



236 THIRD STREET  
GREENPORT, NY 11944

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

[www.villageofgreenport.org](http://www.villageofgreenport.org)

**MAYOR**  
KEVIN STUESSI  
EXT 215

**TRUSTEES**  
MARY BESS PHILLIPS  
DEPUTY MAYOR

PATRICK BRENNAN

LILY DOUGHERTY-  
JOHNSON

JULIA ROBINS

**TREASURER**  
ADAM BRAUTIGAM  
EXT. 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

January 16, 2025  
Mayor and Board of Trustees – Work Session Meeting  
Greenport Firehouse  
Third Street, Greenport, NY 11944

## **MOTION TO OPEN MEETING**

## **PLEDGE OF ALLEGIANCE**

## **GREENPORT FIRE DEPARTMENT MONTHLY REPORT**

- **Fire Department – Chief Alain DeKerillis**
  - Board of Wardens meeting minutes, monthly report(s) and calendar

## **PUBLIC HEARINGS**

1. Public hearing regarding the Wetlands Permit Application from Joyce Kearns, as Owner, submitted by David Bergen, as agent for the property located at 300 Atlantic Avenue, Greenport, NY 11944, SCTM # 1001-02-02-13.

To: Partial replacement of failing bulkhead (65 ft) in place and partial replacement of failing return (26 ft) in place with vinyl sheathing, 12" pilings 6'on center, 6x6" whalers, 16 ft. Tie Rods leading to deadman with vertical laylogs, finish with non-treated lumber or fiberglass cap. Similar construction for 26' northern return. Bulkhead to be raised 18". Existing catwalk, ramps and floats to be removed for construction then put back in place post-construction. Vehicle protection barrier to be installed 36" above bulkhead. Existing French drain to be restored at same location post construction. Gravel parking lot over construction zone repaired post construction. Reclamation dredging to be performed to a depth of 4' along entire length of bulkhead, extending out a maximum of 10' seaward. Approximately 5 cubic yards of dredge material to be placed behind bulkhead. As per plans dated September 24, 2024. Public hearing remained open from the January 2, 2025, Regular Session meeting.

2. Public hearing regarding the Wetlands Permit Application from Applicants: Kathryn Sommo, as Owner, submitted by Sean Gilligan on behalf of Safe Harbor for the property located at 1410 Manhasset Avenue, Greenport, NY 11944, SCTM # 1001-3-1-1.

To: The proposed substantial reconstruction includes the removal of 5,939 square feet (SF) of floating dock and removal of 865 SF of fixed dock for installation of 6,774 SF of new floating dock, and 132 linear feet of gangways. In addition, a total of 642 linear feet of wooden bulkhead will be replaced with new vinyl sheeting bulkhead, and a proposed addition of 20 linear feet of retaining wall (10 linear feet in two locations). Of the proposed new vinyl sheeting bulkhead, 347 linear feet will be raised by 18" above the existing bulkhead height to match the height of the adjacent bulkhead. There are currently 97 timber pilings, which are used to secure floating dockage, that will be removed and replaced with 57 new hardwood timber pilings as part of the marina upgrades. Overall, there will be a net loss of 30 SF in fixed and/or floating dockage, a net loss of 40 timber pilings and a net gain of 448 SF in gangways. Public hearing remained open from the January 2, 2025, Regular Session meeting.

3. Public hearing regarding the proposed local law amending the zoning map to reclassify certain property designated on the Suffolk County Tax Map as 1001-004-08-28 from R-2 One-and two-family Residence District to CR Retail Commercial District. Public hearing remained open from the January 2, 2025, Regular Session meeting.
4. Public hearing regarding the proposed local law amending the zoning map to reclassify certain property designated on the Suffolk County Tax Map as 1001-004-08-part of 29 from R-2 One-and two-family Residence District to CR Retail Commercial District. Public hearing remained open from the January 2, 2025, Regular Session meeting.

## **PRESENTATION**

Housing crisis and opportunities for housing – Yan Albaladejo

## **MONTHLY REPORTS**

- **VILLAGE CLERK** – Candace Hall
  
- **VILLAGE TREASURER** – Adam Brautigam
  - Meter Department
  - Housing Authority & Community Development
  
- **VILLAGE ADMINISTRATION**
  - Road and Water Department
  - Sewer Department (Wastewater Treatment)
  - Light Department
  - Building Department
  - Recreation Department
  - Harbor Department & Marina Management

## **MAYOR AND BOARD OF TRUSTEES**

### **Board Discussion**

- Update on Greenport Mini Train – Trustee Patrick Brennan
  
- Wetlands Applications
  
- CAC Requirements/Guidelines

## **RESOLUTION**

### **RESOLUTION # 01-2025-22**

RESOLUTION approving the appointment of Frances Walton as a Member of the Village of Greenport Historic Preservation Commission, to fill the unexpired term of Frank Degen, with the term expiring on April 4, 2028.

## **PUBLIC COMMENT**



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**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

Submitted: January 7, 2025

Meeting: January 16, 2025 6:00 PM

*Work Session Meeting*

To: Mayor Kevin Stuessi

Board of Trustees

Prepared By: Jeanmarie Odden, *Deputy Clerk*

From: Jeanmarie Odden, *Deputy Clerk*

Department: Village Clerk Department

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## Greenport Fire Department January 2025 Work Session

### Attachments:

Greenport Fire Department January 2025 Work Session (PDF)

CHIEF ALAIN DeKERILLIS  
1<sup>ST</sup> ASST CHIEF WAYNE MILLER  
2<sup>ND</sup> ASST CHIEF DAVID NYCE  
CHAPLAIN FRANK MUSTO  
ASST. CHAPLAIN CLAUDE KUMJIAN  
SECRETARY/TREASURER CLIFF HARRIS



(631) 477-9801 – STATION 1  
(631) 477-8261 – STATION 2  
(631) 477-1943 – CHIEF'S OFFICE  
(631) 477-4012  
311 THIRD STREET – PO BOX 58  
GREENPORT, NY 11944  
Email: [gfdsecretary@greenportvillage.org](mailto:gfdsecretary@greenportvillage.org)  
[www.greenportfd.org](http://www.greenportfd.org)

## **Meeting of the Board of Wardens**

### **Wednesday December 18, 2024**

#### **OPENING**

Chief Alain de Kerillis 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 Alain de Kerillis

1<sup>st</sup> Ass't Chief Wayne Miller

2<sup>nd</sup> Ass't Chief David Nyce

Wardens Bernard Purcell and Wayde Manwaring of Eagle Hose Co. #1

Wardens Norma Corwin and Antone Volinski III of Relief Hose Co. #2

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

Wardens Scott Hollid and Jordan Arnold of Standard Hose Co. #4

Warden John Grilli of Phenix Hook & Ladder Co. #1

Mary Bess Phillips VOG/GFD Liaison

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

#### **THOSE WISHING TO ADDRESS THE BOARD**

1. Chief Carol Miller of East Marion Fire Dept wanted to speak to the Wardens regarding a personnel matter.

#### **EXECUTIVE SESSION**

Motion made by A. Volinski III, seconded by W. Manwaring, to adjourn to executive session.  
Motion Carried. Adjourned to executive session at 7:01pm.

Upon returning from executive session, a motion made by A. Volinski III, seconded by W. Manwaring, to resume with the regular meeting. Motion Carried. Regular meeting resumed at 7:31 pm.

