



236 THIRD STREET  
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**MAYOR**  
KEVIN STUESSI  
EXT 215

**TRUSTEES**  
MARY BESS PHILLIPS

PATRICK BRENNAN

LILY DOUGHERTY-  
JOHNSON

JULIA ROBINS

**TREASURER**  
ADAM BRAUTIGAM  
EXT. 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

**Mayor and Board of Trustees  
Annual Organizational Meeting  
April 24, 2025 – 7:00pm  
Greenport Firehouse  
Third Street, Greenport, NY 11944**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**MAYOR'S ADDRESS TO THE PUBLIC**

**MEETING MOTIONS AND APPOINTMENTS**

- Appointment of Officers and Officials
- Authorization for officers and employees to attend conferences and seminars
- Appointment of committee members
- Determining cost of bonding Village officers to be a Village expense
- Authorizing and setting rate of mileage reimbursement for Village officers and employees
- Authorizing payment of certain claims prior to audit
- Adoption of Village Policies – Fiscal and General
- Adopting Roberts Rules of Order as the official procedure of the Board of Trustees
- Approval of Village Board Meeting Schedule

**DESIGNATIONS**

- Official Village bank
- Depositories
- Newspapers
- Radio stations

**MOMENT OF SILENCE FOR DEPARTED VILLAGE RESIDENTS**

- 1. Motion to accept the agenda as printed.**
- 2. Motion to appoint Mayor Kevin Stuessi to the following, for a term of one (1) year to expire April 6, 2026:**
  - Emergency Management Officer
  - Liaison to the (BID) Business Improvement District
  - Audit Committee (Deputy Mayor in his absence)
- 3. Motion to appoint Trustee Patrick Brennan as Deputy Mayor of the Village of Greenport for a term of one (1) year to expire April 6, 2026.**
- 4. Motion to appoint Trustee Mary Bess Phillips to the following, for a term of one (1) year to expire April 6, 2026:**
  - Representative Committee Person Southold Town Transportation Commission
- 5. Motion to appoint Trustee Patrick Brennan to the following, for a term of one (1) year to expire April 6, 2026.**
  - Chair of LWRP Committee
  - Chair LWRP Sub-Committee of Harbor Management
  - Liaison for Mini Railroad
  - Audit Committee
  - Greenport Fire Department Liasion
- 6. Motion to appoint Trustee Julia Robins to the following, for a term of one (1) year to expire April 6, 2026.**
  - Liaison Carousel Committee
  - Chair of LWRP Sub-Committee for Pedestrian, Bicycle, Parking, Wayfinding

- 7. Motion to appoint Trustee Lily Dougherty-Johnson to the following, for a term of one (1) year to expire April 6, 2026:**

Chair of LWRP Sub Committee for Communications  
Liaison Tree Committee  
Dances in the Park Committee  
Liaison to Arts Committee

- 8. Motion to appoint Candace Hall as Village Clerk for the term of two (2) years to expire April 5, 2027.**

- 9. Motion to appoint Village Clerk, Candace Hall to the following, for a term of one (1) year to expire April 6, 2026:**

Records Access Officer  
Deputy Village Registrar (Vital Records)  
Dances in the Park Committee Member

- 10. Motion to appoint Jeanmarie Oddon as Deputy Village Clerk for the term of one (1) year to expire April 6, 2026.**

- 11. Motion to appoint Jeanmarie Oddon to the following, for the term of one (1) year to expire April 6, 2026:**

Village Registrar (Vital Records)  
Deputy Records Access Officer

- 12. Motion to appoint Adam Brautigam as Village Treasurer for the term of two (2) years to expire April 5, 2027.**

- 13. Motion to appoint Adam Brautigam to the following, for the term of one (1) year to expire April 6, 2026:**

Audit Committee

- 14. Motion to appoint Jake Campo as Deputy Village Treasurer, for the term of one (1) year to expire April 6, 2026.**

**15. Motion to appoint Jared A. Kasschau and Brian S. Stolar of Harris Beach PLLC to the following for term of one (1) year to expire April 6, 2026:**

Village Attorneys as legal counsel and special counsel  
Records Access Appeal Officers  
Prosecutors  
Special Counsel to the following:  
Village of Greenport Planning Board  
Village of Greenport Zoning Board of Appeals  
Village of Greenport Historic Preservation Commission

**16. Motion to appoint Richard Zuckerman and Alyssa Zuckerman of Keane & Beane, PC as Village Labor Counsel for a term of one (1) year to expire April 6, 2026.**

**17. Motion to designate Norton, Rose, Fulbright US, LLP as the Village of Greenport Village Bond Counsel for a term of one (1) year to expire April 6, 2026.**

