related to such public holiday.
- (8) Whether the applicant is the subject of any outstanding violations in respect of the provisions of this Chapter or any other provisions of the Code.
- (9) The frequency of the proposed mass assembly event and whether it constitutes a use of the applicable property compatible with its character and that of the surrounding area.
- (10) Whether the proposed mass assembly event has a high probability of disorderly conduct likely to endanger public safety or to result in significant public damage.
- (11) The availability of parking for the event.
- (12) Any other matters that relate to the health, safety and welfare of the general public.

A mass assembly permit is a privilege and not a right and may be denied (a) if the applicant fails to comply with any applicable provision of this Chapter or (b) for any other reason not prohibited by law.

C. The Board of Trustees may issue a mass assembly permit upon such terms and conditions as the Board of Trustees deems necessary and proper to ensure the public health, safety and welfare. In particular, but without limitation, the Board of Trustees may place limitations on (1) the use or placement of any additional equipment or structures in connection with a particular mass assembly event, (2) the hours during which such mass assembly event may occur, (3) the total number of participants or guests permitted to attend such mass assembly event and (4) the use and placement of sound reproduction devices in connection with such mass assembly event.

D. A mass assembly permit shall include the following information:³

- (1) The location of the applicable mass assembly event and date, starting and endings times therefore.
- (2) Whether such mass assembly event is permitted to utilize any additional equipment and structures or sound reproduction devices and, if so, any limitations applicable thereto. In the event that a mass assembly permit does not include a specific authorization for any of the foregoing, the use

³ **NTD: VILLAGE CLERK TO DEVELOP APPROPRIATE FORM OF PERMIT FOR ISSUANCE BASED ON TERMS OF THIS CHAPTER**

thereof shall not be permitted if otherwise prohibited pursuant to the terms of Chapter 88 or 101 or any other provision set forth in this Code.

- (3) The maximum number of participants permitted in connection with such mass assembly event or, if such mass assembly event consists of a parade, motorcade or other similar moving event, the maximum number of vehicles and/or length of such parade, motorcade or event.
 - (4) Any requirements for the presence of Southold Town police or any emergency services in connection with such mass assembly event.
 - (5) Any conditions around the use of signage in respect of such mass assembly event.
 - (6) The name and contact details of the organizers of the applicable mass assembly event.
- E. No mass assembly permit is transferable and shall expire at the close of the mass assembly event for which it is issued.
- F. An applicant who is denied a mass assembly permit by the Board of Trustees may apply to the Board of Trustees for reconsideration of the application by filing an appeal with the Village Clerk within 10 days of the date of the denial. A complete copy of the original application for the applicable mass assembly event shall accompany the request for reconsideration. The Board of Trustees may, following a public hearing, affirm, amend or reverse the determination of its prior decision subject to any conditions deemed appropriate under the circumstances.

§ 44-4 Concurrent remedies.

Nothing contained herein shall be deemed or construed so as to prevent the enforcement of any other remedy at law, concurrent or otherwise, available to the Board of Trustees or other law enforcement authority to avoid or prevent any violation or attempted violation of this chapter, such as but not limited to an injunction or restraining order. The Village of Greenport may maintain any action or proceeding in a court of competent jurisdiction to compel compliance with or to restrain by injunction the violation of this chapter.

§ 44-5 Supplementary provisions.

This chapter is in addition to any other law, ordinance or regulation affecting the subject matter herein and is not in limitation thereof.

§ 44-6 Penalties for offenses.

Any person or persons, who shall violate or aid in, take part in or assist in the violation of this chapter shall be subject to: (a) a minimum fine of not less than \$500 and not more than \$1,000 for the first offense and (b) a minimum fine of \$1,000 or a maximum fine of \$5,000 for each additional offense occurring within twelve (12) months of the first offense. Any penalties payable under this § 44-6 shall be in addition to any other penalties that such person or persons may be liable for pursuant to any other provision of this Code, including, without limitation, pursuant to Chapter 88 or Chapter 101.

§ 44-7 Revocation of Permit.

Any mass assembly permit may be ~~summarily~~ revoked by the Board of Trustees at any time, when, by reason of disaster, public calamity, riot or other emergency, it is determined that the safety of the public or property requires such revocation. Notice of such action revoking a permit shall be delivered in writing to the permittee by certified mail or by such other notice as the Board of Trustee may designate from time to time.

§ 44-8 Other Applicable Requirements.

- ~~A.~~ Each applicant for a mass assembly permit shall be required to pay to the Village Clerk an application fee of \$150 or such greater amount as the Board of Trustees may prescribe from time to time by resolution; *provided* that an applicant may include a request for approval of up to *six* (6) different mass assembly events in connection with any application for a mass assembly permit (without any greater cost in respect of the fee for such application)]; *provided further* that in connection with any mass assembly permit for any mass assembly event of either (i) the type described in §44-2(C)(2) which involves the payment of any fee or the making of any donation in order to participate therein or (ii) §44-2(C)(3), the applicant thereof shall further be required to pay a use fee in an amount of not less than (x) to the extent such event is to be held at the carousel, the amount determined to be equal to the Village's cost of opening and operating the carousel at such time (including the cost of staffing) *plus* not less than \$500 per hour (or such greater amount as the Board of Trustees may prescribe from time to time by resolution on account of staffing) for each hour of duration of such event, (y) in the case of any event of the type described in §44-2((C)(3) that is held at any location other than the carousel, \$5,000 or such greater amount as the Village Board of Trustees may prescribe from time to time by resolution and (z) in the case of any event of the type described in §44-2(C)(2) which involves the payment of any fee or the making of any donation in order to participate therein, ~~a fee equal to 10% of the proceeds received by the organizer thereof from the payment of any such fees or donations]~~.
- B. Each applicant for any mass assembly event to be held at any public space, public right-of-way or public waterway shall be required to provide a certificate of general liability insurance naming the Village of Greenport as an additional insured with limits of \$1,000,000 per occurrence or such other limit as may be required by the Village Board of Trustees in connection with approving the applicable mass assembly permit for events where expected attendance is anticipated to exceed 100 persons.
- C. Each applicant that is hosting a mass assembly event to be held at any public space, public right-of-way or public waterway shall be required to make (1) a minimum clean up deposit with the Village of Greenport of \$500 which shall be returned upon a demonstration that no damage has occurred as a result of such mass assembly event and that all garbage, trash, rubbish, signage and other refuse has been satisfactorily disposed of in accordance with the provisions of this Section and any other applicable provisions of the Code, including Chapter 101 and (2) at the discretion of the Board of Trustees, a deposit in an amount to be determined based upon the estimated direct costs attributable to any additional police or emergency costs associated with the relevant mass assembly event. Any such deposit shall be used to cover any applicable costs associated with clean up or the provisions of additional police or emergency services and any monies remaining will be returned to the applicant.
- D. For all mass assembly events which anticipate attendance in excess of 100 persons, the organizers must retain the services of a security professional possessing either a private investigator's license or a watch, guard or patrol agency license from the State of New York. Said security professional shall submit to the Village Clerk and the Southold Town Police Department a detailed security plan, in a form acceptable to the Southold Town Police Department outlining potential security threats affecting the applicable mass assembly event and plans to mitigate the same. The Southold Town Police Department shall approve the security plans in order for any applicable mass assembly permit to be issued.
- E. The Board of Trustees for the Village of Greenport may waive in whole or in part any of the requirements set forth above in clauses A, B, C or D.

- F. No additional equipment or structures may be placed on the location of the proposed mass assembly event to be held at any public space, public right-of-way or public waterway prior to the date on which such event is permitted to occur and all such structures shall be removed at the close of such mass assembly event unless the mass assembly permit shall expressly provide for different time periods.
- G. No signage associated with the mass assembly event shall be permitted to be put up in any public space or public right-of-way more than five (5) days prior to the occurrence of such event and all such signage put up in connection with any mass assembly event shall be removed and disposed of offsite by no later than two (2) days after the end of such mass assembly event.

Chapter 101

Recreation Areas and Beaches

GENERAL REFERENCES

Alcoholic beverages — See Ch. 35.
Mass public assemblies — See Ch. 44.
Boats and boating — See Ch. 48.
Noise — See Ch. 88.

§ 101-1 Purpose.

The Village of Greenport, for the preservation and maintenance of suitable recreation facilities for its citizens and their guests, hereby enacts this chapter so as to ensure the peaceful, orderly and most beneficial use of any and all recreational facilities supported, in whole or in part, maintained or owned by the Village of Greenport.

§ 101-2 Definitions.

ADDITIONAL EQUIPMENT OR STRUCTURES

Has the meaning specified in Chapter 44.

BEACH

Any land lying within the jurisdictional boundaries of the Village of Greenport between the mean high water line of a body of water and the base of any bluff or dune or where no bluff or dune is present, between such body of water and the naturally occurring beach grass or upland vegetation if no naturally occurring beach grass is present.

~~CONCESSION~~

~~The right of a person or persons to privately utilize any public space or public waterway for the purpose of: (A) selling food and/or beverages, (B) selling goods or merchandise, (C) renting or storing goods, merchandise or equipment, including, paddleboards, tennis rackets, kayaks, bicycles, beach chairs, beach umbrellas and other similar recreational items, or (D) providing instructional services such as yoga or other fitness classes, paddleboarding lessons or other similar types of lessons, involving outdoor activities, in each case, to, or for the benefit of, members of the public.~~

~~CONCESSION AGREEMENT~~

~~An agreement entered into between the Village and any person or persons granting such person or persons the right to operate a specified concession at any public space or in any public waterway which is consistent, in the opinion of the Village Board of Trustees, with the use of such public space or public waterway.~~

MASS ASSEMBLY EVENT

Has the meaning specified in Chapter 44.

MASS ASSEMBLY PERMIT

Has the meaning specified in Chapter 44.

MITCHELL PARK

Has the meaning specified in Chapter 44.

PERSON

Has the meaning specified in Chapter 44.

PUBLIC PARK

Any park, playground, athletic field, boat-launching ramp, skate park or beach that is owned by, leased by, maintained by, or otherwise under the control of, the Village of Greenport, regardless of whether zoned as “Park District” or otherwise, including without limitation, the park and beach area located at the south ends of Fifth and Sixth Streets, the playground located at Third Street adjacent to the Village of Greenport Firehouse, the basketball court located at Third Street north of Center Street, the skatepark located at Moore’s Woods and Mitchell Park.

PUBLIC RIGHT-OF-WAY

Has the meaning specified in Chapter 88.

UNREASONABLE NOISE

Has the meaning specified in Chapter 88.

§ 101-2 Hours.

- A. All public parks shall open at sunrise and close at one hour after sunset or such later hour as may be specified in any applicable mass assembly permit, with the following exceptions to closing time:
 - (1) The area set aside for the village campsite;
 - (2) Mitchell Park which shall close at 12:00 a.m.; and
 - (3) the public park located at Moore’s Woods (including the skate park) which shall close at 10:00 p.m.
- B. No person or persons shall remain in or enter a public park before opening time and/or after the closing time thereof without the prior written permission of the Board of Trustees.

§ 101-3 Littering.