### **READING OF THE PREVIOUS MINUTES**

Motion made by W. Manwaring, seconded by J. Arnold, to approve the minutes of the November 20, 2024 meeting of the Board of Wardens as printed and distributed. Motion Carried.

### **FINANCE COMMITTEE**

The finance committee report was read by Chief Miller. Motion made by D. Nyce, seconded by J. Arnold, to accept the report. Motion Carried.

1. 2<sup>nd</sup> Asst. Chief Nyce said that in addition to the finance committee report they need 6 new APX 6000 batteries.

### **COMPANY OFFICERS' MEETING MINUTES-** No Report.

### **TREASURER'S REPORT**

The Treasurer's report for the period of November 21, 2024 through December 18, 2024 was read by Treasurer Scott Hollid. Motion made by D. Nyce, seconded by W. Manwaring, to accept the treasurer's report as read. Motion carried. (report attached)

1. P. Brennan asked if the signing for the accounts was resolved. S. Hollid said that he is added to it, but he does need one additional person.

### **BILLS-** None.

### **COMMUNICATIONS**

1. Emerald Society Celtic Kick Off, February 22, 2025.
2. Thank you letter from Rudy Sunderman for helping with the Jennings Creek Fire in Orange County. 2<sup>nd</sup> Asst Chief Nyce suggested that we post the letter at both fire houses.
3. Cutchogue FD Installation, January 26 2025, Vineyard Caterers.
4. Suffolk County Volunteer Firefighter's Association Ladies Auxiliary sympathy letter.

Motion by W. Manwaring, seconded by B. Purcell, to file and/or forward all communications, Motion carried.

### **APPLICATIONS FOR MEMBERSHIP-**

1. Carmine Antonelle to Relief Hose. Motion made by A. Volinski III, seconded by B. Purcell, to accept the application for membership. Motion Carried.
2. Jeffrey Schroeder to Standard Hose. Motion made by D. Nyce, seconded by J. Arnold, to accept the application for membership. Motion Carried.
3. Ryan Baglivi to Eagle Hose. Motion made by J. Grilli, seconded by W. Manwaring, to the accept application for membership. Motion Carried.

### **REPORTS OF COMMITTEES**

#### **Buildings and Grounds-** No Report.

## **Bylaws**

1. 2<sup>ND</sup> Asst Chief David Nyce mentioned that at the last meeting we talked about bylaw changes for residency requirements and wanted to get opinions. Discussion ensued about whether each company should get a say or if it should just be a recommendation made to the Wardens by the committee and then posted for proper amount of time. J. Arnold said that we should get the Village Attorney's input. 2<sup>nd</sup> Asst Chief D. Nyce explained that he did, and the Village Attorney said that requiring US Citizenship when it is not a requirement of the State, puts us in a tenuous position. 2<sup>ND</sup> Asst Chief Nyce said that it opens us up to a potential lawsuit. The attorney suggested to omit the citizenship line of the bylaws. They do have to be able to be legally paid. 2<sup>nd</sup> Asst. Chief Nyce will meet with P. Harris and the Bylaw Committee and then will make the recommendation to the Wardens for a bylaw change at the next meeting and post it after that. It will be voted on after it's posted for the proper amount of time. P. Brennan asked if there was a reason that the bylaw regarding living outside of the district (for the Wardens) was written that way. 2<sup>nd</sup> Asst. Chief Nyce said that it used to be Village Law, but it since has been removed.

## **Finance-**

1. Chief de Kerillis is going to send an email to the committee to schedule a meeting.

**Fire District** – No Report.

**Pre-Incident Planning-** No Report.

**Service Awards-** No Report.

## **Recruitment-**

1. 2<sup>nd</sup> Asst. Chief Nyce said that he would like to schedule another meeting for the first month of the year.

**Casualty Fund-** No Report.

**Funeral** – No Report.

## **Communications-**

1. A. Volinski III asked where we are with the 800 radios. Chief de Kerillis said that the APX 8000s UTAC43 is actually UTAC3 on our channel. When you switch to UTAC3 it is actually 43. They are no longer dispatching on low band. Greg is supposed to come out to discuss how everything is going to be programmed into the high band radios. All we need is one in each truck for now. That will be the cheapest way and then we still need to reprogram our pagers. 2<sup>nd</sup> Asst. Chief Nyce said that our computer program needs to be reprogrammed and then our pagers will be able to be reprogrammed. R. Corwin reported that they finally got the Greenport antenna up, but we haven't rescinded anything from the County telling them to dispatch us from the last fiasco. We can put UHF paging in our pagers so they can activate us. The only reason we would need 800 trunking radios is if we need to talk to them- which we don't really need to since Southold is our primary dispatch. The only time we will need to is if we go to mutual aid.

Trips & Travel- No Report.

**COMPANY REQUESTS**

Eagle Hose Co. #1- Use of 8-3-9 & 8-3-43 for Washington's Parade.

Relief Hose Co. #2- Budget items.

Star Hose Co. #3- Budget items, they are working on radio problem.

Standard Hose Co. #4- Budget items.

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

Rescue Squad- Looking for update on ambulance. W. Manwaring said that it is still on schedule for April 2025. Budget items, N. Corwin mentioned that Sue is sick and she can jump in if anything is needed.

Fire Police- Budget items.

Water Rescue- Budget items.

**UNFINISHED BUSINESS –**

1. 2<sup>nd</sup> Asst. Chief Nyce reported that Billy Robins finished the website. He mentioned that there will be an annual hosting fee of \$221 excluding tax. He also said that we will need up to another \$200 a month for someone to manage the website. He asked Mary Bess Phillips who they use for the Village website and how much it costs. He also reported that Bob Jester and Rob McInnis are going to roll the .com into the .org.
2. P. Brennan suggested adding the thank you letter for the fires upstate to the website.
3. J. Arnold suggested sending Billy Robins a thank you letter for handling the website for the GFD.
4. 1<sup>st</sup> Asst Chief Miller reported that 8-3-15 will be back tomorrow from being repaired. It has new air gauges. He said that the speedometer is going to have to be repaired as well. 8-3-2 will be repaired after the holidays. 16 & 17 will be repaired here.
5. 1<sup>st</sup> Asst Chief Miller said that he spoke with Chief Grattan who said that the Mayor is trying to convince him to put their boat at Mitchell Park. Chief Miller said that if that's the case we should do a ramp and floating dock. Mary Bess Phillips said that she will find out the details.
6. N. Corwin asked if there was ever a decision made on CAD system. Chief de Kerillis said that it is something that we can not financially do right now.
7. W. Manwaring stated that Eagle Hose Company said that if we got the parts for the grill, they will repair it. The cost for delivery of the parts only was \$683.70. Motion made by W. Manwaring, seconded by S. Hollid, to order the parts for the grill. Motion Carried. Robert Hamilton suggested that it should be kept in the building after use. N. Corwin said that it should be used at the department only and not for personal use. Motion made by R. Hamilton, seconded by S. Hollid, to keep the grill in the building and it should be used for fire department use only, not personal use. Motion Carried.