**18. Motion to appoint the following to the Village of Greenport Business Improvement District for a term of one (1) year to expire April 6, 2026:**

Ryan Farrell  
Mario Corrado

**19. Motion to appoint the following to the Village of Greenport Carousel Committee for a term of one (1) year to expire April 6, 2026:**

David Abatelli, Chairperson  
Arlene Klein  
Theresa Pringle  
Robert Wissman  
Christine Kelly  
Valerie Shelby

- 20. Motion to appoint the following to the Village of Greenport Conservation Advisory Council for a term of one (1) year to expire April 6, 2026:**

Gregg J. Rivara  
Paul Kreiling

- 21. Motion to appoint the following to the Village of Greenport Historians for a term to expire Tuesday April 6, 2026:**

Gary Charters  
Marilyn Corwin  
Carlos DeJesus

- 22. Motion to re-appoint Janice Claudio, as a Member of the Village of Greenport Historic Preservation Commission for the balance of an unexpired term to expire April 4, 2028.**

- 23. Motion to re-appoint Janice Claudio as Chairperson of the Village of Greenport Historic Preservation Commission, for a term of one (1) year to expire April 6, 2026.**

- 24. Motion to re-appoint Roselle Borrelli, as a Member of the Village of Greenport Historic Preservation Commission for a term to expire April 2, 2029.**

- 25. Motion to re-appoint Dennis McMahon, as a Member of the Village of Greenport Historic Preservation Commission for a term to expire April 2, 2029.**

- 26. Motion to appoint Lisa Gillooly, as a Member of the Village of Greenport Historic Preservation Commission for a term to expire April 2, 2029.**

**27. Motion to re-appoint Frances Walton, as a Member of the Village of Greenport Historic Preservation Commission for a term to expire April 4, 2028.**

**28. Motion to re-appoint the following as Members of the Village of Greenport Housing Authority for a term of one (1) year to expire April 6, 2026.**

Tina Finne  
Marilyn Corwin  
Christopher North  
Inga Van Eysden  
Valerie Shelby

**29. Motion to re-appoint Tina Finne as Chairperson of the Village of Greenport Housing Authority for a term of one (1) year to expire April 6, 2026.**

**30. Motion to re-appoint Patricia Hammes as Chairperson to the Village of Greenport Planning Board for a term of one (1) year to expire April 6, 2026.**

**31. Motion to re-appoint Daniel Creedon as Member to the Village of Greenport Planning Board for a term to expire April 1, 2030.**

**32. Motion to re-appoint Shawn Buchanan as Member to the Village of Greenport Planning Board for a term to expire April 2, 2029.**

**33. Motion to appoint the following to the Village of Greenport Tree Committee for a term of one (1) year to expire April 6, 2026:**

Jane Ratsey Williams, as Co-Chairperson  
Polly Dixon, as Co-Chairperson  
John Quinlan  
Jack Weiskott  
Carol Edwards  
Eileen Kapell

**34. Motion to appoint Diana Gordon, as Chairperson of the Village of Greenport Affordable & Workforce Housing Committee for a term of one (1) year to expire April 6, 2026.**

**35. Motion to appoint the following to the Village of Greenport Dances in the Park Committee for a term of one (1) year to expire April 6, 2026:**

Mary Vines  
Andrea Malinowski

**36. Motion to appoint the following to the Village of Greenport Mini Railroad Committee for a term of one (1) year to expire April 6, 2026:**

Chairperson, Richard Israel  
Wayne Robinson  
Gregory Nissen

**37. Motion to appoint Patricia Hammes as Chairperson to the Village of Greenport LWRP Sub-Committee for Code for a term of one (1) year to expire April 6, 2026.**

- 38. Motion to appoint the following to the Village of Greenport LWRP Sub Committee for Communications for a term of one (1) year to expire April 6, 2026:**

Elizabeth Talerman  
Lisa Giloolly

- 39. Motion to re-appoint John Saladino as Chairperson of the Village of Greenport Zoning Board of Appeals for a term of one (1) year to expire April 7, 2026.**

- 40. Motion to re-appoint Seth Kaufman as Member of the Village of Greenport Zoning Board of Appeals for a term of one (1) year to expire April 1, 2030.**

- 41. Motion to authorize Officers and employees to attend conferences and seminars after prior approval, and in accordance with regulations of New York State Comptroller's Office.**

- 42. Motion to authorize Village Treasurer Adam Brautigam, to cast one (1) vote on each transaction brought before the New York Association of Public Power.**

- 43. Motion to authorize Village Treasurer Adam Brautigam to cast one (1) vote on each transaction brought before the American Public Power Association.**

- 44. Motion to name the official depositories for the Village of Greenport as follows:**