No person shall bring in or dump, deposit or leave any bottle, broken glass, ashes, paper boxes, cans, dirt, rubbish, waste, garbage, refuse, brush, gravel, fill or other similar materials in any public park or any adjacent public right-of-way except in proper trash receptacles provided by the Village of Greenport expressly therefor. Where receptacles are not so provided, all such items shall be carried away from the public park by the person responsible for its presence and properly disposed of elsewhere.

§ 101-4 Alcoholic beverage restrictions.

Except to the extent specifically permitted pursuant to any duly issued mass assembly permit, no person or persons shall consume alcoholic beverages from any container in any public park.

§ 101-5 **Animals.**

- A. Dogs or domestic animals shall not be allowed on or within (1) any designated bathing beach during such time that a lifeguard is on duty or (2) any public park that is posted with signage indicating that dogs or domestic animals are prohibited.
- B. To the extent not prohibited pursuant to clause (A) above, dogs or domestic animals shall only be allowed on or within any public park (including any beach) in compliance with the conditions set forth in Chapter 39 and shall at all times be on a leash and restrained no more than four (4) feet from the owner or custodian of such dog or domestic animal.

§ 101-6 **Liability for injuries and stolen property.**

Anyone using any public park or any related facilities shall do so with the understanding that the Village assumes no responsibility for any injury or damage which such person may sustain while an occupant of the applicable public park or while using any related facilities; and the Village shall not be responsible in any manner for any article that may be stolen from any public park, any structure located on any public park or from any motor vehicle or motorboat parked on a right-of-way adjacent to any public park.

~~§ 101-7 **Selling; vending[; concession agreements].**~~

101-7 **Selling; vending; distribution of certain goods.**

The selling, vending or offering for sale of any wares or merchandise or any tickets for admission to entertainment or other functions or chances or letters or lotteries or the distribution of leaflets, booklets or any advertising material whatsoever is strictly prohibited, except in such case and instances as the Village Board of the Village of Greenport has issued a permit therefor.

- ~~A. No person shall sell, vend, rent or offer for sale or rent any wares, merchandise, goods, services or tickets for admission, entertainment or other events at any public park or any adjacent public waterway except as expressly provided for in any validly issued: (1) mass assembly permit, (2) [concession agreement, (3)] license issued by the Town of Southold pursuant to Chapter 197 of the Code of the Town of Southold or (4) other permit granted by resolution by the Board of Trustees.~~
- ~~B. [The Board of Trustees of the Village of Greenport may grant concessions for the use of a portion of any public park or public waterway area to one or more persons from time to time pursuant to such terms and conditions as the Board may determine are in the best interest s of the Village; provided that (1) the granting of any such concession shall be subject to the terms of Chapter 29 and any other applicable laws or regulations relating to the Village' s granting of any concession and entering into of any related concession agreement, (2) the decision to put out to bid any concession or otherwise grant a concession shall be the subject of a public hearing, (3) the initial duration of any concession shall be no longer than [two (2)] years, (4) the process for bidding on any concession shall be subject to such other terms and conditions as the Board of Trustees shall set forth in any request for proposal for a concession. In conducting any bid for any concession, the Board of Trustees shall include provisions governing rights of appeal and protest in connection with any denial or determination of noncompliance by an application for a concession as are required by law or otherwise deemed advisable by the Board of Trustees. Any concession agreement entered into by the Village in connection with the granting of any concession shall expressly provide for the right of the Village Board of Trustees to terminate such concession agreement upon a finding that the person(s) holding the related concession are in breach of their obligations thereunder in addition to any other remedies that may be specified therein.]~~

§ 101-8 **Other Prohibitions.** Except to the extent expressly provided for to the contrary in any mass assembly permit or any other permit issued by the Board of Trustees from time to time, the following activities are prohibited in any public park and on any public waterway or public right-of-way immediately adjacent thereto:

- A. Except for areas designated for parking, parking aisles and driveways providing access to such parking areas, driving or use of a motor vehicle in any public park; placement of any motorboat in any public park (except to the extent that there is a marina expressly provided therefor).
- B. Any mass assembly event without a permit as required pursuant to Chapter 44 (other than any event that is not required to obtain a mass assembly permit pursuant to Chapter 44, including any demonstration).
- C. Conduct or activities, including any fighting or other violent, tumultuous or threatening behavior, that: (1) significantly interferes with ordinary park use by the public, (2) jeopardizes the safety of the public or (3) is indecent or disorderly.
- D. (1) Digging or removing sand, gravel, rocks or other similar materials located in any public park or adjacent public waterway or (2) cutting, carving, removing or otherwise damaging any tree or plant in any public park.
- E. Erecting, constructing or placing any additional equipment or structure, fence, barricade or sign without having obtained the express permission of the Board of Trustees of the Village of Greenport.
- F. Unreasonable noise.
- G. The playing or operation of any sound reproduction device (as defined in Chapter 88) except to the extent permitted under the terms of Chapter 88.
- H. The kindling, building, maintaining or use of any fire in any place or portable receptacle, except in places or receptacles provided by the Village of Greenport or as expressly permitted pursuant to any mass assembly permit.
- I. Any marking, defacing, injuring or damage to any building, structure, property or equipment located therein.
- J. Undressing or dressing either by changing from ordinary street clothes into bathing or beach attire or otherwise except in any building or structure provided therefore.
- K. Camping or sleeping or the erection of any additional building or structure, temporary or otherwise for such a purpose.
- L. Possession or discharge of fireworks.
- M. The playing of any games involving thrown or otherwise propelled objects, such as balls, stones, arrows, javelins or model airplanes except in areas set apart for such forms of recreation, including any field or court or other similar area established therefor.

- N. Distribution of any leaflets or handbills containing harassing, threatening or intimidating text or images.
- O. Harassing, threatening or intimidation of another person of reasonable sensitivities.

§ 101-9 **Use of Picnic Areas.** No person shall, in any public park:

- A. Picnic in a location in such public park other than a place designated for such purpose.
- B. Violate the regulation that use of any Village provided for grills or fireplaces, together with tables and benches provided therefor , follows generally the rule of first come, first served, except if it is an organized mass assembly event that exhibits a mass assembly permit.
- C. Use any portion of a picnic area or any of the equipment, furnishings, buildings or structures located at any public park for the purpose of holding a picnic to the exclusion of other persons or for an unreasonable time if the facilities are crowded.
- D. Leave a picnic area before a fire is completely extinguished and before all trash in the nature of boxes, papers, cans, bottles or other refuse is placed in prior disposal receptacles where provided or carried away from the applicable picnic area.

§ 101-10 [**Mitchell Park.**

- A. No person shall organize any private event or activity involving the congregation of a [ten (10)/twenty-five (25)] or more persons (other than any use of the carousel, the camera obscura or skating park in the ordinary course of its business⁴) that is intended to take place in any portion of Mitchell Park without first obtaining a mass assembly permit in accordance with Chapter 44 (unless such event or activity is a type that is not required to have a mass assembly permit pursuant to §44-2(B) and is an otherwise permitted activity conducted during the hours that Mitchell Park is open).
- B. No additional equipment or structure or sound reproduction device shall be placed, used or operated by any person in Mitchell Park except to the extent expressly permitted pursuant to any Mass Assembly Permit or other resolution enacted by the Village Board of Trustees from time to time.
- C. Except as specifically permitted in section 101-10(A), the use of Mitchell Park by any person is subject to all of the other provisions set forth in this Chapter 101 with respect to the use of any public park.]

§ 101-11 **Beaches.**

- A. No person shall swim, bathe or wade in any waters or waterways in or adjacent to any beach except in such waters and at such places as are provided therefor and in compliance with such regulations as are herein set forth or may otherwise be adopted from time to time.
- B. Any designated bathing or swimming area shall be kept free from any form of motorboat, water equipment or other floating objects that may cause inconvenience, injury or discomfort to bathers, except of such equipment is intended for the protection of life.

⁴ NTD: Board will need to repeal and/or amend the resolution passed on May 28, 2015 relating to the use of Mitchell Park to reflect proposed provisions of Chapter 44 and 101 in respect of Mitchel Park once agreed.

- C. No person shall bring into or operate any boat, raft or watercraft, whether motor-powered or not, upon any water places designated for bathing.
- D. No person shall (1) fish within 20 feet of any designated bathing or swimming area or (2) use any surfboard, paddleboard or windsurfing equipment (except for the launch thereof) within 150 feet of any designated bathing or swimming area.

§ 101-12 Penalties for offenses.

- A. Any person or persons who shall violate or aid in, take part in or assist in the violation of this chapter shall be subject to: (a) a minimum fine of not less than \$500 and not more than \$1,000 for the first offense and (b) a minimum fine of \$1,000 or a maximum fine of \$5,000 for each additional offense occurring within twelve (12) months of the first offense. Any penalties payable under this § 101-15 shall be in addition to any other penalties that such person or persons may be liable for pursuant to any other provision of this Code, including, without limitation, pursuant to Chapter 88.
- B. A code enforcement officer or police officer of Southold Town Police Department shall have the authority to enforce and/or eject from any public park any person violating the provisions of this Chapter or any other provisions of the Code.

§ 101-12 Concurrent remedies. Nothing contained herein shall be deemed or construed so as to prevent the enforcement of any other remedy at law, concurrent or otherwise, available to the Board of Trustees or other law enforcement authority to avoid or prevent any violation or attempted violation of this chapter, such as but not limited to an injunction or restraining order. The Village of Greenport may maintain any action or proceeding in a court of competent jurisdiction to compel compliance with or to restrain by injunction the violation of this chapter.

§ 101-13 Supplementary provisions. This chapter is in addition to any other law, ordinance or regulation affecting the subject matter herein and is not in limitation thereof.



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KEVIN STUESSI
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TRUSTEES
MARY BESS PHILLIPS
DEPUTY MAYOR

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LILY DOUGHERTY-
JOHNSON

JULIA ROBINS

**VILLAGE
ADMINISTRATOR**
PAUL J. PALLAS, P.E.
EXT 219

VILLAGE CLERK
CANDACE HALL
EXT 214

Submitted: December 14, 2023
Meeting: December 21, 2023 6:00 PM
Work Session Meeting
To: Mayor Kevin Stuessi
Board of Trustees
Prepared By: Candace Hall, *Village Clerk*
From: Candace Hall, *Village Clerk*
Department: Village Clerk Department

Greenport Fire Dept December 2023 Work Session

Attachments:

Greenport Fire Dept December 2023 Work Session (PDF)

CHIEF WAYDE MANWARING
1ST ASST. CHIEF ALAIN DEKERILLIS
2ND ASST. CHIEF CRAIG JOHNSON
CHAPLAIN FRANK MUSTO
ASST. CHAPLAIN CLAUDE KUMJIAN
SECRETARY/TREASURER ALAIN DEKERILLIS
DEPARTMENT SECRETARY JAMES KALIN



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Meeting of the Board of Wardens

WEDNESDAY November 15, 2023

OPENING

Chief Wayde Manwaring opened the meeting at 7:00pm with The Pledge of Allegiance to the Flag and a moment of silence for the departed members.