**REPORTS OF DELEGATES-** No Report.

**NEW BUSINESS-**

1. A. Volinski III wanted to know why we are breaking down the GFD monthly report by location. 2<sup>nd</sup> Asst. Chief Nyce said that we are breaking it down by high volumes. A. Volinski said that there is no reason to single any one out when they are in our district. Motion made by A. Volinski III, seconded by W. Manwaring, to not break down the GFD monthly report. 4 opposed, the rest in favor. Motion Carried.
2. A. Volinski III mentioned that on 1/15 there is Hazmat and all 3 required classes at Southold School. N. Corwin mentioned that she thought that workplace violence/sexual harassment is job place specific. Scott Hollid asked when that has changed. Much discussion ensued.
3. A. Volinski III also mentioned that they are starting interviews for a full time Fire Marshall.
4. A. Volinski III also said that for Water Rescues, they are going to start activating everyone at the same time, Police & Rescue.

**GOOD OF THE DEPARTMENT**

1. Chief de Kerillis reported that for Washington's Parade the fire depts and dignitaries have received invites. They just need press releases to go out. 8 Departments responded yes so far.
2. W. Manwaring mentioned that there are holes in the kitchen walls and Eagle Hose would like for them to be repaired and the kitchen be painted. P. Brennan said that he thought that it was painted. N. Corwin mentioned that there is no silverware. Motion made by W. Manwaring, seconded by R. Hamilton, to buy new silverware for the kitchen. Motion Carried.

**READING OF THE MINUTES**

Motion by W. Manwaring, seconded by J. Arnold, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

**ADJOURMENT**

Motion by S. Hollid, seconded by J. Arnold, to adjourn. Motion carried. The meeting was adjourned at 8:37 pm

Submitted by,

Rebecca J. McKnight

Recording Secretary

# GREENPORT F.D.

## January 2025

Duty Companies 8-3-1 & 8-3-4 First due on Signal 24s + 8-3-1

OFFICE: 631.477.9801 FAX: 631.477.4012 [gfdsecretary@greenportvillage.org](mailto:gfdsecretary@greenportvillage.org)

### January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Chief de Kerillis 631.208.7506 1st Ass't Chief Miller 631.644.5430 2nd Ass't Chief Nyce 917.439.6324	1	2	3	4		
5	6 Relief Hose Mtg Standard Hose Mtg	7 Eagle Hose Mtg	8 Phenix H&L Mtg	9	10	11
12	13 Star Hose Mtg	14 Rescue Squad Mtg Finance Mtg	15 Wardens Mtg	16	17 4pm - Planning Bd	18
19 Mandatory Training 9:00am Sta 1	20	21 Fire Police Mtg 6pm - Zoning Bd	22	23	24	25
26 Grievance Day 9:00am - 11:00am Sta 1	27 4pm - Planning Bd, etc.	28	29	30	31	

Entries in GREEN denote Greenport Village events.

CHIEF ALAIN DeKERILLIS  
 1<sup>ST</sup> ASST CHIEF WAYNE MILLER  
 2<sup>ND</sup> ASST CHIEF DAVID NYCE  
 CHAPLAIN FRANK MUSTO  
 ASST. CHAPLAIN CLAUDE KUMJIAN  
 SECRETARY/TREASURER CLIFF HARRIS



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 311 THIRD STREET – PO BOX 58  
 GREENPORT, NY 11944  
 Email: gfdfire@optonline.net  
 www.greenportfd.org

**Greenport Fire Department Monthly Report  
December 2024**

**Number of calls this month:.....86  
 Number of calls to date:.....1144**

**Breakdown of Calls by Signal Numbers:**

9	(stand/by) .....	0
12	(brush fire) .....	0
13	(automatic alarm, smoke, etc.) .....	17
13-35	(working structure fire) .....	0
14	(vehicle fire) .....	0
16	(ambulance/rescue) .....	63
16-23	(MVA, water rescue, misc.) .....	1
16-59	(routine transport) .....	0
23	(CO alarm, medi-vac) .....	4
24/9	(mutual aid standby) .....	1
24/12	(mutual aid brush fire) .....	0
24/13-35	(mutual aid working structure fire) .....	1
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 .....	36
Within the East/West Fire Protection District .....	48
Other (mutual aid) .....	2

**Further Breakdown by Location**

Peconic Landing .....	19
San Simeon .....	9
Lakeside Garden Apartments .....	5
Drug/Alcohol Overdose in Village .....	0

**(168 calls ahead of last year)**



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**Submitted:** January 10, 2025  
**Meeting:** January 16, 2025  
**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

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## Village Clerk January 2025 Work Session Report

### Announcements:

1. Forms are available on the website for the Village of Greenport Summer Camp
2. The Village of Greenport will be closed on the following days:
  - a. Monday, January 20, 2025 in observance of Martin Luther King Jr. Day
  - b. Monday, February 17, 2025 in observance of Presidents Day
3. The 180<sup>th</sup> Annual George Washington's Birthday Celebration Parade is on Saturday, February 15, 2025.
4. Using a start date of January 2024, the Clerk's office will be publishing the "marked up" Work and Regular Session agendas on the Village website. The agendas will be

### Resolutions:

- RESOLUTION setting the 2024 Village of Greenport property tax lien sale for 10:00 a.m. on March 12, 2025 at Greenport Village Hall, 236 Third Street, New York, 11944; and directing Clerk Hall to notice the property tax lien sale accordingly.
- RESOLUTION accepting the attached proposal submitted by Lisa Otis for the management of the Village of Greenport McCann Campground per the Request for Proposals opening on January 15, 2025 and authorizing Mayor Stuessi to sign the contract between the Village of Greenport and Lisa Otis for the management of the Village of Greenport McCann Campground.
- RESOLUTION appointing four Election Inspectors, and one Chairperson, for the Village General Election on March 18, 2025 as follows:

- Cynthia Ickes, Chairperson
- Christina Larkin
- Ellen Neff
- Diana De Jesus

The Inspectors are to be paid \$ 16.50 per hour and \$ 17.50 per hour for the Chairperson of the Inspectors and further authorizing the Inspectors to work on the two Village Voter registration days, as well as on the day of the election. This will be expensed from Account A.1450.100 (Election Personnel Services).

- RESOLUTION allowing the Clerk's Office to appoint two alternate Election Inspectors for the Village General Election on March 18, 2025, as follows:
  - Lydia A. Wells
  - Lillie J. Monique

The alternate Election Inspectors are to be paid \$ 16.50 per hour if required to work, and further authorizing the Inspectors to work on the two Village Voter registration days if required, as well as on the day of the election, if required. This will be expensed from Account A.1450.100 (Election Personnel Services).

**Public Assembly Permit Applications Received:**

- Public Assembly Permit Application submitted by Candace Hall and Destiny Salter on behalf of North Fork Kid Connect Inc. for the use of the Third Street Basketball Court from 8:00 a.m. through 8:00 p.m. on Saturday, July 26, 2025 for the 5<sup>th</sup> Annual Youth Basketball Tournament. The applicants are requesting a road closure of Third Street between Center Street and North Street from noon-7:00 p.m. The applicant has also requested a waiver of the \$50.00 application fee.
- Public Assembly Permit Application submitted by the East End Seaport Museum for the use of various Village streets and facilities, including Mitchell Park, from 9:00 a.m. through 7:00 p.m. on Friday, September 19, 2025, and 9:00 a.m. through 6:00 p.m. on Saturday, September 20, 2025 and Sunday, September 21, 2025; for the Annual Maritime Festival.
- RESOLUTION authorizing the suspension of the open container law of the Village of Greenport, per Sections 35-3B and 35-3C of the Greenport Village Code, within the festival parameters outlined on the application of the East End Seaport Museum Maritime Festival, from 9:00 a.m. through 5:00 p.m. on September 21, 2024, and from noon to 5:00 p.m. on September 22, 2024, for the annual Maritime Festival.