Dime  
M&T Bank  
NYCLASS

**45. Motion to designate the following as the official radio stations for the Village of Greenport:**

WBAZ  
WLNG  
WPKN  
WPPB

**46. Motion to designate the following official newspapers for legal notices:**

The Suffolk Times  
Newsday (in the Alternative)

**47. Motion that the bonding of the Village of Greenport Officers be considered a Village expense.**

**48. Motion to reimburse the mileage expense based on the then current IRS rate (presently at .70 cents per mile) as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village of Greenport.**

**49. Motion to authorize the payment of certain claims prior to audit.**

**50. Motion to ratify the continued adherence to the following fiscal policies:**

Village of Greenport Procurement Policy  
Village of Greenport Fund Balance Policy  
Village of Greenport Debt Reserve Policy  
Village of Greenport Investment Policy  
Village of Greenport Utilities Payment Policy  
Village of Greenport Healthcare Coverage for Elected Officials  
Village of Greenport Healthcare Coverage for Retirees  
Village of Greenport Carousel Card Policy  
Village of Greenport Credit Card Policy

**51. Motion to ratify the continued adherence to the following General policies:**

Village of Greenport Written Comment Policy

**52. Motion to adopt Roberts Rules of Order and any/all pertinent rules as adopted by the Village of Greenport Mayor and Board of Trustees as the official rules and procedures for Village Mayor and Board of Trustees meetings.**

**53. Motion to waive the requirement of posting an undertaking by the Mayor or Trustees.**

**54. Motion to schedule the Village of Greenport Board of Trustees meetings as follows, to be held at the Third Street Firehouse.**

Work Session: The third Thursday of each month, commencing at 6p.m.

Regular Session: The fourth Thursday of each month, commencing at 6p.m.; with the following change:

Wednesday, June 18, 2025, in observance of Juneteenth

Tuesday, November 25, 2025, in observance of Thanksgiving Day.

Tuesday, December 23, 2025, in observance of Christmas Day.

**55. Motion to set the date of 2026 Organizational Meeting, to be held on Thursday, the 23rd of April, 2026 at 6:00 p.m.**



## **VILLAGE OFFICIAL HEALTHCARE POLICY**

**WHEREAS**, the Board of Trustees is authorized to establish policies with respect to healthcare coverage for elected officials ("Officials"), and

**WHEREAS**, the Village has a long-standing policy providing for Officials to opt in to participate in the Village healthcare coverage plan provided through New York State Health Insurance Program (NYSHIP), and

**WHEREAS**, upon opting in to the Village's health insurance coverage, the Village pays for the cost of individual coverage (premiums) in full and a participating official must pay for the cost of family or dependent coverage to the extent the cost for such family or dependent coverage exceeds the cost of individual coverage,

**NOW, THEREFORE, it is hereby**

**RESOLVED**, that the policy providing for the Village's payment of individual coverage for Officials and that Officials must pay for the cost of family or dependent coverage to the extent the cost for such family or dependent coverage exceeds the cost of individual coverage premiums is hereby confirmed, and be it further

**RESOLVED**, that such premium payments to be paid by an Official shall be paid to the Village no later than the first of each month when such payment is due for that month, and be it further

**RESOLVED**, that upon failure to make timely payment of any premium due, the Village Treasurer may provide notice to the Official that the failure to remit such payment by the last non-holiday weekday of the month shall result in the cancellation of coverage, and be it further

**RESOLVED**, that if an Official fails to remit payment of any amount due on account of costs owed by the Official by the last non-holiday weekday of the month in which such notice has been provided and/or in which such premium payment is due, that Official's family or dependent's coverage in NYSHIP is cancelled at the end of that month with no additional notice of cancellation required and be it further

**RESOLVED**, cancellation of coverage is not a federal continuation of benefits (COBRA) qualifying event.

**RESOLUTION # 03-2025-32**



## **VILLAGE RETIREE HEALTHCARE PREMIUM PAYMENT POLICY**

**WHEREAS**, the Board of Trustees is authorized to establish policies with respect to healthcare coverage for retirees who are enrolled in the Village's healthcare plan provided through New York State Health Insurance Program (NYSHIP), and

**WHEREAS**, the Village has a long standing policy providing for retirees to continue to participate in the Village NYSHIP healthcare coverage plan, and

**WHEREAS**, retirees participating in the NYSHIP coverage plan pay to the Village for healthcare premiums, in accordance with a sliding scale dependent on length of service as follows:

Minimum 10 years' service: 50% for individual and 65% for family/dependent coverage,

Minimum 15 years' service: 40% for individual and 55% for family/dependent coverage, and

Minimum 20 years' service: 30% for individual and 45% for family/dependent coverage, and

**WHEREAS**, such payments are due to the Village by the 15<sup>th</sup> of the month for payment for coverage for the following month,