ATTENDANCE

Chief Wayde Manwaring

1st Ass't Chief Alain de Kerillis

2nd Ass't Chief Craig Johnson

Wardens Bernard Purcell and Joseph Walters of Eagle Hose Co. #1

Warden Antone Volinski III of Relief Hose Co. #2

Warden Patrick Brennan and Robert Hamilton of Star Hose Co. #3

Warden Wayne Miller of Standard Hose Co. #4

Warden Clifford Harris of Phenix Hook & Ladder Co. #1

Mary Bess Phillips VOG/GFD Liaison

Excused: Warden Norma Corwin of Relief Hose Co. #2 and Warden Scott Hollid of Standard Hose Co. #4

Absent: Warden Peter Harris of Phenix Hook & Ladder Co. #1

THOSE WISHING TO ADDRESS THE BOARD – None

READING OF THE PREVIOUS MINUTES

Motion made by C. Harris, seconded by A. Volinski III, to approve the minutes of the October 18, 2023 meeting of the Board of Wardens as printed and distributed. Motion Carried.

FINANCE COMMITTEE

The finance committee report was read by Chief de Kerillis. Motion made by A. Volinski III, seconded by W. Miller, to accept the report. Motion Carried.

COMPANY OFFICERS' MEETING MINUTES- No Report.

TREASURER'S REPORT

There are no treasurers report due to closed P.O. Box. Wardens approved until next month.

BILLS- None

COMMUNICATIONS

1. \$200 check in memory of Fred Rempe from Scott and Andrea Sarquis.
2. Mattituck FD, Marriott, Jan 27, 2024.

Motion by C. Harris, seconded by J. Walters, to file and/or forward all communications , Motion carried.

APPLICATIONS FOR MEMBERSHIP-

1. Ryan Purcell to Star Hose.
2. Carol Edwards to Rescue Squad.

REPORTS OF COMMITTEES

Buildings and Grounds

1. Update given on bathroom and kitchen, floors are done. Currently looking at paint.

Bylaws- No Report

Finance- No Report.

Fire District – No Report.

Pre-Incident Planning- No Report.

Service Awards

1. 11/16/23 The Village is having someone go over the service award program at 1800 hrs.

Recruitment- No Report.

Casualty Fund- No Report.

Funeral–No Report.

Communications

1. The siren problem is being worked on after payments post.

Trips & Travel- No Report.

COMPANY REQUESTS

Eagle Hose Co. #1- Budget items, speedy dry

Relief Hose Co. #2- Budget items, As per Finance report

Star Hose Co. #3- Budget items.

Standard Hose Co. #4- As per Finance report, Soda system invoice status.

Phenix Hook & Ladder Co. #1- Budget items, boots

Rescue Squad- Budget items

Fire Police- Budget items

Water Rescue-PFD's

UNFINISHED BUSINESS –

1. A. Volinski III said that all three plaques need to be updated.
2. BBQ Grill sitting outside for quite some time, needs to be taken care of.
3. Motion made by C. Harris, seconded by A. Volinski III, to accept both applications for membership. Motion Carried.
4. C. Harris reported that tentative dates for gear cleaning are Dec 21st and 22nd.
5. Bail Out ropes were cancelled due to participation. Need a train the trainer.
6. The clerk is working on things for the Christmas parade.

REPORTS OF DELEGATES-

1. Fundraiser Committee Split report went over. (see attached)

NEW BUSINESS-

1. Need to redo the hardware software for the medicine safes. The cost is \$4,200. New safes are \$2,000 per sage and 3 are required. Motion made by W. Miller, seconded by J. Walters to make improvements with sole source letter. Motion Carried.

GOOD OF THE DEPARTMENT

1. Parking in lot is horrendous on dart league night. Relief Hose wants to get 6 reserved spaces.
2. The bus for training is taking up space. The Village will look to move to Malarkey Lodge.
3. Members want to decorate the FD for the holiday season. 1st Asst. Chief de Kerillis will get PO for \$500 for ACE hardware.

READING OF THE MINUTES

Motion by W. Miller, seconded by B. Purcell, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

ADJOURMENT

Motion by C. Harris, seconded by J. Walters, to adjourn. Motion carried. The meeting was adjourned at 7:36 pm.

Submitted by,

Rebecca J. McKnight

Recording Secretary

CHIEF WAYDE MANWARING
1ST ASST. CHIEF ALAIN DEKERILLIS
2ND ASST. CHIEF CRAIG JOHNSON
CHAPLAIN FRANK MUSTO
ASST. CHAPLAIN CLAUDE KUMJIAN
SECRETARY/TREASURER ALAIN DEKERILLIS
DEPARTMENT SECRETARY JAMES KALIN



(631) 477-8801 - STATION 1
(631) 477-8261 - STATION 2
(631) 477-1943 - CHIEFS OFFICE
(631) 477-4012 - FAX
311 THIRD STREET · P.O. BOX 58
GREENPORT, NY 11944
Email: gfdfire@optonline.net
www.greenportfd.org

Greenport Fire Department Monthly Report November 2023

Number of calls this month: 76

Number of calls to date: 903

Breakdown of calls by signal numbers:

9 (stand/by) 0
12 (brush fire) 2
13 (automatic alarm, smoke, etc.) 18
13-35 (working structure fire) 0
14 (vehicle fire) 0
16 (ambulance/rescue) 52
16-23 (MVA, water rescue, misc.) 1
16-59 (routine transport) 0
23 (CO alarm, medi-vac) 3
24/13-35 (mutual aid working structure fire) 0
24/16 (mutual aid ambulance/rescue) 0
24/16-23 (mutual aid MVA) 0
24/23 (mutual aid water rescue/misc.) 0
26 (boat fire) 0

Breakdown of calls by location:

Within the Incorporated Village of Greenport 26
Within the East/West Fire Protection District 50
Other (mutual aid) 0

(14 calls behind last year)

Prepared by: James Kalin, Secretary 12/01/2023

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
		elect/app	# Fire	%	pts	# EMS	%	pts		pts	st/by	mtgs	misc	train	drill	pos(dis)	points	phys	haz	bb	wp/sh	yap			
4																									
24	Corazzini, Jeffrey		26	9.8 %	0	71	11 %	25		25	0	12	2	16	0	0	55								
25	Corazzini, Warren		42	16 %	25	35	5.6 %	0		0	0	8	1	25	0	0	59	X							
26	Corwin, Everett		19	7.2 %	0	60	9.6 %	25		25	0	14	14	6	0	0	59	X	X	X					
27	Corwin, Norma	C,W	66	25 %	25	152	24 %	25		25	4	20	15	15	4	12	120	X	X	X	X	X	X	X	X
28	Corwin, Robert E.	C,D,ID,(W)	111	42 %	25	295	47 %	25		25	6	20	15	21	8	10	130	X	X	X	X	X	X	X	X
29	Corwin, Robert J.	L	35	13 %	25	71	11 %	25		25	4	18	12	14	3	3.75	104.8		X	X	X	X	X	X	X
30	Corwin, Scott		46	17 %	25	3	0.5 %	0		0	0	18	7	3	0	0	53	X							
31	Costas, Tom		48	18 %	25	12	1.9 %	0		0	0	16	12	6	0	0	59		X	X	X	X	X	X	X
32	Creedon, Daniel	S	123	46 %	25	307	49 %	25		25	1	19	11	25	1	5	112	X	X	X	X	X	X	X	X
33	Creighton, Ryan		3	1.1 %	0	3	0.5 %	0		0	1	2	1	0	0	0	4								
34	De Kerillis, Alain	CH,S,T	125	47 %	25	258	41 %	25		25	4	20	15	25	7	25	146	X	X	X	X	X	X	X	X
35	DelGaudio, Malyssa		55	21 %	25	155	25 %	25		25	5	4	9	11	0	0	79	X	X	X	X	X	X	X	X
36	Detrick, Gary		0	0 %	0	0	0 %	0		0	0	0	2	0	0	0	2								
37	Diaz, Juan		7	2.6 %	0	5	0.8 %	0		0	3	7	7	11	3	0	31	X	X	X	X	X	X	X	X
38	Diaz, Nicolas		0	0 %	0	0	0 %	0		0	0	0	0	0	0	0	0								
39	Edwards, Alson		48	18 %	25	15	2.4 %	0		0	2	13	9	10	2	0	61	X	X	X	X	X	X	X	X
40	Ellis, Scott		0	0 %	0	1	0.2 %	0		0	0	0	0	0	0	0	0								
41	Ferguson, Peter		2	0.8 %	0	0	0 %	0		0	0	5	1	4	1	0	11	X	X	X	X	X	X	X	X
42	Ficurilli, Michael		64	24 %	25	2	0.3 %	0		0	0	14	8	6	0	0	53	X	X	X	X	X	X	X	X
43	Flora, Michael		0	0 %	0	0	0 %	0		0	0	0	0	0	0	0	0								
44	Fogarty, Jonathan	T	33	12 %	25	4	0.6 %	0		0	0	10	5	6	1	5	52	X	X	X	X	X	X	X	X
45	Garcia-Dinizio, Gloria		0	0 %	0	0	0 %	0		0	0	0	0	0	0	0	0								