**Election Update:**

- Reminder to check the Village website for important updates on the upcoming Village election taking place at the Greenport Fire Station on March 18, 2025.

- Documents for candidates are available on the Village website; however, candidates are encouraged to research requirements to run for office as well as consult with the Board of Elections and their own attorney if needed.
  - Note: signatures on independent nominating petitions began on December 31, 2024
  - Note: independent nominating petitions can be turned in at Village Hall February 4, 2025 – February 11, 2025, between 9:00am – 5:00pm.

**Legal Notices:**

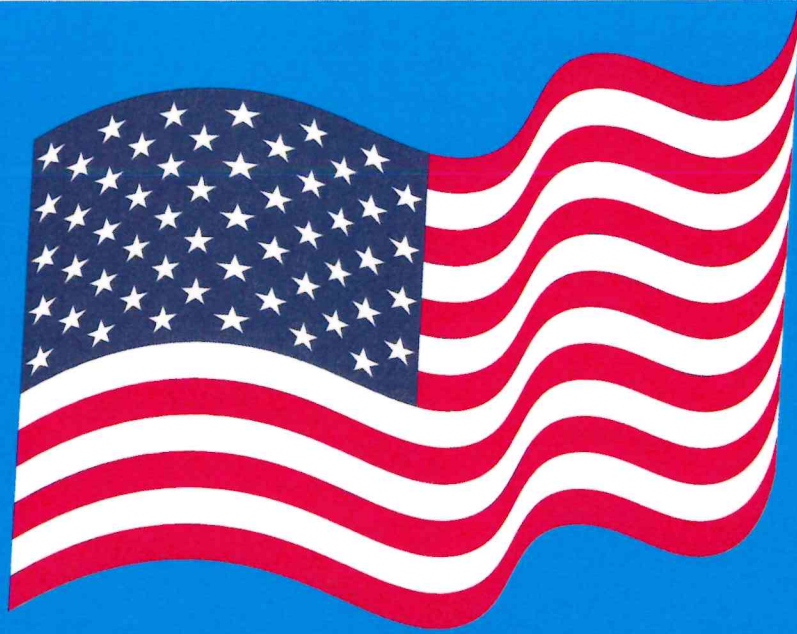
- Village Election legal notice

**Contracts and Agreements Signed:**

- NV5 Contract (North Ferry Project Inspector)
- Garratt-Callahan
- BID Contracts
  - Snow Removal
  - Contractor Services
  - No. 2 Heating Oil Delivery
  - Diesel Fuel Delivery

**Attachments:**

- Village Election Announcement
- McCann RFP Proposal – submitted by Lisa Otis



# VILLAGE OF GREENPORT

YOUR VOICE. YOUR VOTE.  
TU VOZ. TU VOTO.



★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★  
**ELECTION DAY, MARCH 18, 2025**

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

VISIT [WWW.VILLAGEOFGREENPORT.ORG](http://WWW.VILLAGEOFGREENPORT.ORG) FOR  
ADDITIONAL ELECTION INFORMATION

**Lisa Otis**

[REDACTED]  
[REDACTED] Connecticut Avenue  
[REDACTED] Medford, NY 11763  
[REDACTED] 609.642.9631

Office of the Village Clerk  
Village Hall  
Village of Greenport  
236 Third Street  
Greenport, NY 11944

January 14, 2025

Dear Village Clerk:

Response To: Request For Proposal (RFP) issued by the Village of Greenport New York  
for the Management of McCann Campground for the 2025 Season

In response to the above-referenced RFP, I submit the following scope of work and cost proposal for your consideration.

**Opening & Closing Season:**

- Clean-up of signage, office and bathrooms.
- Prepare campsites for campers and grounds by weed whacking and grass cutting where village equipment cannot reach.
- Verify that electricity, gas and water are turned on by village staff and working properly. Will notify village of any repairs to water/electricity prior to opening.
- Call to arrange waste management for the start of the season.
- Prepare campground for close of season and work with village to communicate year end procedures.
- Inform village when all trailers are removed from grounds to allow for services to be turned off at the end of the season.

**Rents:**

- Collect rents and fees when due and deliver receipts to the Village office on a mutually agreed upon schedule.
- Maintain copies of daily records and seasonal camper information and work with Village to maintain accurate records for accounting.

**Grounds:**

- Prepare campsites for opening day following spring leaf clean-up and removal by the Village.



- Prepare grounds for opening day and maintain throughout season to ensure a clean and welcoming campground. Includes grass cutting and weed whacking where village equipment cannot reach (around campsites & picnic tables, office/ restrooms areas). Remove any refuse left behind, arranging picnic tables and firepits.
- Clean and paint bathrooms and signage as needed.
- Maintain entrance into campground for cleanliness and welcoming atmosphere.
- Notify Village staff electricians for repairs needed to maintain utilities and assure they remain working properly throughout the season and prepared to turn off at the end of the season.
- This proposal does not include spring leaf clean-up and removal, tree trimming, removal of downed large branches and stumps.

#### Bathroom Facilities:

- Clean and maintain the bathrooms which will include daily checking, cleaning and disinfecting of high touch points and traffic areas to avoid the spread of Covid-19.
- Stock the bathrooms as need with supplies provided by the Village.
- Ensure that each bathroom is prepared and cleaned prior to opening day.
- Notify village of any necessary repairs.

#### Point of Contact for Campers:

- Throughout season will handle camper inquiries, reservations and concerns and resolve any conflicts as necessary.
- At the end of the season will create and provide to Village staff a site map of all reservations for the 2024 season received to date.
- Off season, will assist Village staff with questions and inquiries regarding reservations.

#### Relevant Experience/Capabilities:

As McCann's Campground Manager for the 2021-2024 seasons my knowledge and experience well prepared me to continue as manager for the 2025 season. I believe I am in a unique position to provide a smooth continuity of service. As in the past, I look forward to providing the Village with a fully booked campground and a successful season. In addition, I established relationships with new and existing campers and worked hard to maintain the friendly rustic atmosphere that McCann's Campground is known for. I diligently worked with the Village to secure much needed repairs and improvements that were appreciated by the campers. Physically active, I was able to multitask and maintain order in a faced pace environment. As a camping and outdoor enthusiast, I am knowledgeable and capable enough to help campers with problems common to the RV lifestyle. On the other hand, I believe I know when to alert the Village of issues that may arise that are beyond my capabilities and work with them for a proper solution.

I welcome the opportunity to return as Campground Manager and build on some of the accomplishments and friendships that I was able to achieve during prior seasons.

## Cost Proposal for 2025 Season

### Labor cost - \$22.00 per hour

- Includes a minimum of fifteen (15) hours per week. During season, will work on-site minimum five (5) days per week which will include one (1) weekend day. During peak summer season, opening week, closing week and Maritime Festive require additional hours as needed.
- Off season, will take reservation remotely and willing to assist Village with questions or inquiries with regard reservations.

### Trailer space

- Full cost of trailer space for Campground Manager for the full season the campground remains open.
- ½ cost of trailer space for Work Camper for the season – Worker camper will assist on-site with general clean-up duties under the direction of the Campground Manager. Will also assist campers with checking in and any issues that may arise when camp manager is not on site.