**NOW, THEREFORE, it is hereby**

**RESOLVED**, that the Board reconfirms the aforesaid policy with respect to premium payment responsibility for retirees, and for the timing of retiree's payment to the Village on account of premiums, and be it further

**RESOLVED**, that upon a retiree's failure to make timely payment of any premium due, the Village Treasurer may provide notice to the retiree that the failure to remit such payment by the last non-holiday weekday of the month shall result in the cancellation of coverage, and be it further

**RESOLVED**, that if a retiree fails to remit payment by the last non-holiday weekday of the month in which such premium payment is due, that retiree's coverage in NYSHIP is cancelled at the end of that month with no additional notice of cancellation required.

**RESOLUTION # 03-2025-31**



# **DEBT MANAGEMENT POLICY**

## **Introduction**

The following policy is enacted in an effort to standardize and rationalize the issuance and management of debt by the Village of Greenport, New York (the "Village"). The primary objective is to establish conditions for the use of debt and to create procedures that minimize the Village's debt service and issuance costs, retain the highest practical credit rating, and maintain full and complete financial disclosure and reporting. The policies apply to all general obligation debt issued by the Village, debt guaranteed by the Village, and any other forms of obligation of indebtedness.

Regular, updated debt policies can be an important tool to insure the use of the Village's resources to meet its commitments to provide needed services to the citizens of the Village and to maintain sound financial management practices. These policies are therefore guidelines for general use, and allow for exceptions in extraordinary conditions.

The Village Board has adopted these policies by resolution. As one function of these policies is to stimulate discussion and broader appreciation of debt issues, these policies will serve as a guideline. Under the recommendation of the Village's Financial Advisor, the Village will evaluate its experience under these policies, and will make changes if needed. The Debt Management Policies of the Village can be adjusted at any time by resolution of the Village Board.

## **Creditworthiness Objectives**

**Section 1. Credit Rating:** The Village seeks to maintain the highest possible credit ratings for all categories of short-and long-term General Obligation debt that can be achieved without compromising delivery of basic Village services and achievement of adopted Village policy objectives.

The Village recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. The Village Board remains committed to ensuring the actions within their control are prudent and beneficial to its citizens.

**Section 2. Financial Disclosure:** The Village is committed to full and complete financial disclosure and to cooperating fully with rating agencies, institutional and individual investors, Village departments and agencies, other levels of government, and the general public to share clear, comprehensible and accurate financial information.

The Village is committed to meeting secondary disclosure requirements on a timely and comprehensive basis.

**Section 3. Capital Planning:** To enhance creditworthiness and prudent financial management, the Village is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning. Evidence of this commitment to systematic capital planning will be demonstrated through adoption of a five-year Comprehensive Capital Budget.

### **Purposes and Uses of Debt**

**Section 4. Debt Limits:** The Village will keep outstanding debt within the limits prescribed by State statute and at levels consistent with its creditworthiness objectives.

**Section 5. Capital Financing:** The Village normally will rely on internally generated funds and/or grants and contributions from other governments to finance its capital needs. Debt will be issued for a capital project only when other funding is not available or sufficient.

**Section 6. Asset Life:** Village debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed, as recommended by its Bond Counsel and Financial Advisor.

### **Debt Standards and Structure**

**Section 7. Length of Debt:** Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries of users.

**Section 8. Debt Structure:** Debt will be structured to achieve the lowest possible net cost to the Village given market conditions, the urgency of the capital project, and the nature and type of security provided. Moreover, to the extent possible, the Village will design the repayment of its overall debt so as to recapture rapidly its credit for future use.

**Section 9. BANs:** Use of short-term borrowing, such as bond anticipation notes (BANs) will be undertaken only if the transaction costs plus interest of the debt are less than the cost of internal financing, or available cash is insufficient to meet working capital requirements.

**Section 10 Competitive Sale:** In general, Village debt will be issued through a competitive bidding process. The Village shall retain the services of a Financial Advisor to administer the competitive bidding process.

**Section 11. Bond Counsel:** The Village will retain external bond counsel for all debt issues. All debt issued by the Village will include a written opinion by bond counsel affirming that the Village is authorized to issue the debt, stating that the Village has met all state constitutional and statutory requirements necessary for issuance, and determining the debt's federal income tax status. Bond Counsel will be selected by the Board of Trustees and shall coordinate efforts with the Village Treasurer and the Village's Financial Advisor for the preparation of bond authorizations and the issuance of bonds, bond anticipation notes and other obligations of the Village.