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
	elect/app	# Fire	%	pts	# EMS	%	pts	misc	train	drill	pos(dis)	points	phys	haz	bb	wp/sh	yap							
4																								
46	Grattan, Timothy	10	3.8 %	0	0	0 %	0	5	2	4	0	0		X	X									
47	Gray, Enya	0	0 %	0	1	0.2 %	0	0	0	1	0	0												
48	Gray, Sally Anne (L)	29	11 %	25	54	8.6 %	25	3	6	1	22	0	83.25											
49	Grilli, Jennifer	1	0.4 %	0	4	0.6 %	0	1	9	3	8	0	26	X	X									
50	Grilli, John (W)	1	0.4 %	0	3	0.5 %	0	1	11	3	8	0	25	X	X									
51	Hamilton Jr., Robert	107	40 %	25	20	3.2 %	0	0	20	12	8	0	68	X	X									
52	Hanold, Christopher	10	3.8 %	0	7	1.1 %	0	2	15	5	6	1	42	X	X									
53	Hanold, Christopher, Jr.	0	0 %	0	0	0 %	0	0	2	0	2	0	4											
54	Harris, Cliff	4	1.5 %	0	1	0.2 %	0	1	17	11	9	0	54	X	X									
55	Harris, Peter	107	40 %	25	22	3.5 %	0	3	20	15	13	1	96	X	X									
56	Harvey, Russell	5	1.9 %	0	2	0.3 %	0	0	4	2	5	0	11	X	X									
57	Hollid, Scott	52	20 %	25	5	0.8 %	0	0	10	9	5	0	57	X	X									
58	Holmes, Joseph	52	20 %	25	25	4 %	0	6	14	9	15	1	73.75	X	X									
59	Hubbard Jr, George	30	11 %	25	10	1.6 %	0	0	11	11	5	0	52	X	X									
60	Huzsek, Andrew H	115	43 %	25	8	1.3 %	0	0	12	9	11	1	58	X	X									
61	Hydell, Carol	12	4.5 %	0	7	1.1 %	0	5	16	10	10	0	50.25	X	X									
62	Hydell, Charles	0	0 %	0	0	0 %	0	0	1	0	0	0	1											
63	Hydell, Charles, Jr.	0	0 %	0	0	0 %	0	0	1	0	0	0	1											
64	Jensen, Warren	78	29 %	25	11	1.8 %	0	2	18	5	20	4	74	X	X									
65	Jester, Robert (W)	4	1.5 %	0	2	0.3 %	0	0	20	8	20	0	50	X	X									
66	Jimenez, Susano	2	0.8 %	0	1	0.2 %	0	0	6	6	5	0	17	X	X									
67	Jobes, Craig	97	37 %	25	185	30 %	25	4	17	15	12	1	106	X	X									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
		elect/app	# Fire	%	pts	# EMS	%	pts	%	pts	st/by	mtgs	misc	train	drill	pos(dis)	points	phys	haz	bb	wp/sh	yap			
4																									
68	Johnson, Craig	CH	110	42%	25	201	32%	25		25	6	20	15	14	5	25	135		X	X	X	X			
69	Kalin, James		197	74%	25	461	74%	25		25	3	11	12	9	0	0	85	X	X	X					
70	King, Kendra		0	0%	0	0	0%	0		0	0	0	0	0	0	0	0								
71	Luke, Alexander		118	45%	25	39	6.2%	0		0	2	11	10	8	2	0	58								
72	Mantzopoulos, John		36	14%	25	5	0.8%	0		0	0	3	1	0	0	0	29	X							
73	Manwaring, Julia		55	21%	25	60	9.6%	25		25	4	19	13	25	0	0	111	X	X	X	X				
74	Manwaring, Wayde	CH	197	74%	25	177	28%	25		25	6	20	15	25	1	25	142		X	X	X	X			
75	Marzewski, Macy		19	7.2%	0	10	1.6%	0		0	2	18	15	12	1	0	48	X	X	X	X				
76	Martocchia, Jerome		30	11%	25	20	3.2%	0		0	1	14	7	11	0	0	58	X	X	X	X				
77	Miller, Wayne	W	37	14%	25	4	0.6%	0		0	1	16	15	12	2	8	79	X	X	X	X				
78	Milovich Jr., Joseph		104	39%	25	16	2.6%	0		0	6	11	6	4	0	0	52	X	X	X	X				
79	Musto, Francis	S, Ch	78	29%	25	127	20%	25		25	1	20	15	25	6	10	127	X	X	X	X	X	X	X	X
80	Mysitborski, Linda		5	1.9%	0	5	0.8%	0		0	1	3	4	0	0	0	8								
81	Narkiewicz, Piotr		64	24%	25	175	28%	25		25	0	14	9	5	0	0	78	X	X	X	X				
82	Nedoszytko, William	S	0	0%	0	0	0%	0		0	0	9	0	10	0	5	24		X	X	X				
83	Nyce, David	(C)	142	54%	25	63	10%	25		25	1	20	15	25	2	2	115	X	X	X	X				
84	O'Brien, Michael		33	12%	25	3	0.5%	0		0	0	10	3	0	1	0	39								
85	Pal-Singh, Vijay		0	0%	0	0	0%	0		0	0	0	0	0	0	0	0								
86	Petrigliano, Victor		0	0%	0	0	0%	0		0	0	1	0	0	0	0	1								
87	Piel, Jeffrey		0	0%	0	2	0.3%	0		0	0	5	2	3	0	0	10								
88	Pirillo, James A.		118	45%	25	11	1.8%	0		0	3	16	15	14	2	0	75	X	X	X	X				
89	Pope, George		85	32%	25	160	26%	25		25	5	20	15	25	6	0	121	X	X	X	X	X	X	X	X

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
		elect/app	# Fire	%	pts	# EMS	%	pts	%	pts	st/by	mtgs	misc	train	drill	pos(dis)	points	phys	haz	bb	wp/sh	yap			
4																									
90	Purcell, Bernard	W	258	97%	25	519	83%	25	83%	25	8	20	15	25	8	8	134	X	X	X	X	X	X	X	X
91	Quillin, Michael	D	51	19%	25	6	1%	25	1%	0	3	11	15	10	1	0.75	65.75	X	X	X	X	X	X	X	X
92	Raynor, Dale	L	60	23%	25	50	8%	25	8%	25	4	12	15	8	1	5	95	X	X	X	X	X	X	X	X
93	Reed, Michael		7	2.6%	0	10	1.6%	0	1.6%	0	0	4	1	4	0	0	9		X	X	X	X	X	X	
94	Reed, Taylor	L	73	28%	25	186	30%	25	30%	25	5	12	15	8	2	5	97	X	X	X	X	X	X	X	X
95	Reiss, Helen		68	26%	25	106	17%	25	17%	25	0	5	4	4	0	0	63	X	X	X	X	X	X	X	
96	Richter, Michael	T,T	39	15%	25	54	8.6%	25	8.6%	25	0	16	7	19	0	10	102	X							
97	Robins, William	L	58	22%	25	9	1.4%	0	1.4%	0	3	11	14	6	1	3.75	63.75		X	X	X	X	X	X	X
98	Rosa, Lisa		29	11%	25	7	1.1%	0	1.1%	0	1	12	12	13	0	0	63	X	X	X	X	X	X	X	
99	Ruffner, William		0	0%	0	0	0%	0	0%	0	0	0	0	0	0	0	0								
100	Rung, Rosalie		17	6.4%	0	112	18%	25	18%	25	1	5	2	0	0	0	33								
101	Rutkowski, Stephen	(L),D	132	50%	25	283	45%	25	45%	25	1	20	15	16	2	4.25	108.3	X	X	X	X	X	X	X	X
102	Skrezec, John		0	0%	0	0	0%	0	0%	0	0	2	1	0	0	0	3								
103	Spanos, James		1	0.4%	0	0	0%	0	0%	0	0	2	1	0	0	0	3								
104	Staples, Halsey		59	22%	25	89	14%	25	14%	25	0	11	3	7	0	0	71	X	X	X	X	X	X	X	
105	Strickland, Samuel	L,D	114	43%	25	227	36%	25	36%	25	4	20	15	25	6	8	128		X	X	X	X	X	X	X
106	Swetland, Jessica		22	8.3%	0	39	6.2%	0	6.2%	0	2	16	9	25	4	0	56								
107	Tamin, John		67	25%	25	84	13%	25	13%	25	1	11	9	6	0	0	77	X	X	X	X	X	X	X	
108	Tejada, Yira		4	1.5%	0	10	1.6%	0	1.6%	0	0	6	3	4	0	0	13	X	X	X	X	X	X	X	
109	Thorp, Thomas	L	42	16%	25	6	1%	0	1%	0	2	6	4	7	2	5	51	X	X	X	X	X	X	X	X
110	Vandenburgh, Richard		2	0.8%	0	1	0.2%	0	0.2%	0	0	5	4	4	0	0	13		X	X	X	X	X	X	
111	VanEtten, George	D	47	18%	25	10	1.6%	0	1.6%	0	2	13	7	13	3	3	66	X	X	X	X	X	X	X	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
		elect/app	# Fire	%	pts	# EMS	%	pts	pts	st/by	mtgs	misc	train	drill	pos(dis)	points	phys	haz	bb	wp/sh	yap				
4																									
112	Verity, Michael		1	0.4	0	0	0	0	0	0	1	1	0	0	0	2	X								
113	Verley, Joseph, Jr.		0	0	0	0	0	0	0	0	0	0	0	0	0	0									
114	Volinski, Antone, III	W,L	41	15	25	154	25	25	25	3	20	9	12	0	11.75	105.8	X	X	X	X					
115	Volinski, Darryl		3	1.1	0	22	3.5	0	0	1	2	1	4	0	0	8		X	X	X					
116	Walters, Joseph	W	0	0	0	0	0	0	0	0	10	2	4	0	6	22	X	X	X	X					
117	Zaymayar, Elias	(L),C	116	44	25	31	5	25	25	5	14	15	20	7	7.25	93.25	X	X	X	X	X	X	X	X	X
118	Zurek, Gregory		49	18	25	5	0.8	25	25	0	10	12	7	0	0	54	X	X	X	X					
119	Zurek Jr, Stanley		37	14	25	5	0.8	25	25	1	18	8	12	0	0	64	X	X	X	X					
120																									

GREENPORT FD

DECEMBER 2023

DUTY COMPANIES 8-3-1 & 8-3-4 FIRST DUE ON SIGNAL 24s = 8-3-4

OFFICE 631.477.1943 gfdfire@optonline.net

FAX 631.477.4012 gfdsec@optonline.net

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Christmas Parade 5pm
3	4 RELIEF HOSE mtg STANDARD HOSE mtg	5 EAGLE HOSE mtg	6 Marine Fire/Rescue 7pm	7	8	9
10	11 STAR HOSE mtg	12 RESCUE SQUAD 7PM FINANCE COMM. 7:30PM	13 PHENIX H&L mtg	14 Dept. Training Ventilation/Fire Behavior Sta #1 7pm	15	16
17	18 Southold Town Chiefs Dinner & Meeting Sta. #2 Dept. Physicals	19 Fire Police mtg. 7pm	20 WARDENS mtg 7pm Dept. Physicals	21	22	23
24	25 CHRISTMAS DAY	26	27	28	29	30
31	Chief Wayde Manwaring 631.644.5430 1st. Ass't. Chief Alain DeKerillis 631.208.7505 2nd. Ass't. Chief Craig Johnson 631.466.5294					

Important Future Events on Reverse Side !



236 THIRD STREET
GREENPORT, NY 11944

Tel: (631)477-0248
Fax: (631)477-1877

villageofgreenport.org

MAYOR
KEVIN STUESSI
EXT 215

TRUSTEES
MARY BESS PHILLIPS
DEPUTY MAYOR

PATRICK BRENNAN

LILY DOUGHERTY-
JOHNSON

JULIA ROBINS

**VILLAGE
ADMINISTRATOR**
PAUL J. PALLAS, P.E.
EXT 219

VILLAGE CLERK
CANDACE HALL
EXT 214

Submitted: December 14, 2023
Meeting: December 21, 2023 6:00 PM
Work Session Meeting
To: Mayor Kevin Stuessi
Board of Trustees
Prepared By: Paul Pallas, P.E. Village Administrator
From: Paul Pallas, P.E. Village Administrator
Department: Village Administrator

Work Session

Work Session Report for Road and Utilities

December 21, 2023

Administrator's Office

Statistics

Work Orders:

Electric = 54 Written, 54 Completed

Water = 26 Written, 26 Completed

Sewer = 35 Written, 35 Completed

Road = 57 Written, 57 Completed

Reports

- ❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 11-08-2023. The results are detailed below in the Road Department's *Sampling* section.
- ❖ GADS Data: This is a monthly report about run and usage data for the generators at the Power Plant, it was sent on 11-08-2023.