Respectfully Submitted,



**Lisa Otis**



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

**TREASURER**  
ADAM BRAUTIGAM  
EXT 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

Submitted: January 13, 2025  
Meeting: January 16, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: Jeanmarie Odon, *Deputy Clerk*  
From: Jeanmarie Odon, *Deputy Clerk*  
Department: Village Clerk Department

### **Village Treasurer January 2025 Work Session Report**

#### **REQUEST A MOTION BE PLACED ON THE AGENDA FOR:**

RESOLUTION authorizing Treasurer Brautigam to preform attached budget amendment #6481 to appropriate general fund reserves to fund the repair of the roof at the Carousel, and directing that budget amendment #6481 be included as part of the formal meeting minutes of the January 24<sup>th</sup> 2025 meeting of the Board of Trustees.

RESOLUTION authorizing Treasurer Brautigam to preform attached budget amendment #6482 to appropriate general fund reserves to fund the repair and reassembly of the Carousel, and directing that budget amendment #6482 be included as part of the formal meeting minutes of the January 24<sup>th</sup> 2025 meeting of the Board of Trustees.

RESOLUTION authorizing the Village of Greenport to add the outstanding water and sewer balances in arrears to the Village of Greenport 2025 tax bills for the respective property, per calculations to be completed by or before April 30<sup>th</sup> 2025.

RESOLUTION scheduling a public hearing for the 2025-2026 Village Tentative Budget at 6:00 P.M. April 10<sup>th</sup>, 2025, at the Old School house, Front and First Streets, Greenport, New York 11944; and directing Clerk Hall to notice the budget hearing accordingly.

RESOLUTION authorizing Treasurer Brautigam to make an additional contribution in the amount of \$31,566.00 to the Volunteer Firefighter Length of Service Award Program for the Village of Greenport Fire Department.

**UTILITY BILLING**

End of Month Statistics for December completed.

Sector one read, to be billed by 01/13/2025.

Sector two bills to be read and mailed by 1/20/2025.

**TALKING POINTS**

ELECTRIC TRANSMISSION COSTS

**SIGNIFICANT COLLECTIONS**

RENTS COLLECTED IN DECEMBER 2024- \$85,097.78

PROPERTY TAX COLLECTED THROUGH DECEMBER 2024-  
\$1,325,738.51

**SIGNIFICANT PAYMENTS**

ANNUAL NYS RETIREMENT INVOICE- \$314,736.00

SEMIANNUAL INSURANCE- \$107,996.46

**COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY**

5 recertifications and 4 interims were performed for December 2024.

**INFORMATIONAL:**

Cash Holdings Report - See attached

Utility Billing Statistics Report – See attached

**Attachments:**

BANK BALANCE SHEET January 2025 (PDF)

budget amendment #6481 (PDF)

budget amendment #6482 (PDF)

EOM UTILITY BILLING DEC 2024 (PDF)

CD REPORT (PDF)

HA REPORT (PDF)

PROPERTY TAXES COLLECTED THROUGH DEC 2024 (PDF)

proposed building fees (PDF)

**BANK ACCOUNT BALANCES  
FOR THE MONTH OF DECEMBER 2024**

<b>FUND</b>	<b>BANK ACCOUNT NAME</b>	<b>G/L ACCT#</b>	<b>TYPE</b>	<b>BALANCE</b>	
A	General	A.0200.000	Checking	55,989.15	
A	Repair & Maintenance	A.0200.400	Checking	137,471.76	
A	Greenhill Cemetery	A.0201.100	Savings	33,723.28	
A	Money Market	A.0201.130	Money Market	601,455.33	
A	Fire Apparatus	A.0221.110	Savings	639,515.17	
A	Bulding Department Escrow	A.0235.101	Checking	63,812.63	
A	Parks and Recreation	A.0200.200	Checking	1,518.95	
A	General Investment Savings	A.0201.110	Muni Investment Pool	1,210,231.25	
A	American Recovery Plan	A.0200.415	Checking		
					<b>TOTAL GENERAL FUND \$ 2,743,717.52</b>
CD	Small Cities Rehab.	CD.0200.000	Savings	1,133.84	
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21	
					<b>TOTAL COMMUNITY DEVELOPMENT \$ 1,360.05</b>
E	Light Fund	E.0121.100	Checking	343,615.32	
E	Light Depreciation Savings	E.0116.100	Savings	1,467,146.36	
E	Light Investment Savings	E.0201.110	Muni Investment Pool	1,046,705.01	
E	TTC Collections	E.0121.120	Savings	116,619.87	
E	Renewable Energy Savings	E.0121.130	Savings	225,126.35	
E	Consumer Deposit Savings	E.0191.100	Savings	120,173.96	
E	Consumer Deposit Checking	E.0244.200	Checking	16,030.82	
					<b>TOTAL LIGHT FUND \$ 3,335,417.69</b>
F	Water	F.0200.000	Checking	28,788.87	
F	Water Fund Capital	F.0200.400	Savings	\$8,404.23	
F	Water Investment Savings	F.0201.120	Muni Investment Pool	496,142.33	
F	Water Fund CD (MM)	F.0201.000	Money Market	203,936.88	
F	Water Fund Money Market	F.0201.130	Money Market	306,419.64	
					<b>\$ 1,043,691.95</b>
G	Sewer	G.0200.000	Checking	1,463,647.03	
G	NYS DEC Consent	G.0201.000	Savings	31,610.09	

G	Sewer Fund I	G.0201.100	Money Market	297,455.34	
G	Sewer Investment Savings	G.0201.110	Muni Investment Pool	783,577.68	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,190.91	
G	NYSERDA	G.0525.000	Checking	111.01	
				<b>TOTAL SEWER FUND</b>	<b>\$ 2,774,443.67</b>
H	Capital	H.0200.000	Checking	4,910,236.26	
H	Capital Reserve	H.0200.400	Savings	50,946.85	
				<b>TOTAL CAPITAL FUND</b>	<b>\$ 4,961,183.11</b>
TA	Trust & Agency	TA.0200.000	Checking	30,235.22	
TA	Retirement Savings	TA.0201.000	Savings	50,282.61	
TA	WWI Memorial Trust	TA.0201.001	Savings	732.56	
TA	T & A Special Escrow	TA.0201.002	Savings	6,617.42	
TA	Justice Court	TA.0201.004	Savings	4,803.31	
TA	Global Common	TA.0201.009	Savings	272,071.99	
TA	Basketball Court Donations	TA.0200.101	Checking	92.00	
TA	Tree Committee	TA.0200.102	Checking	6,803.23	
TA	Summer Day Camp Donations	TA.0200.103	Checking	1,680.00	
TA	Recreation Center Donations	TA.0200.104	Checking	15,718.20	
TA	Friends of Fifth Street	TA.0200.106	Checking	113.00	
TA	American Legion Bldg	TA.0200.107	Checking	200.00	
TA	Fifth Street Rehab	TA.0200.120	Checking	13,796.00	
TA	Carousel Committee	TA.0200.113	Checking	18,308.84	
TA	Mitchell Park Bathrooms Rehab	TA.0200.115	Checking	30,000.00	
TA	Accounts Payable	TA.0202.000	Checking	443,298.10	
TA	Camera Obscura Donations	TA.0200.116	Checking	935.54	
				<b>TOTAL TRUST &amp; AGENCY FUND</b>	<b>\$ 894,752.48</b>
	Wire Account			14.11	
	Utility Clearing			89,159.77	
					<b>\$ 89,173.88</b>
				<b>TOTAL VILLAGE WIDE</b>	<b>\$ 15,843,740.35</b>