**Section 12 Financial Advisor:** The Village will retain an independent Financial Advisor to be selected by the Board of Trustees. The utilization of the financial advisor for a particular bond or note sale will be at the discretion of the Village on a case by case basis and pursuant to the financial advisory services contract. The Financial Advisor will coordinate efforts with the Village Treasurer and the Village's Bond Counsel to achieve efficient and orderly issuance of bonds, bond anticipation notes and other obligations of the Village. The Financial Advisor will also act as the designated Dissemination Agent for the Village, responsible for the preparation and filing of the Annual Statement of Financial and Operating Information as required by Rule 15(c)2-12 of the U.S. Securities Exchange Commission.

**Section 13 Property Tax Supported Debt Service Thresholds:** In order to maintain appropriate budgetary controls and to prevent imposing excessive burden on taxpayers of the Village, it is the intention of the Board of Trustees to limit debt service expenditures supported by local real property taxes to no more than 15 % of aggregate budgetary appropriations in the Village General Fund in any given fiscal year of the Village.



# **INVESTMENT POLICY**

## **I. SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

## **II. OBJECTIVES**

The primary objectives of the Village of Greenport investment activities are, in priority order,

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity); and;
- To obtain a reasonable rate of return (yield).

## **III. DELEGATION OF AUTHORITY**

The Board of Trustees' responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

## **IV. PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the members of the Village government to govern effectively.

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

## **V. DIVERSIFICATION**

It is the policy of the Village of Greenport to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

## **VI. INTERNAL CONTROLS**

It is the policy of the Village of Greenport for all moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within 3 days of receipt.

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

## **VII. DESIGNATION OF DEPOSITORIES**

The banks and trust companies authorized for the deposit of moneys and associated maximum deposit levels are as follows:

<b>Depository</b>	<b>*maximum amount</b>
Dime Bank	
M&T Bank	
NYCLASS	

## **VIII. COLLATERALIZATION OF DEPOSITS**

In accordance with the provisions of General Municipal Law, §10, all deposits of the Village of Greenport, including certificates of deposits and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value”, or provided by General Municipal Law, §10, equal to the aggregate amount of deposits from the categories designated in Appendix A of this policy,
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the Village of Greenport for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

Type 1 collateral shall always be considered the preferred form of collateralization. Types 2 and 3 shall only be used when a depository bank or trust is unable to furnish adequate amounts of type 1 collateral.

## **IX. SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralization of deposits shall be held by a third-party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Greenport or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from

the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

## **X. PERMITTED INVESTMENTS**

As authorized by General Municipal Law, §11, the Board of Trustees authorizes the Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposits accounts;
- Certificates of deposit;
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to Local Finance Law §24.00 by any municipality, school district or district corporation other than the Village of Greenport.

All investment obligations shall be payable or redeemable at the option of the Village of Greenport within such times as the proceeds will be needed to meet expenditures for purposes for which the money was provided.

## **XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Village of Greenport shall maintain a list of financial institutions and dealers with which it is authorized to place investments. All financial institutions with which the Village of Greenport conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Greenport. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for the evaluation of the financial position and maintaining a listing of

proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

## **XII. PURCHASE OF INVESTMENTS**

The Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner;
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5-G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46 and the specific program has been authorized by the Board of Trustees.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Village of Greenport, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization by the Treasurer. All such transactions shall be confirmed in writing to the Village of Greenport by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Village of Greenport, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Village of Greenport a perfected interest on the securities.

## **XIII. REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

- Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

#### Appendix A.

#### Schedule of Eligible Securities - Village Funds

The following is a complete list of eligible securities for collateralization of investments of the Village of Greenport:

- Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- Obligations issued or fully insured or guaranteed as to the payment of principal and interest, by the State of New York.
- Obligations of counties, cities, towns or villages of New York State.

#### Schedule of Eligible Securities - LOSAP Funds

- Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Zero coupon obligations of the United States government marketed as "Treasury Strips".
- Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- Commercial paper rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged



## **FUND BALANCE POLICY**

In recognition of sound fiscal policy and in order to maintain and possibly enhance the current credit rating of the Village of Greenport, Suffolk County, New York (the "Village"), the Board of Trustees of the Village will make all reasonable efforts to maintain an unreserved fund balance in its General Fund at the end of each fiscal year equal to no less than 15% of its operating budget. Such unreserved fund balance will be exclusive of any reserve funds maintained by the Village. The Board of Trustees believes that this is a reasonable amount of unreserved fund balance to achieve at the end of each fiscal year as unanticipated events during the course of a year can have negative effects on non-tax revenues or expenditures, or both.

If an emergency or a need were to occur that necessitated the appropriation of funds that would result in reducing the unreserved fund balance below 15%, a resolution of the Board of Trustees would be adopted to approve such appropriation. Subsequent to such appropriation, the Village would immediately begin the process of reducing expenditures or raising revenues in order to restore the unreserved fund balance to 15%.