Discussion

- Microgrid Project Status
- Ferry Queue Project Status
- Road/Sidewalk Program - Possible Bond Issuance
- Wastewater System Maintenance Costs - Possible Bond Issuance

Resolutions

- NYPA Street Light Project Contract
- NYSERDA Street Light Project Contract
- Various Bids

Road/Water Department

Statistics

Water Distribution:

6,447,000 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: 419 Sixth Street - Slop Sink

Total Coliform = Absent

E Coli = Absent

Residual Chlorine = 0.53 mg/L

Third Street Firehouse - Kitchen Sink

Total Coliform = Absent

E Coli = Absent

Residual Chlorine = 0.52 mg/L

The form, DOH-360, was filed with the DOH on November 8, 2023, with the above results.

Report

Tasks Accomplished:

- ❖ Did all normal highway tasks.
- ❖ Mowing of all Village parks and property.
- ❖ Ongoing street sweeping of Village.
- ❖ Ongoing biweekly brush pick up.
- ❖ Placed deer hunting signage on Moores Lane.
- ❖ Removed old chain fences at Mini Railroad.
- ❖ Case and case payloader, and salter maintenance and upkeep.
- ❖ Removed tree debris on Webb Street and tree on Brown Street.
- ❖ Consolidated transfer station.
- ❖ Repaired SCAG mower.
- ❖ Removed boxes from Village Hall to get shredded.
- ❖ Assisted Power Plant with installation of Christmas decorations and tree at Mitchell Park.
- ❖ Cleaned parks of garbage and leaves.
- ❖ Removed tree limbs on Main Street.
- ❖ Brought G-32 to Talbot for clutch replacement.
- ❖ Replaced various speed limit and children at play signs throughout the Village.
- ❖ Removed Village Hall flowers and leaves from the flower beds.
- ❖ Repaired light on G-8.

Sewer Department

Flow and Sampling:

The plant continues to run well, exceeding DEC permit requirements.

Total plant flow for the month of November = 8,626,000 Gallons

Average Daily Flow = .288 (MGD) Permit Limit = .650 MGD

Total Suspended Solids percent removal (TSS) = 96% Permit Limit = 75%

CBOD percent removal = 98% Permit Limit = 75%

Coliform Fecal General = <1.9 MPN. Permit limit 200 MPN/100

Coliform Total General = 7.2 MPN. Permit limit 700 MPN/100

Total Nitrogen = 7.8 LBS/day

Sludge Removal:

60,000 Gallons of sludge hauled in November

Report

❖ Treatment Plant:

Repaired discharge fitting for clarifier sump pump

Cleaned UV bulbs

Cleaned out BNR basin #1 for inspection

Huber headworks screen repaired

Wes Tech replaced broken gearbox #2 with spare and replaced two drive chains

❖ Collection System:

Jet-rod downtown collection system for preventative maintenance

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = November 29 @ 102.545 Mwh

Minimum usage day = November 7 @ 73.543 Mwh

Peak demand for the month = 5.060 MW November 29, 6:00 pm

Monthly total usage = 2,561.805 Mwh

Service calls/call outs = 8

Street light repairs = 12

Customers shut off for nonpayment =

Customers turned on for payment =

Customers turned on for the season = 0

New Services = 0

Tasks Accomplished:

- ❖ Prepared holiday decorations for installation, including re-lamping the ships, seahorses, and mermaids.
- ❖ Check the cords drop locations for the BID to put lights and stars in the trees along Front and Main St.
- ❖ Install Christmas tree in Mitchell Park, string the Christmas lights on the tree.
- ❖ Set up all the power cords in the park for the lighting festival.
- ❖ De-energized the line feeding the football field lighting, to facilitate replacement/upgrade of metering and distribution panels by contractor.
- ❖ Had a couple service upgrades, 200 amp and a 320 amp, and a service change over to URD.
- ❖ Removed 4-5 trees with the highway department.
- ❖ Removed a large tree and had the overhead line trimmed back on Webb Street.
- ❖ Responded to several no power calls, including failed underground service, blown transformer fuses, and a few half power calls.
- ❖ Installed upgrades to the service panel used for the holiday lights in Mitchell Park.
- ❖ Re-lamped 6 overhead bay lights in the plant.
- ❖ Truck and shop maintenance.

Attachments:

Greenport Meter 11-2023 (PDF)

Total Usage: 2,561,805.0000 KWH

Peak Demand: 5,060.00 KW

Occured On: Nov 29 2023 18:00

Load Factor: 70.22%

Date Start: Wednesday, November 1, 2023

Date End: Thursday, November 30, 2023

Period Ending	KWH
1/1/2023	81,560.00
11/2/2023	84,782.00
11/3/2023	82,315.00
11/4/2023	78,642.00
11/5/2023	77,748.00
11/6/2023	76,152.00
11/7/2023	73,543.00
11/8/2023	79,058.00
11/9/2023	83,244.00
11/10/2023	84,160.00
11/11/2023	82,398.00
11/12/2023	88,514.00
11/13/2023	89,324.00
11/14/2023	84,404.00
11/15/2023	84,217.00
11/16/2023	79,713.00
11/17/2023	78,053.00
11/18/2023	80,501.00
11/19/2023	82,372.00
11/20/2023	87,972.00
11/21/2023	95,711.00
11/22/2023	88,921.00
11/23/2023	81,424.00
11/24/2023	84,429.00
11/25/2023	99,818.00
11/26/2023	95,164.00
11/27/2023	82,950.00
11/28/2023	97,578.00
11/29/2023	102,545.00
11/30/2023	94,593.00



236 THIRD STREET
GREENPORT, NY 11944

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villageofgreenport.org

MAYOR
KEVIN STUESSI
EXT 215

TRUSTEES
MARY BESS PHILLIPS
DEPUTY MAYOR

PATRICK BRENNAN

LILY DOUGHERTY-
JOHNSON

JULIA ROBINS

**VILLAGE
ADMINISTRATOR**
PAUL J. PALLAS, P.E.
EXT 219

VILLAGE CLERK
CANDACE HALL
EXT 214

Submitted: December 14, 2023
Meeting: December 21, 2023 6:00 PM
Work Session Meeting
To: Mayor Kevin Stuessi
Board of Trustees
Prepared By: Paul Pallas, P.E. Village Administrator
From: Paul Pallas, P.E. Village Administrator
Department: Village Administrator

Building

Work Session Report for Building Department & Enforcement

December 21, 2023

Office of Code Enforcement & Fire Prevention

Reports

- ❖ Code Enforcement continues to patrol the Village and respond to complaints.
- ❖ Rental permit renewal review is being conducted. All property owners are being issued a letter of notification informing them that their permit is expired.
- ❖ The Parade of Lights & Tree Lighting December 2, 2023
- ❖ Subcommittee on Parking Wayfinding & Traffic December 5, 2023
- ❖ Carousel Committee CANCELLED December 5, 2023
- ❖ Harbor Management & Infrastructure December 5, 2023
- ❖ Code Committee December 6, 2023
- ❖ Planning Board Work Session Regular Meeting & Public Hearings
December 8, 2023

- ❖ **The Menorah Lighting December 10, 2023**
- ❖ **Stirling Historical Meeting December 11, 2023**
- ❖ **Final Brush Pick-up December 12, 2023**
- ❖ **Harbor Management & Infrastructure CANCELLED December 12, 2023**
- ❖ **Tree Committee CANCELLED December 12, 2023**
- ❖ **Code Committee December 13, 2023**
- ❖ **Updated Noise Code Info Session December 14, 2023**
- ❖ **Planning Board Work Session (Tentative) December 15, 2023**
- ❖ **Harbor Management & Infrastructure December 19, 2023**
- ❖ **Zoning Board Regular Session December 19, 2023**
- ❖ **BID Committee Zoom Meeting December 20, 2023**
- ❖ **Code Committee December 20, 2023**
- ❖ **Historic Preservation Commission December 21, 2023**
- ❖ **Board of Trustees Work Session December 21, 2023**
- ❖ **Village Hall Closed December 25, 2023**
- ❖ **Housing Authority CANCELLED December 26, 2023**
- ❖ **Code Committee December 27, 2023**
- ❖ **Board of Trustees Reg Session December 28, 2023**

NOTES & TIPS:

Please ensure you pay attention to parking regulations when parking.

Attachments:

November 2023 Building CO Report (PDF)

November 2023 Building Report (PDF)

November 2023 CODE (PDF)

RENTAL PERMIT INFORMATION

INFORMATION

*The following statistics represent the status of rental permits and rental permit violations from
November 1, 2023 – December 1, 2023*

New Applications/Renewal Applications Received: 0

Incomplete Applications (Missing fees, docs, etc.): **0**

Applications Pending Inspection: 8

Applications Pending Re-Inspection 2

Completed/Permits Issued: 3

Applications Completed/Permits Issued: 352



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Submitted: December 14, 2023
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Work Session Meeting
To: Mayor Kevin Stuessi
Board of Trustees
Prepared By: Paul Pallas, *P.E. Village Administrator*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Recreation

Work Session Report Recreation Department

December 21, 2023

Mitchell Park Marina/Parks

- ❖ ADA required ramps for the Carousel were installed this month.
- ❖ Free Carousel rides sponsored by The Friends of Mitchell Park is scheduled on December 2nd.
- ❖ The carousel was decorated for the holiday season.
- ❖ Holiday lights for Mitchell Park and Christmas tree were completed.
- ❖ The tree lighting at Mitchell Park is scheduled for December 2nd.
- ❖ The mooring field winterized with tidal sticks.
- ❖ Visitors Dock relocated inside Mitchell Park Marina.
- ❖ All Marina water systems blown out and winterized.
- ❖ Greenport Harbor no wake buoys removed.
- ❖ Fifth Street Beach facility winterized.
- ❖ Volleyball net and equipment was removed for the off-season.
- ❖ Daily routine maintenance of public restrooms continues.
- ❖ Debris and garbage collection in Mitchell Park is ongoing.

- ❖ Baymans Dock and Mooring applications were sent out for next season.
- ❖ Window air conditioners were removed for the winter.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Summer After Care Program = 16 Children Enrolled

Reports

- ❖ The After School Program is going very well.
- ❖ The Literacy program with Floyd Memorial Library continues every Wednesday and is going very well. The children enjoy all the activities this program has to offer.
- ❖ The recreation center was decorated for the holiday season.
- ❖ The recreation staff is preparing for the holiday festivities for the month of December. The holiday party is scheduled for December 13th.

Campground

Tasks Accomplished

- ❖ The campground closes on December 1st.
- ❖ Water will be shut off and campsites winterized.
- ❖ All payments were processed through November.
- ❖ All RV sites have been prepared for November arrivals.
- ❖ Deposits continue to be taken for the 2024 season.

Attachments:

RECREATION MONTHLY REVENUE REPORT NOVEMBER 2023 (PDF)



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VILLAGE CLERK
CANDACE HALL
EXT 214

Submitted: December 15, 2023
Meeting: December 21, 2023 6:00 PM
Work Session Meeting
To: Mayor Kevin Stuessi
Board of Trustees
Prepared By: Candace Hall, *Village Clerk*
From: Candace Hall, *Village Clerk*
Department: Village Clerk Department

Village Deputy Treasurer December 2023 Work Session

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

RESOLUTION- authorizing Deputy Treasurer Brautigam to perform attached Budget Amendment #5282 to appropriate water fund reserves to fund the replacement of two water machines at the power plant and directing that Budget Amendment #5282 be included as part of the formal meeting minutes of the December 28th, 2023 Regular Meeting of the Board of Trustees.