DS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - December 2024

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 UNIT 2 - 8327 UNIT 3	HOUSE	\$ 4,725.00	50.00
Rent	\$ 1,125.00	\$ 1,900.00			
Late Fees/Credits	\$ 50.00				
<b>TOTAL REVENUE</b>	<b>\$ 1,175.00</b>	<b>\$ 1,900.00</b>	<b>\$ -</b>	<b>\$ 3,600.00</b>	<b>\$ 4,775.00</b>
<b>EXPENSES:</b>	<b>EXPENSES: 213 Center</b>	<b>EXPENSES: 278 2nd Street</b>			
<u>Utilities</u>	213 CENTER	UNIT 3 -	HOUSE - 8590 RE/8361 SW		
Electric		UNIT 1 - 8124 UNIT 2 - 8327 8328		\$ 15.83	
Water/Sewer	\$ 68.30			\$ 71.70	
Propane/Heating Oil				\$ 253.06	
<u>Admin</u>				\$ 1,781.35	\$ 2,375.13
Salaries & Benefits (Asha, Adam)	\$ 593.78				
Payment Agreement to Village				\$ -	\$ -
<b>Total</b>	<b>\$ 662.08</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,121.94</b>	<b>\$ 2,121.94</b>
<u>Maintenance Repairs/Other</u>	213 CENTER	UNIT 1	UNIT 2	UNIT 3	HOUSE
Southold Hardware/Ace					\$ 55.00
Twin Forks Pest Control					
JP McHale Pest Mgmt, LLC					\$ 91.30
Mattituck Enviro Services					\$ 43.64
Pine Oaks Landscaping Lawn cuts					\$ 235.00
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -	\$ 424.94
<b>MONTHLY FINANCIAL SUMMARY</b>	<b>213 CENTER</b>	<b>278 2nd STREET</b>			
Interest Earned					
Total Revenue	\$ 1,175.00	\$ 3,600.00			
Total Expenses	\$ 662.08	\$ 2,546.88			
NET REVENUE	\$ 512.92	\$ 1,053.12			
<b>EXCESS (DEFICIENCY) OF TOTAL REVENUE</b>	<b>\$ 512.92</b>	<b>\$ 1,053.12</b>			
<b>OVER (UNDER) TOTAL EXPENSES</b>	<b>\$ 512.92</b>	<b>\$ 1,053.12</b>			

### EOM Billing Statistics Report

Rate Summary - All Rates

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	0	0	0	494.98	19,469.57	3,657.10	5.88	5.88	
	9 - Residential (1, 1)	1367	0	919909	104,925.04	0	0	0	33.10	6.22	3,086.13	3.78	
	10 - Water Heating (2, 2)	10	0	1564	111.67	0	0	0	6,538.34	1,228.59	1,041.83		
	11 - All Electric (3, 3)	342	0	308996	34,186.09	0	0	0	6,254.90	1,175.31	737.10		
	13 - Demand - Class 3 (5, 5)	4	0	295600	16,524.04	738	8,671.51	0	406.90	76.44			
	14 - Village St. Lighting (6, 6)	5	0	19229.45	2,213.31	0	0	0	13.59	2.55			
	15 - Town St Lighting (7, 7)	1	0	642.2	73.92	0	0	0	19.98	3.75			
	19 - Traffic Lights (11, 11)	1	0	944	100.91	0	0	0	6.57	1.23			
	20 - Contract St Lighting (12, 12)	2	0	35	0.00	0	0	0	107.18	20.14		19.43	
	21 - Sterling Harbor (13, 13)	2	0	310.625	35.75	0	0	35.00	1,557.38	292.63			
	67 - NSF Fee	1	0	0	0	0	0	0	529.98	34,407.51	740.85	4,157.05	
	77 - RESIDENTIAL SOLAR	12	0	4966	647.99	0	0	0	0	0	0	0	
	78 - CLASS 3 SOLAR	1	0	73600	4,114.24	176	2,068.00	0	0	0	0	0	
	Electric Total	1757	0	1625796.275	162,932.96	914	10,739.51	529.98	34,407.51	6,463.96	740.85	4,157.05	
	Sewer	3 - Sewer - INSIDE Flat Charge	28	0	0	1,741.32	0	0	0	0	0	0	0
		23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)	898	596	3105.2	60,148.05	0	0	0	0	0	0	0
		25 - Sewer - IN VILL 1" W/SEWER (15, 15)	31	9	265.1	3,786.07	0	0	0	0	0	0	0
		27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16)	12	4	92.7	1,508.58	0	0	0	0	0	0	0
		29 - Sewer - IN VILL 2" W/SEWER (17, 17)	28	12	303.5	5,464.05	0	0	0	0	0	0	0
		31 - Sewer - IN VILL 3" W/SEWER (18, 18)	1	0	3.6	49.56	0	0	0	0	0	0	0
		33 - Sewer - IN VILL 4" W/SEWER (19, 19)	3	2	351.1	6,430.41	0	0	0	0	0	0	0
54 - Sewer - OUTSIDE RES SEWER (50, 50)		89	63	953.598	23,242.27	0	0	0	0	0	0	0	
57 - SPLIT SEWER BILLING (52, 52)		1	0	0	0.00	0	0	0	35.00	35.00	0	0	
62 - O/S DRIFTWOOD COVE 52		1	1	74.052	3,276.00	0	0	0	0	0	0	0	
63 - O/S DRIFTWOOD COVE 49		1	1	53.856	3,087.00	0	0	0	0	0	0	0	
64 - O/S PECONIC LANDING 301		1	0	3711	71,511.00	0	0	0	0	0	0	0	
65 - O/S CLIFFSIDE CONDOS-SEWER		1	1	36	4,410.00	0	0	0	0	0	0	0	
69 - Sewer NSF		1	0	0	0	0	0	0	35.00	35.00	0	0	
Sewer Total		1096	689	8949.706	184,654.31	0	0	0	0	0	0	0	
Water		5 - Water - Flat Charge	33	0	0	936.05	0	0	0	0	0	0	0
		22 - RES VILL 3/4" W/SEWER (14, 14)	912	373	3493	25,571.43	0	0	0	0	0	0	0
		24 - RES VILL 1" W/SEWER (15, 15)	32	4	294	1,471.56	0	0	0	0	0	0	0
		26 - COMM VILL 1 1/2" W/SEWER (16, 16)	13	8	107	732.40	0	0	0	0	0	0	0
		28 - COMM VILL 2" W/SEWER (17, 17)	30	21	335	2,158.33	0	0	0	0	0	0	0
		30 - COMM VILL 3" W/SEWER (18, 18)	1	1	4	45.35	0	0	0	0	0	0	0
	32 - COMM VILL 4" W/SEWER (19, 19)	3	1	400	1,941.53	0	0	0	0	0	0	0	
	46 - COMM VILLAGE 1 1/2" (42, 42)	1	1	0	45.35	0	0	0	0	0	0	0	
	47 - COMM VILLAGE 2" (43, 43)	7	6	116	737.86	0	0	0	0	0	0	0	
	48 - RES VILLAGE 3/4" (44, 44)	149	130	602	5,389.14	0	0	0	0	0	0	0	
	49 - RES VILLAGE SEWER ONLY (45, 45)	5	0	0	0.00	0	0	0	0	0	0	0	
	52 - FLAT-FIRE SPRINKLERS (49, 49)	33	0	0	0.00	0	0	0	0	0	0	0	
	53 - OUTSIDE RES SEWER (50, 50)	88	0	1046.724	0.00	0	0	0	0	0	0	0	
	Water Total	1307	545	6397.724	39,029.00	0	0	0	0	0	0	0	
	electric-small commercial	12 - Commercial (4, 4)	381	0	820810	92,562.71	0	0	0	17,368.31	3,263.50	7,460.82	
		16 - Operating Municipalt (8, 8)	30	0	36366	4,264.07	0	0	0	769.50	144.61		
		17 - Water Department (9, 9)	2	0	0	24.86	0	0	0	368.57	69.25		
		18 - Sewer Department (10, 10)	8	0	17418	1,963.16	0	0	0	0	0	0	0