Unreserved fund balance above 15% may be appropriated for the following purposes:

- To reduce the subsequent year's property taxes.
- For one-time capital expenditures.
- For emergencies caused by natural occurrences such as hurricanes or blizzards.

*This policy will remain in effect until amended or revoked by resolution from the Board of Trustees of the Village of Greenport.*



## **Electric Utility Policy**

**1. Purpose:** This policy outlines the procedures to be followed when customers fail to pay their electric bills within the required timeframe. The goal is to encourage timely payments and maintain fair service for all customers.

**2. Applicability:** This policy applies to all residential and commercial customers of the Village of Greenport's electric utility service.

### **3. Deposits:**

- **Residential Renters and Commercial Customers:** A deposit is required for residential renters and commercial customers: (the amount of the deposit will be twice the Average Highest Bill); upon termination of service the deposit including interest will be returned to the customer less any outstanding balance.

### **4. Billing and Delinquency Timeline:**

- **0 - 60 Days Past Due:**
  - If payment is not received by the due date, a late fee of 1.5% of the outstanding balance will be applied to the account per billing cycle.
- **90 Days Past Due:**
  - If payment is not received within 90 days, customers will be notified to provide an opportunity for payment before the shutoff occurs.
  - If payment is not received or a payment plan is not agreed upon within 15 days of the notice, the account will be subject to shut-off, and electric service will be disconnected.
  - Disconnection can be postponed if a resident has serious health problems and provides a certified letter by a licensed physician.

### **5. Payment Plan Options:**

- **Eligibility for Payment Plan:** A payment plan will only be offered to customers who are at risk of service shutoff due to non-payment.
- **Conditions:**
  - The remaining balance will be split into six equal monthly payments.
  - The customer must remain current on all future electric bills to continue the payment plan.
  - No payment plans will be granted to customers who are already on an existing payment plan.

## **6. Reconnection Process:**

- If service is disconnected due to non-payment, customers must pay the full outstanding balance, including a \$75 fee for residential customers or a \$150 fee for commercial customers, before service can be restored.



## **Village Credit Card Procedure & Policy**

### **PURPOSE:**

To establish a convenient, efficient and cost-effective method of paying for Constant Contact (which company requires that payment be made by credit card) and purchasing goods and services when vendors will not accept purchase orders and/or when cost savings may be achieved by purchasing goods or services online.

### **POLICY:**

The Village authorizes a credit card for the Village Treasurer to be used for purchases of goods and services online, payment to Constant Contact, and/or to pay Village expenses when attending conferences, workshops and/or courses when purchase orders are not accepted by the vendor.

### **PROCEDURE:**

The Village will obtain one credit card from the financial banking institute in which it has established its account.

One credit card will be issued for the Village Treasurer. A credit limit of \$2,000.00 shall be established. The credit card may be used for the purchase of goods, software, Village's website account and other items that require either prepayment through the Internet, or when purchasing via the internet will achieve cost savings for the Village.

The Village card also may be used for purchases that cannot be performed with vouchers and to pay for business meals, fuel and any other goods and services in connection with attendance at conferences, workshops and/or courses that cannot be obtained by purchase order. If the amount of the credit card purchase is less than \$250, no prior authorization for the credit purchase is required, but at least 2 oral quotations must be obtained prior to the purchase, and the purchase must be specially approved by the Village Treasurer and Mayor. All credit card purchases of \$250 or more, except for payments to Constant Contact, are subject to approval by the Board of Trustees.

Only the Treasurer shall have the authority to use the Village credit card for internet purchases. Employees and Board members may request the use of the Village card through the Village Treasurer. Employees and Board members may only use a Village credit card when attending conferences, workshops or courses for purchases and approved expenses in accordance with this policy.

### **GENERAL:**

Employees and Board members will be required to sign out the card when possession of the card is necessary to use for the purposes provided in this policy. Use of the Village credit cards will be blocked for cash advances. Each employee and board member using

a Village credit card shall be responsible for the security of his or her purchases. Each employee and Board member using a Village credit card shall return the card and provide itemized receipts for each purchase to the Village Treasurer at the first available instance after use of the card. All receipts must indicate the reason and nature of purchase. All receipts and expenditures shall be reconciled with the monthly statements and audited by the Village Board of Trustees. If the officer, employee or Board member using a Village credit card cannot produce a receipt, he or she shall be responsible for reimbursement to the Village.

No personal purchases may be made with the card. No expenditures for entertainment or non-Village business purposes shall be made. All purchases not expressly authorized in the budget must be approved by the Board.

Any loss or theft of a credit card must be reported within 24 hours of discovery to the Village Treasurer. In the event of willful or negligent default of the obligations and responsibilities of the cardholder, the Mayor shall take such recovery action as deemed appropriate by law.