RESOLUTION- authorizing Deputy Treasurer Brautigam to perform attached Budget Amendment #5283 to appropriate general fund reserves to fund attorney legal expenses and directing that Budget Amendment #5283 be included as part of the formal meeting minutes of the December 28th, 2023 Regular Meeting of the Board of Trustees.

RESOLUTION- authorizing Deputy Treasurer Brautigam to perform attached Budget Amendment #5284 to transfer funds from Fire Department MISC expense to the repair and maintenance line and directing that Budget Amendment #5284 be included as part of the formal meeting minutes of the December 28th, 2023 Regular Meeting of the Board of Trustees.

UTILITY BILLING

NOVEMBER BILLING STATISTICS COMPLETED.

SECTOR ONE READINGS COMPLETED TO BE MAILED BY 12/13/23.

SECTOR TWO CURRENTLY BEING READ.

SECTOR TWO RED TAGS DUE 12/14/23.

TALKING POINTS

AMAZON BUSINESS PRIME

NET METERING

INVOICE CLOUD

VILLAGE OF GREENPORT HOUSING AUTHORITY REQUEST

SIGNIFICANT COLLECTIONS

Rents received for November 2023: \$70,304.34

Property Tax Collected through November 2023- \$1,376,345.11

SIGNIFICANT PAYMENTS

EFC BOND PAYMENT- \$59,200

2023 SERIAL BOND, LADDER TRUCK- \$26,250

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

4 recertifications and 10 interims were performed for November 2023.

INFORMATIONAL:

Cash Holdings Report - See attached

Utility Billing Statistics Report - See attached

Attachments:

BANK BALANCE SHEET November 2023(PDF)

CD MONTHLY FINANCIALS (PDF)

HA MONTHLY FINANCIALS (PDF)

EOM DEC 2023 (PDF)

PROPERTY TAX PAYMENTS THROUGH 11-30-2023 (PDF)

BUDGET AMENDMENT #5282 (PDF)

BUDGET AMENDMENT #5283 (PDF)

BUDGET AMENDMENT #5284 (PDF)

**BANK ACCOUNT BALANCES
FOR THE MONTH OF NOVEMBER 2023**

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE	
A	General	A.0200.000	Checking	47,235.70	
A	Repair & Maintenance	A.0200.400	Checking	119,344.68	
A	Greenhill Cemetery	A.0201.100	Savings	33,686.62	
A	Money Market	A.0201.130	Money Market	1,042,835.88	
A	Fire Apparatus	A.0221.110	Savings	533,546.09	
A	Bulding Department Escrow	A.0235.101	Checking	65,447.59	
A	Parks and Recreation	A.0200.200	Checking	38,249.26	
A	General Investment Savings	A.0201.110	Muni Investment Pool	1,145,644.38	
A	American Recovery Plan	A.0200.415	Checking	-	
			TOTAL GENERAL FUND		\$ 3,025,990.20
CD	Small Cities Rehab.	CD.0200.000	Savings	18,864.25	
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21	
			TOTAL COMMUNITY DEVELOPMENT		\$ 19,090.46
E	Light Fund	E.0121.100	Checking	203,475.48	
E	Light Depreciation Savings	E.0116.100	Savings	1,791,652.25	
E	Light Investment Savings	E.0201.110	Muni Investment Pool	990,845.04	
E	TTC Collections	E.0121.120	Savings	1,493.47	
E	Renewable Energy Savings	E.0121.130	Savings	182,764.19	
E	Consumer Deposit Savings	E.0191.100	Savings	131,779.37	
E	Consumer Deposit Checking	E.0244.200	Checking	6,395.64	
			TOTAL LIGHT FUND		\$ 3,308,405.44
F	Water	F.0200.000	Checking	40,281.64	
F	Water Fund Capital	F.0200.400	Savings	\$8,399.66	
F	Water Investment Savings	F.0201.120	Muni Investment Pool	469,664.52	
F	Water Fund CD (MM)	F.0201.000	Money Market	203,715.19	
F	Water Fund Money Market	F.0201.130	Money Market	491,005.21	
					\$ 1,213,066.22
G	Sewer	G.0200.000	Checking	52,223.54	
G	NYS DEC Consent	G.0201.000	Savings	31,575.72	

OS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - November 2023

\$ 5,100.00 50.00

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 UNIT 2 - 8327 UNIT 3 HOUSE		
Rent	\$ 1,125.00	\$ 1,475.00	\$ 1,225.00	\$ 1,275.00
Late Fees/Credits	\$ 50.00			
TOTAL REVENUE	\$ 1,175.00	\$ 1,475.00	\$ 1,225.00	\$ 1,275.00
EXPENSES:	EXPENSES: 213 Center	EXPENSES: 278 2nd Street		
<u>Utilities</u>	213 CENTER	UNIT 1 - 8124 UNIT 2 - 8327 8328	UNIT 3 -	HOUSE - 8590 RE/8361 SW
Electric	\$ 59.70			\$ 16.48
Water/Sewer	\$ 60.84			\$ 77.40
Propane/Heating Oil	\$ 136.23			
<u>Admin</u>				
Salaries & Benefits (Asha, Adam, Paul)	\$ 588.21			\$ 1,764.62
Payment Agreement to Village				\$ 1,000.00
Total	\$ 844.98	\$ -	\$ -	\$ 2,858.50
<u>Maintenance Repairs/Other</u>	213 CENTER	UNIT 1	UNIT 2	UNIT 3 HOUSE
Pine Oaks weeding				\$ 225.00
JP McHale Pest Mgmt, LLC	\$ 55.00			\$ 83.00
Mattituck Enviro Services				\$ 43.92
Pine Oaks Landscaping Lawn cuts				\$ 180.00
Total Maintenance Expenses	\$ 55.00	\$ -	\$ -	\$ 531.92
MONTHLY FINANCIAL SUMMARY	213 CENTER	278 2nd STREET		
Interest Earned				
Total Revenue	\$ 1,175.00	\$ 3,975.00		
Total Expenses	\$ 899.98	\$ 3,390.42		
NET REVENUE	\$ 275.02	\$ 584.58		
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$ 275.02	\$ 584.58		

EOM Billing Statistics Report

Rate Summary - All Routes

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	NYSCES	Comm Tax	Res Tax	
Electric	2 - Electric - Flat Charge	9	0	0				406.80					
	9 - Residential (1, 1)	1377	0	784484	90,716.79	0			19,830.66	3,107.50	2,741.47	5.88	
	10 - Water Heating (2, 2)	11	0	1312	106.20	0			33.16	5.20		3.61	
	11 - All Electric (3, 3)	342	0	190249	21,882.90	0			4,815.49	753.59		682.90	
	13 - Demand - Class 3 (5, 5)	5	0	301800	16,870.62	779	9,277.38		7,627.38	1,195.43	785.43		
	14 - Village St. Lighting (6, 6)	5	0	34223.125	3,939.08	0			864.92	135.55			
	15 - Town St Lighting (7, 7)	1	0	1319.975	151.93	0			33.36	5.23			
	19 - Traffic Lights (11, 11)	1	0	1019	108.18	0			25.75	4.04			
	20 - Contract St Lighting (12, 12)	2	0	185	0.00	0							
	21 - Sterling Harbor (13, 13)	2	0	1641.875	188.98	0			41.50	6.51	20.44		
	Electric Total		1755	0	1316233.975	133,964.68	779	9,277.38	406.80	33,272.22	5,213.05	805.87	3,433.86
	Sewer	3 - Sewer -INSIDE Flat Charge	33	0	0	1,739.10	0						
		23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)	894	559	3643.7	56,035.60	0						
		25 - Sewer - IN VILL 1" W/SEWER (15, 15)	31	9	354.5	4,351.54	0						
		27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16)	12	3	317.7	4,677.30	0						
		29 - Sewer - IN VILL 2" W/SEWER (17, 17)	28	9	370	5,324.50	0						
		31 - Sewer - IN VILL 3" W/SEWER (18, 18)	1	0	3.6	42.00	0						
		33 - Sewer - IN VILL 4" W/SEWER (19, 19)	3	1	368.1	5,663.70	0						
		54 - Sewer - OUTSIDE RES SEWER (50, 50)	89	68	931.8588	21,444.39	0						
		57 - SPLIT SEWER BILLING (52, 52)	1	0	0	0.00	0						
		62 - O/S DRIFTWOOD COVE 52	1	1	92.2284	3,276.00	0						
63 - O/S DRIFTWOOD COVE 49		1	1	84.15	3,087.00	0							
64 - O/S PECONIC LANDING 301		1	0	1725	31,791.00	0							
65 - O/S CLIFFSIDE CONDOS-SEWER		1	1	64	4,410.00	0							
69 - Sewer NSF		1	0	0		0			35.00				
Sewer Total			1097	652	7954.8372	141,842.13	0		35.00				
Water		5 - Water - Flat Charge	33	0	0	936.05	0						
		22 - RES VILL 3/4" W/SEWER (14, 14)	910	363	4063	27,030.00	0						
		24 - RES VILL 1" W/SEWER (15, 15)	32	5	393	1,912.34	0						
		26 - COMM VILL 1 1/2" W/SEWER (16, 16)	13	6	371	1,777.92	0						
	28 - COMM VILL 2" W/SEWER (17, 17)	30	16	429	2,290.82	0							
	30 - COMM VILL 3" W/SEWER (18, 18)	1	1	4	44.46	0							
	32 - COMM VILL 4" W/SEWER (19, 19)	3	2	410	1,953.65	0							
	46 - COMM VILLAGE 1 1/2" (42, 42)	1	1	0	44.46	0							
	47 - COMM VILLAGE 2" (43, 43)	7	3	158	741.29	0							
	48 - RES VILLAGE 3/4" (44, 44)	140	109	619	4,924.18	0							
	49 - RES VILLAGE SEWER ONLY (45, 45)	7	0	7	0.00	0							
	52 - FLAT-FIRE SPRINKLERS (49, 49)	33	0	0	0.00	0							
	53 - OUTSIDE RES SEWER (50, 50)	86	0	1177.732	41,655.17	0							
	Water Total	1296	506	7631.732	89,469.82	0				20,022.60	3,138.14	7,490.90	
	electric-small commercial	378	0	792253.5	89,469.82	0				832.04	77.60		
12 - Commercial (4, 4)	33	0	19596	1,865.17	0								
16 - Operating Municipalt (8, 8)	2	0	0	24.86	0								
17 - Water Department (9, 9)	10	0	27115	3,025.62	0				685.28	107.40			
18 - Sewer Department (10, 10)	1	0	0		0			35.00					
70 - NSF Fee	1	0	0		0								
73 - Electric Power Plant	5	0	55580	0.00	0								
electric-small commercial Total	429	0	894544.5	94,385.47	0			35.00	21,539.92	3,323.14	7,490.90		