### EOM Billing Statistics Report

1/7/2025 11:35:17 AM

Rate Summary - All Routes

<u>Service</u>	<u>Rate# - Description</u>	<u>Bills</u>	<u>Min. Bills</u>	<u>Usage</u>	<u>Charge</u>	<u>Usage</u>	<u>Demand</u>	<u>Contract</u>	<u>PCA</u>	<u>NYSCES</u>	<u>Comm Tax</u>	<u>Res Tax</u>
	73 - Electric Power Plant	5	0	74977	0.00	0						
	79 - SMALL COMMERCIAL SOLAR	2	0	38400	4,133.66	0		812.54	152.68			
	electric-small commercial Total	428	0	987971	102,948.46	0		19,318.92	3,630.04		7,460.82	
	Grand Total	4588	1234	2629114.705	489,564.73	914	10,739.51	564.98	53,726.43	10,094.00	8,201.67	4,157.05

## EOM Billing Statistics Report

1/7/2025 11:35:17 AM  
 Rate Summary - All Routes

Service	Rate# - Description	Total	
Electric	2 - Electric - Flat Charge	500.86	
	9 - Residential (1, 1)	131,137.84	
	10 - Water Heating (2, 2)	154.77	
	11 - All Electric (3, 3)	42,994.85	
	13 - Demand - Class 3 (5, 5)	33,362.86	
	14 - Village St. Lighting (6, 6)	2,696.65	
	15 - Town St Lighting (7, 7)	90.06	
	19 - Traffic Lights (11, 11)	124.64	
	20 - Contract St Lighting (12, 12)	0.00	
	21 - Sterling Harbor (13, 13)	47.30	
	67 - NSF Fee	35.00	
	77 - RESIDENTIAL SOLAR	794.74	
	78 - CLASS 3 SOLAR	8,032.25	
	<b>Electric Total</b>		<b>219,971.82</b>
	Sewer	3 - Sewer -INSIDE Flat Charge	1,741.32
		23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)	60,148.05
		25 - Sewer - IN VILL 1" W/SEWER (15, 15)	3,786.07
		27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16)	1,508.58
		29 - Sewer - IN VILL 2" W/SEWER (17, 17)	5,464.05
		31 - Sewer - IN VILL 3" W/SEWER (18, 18)	49.56
		33 - Sewer - IN VILL 4" W/SEWER (19, 19)	6,430.41
		54 - Sewer - OUTSIDE RES SEWER (50, 50)	23,242.27
		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		71,511.00	
65 - O/S CLIFFSIDE CONDOS-SEWER		4,410.00	
69 - Sewer NSF		35.00	
<b>Sewer Total</b>		<b>184,689.31</b>	
Water		5 - Water - Flat Charge	936.05
		22 - RES VILL 3/4" W/SEWER (14, 14)	25,571.43
		24 - RES VILL 1" W/SEWER (15, 15)	1,471.56
		26 - COMM VILL 1 1/2" W/SEWER (16, 16)	732.40
		28 - COMM VILL 2" W/SEWER (17, 17)	2,158.33
		30 - COMM VILL 3" W/SEWER (18, 18)	45.35
		32 - COMM VILL 4" W/SEWER (19, 19)	1,941.53
		46 - COMM VILLAGE 1 1/2" (42, 42)	45.35
		47 - COMM VILLAGE 2" (43, 43)	737.86
	48 - RES VILLAGE 3/4" (44, 44)	5,389.14	
	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	
	<b>Water Total</b>		<b>39,029.00</b>
	electric-small commercial	12 - Commercial (4, 4)	120,655.34
		16 - Operating Municipalt (8, 8)	5,178.18
		17 - Water Department (9, 9)	24.86
		18 - Sewer Department (10, 10)	2,400.98

### EOM Billing Statistics Report

1/7/2025 11:35:18 AM

#### Rate Summary - All Routes

Service	Rate# - Description	Total
	73 - Electric Power Plant	0.00
	79 - SMALL COMMERCIAL SOLAR	5,098.88
	electric-small commercial Total	133,358.24
	Grand Total	577,048.37

577,048.37

#### Report Setup Information:

#### Report Design EOM Billing Statistics Report

Output Type	Graphics	Start Route	End Route	Start Date	End Date
51		56	11/13/2024	12/10/2024	
57		63	11/19/2024	12/18/2024	
64		72	11/24/2024	12/27/2024	
73		79	12/4/2024	1/6/2025	
82		82	12/4/2024	1/6/2025	
80		80	12/4/2024	1/6/2025	
81		81	12/4/2024	1/6/2025	



# VILLAGE OF GREENPORT

## Payment to 12/31/2024, Balance as of 12/31/2024

	Count	Balance Amt	Count	Paid Amt	Count	Refunds	Payment Total	Writeoff
BID MT	7	1,565.19	110	51,443.16			51,443.16	
SEWER MT	9	11,123.25	21	10,937.54			10,937.54	
VILLT	36	57,497.18	1,025	1,251,152.97			1,251,152.97	
WATER MT	9	10,020.01	21	6,385.78			6,385.78	
<b>Total PRINCIPAL</b>		<u>80,205.63</u>		<u>1,319,919.45</u>			<u>1,319,919.45</u>	
PEN			61	5,819.06			5,819.06	
<b>Total PENALTY</b>				<u>5,819.06</u>			<u>5,819.06</u>	
<b>Total</b>		<u>80,205.63</u>		<u>1,325,738.51</u>			<u>1,325,738.51</u>	



Village of Greenport

Current Fees		Proposed Fees	Example	Current Fee	New Fee
<b>One- and Two-Family Dwelling</b>	<b>Fee</b>				
<b>Any application</b>	none	\$150	Building dept reviewing documents for 1-2 hours	\$0	\$150
New dwelling, additions, alterations and repairs to existing dwelling	\$250 plus \$0.30 for each square foot of total floor areas in excess of 500 square feet.	1.25% of the estimated cost of construction, but not less than \$500.	1. addition of space (bedroom and bathroom 480 sq) costing \$100,000	\$250	\$1,250
Accessory building, decks, fences, additions and alterations to existing accessory building:	\$150 plus \$0.30 for each square foot of floor area in excess of 500 square feet.		2. new windows costing \$20,000 3. new roofing/ siding @ \$70,000	\$250 \$250	500 (minimum) \$875
<b>Multiple-family dwelling: hotel, motel, multiple dwelling and business, industrial and all other buildings</b>	<b>Fee</b>				
New building and additions and alterations to existing building:	\$500 plus \$0.30 for each square foot of floor area in excess of 500 square feet.	\$2 per SQFT with a minimum of \$150	1. new detached garage @ 576 sq (24x24)	\$172.80	\$1,152
Accessory building and additions and alterations to existing accessory buildings:	\$150 plus \$0.30 for each square foot of floor area in excess of 500 square feet.	1.5% of the estimated cost of construction, but not less than \$1500	1. \$80,000 for upgrading kitchen (1,000 SQFT) 2. additional floor at 8,000 SQFT ( \$3M total cost of project)	\$650 \$2,750	\$1,500 (minimum) \$45,000
		1.5% of the estimated cost of construction, but not less than \$1500	1. commercial property wants to add additional structure for retail costing \$750,000 (2000 SQFT)	\$600	\$11,250