The Village Treasurer will maintain all credit cards in a safe location and will ensure the return of the credit card to the Village Clerk upon the request of the Board or upon termination of the Treasurer's term of office. The Village card may also be used for purchases that cannot be done with vouchers, and to pay for business meals, fuel and any other goods and services in connection with attendance at conferences, workshops and / or courses that cannot be obtained by purchase order. IF the amount of the credit card purchase is less than \$250, no prior authorization for the credit purchase is required, but at least 2 oral quotations must be obtained prior to the purchase, and the purchase must be specifically approved by the Village Treasurer and Village Mayor. All credit card purchases of \$250 or more must be pre-approved by the Board of Trustees.

Only the Village Treasurer shall have the authority to use the Village credit cards for internet purchases. Employees and Board members may request the use of the Treasurer's credit card through the Treasurer. Employees and Board members may only use a Village credit card when attending conferences, workshops or courses for purchases and approved expenses in accordance with this policy.

## Chapter 29

### PROCUREMENT POLICY

§ 29-1.	Determination of type of purchase; competitive bidding.	§ 29-4.	Proposals.
§ 29-2.	Methods for securing goods and services.	§ 29-5.	Exceptions.
§ 29-3.	Documentation required.	§ 29-6.	Purchase orders.
		§ 29-7.	Requests for bids and proposals.

**[HISTORY: Adopted by the Board of Trustees of the Village of Greenport 12-9-1993; amended in its entirety 4-25-2011 by L.L. No. 5-2011. Subsequent amendments noted where applicable.]**

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

- A. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to § 103 of the General Municipal Law:
- (1) Purchase contracts that are for \$20,000 or less and public works contracts that are for \$35,000 or less.
  - (2) Emergency purchases.
  - (3) Certain municipal hospital purchases.
  - (4) Goods purchased from agencies for the blind or severely handicapped.
  - (5) Goods purchased from correctional institutions.
  - (6) Purchases under state and county contracts.
  - (7) Surplus and secondhand purchases from another governmental entity.
  - (8) Purchase contracts that are from sole source providers, a sole source provider being a provider or vendor that has been determined to be the only source of the goods or services that are to be obtained or provided.
- B. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, documentation from manufacturers, contractors, suppliers or vendors, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. If the purchase is approved or the contract is awarded by a resolution of the Board of Trustees, the resolution shall state the reason why the purchase was not subject to competitive bidding.

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

- A. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances:
- (1) Purchase contracts over \$20,000 and public works contracts over \$35,000 (which are subject to competitive bidding).
  - (2) Goods purchased from agencies for the blind or severely handicapped pursuant to § 175-b of the State Finance Law.
  - (3) Goods purchased from correctional institutions pursuant to § 186 of the Correction Law.
  - (4) Purchases under state contracts pursuant to § 104 of the General Municipal Law.
  - (5) Purchases under county contracts pursuant to § 103, Subdivision 3, of the General Municipal Law.
  - (6) Purchases pursuant to § 29-4 of this chapter.
  - (7) Purchases from a sole-source provider.
- B. The following method of purchase will be used when required by this chapter in order to achieve the highest savings:
- (1) Purchase contracts.

<b>Estimated Amount of Purchase Contract</b>	<b>Method</b>
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\$2,500 to \$9,999	2 written quotations
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\$10,000 to \$20,000	3 written quotations or written requests for quotations
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- (2) Public works contracts.

<b>Estimated Amount of Public Works Contract</b>	<b>Method</b>
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\$3,000 to \$4,999	2 written quotations
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\$5,000 to \$19,999	2 written quotations
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\$20,000 to \$35,000	3 written quotations or written requests for quotations
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- C. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

**§ 29-3. Documentation required.**

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

#### **§ 29-4. Proposals.**

- A. All proposals shall be made by the Clerk of the Village or the Clerk's designee. All proposals shall require a response by a specified date and time, and late proposals will neither be accepted nor considered. The Village may reject any and all quotes. All quotes shall be submitted to the Clerk in a sealed envelope. On the face of the envelope there shall be written the person or entity submitting the quote and the proposal to which the quote is in response. All quotes shall remain in the sealed envelope until the time and date specified in the proposal, and no quote thereafter shall be considered. Nothing herein requires solicitation of quotes be in writing. The Village may reject all quotes.
- B. No officer or employee of the Village shall solicit or accept quotes pursuant to these guidelines except the Village Clerk or the Clerk's designee.
- C. The Village Clerk shall maintain a list of individuals and entities from which proposals shall be solicited whenever proposals are solicited pursuant to this chapter and the Village Procurement Guideline Solicitation List.<sup>1</sup>
- D. The Village Procurement Guideline Solicitation List shall contain the name, address, telephone number and area of expertise of any person or entity which notifies the Village, in writing, to the attention of the Village Clerk, that the person or entity desires to be included upon the list. Such writing shall set forth the name, address, telephone number and area of expertise with respect to which the person or entity desires to receive proposals from the Village.
- E. Whenever proposals are sought by the Village pursuant to these procurement guidelines and the work or goods to be procured fall within an area of expertise identified on the Village Procurement Guideline Solicitation List, then in that event, every person or entity on the list with expertise in the area for which proposals are sought shall be invited by the Village to submit a proposal. Nothing herein shall prohibit the Village from soliciting proposals from persons or entities not on the list.