EOM Billing Statistics Report

Rate Summary - All Routes

Service	Rate# - Description	Total	
Electric	2 - Electric - Flat Charge	412.68	
	9 - Residential (1, 1)	116,396.42	
	10 - Water Heating (2, 2)	148.17	
	11 - All Electric (3, 3)	28,134.88	
	13 - Demand - Class 3 (5, 5)	35,756.24	
	14 - Village St. Lighting (6, 6)	4,939.55	
	15 - Town St Lighting (7, 7)	190.52	
	19 - Traffic Lights (11, 11)	137.97	
	20 - Contract St Lighting (12, 12)	0.00	
	21 - Sterling Harbor (13, 13)	257.43	
	Electric Total	186,373.86	
	Sewer	3 - Sewer -INSIDE Flat Charge	1,739.10
		23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)	56,035.60
		25 - Sewer - IN VILL 1" W/SEWER (15, 15)	4,351.54
		27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16)	4,677.30
		29 - Sewer - IN VILL 2" W/SEWER (17, 17)	5,324.50
		31 - Sewer - IN VILL 3" W/SEWER (18, 18)	42.00
		33 - Sewer - IN VILL 4" W/SEWER (19, 19)	5,663.70
		54 - Sewer - OUTSIDE RES SEWER (50, 50)	21,444.39
		57 - SPLIT SEWER BILLING (52, 52)	0.00
		62 - O/S DRIFTWOOD COVE 52	3,276.00
63 - O/S DRIFTWOOD COVE 49		3,087.00	
64 - O/S PECONIC LANDING 301		31,791.00	
65 - O/S CLIFFSIDE CONDOS-SEWER		4,410.00	
69 - Sewer NSF		35.00	
Sewer Total		141,877.13	
Water		5 - Water - Flat Charge	936.05
		22 - RES VILL 3/4" W/SEWER (14, 14)	27,030.00
		24 - RES VILL 1" W/SEWER (15, 15)	1,912.34
		26 - COMM VILL 1 1/2" W/SEWER (16, 16)	1,777.92
	28 - COMM VILL 2" W/SEWER (17, 17)	2,290.82	
	30 - COMM VILL 3" W/SEWER (18, 18)	44.46	
	32 - COMM VILL 4" W/SEWER (19, 19)	1,953.65	
	46 - COMM VILLAGE 1 1/2" (42, 42)	44.46	
	47 - COMM VILLAGE 2" (43, 43)	741.29	
	48 - RES VILLAGE 3/4" (44, 44)	4,924.18	
	49 - RES VILLAGE SEWER ONLY (45, 45)	0.00	
	52 - FLAT-FIRE SPRINKLERS (49, 49)	0.00	
	53 - OUTSIDE RES SEWER (50, 50)	0.00	
Water Total	41,655.17		
electric-small commercial	12 - Commercial (4, 4)	120,121.46	
	16 - Operating Municipal (8, 8)	2,774.81	
	17 - Water Department (9, 9)	24.86	
	18 - Sewer Department (10, 10)	3,818.30	
	70 - NSF Fee	35.00	
	73 - Electric Power Plant	0.00	
	electric-small commercial Total	126,774.43	

Rate Summary - All Routes

<u>Service</u>	<u>Rate# - Description</u>	<u>Total</u>
Grand Total		496,680.59

Report Setup Information:

Report Design EOM Billing Statistics Report

<u>Output Type</u>	<u>Graphics</u>	<u>Start Route</u>	<u>End Route</u>	<u>Start Date</u>	<u>End Date</u>
		51	56	10/7/2023	11/7/2023
		57	63	10/13/2023	11/15/2023
		64	72	10/21/2023	11/22/2023
		73	79	11/1/2023	12/2/2023
		82	82	11/1/2023	12/2/2023
		80	80	11/1/2023	12/2/2023
		81	81	11/1/2023	12/2/2023

VILLAGE OF GREENPORT

Payment as of 12/11/2023

	Count	Payment Amt
BID	110	51,420.24
SEWER	22	13,985.31
VILLT	1,039	1,300,459.87
WATER	24	6,396.39
Total PRINCIPAL		1,372,261.81
PEN	56	4,083.30
Total PENALTY		4,083.30
Total		1,376,345.11

Grand Totals



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**VILLAGE
ADMINISTRATOR**
PAUL J. PALLAS, P.E.
EXT 219

VILLAGE CLERK
CANDACE HALL
EXT 214

Submitted: December 15, 2023
Meeting: December 21, 2023 6:00 PM
Work Session Meeting
To: Mayor Kevin Stuessi
Board of Trustees
Prepared By: Candace Hall, *Village Clerk*
From: Candace Hall, *Village Clerk*
Department: Village Clerk Department

Village Clerk December 2023 Work Session Report

Resolutions:

- RESOLUTION ratifying the approval of the Film Permit Application submitted by Feirstein Graduate School Student, Anna Russell; filming location Front Street in front of Alpina and Burton's Book Store.
- RESOLUTION scheduling a public hearing for 6:00 pm on Thursday, January 25, 2024 at the Third Street Fire Station, Third and South Streets, Greenport, New York, 11944 regarding the Wetlands Permit Application submitted by En-Consultants on behalf of Diana Burton.
- RESOLUTION ratifying the hiring of Diamond Rene Boisseau as a part-time Carousel Employee at an hourly rate of \$15.00 per hour, effective November 22, 2023.
- RESOLUTION ratifying the hiring of Charles Carden Roth as a part-time Carousel Employee at an hourly rate of \$15.00 per hour, effective December 23, 2023.

Public Assembly Permit Applications Received:

- An application was received from Northeast Stage for the Annual Shakespeare the Park (Othello) to be held in Mitchell Park on July 26, 27, and 28, 2024. Northeast Stage has requested that The Village of Greenport waive the \$250 permit fee and \$500 security deposit.

Attachments:

1. Public Assembly Permit Application - Northeast Stage
2. Village of Greenport Film Permit Application - Anna Russel
3. NY State Archives Report - October 2023

Contracts Signed:

1. Invoice Cloud
 - a. AMEX Contract
 - b. Chase Bank Contract
 - c. Debit Credit Authorization
2. Road End Drainage Project

Announcements:

1. Village Hall will be closed on Monday December 25th, 2023 in observance of Christmas and Monday January 1st, 2024 in observance of New Year's Day.
2. The Clerk's Office hosted a student intern from Peconic Community School for an 8-week session which ended on Friday, December 8th. The student spent his time researching Village finances - where the money comes from and how it is spent. The student was required to present his findings to his peers at a reception on December 19th.
3. The Village of Greenport website now features an intake form for the scheduling and booking at McCann Campground.
4. The Clerk's Office continues to work through the organizing and purging of Village records housed at Village Hall and have begun preparing for the submission of the 2024 LGRMIF (Local Government Records Management Improvement Fund) grant application with guidance from Maria McCashion of the NY State Archives.
5. Thursday, January 11, 2024, at 6:30pm is the next Vision for Greenport meeting.

Attachments:

Meeting Village of Greenport_NYS Archives_20231004 (PDF)



Maria McCashion, Records Advisor, Local Government Advisory Services
9B38 Cultural Education Center, Albany, NY 12230
Tel. 518/486-4823
E-mail: maria.mccashion@nysed.gov

October 4, 2023

Meeting with Village of Greenport

Present: Candace Hall, Village Clerk, Jeanmarie Oddon, Deputy Clerk/Registrar, Mary Bess Phillips, Deputy Mayor, Mayor Struessi, Paul J. Pallas, P.E./Village Administrator, Asha Gallacher, Section 8 Housing, Alex Bolanos, Code Enforcement.

Purpose of the meeting was to:

- Meet with the Greenport's new Village Clerk/Records Management Officer (RMO) and other Village staff using record.
- Assess issues with the Village's current records management program.
- Make recommendations to address the issues with and without Local Government Records Management Improvement Funds (LGRMIF).
- LGRMIF background:
 - Village of Greenport received one Inventory and Planning grant in 1995-1996 for \$14,163.
 - The Village participated in three shared services projects with the Town of Southold for a 2010-11 GIS assessment; 2013-2014 GIS records related scanning and ArcGIS system implementation; 2014-2015 scanning of village records and ECMS implementation between. The results of the GIS project were not discussed. The ECMS system was never implemented at the Village due to poor technical infrastructure. The scanned records are stored on a server in the Clerk's Office.
 - Note: This background does not need to be addressed in a new application.
- **Village records identified at this meeting - approximately 2,150 cubic feet of active and inactive records.** Most are located at Village Hall, but additional offsite records storage locations may be identified.
- **Records locations at Village Hall:**
 1. Clerk's Office – 150 cubic feet of active and inactive paper records mostly in standard 4-drawer filing cabinets, boxes, binders, and loose.
 2. Mayor's office (and nearby hallway) – 100 cubic feet of active and inactive records in standard lateral filing cabinets, in binders, loose, and in boxes.
 - a. Village permanent minute books are housed in a wooden shelving unit in the Mayor's office.
 - b. Village vital records books are housed in a standard lateral filing cabinet.
 - i. Neither location is secure nor protected.
 3. Building/Planning/Zoning/Code Enforcement office – 100 cubic feet of active and inactive files and oversize plans in standard filing cabinets, boxes, and loose on top of cabinets.
 4. Section 8 Housing office – 200 cubic feet of active and inactive files mostly in standard lateral filing cabinets, and in binders, boxes, and loose.
 5. Basement – 1500 cubic feet of inactive and obsolete records.
 - a. Close to fifty percent of these records may be obsolete.
 - b. About 60% of the basement records are in boxes on shelves, 30% in boxes on the floor, and the rest are loose.

- c. Basement also holds over a hundred cubic feet of records of the Village Police Department which dissolved in the 1990s.
 - i. After obsolete PD records are disposed, the Village should consider transferring any records with a current law enforcement function to the custody of the Town of Southold.
 - ii. The Village could retain PD records any long-term or permanent with no current law enforcement function or transfer all remaining PD records.
 - iii. The village and town should develop a legal agreement or documentation on the chosen arrangement.
- **Offsite records** – 100 cubic feet at the Power Plant (400 Moores Ln N Southold, Town of NY 11944). Records here are mostly in standard filing cabinets, some are in boxes on top of cabinets and loose.
- **Electronic records** – Unknown quantity which includes some records scanned for a previous LGRMIF project. The quality of the scanned images was in question.

Records and Records Management issues identified.

Current basement conditions versus best practices.



- The Village is heavily reliant on paper record processes.
 - Paper records must be managed, especially when stored in an older Village Hall (1928) with small offices. Paper records stored in an older building basement (without environmental controls) requires:
 - an organized filing system,

- known records locations (particularly those records that are permanent or essential for business),
 - regularly monitoring, and
 - a disaster plan for records.
 - Regular purging of unneeded records (one reason the Retention and Disposition Schedule for New York Local Government Records (LGS-1) was created) is critical for maintaining a cost effective, organized, and efficient inactive records filing system.
 - Inactive records must be cycled out of offices to maintain orderly and efficient workspaces and filing operations that focus on current business needs and reduce the need to use expensive office space to store excessive amounts of filing cabinets, boxes, and piles of loose records.
- **The Village does not have a program to manage its active and inactive records.**
 - Key tools needed to manage records have not been created, specifically:
 - an inventory,
 - a needs assessment,
 - a records management plan.
 - There are no procedures to:
 - Schedule the transfer of inactive records from offices to basement storage.
 - Regularly dispose of obsolete records in storage.
 - Purchase appropriate storage cartons and require their use.
 - Copier paper boxes and single ply boxes are not acceptable for storage in an older basement without climate controls.
 - Prepare and require the use of consistent labels on boxes to support the management of the records they contain.
 - Identify and monitor needs for permanent records stored in the basement.
 - Use data collected on Village records to make recommendations for:
 - Storage improvements to ensure information in permanent records is not lost to any kind of disaster or deterioration.
 - Certain records series to be reformatted and/or created in a new format for preservation purposes or to improve their access, use, informational value, or business function.
 - Space saving and fire-rated storage in office spaces.
 - Software systems that include retention and disposition to manage heavily used record series.
- **The Village does not have dedicated resources (key staff authorization, time, funds) to support the procedures described above.**
 - This may be due to staff shortages, staff turnover, a lack of resources, or simply a key business function overlooked until its absence created an overwhelming problem.
- **The results of no records management plan in place include:**
 - Staff creating their own filing systems for inactive records which result in extra steps need to review stored records to determine what the records are and if they can be destroyed or must be kept.
 - Staff storing inactive records in their offices until lack of space forces them to box records for the basement without using uniform boxes or label information.
 - Basement shelving (of which there is likely enough to support well-managed records) is at capacity and staff are stacking records on the floor and at heights which have or threaten to topple.

- Access to records on shelves is blocked by records on the floor. Staff must wade through piles of boxes to find records.
- Access to the basement through a hallway has been narrowed by dozens of boxes stacked eight high and leaning or toppled.
- **The current situation seriously impacts staff because the conditions are a healthy and safety risk**, the risk of staff tripping over a box or a having a box fall on them is high. If a staff member is injured in the basement, there is also no way to call for help.
 - It is also a drain on staff time to attempt to store or access inactive records.
 - It is a drain on morale due to the overwhelming number of records needing to be addressed.
 - It has created a huge problem that will take time to address.
- **Inactive records are not regularly moved from offices to inactive storage**, as a result, expensive office space is needlessly being consumed by filing cabinets, boxes of records, and piles of loose records.
- **Permanent minutes of the Village governing board are stored in wooden cabinets with no security or protection and without backup.**
- **The Village is out of compliance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1).**
- FOIL requests were not discussed, but current conditions may make it difficult to impossible to fulfill certain requests.
 - It could be difficult to show evidence that records are being managed appropriately to deny a request, and even though many records in the basement are obsolete, if they exist, they must be produced if requested.
- **Addressing these issues is a high priority for the Village because:**
 - Staff do not have the basic tools necessary to manage records, specifically, an inventory, needs assessment, plan, policy, and procedures. The current backlog needing to be addressed will take staff years to fix on their own. New and old staff are motivated, but understaffed and the project directors, the Villages new RMO and Deputy Clerk would need time for training to learn to develop these tools before they could get started.
 - There are unnecessary labor costs associated with accessing the records in their current state, while these are difficult to calculate, it is clear current conditions are not sustainable, prevent staff from using records effectively, and impact customer service.
 - There are also health and safety risks and potential legal risks associated with FOIL requests or other unanticipated litigation.
 - Permanent and long-term records are unidentified, unorganized, and at risk of becoming unreadable due to damage or deterioration, or loss due to no backup.
 - In the event of a disaster such as fire, flood, or burst pipe, should records be damage to the point of being unreadable, there would be no way to know what was lost. This would be a great disservice to the public if their information was lost, it would reflect poorly on staff, and could be damaging to staff, if key records like payroll, retirement, and other benefits were lost, and the long-term to the history of the community if property, infrastructure, or other essential and foundational documents were destroyed.

Recommendations:

- All issues identified could be addressed with or without LGRMIF funds. Village staff is motivated and capable of making changes. However, due to staff constraints and the tremendous backlog of records needing to be addressed, the recommendation is to get ahead of the current issues with LGRMIF funds and then allow Village staff under the authorized direction of the Village Clerk and Deputy to maintain the new program.

- Subsequent grant funds can be used to address issues identified in a needs assessment created as part of the project.

Local Government Records Management Improvement Funds (LGRMIF) Grants

The Village should apply under the **Inactive Records category** for an Inventory and Planning project. This project must include a records inventory, needs assessment and records management plan.

The focus of the project should be to use grant funds to:

- Hire a Records Management Consultant to organize and improve access to active and inactive records by:
 - Inventorying all records (active and inactive)
 - Identifying and consolidating all inactive records (including removing inactive records from office areas),
 - Integrating records into an inactive storage area,
 - Purging obsolete records,
 - Developing retrieval methods,
 - Formulating policies for managing inactive records,
 - Creating a needs assessment and records management plan,
 - Train staff.
- Considering the number of records needing to be addressed, most of the funds will likely be needed for the above activities. Remaining funds can be used for any of the following supplies and activities:
 - Purchasing supplies such as approved records storage cartons, labels, label holders.
 - Hiring additional staff to assist on the project.
 - Note: Existing staff must work outside their normal hours or if a government proposes to pay existing staff with grant funds, it should submit a letter, signed by its chief authorizing official, explaining how it proposes to replace that employee in his or her regular job duties. Submit the signed original, by the stated postmark date, and attached a copy of the letter to the application in the eGrants system.
 - Improving an inactive records storage facility with minor renovations and improvements to an existing space to improve the storage environment following State Archives standards for security, fire protection, and environmental conditions (HVAC, dehumidification).
 - Purchasing and installing intruder alarm systems, fire-detection systems, fire-suppression systems, water detectors, environmental monitoring equipment, and stationary or mobile shelving for inactive records storage facilities.
 - Purchasing acid free boxes and folders for archival records.
 - Active records storage equipment can also be purchased, such as space saving or fire-rated locking cabinetry for records stored in offices.
 - If there are funds available, under the direction of the Records Management Consultant (for need and selection) the Village should consider:
 - fire-rated filing cabinets for permanent or essential records stored in offices, like the minutes or vital records.
 - Space saving office equipment.
 - A subsequent grant could be used for both (based on recommendations in a needs assessment) and could include improvements or changes to filing systems of records stored in offices.

- Individual projects can request up to 75,000.
- Shared Services can request up to 150,000.

This is the LGRMIF webpage, <http://www.archives.nysed.gov/grants/lgrmif-grants>. New applications anticipated the end of the year 2023, with a possible March deadline.

(the most current applications guidelines are here (2024-2025's will be similar):

https://www.archives.nysed.gov/sites/archives/files/lgrmif_2023-2024_rfp.pdf

State Archives publications

Best practice standards for inventory and planning and inactive records storage. Projects must follow these guidelines. Local governments should follow them with or without grant funds:

Inventory and Planning (inventory template and instructions):

http://www.archives.nysed.gov/common/archives/files/mr_pub76.pdf

Inventory form (used as is or the same fields used in a spreadsheet or database):

<https://www.archives.nysed.gov/sites/archives/files/records-inventory-data-worksheet.pdf>

Guidelines for Storage of Inactive Government Records (shelving, boxes, security, access, environment, fire protection and other standards):

http://www.archives.nysed.gov/common/archives/files/guidelines_storage_inactive_records.pdf

Administration of Inactive Records (creating procedures for inactive records management, including box labels and instructions):

https://www.archives.nysed.gov/sites/archives/files/administration_inactive_records.pdf

Retention and Disposition of Records (creating procedures for regular records destruction):

https://www.archives.nysed.gov/sites/archives/files/mr_pub41.pdf

Destruction Authorization form: <https://www.archives.nysed.gov/sites/archives/files/records-destruction-authorization.pdf>

LGRMIF Resources for budget items:

Approved records storage cartons. NYS Industries for the Disabled (NYSID) (preferred source) boxes or the equivalent. (<https://shop.nysid.org/corrugated-file-box-letter-legal-size.html>)

Shredding services - NYS Industries for the Disabled (NYSID) is preferred source for shredding services.

www.nysid.org (see services for contact information). Contact information is also in the grant application guidelines.

OSHA approved ladder or step stool. (A *Little Giant* step stool or 4 Step Rolling Safety Ladder might be useful for the records room). Uline is a one resource <https://www.uline.com/> Also for **5x7 press on vinyl envelopes**

https://www.uline.com/BL_802/Press-On-Vinyl-Envelopes?keywords=Press-On+Vinyl+Envelope&SearchKeyword=Press-On%20Vinyl%20Envelopes

List of records management consultants sent separately.

Contact the State Archives with questions about other purchases.

A records management program should:

- be supported by the governing board (including staff, time, and resources for records management activities – staff training, appropriate records storage equipment, annual records disposal, etc.),
- authorize the Records Management Officer to lead a program in which all staff participate,
- maintain an up-to-date inventory on what records exist, the official record copy (and its format), records locations (in all formats), and other details like those listed in the State Archives inventory worksheet <https://www.archives.nysed.gov/sites/archives/files/records-inventory-data-worksheet.pdf>
- enable access to records to ensure compliance with Freedom of Information Law requests, the Local Government Records Law, and any audit or legal needs,
- include procedures for regular purging of obsolete records,
- provide the best possible storage for permanent and essential records,
- secure confidential records and limit access to authorized staff,
- be as easy and consistent as possible, considering most staff are volunteers or part-time, and
- be a system that can be easily passed onto new staff.

Free assistance without grant funds:

- State Archives staff can:
 - work with staff to review, identify, organize, and dispose of stored obsolete records,
 - provide tools such as in inventory template, technical publications, online training, and resources (<http://www.archives.nysed.gov/records/records-management>),
 - provide in-person or online live records management training for staff,
 - provide continuous contact/support to address questions staff have about records and records management,
 - recommend grant projects and assist with application process, and
 - help records managers promote and maintain a program.

Staff should familiarize themselves with the law and regulations that pertain to local government records management:

Arts and Cultural Affairs Law, article 57-A (The Local Government Records Law) villages are required to:

- Support a program for managing records (section 57.19)
- Appoint a records management officer (village clerks are RMOs by law) (Section 57.19)
- Adopt and use a State Archives records retention schedule (LGS-1) to manage records (section 57.25)
- **The Regulations of the Commissioner of Education**, section 185, provide additional details to support this law, including 185.2 Duties of the RMO and 185.8 criteria for Retention and Preservation of Electronic Records.
- Full text of the law and regulations are on the State Archive website:
 - <https://www.archives.nysed.gov/records/laws-local-government-records-law-57a>
 - <https://www.archives.nysed.gov/records/laws-part185-8nycrr>

The Village Clerk/Records Management Officer and other staff are encouraged to keep in touch with the State Archives via the monthly records management newsletter and email Maria.McCashion@nysed.gov or recmgmt@nysed.gov with questions about records, training, or grants.