#### **§ 29-5. Exceptions.**

Pursuant to General Municipal Law § 104-b, Subdivision 2f, the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interests of the Village of Greenport to solicit quotations or document the basis for not accepting the lowest bid:

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

- (1) The individual or company must be chosen based on accountability, reliability, responsibility,

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

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

- (a) Whether the services are subject to state licensing or testing requirements.
  - (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services.
  - (c) Whether the services require a personal relationship between the individual and municipal officials.
- (2) Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.
- B. Emergency purchases pursuant to § 103, Subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods and services must be purchased immediately. "Emergency" is defined as an urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk. A failure to properly and timely plan in advance for a procurement, which then results in a situation in which normal procurement practices cannot be followed, will not constitute an emergency. This section does not preclude alternate proposals if time permits.
- C. Purchases of surplus and secondhand goods from any source. If alternate proposals are required, the Village of Greenport is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices of used goods and a lower price may indicate an older product.
- D. Goods or services under \$2,500. The time and documentation required to purchase through this chapter may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
- E. Sole-source purchases and contracts. Where competition would otherwise be required, but is not feasible due to the sole-source, single-source or emergency nature of a commodity or service, the Village must be able to justify and document the selection of the vendor and establish the reasonableness of the price. In accordance with the State Finance Law, exceptions to the general requirement for competitive selection shall only be made under unusual circumstances. The Village must maintain written justification supporting the sole-source, single-source or emergency determination.

#### **§ 29-6. Purchase orders.**

- A. Purchase orders must be obtained for all purchases over \$100.
- B. Purchase orders must be obtained (dated) prior to the invoice date.

- C. In the event that, due to time constraints, a purchase order is not obtained prior to purchase, a written justification for the absence of said purchase order must be submitted with the voucher for payment.
- D. Expenditures for utility, phone, and professional services are exempt from purchase orders.

**§ 29-7. Requests for bids and proposals.**

- A. Requests for bids and proposals are required for all purchase contracts in excess of \$20,000 and public works contracts in excess of \$35,000, and are encouraged for all other contracts and purchases where practicable.
- B. All requests for bids and proposals shall be in standard Village form, shall comply with the New York State General Municipal Law as to minimum or substantive requirements, and shall contain the following language: "The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital/financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment-related matter, and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement and evidence that compliance to the Village of Greenport by providing an affidavit to that effect. The Village of Greenport encourages bids for public works and other contracts with the Village of Greenport and subcontractors of the bidders for those contracts by minority- and women-owned contractors and entities, and the Village of Greenport will solicit bids and contracts from such entities with respect to the public work noticed herein."



## **Written Public Comment Submission Policy**

### **Purpose**

The purpose of this policy is to ensure that the Village Board of Trustee meetings are conducted in an orderly and efficient manner while providing an opportunity for public participation. This policy outlines the deadlines for submitting written public comments to the Village Board and Mayor in advance of scheduled meetings. This policy applies to all written public comment submissions filed in advance with the Clerk's office for all Village of Greenport Board of Trustees Meetings.

### **Public Comment Submissions**

- Members of the public may submit written public comments for Village Board meetings to be included in the official meeting minutes and considered by the Village Mayor and Board of Trustees.
- **Submission Deadline:** Written comments must be submitted no later than 12:00pm on the desired meeting date for which the comments should be appended to the minutes.
- **Submission Methods:** Written public comments may be submitted via email to the **Village Clerk** or printed and delivered to the Village Clerk's office at **236 Third Street, Greenport.**

### **Late Public Comment Submissions**

- Written comments submitted after the deadline will be accepted but may not be included in the meeting minutes or addressed during the meeting. Late submissions will be forwarded to the Village Board and Mayor for review at a later time.

### **Confidentiality and Personal Information**

- Public comment submissions are public documents subject to public dissemination and should not contain confidential or sensitive personal information. If any comments include private details that may constitute an invasion of privacy, the Village Clerk will redact such information before its inclusion in the public record.