Current Fees		Proposed Fees
Foundations	Fee	
Foundations constructed under existing building:	\$200	1.25% of the estimated cost of construction for <i>residential</i> , but not less than \$400
Relocated buildings:	\$200 and \$0.15 for each square foot in excess of 300 square feet of floor area.	1.5% of the estimated cost of construction for <i>commercial</i> , but not less than \$400
		1.25% of the estimated cost of construction for <i>residential</i> , but not less than \$500
		1.5% of the estimated cost of construction for <i>commercial</i> , but not less than \$500
Swimming Pools	Fee	
In-ground swimming pools, together with required enclosure fencing:	\$300	1.25% of the estimated cost of construction for <i>residential</i> , but not less than \$300
aboveground swimming pools, together with required fencing:	\$100	1.5% of the estimated cost of construction for <i>commercial</i> , but not less than \$600
Demolition	Fee	
Demolition and removal:	minimum of \$75 and \$0.15 for each square foot in excess of 300 square feet of floor area.	Flat \$300
		\$1 per square foot of demolition
Signs	Fee	
All signs, except signs permitted by § 150-15	\$1 for each square foot of sign area; minimum of \$75.	Flat \$150
Certificate of Occupancy	Fee	
Commercial	\$100	\$100
New construction and additions	\$75	\$100
Accessory/alteration, pool, shed	\$60	\$100
Preexisting (new)	\$75	\$200
Vacant land	\$40	\$100
Updated certificate of occupancy	\$100	\$100 (no change)
Temporary certificate of occupancy	\$25	\$100
Copy	\$10	\$10 (no change)



236 THIRD STREET  
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KEVIN STUESSI  
EXT 215

**TRUSTEES**  
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**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

Submitted: January 9, 2025  
Meeting: January 16, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: William Schulz,  
From: William Schulz,  
Department: Village Administration

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**Work Session**

**Work Session Report for Road and Utilities**

January 16, 2025

**Administrator's Office**

**Statistics**

Work Orders:

Electric = 43 Written, 43 Completed

Water = 35 Written, 35 Completed

Sewer = 32 Written, 32 Completed

Road = 76 Written, 76 Completed

**Reports**

- ❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 12-06-2024. 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 12-06-2024.

## **Discussion**

## **Resolutions**

## **Road/Water Department**

### **Statistics**

Water Distribution:

5,351,000 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 = 0.51 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 December 6, 2024, with the above results.

**Report**

Tasks Accomplished:

- ❖ Daily garbage collection.
- ❖ Daily liter pick up at parks and parking lots.
- ❖ Daily work orders being documented.
- ❖ Installation of bench at 6<sup>th</sup> Street beach.
- ❖ Installation of new no parking signs at 6<sup>th</sup> Street beach.
- ❖ Ongoing patching throughout the Village.
- ❖ Removal of overgrowth at 6<sup>th</sup> Street beach.
- ❖ Staging set up and removal for parade.
- ❖ Assist wastewater plant with gearbox removal and installation.
- ❖ Received delivery of salt.
- ❖ Installation of salters on G-32 and G-44
- ❖ Repaired holiday display at steamboat corner.
- ❖ Began collection of Christmas trees to bring to Orient State Park.

- ❖ Replaced crosswalk signs on Main Street.
  - ❖ Removal of leaves and debris at 3<sup>rd</sup> Street Park.
  - ❖ Removal of leaves at Rec Center.
  - ❖ Removal debris at 3<sup>rd</sup> Street Basketball court.
  - ❖ Assisted with tree removal with power plant on Main Street.
  - ❖ Filled in various sink holes at Mitchel Park bulkhead.
  - ❖ Picked up and delivered RCA to Mitchel Park.
  - ❖ Removal of garbage on Monsell trail.
  - ❖ Removal of garbage at dead end of Webb Street.
  - ❖ Removal of garbage at skate park.
  - ❖ Filled in sinkhole on 6<sup>th</sup> Street at service installation.
  - ❖ Replacement of no parking signs throughout the Village.
  - ❖ Removed debris left by road paving project.
  - ❖ Removed debris by sidewalk project.
  - ❖ Cleaning of Main Street and Front Street gutters and parking lots.
  - ❖ Various mark outs completed for water services.
  - ❖ Final brush pick up completed for season.
  - ❖ Final street sweeping of Village completed for season.
  - ❖ Picked up cold patch for season.
  - ❖ Repaired of G-55 tarp for transportation of materials.
- Replacement of Blue Ford turn signal levers.

## Sewer Department

### Statistics

#### Flow and Sampling:

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

Total plant flow for the month of December = 9,135,000 Gallons

Average Daily Flow = .295 (MGD) Permit Limit = .650 MGD

Total Suspended Solids percent removal (TSS) = 95% Permit Limit = 75%

CBOD percent removal = 99% Permit Limit = 75%

Coliform Fecal General = 3.5 MPN. Permit limit 200 MPN/100

Coliform Total General = 20 MPN. Permit limit 700 MPN/100

Total Nitrogen = 10.8 LBS/day

#### Sludge Removal:

54,000 Gallons of sludge hauled in December

### Report

#### ❖ Treatment Plant:

Replaced Nitrate recirculation pump in BNR Basin #2 with spare

RPZ's tested at all pump stations

Cleaned UV bulbs

Wes Tech installed sprocket and chain on Aerotor #2 in BNR Basin #1

❖ Collection System:

## **Electric Department**

### **Statistics**

Monthly Power Usage:

Maximum usage day = December 22 @ 133.037 Mwh

Minimum usage day = December 12 @ 25.128 Mwh

Peak demand for the month = 6.268 MW December 22, 5:45pm

Monthly total usage = 2,656.331 Mwh



Service calls/call outs = 10

Street light repairs = 6

Customers shut off for nonpayment = 0

Customers turned on for payment = 0

Customers turned on for the season = 0

New Services/Upgrade = 2 new service and 0 service upgrade.

#### Tasks Accomplished:

- ❖ Green Velvet Tree has completed the utility line clearance trimming on Moores Lane, behind the Wastewater treatment plant and the right of way at the end of Moores Lane. They also had the tree removal and stump grinding for the Tree Committee, the stump grinding will be finished up in January.
- ❖ Assisted the Wastewater Plant with a couple projects, installing new chain for north basin, wiring up new motor for north basin, and replacing electric heater in Claudios lift station.
- ❖ Install temp electrical service at 250 Anglers Road due to house fire, also the electrical service was replaced next door due to heat damage from the fire next door.
- ❖ Installed some sample LED light fixtures at a couple locations, along with the smart photo eye. Also serviced several streetlights.
- ❖ Carousell building removed the center cabinet around the center pole, to prepare for the pole to be removed, the electrical planes will be addressed when the contractor is there to remove the center pole.

- ❖ Tree trimming on lower Main to remove limbs that were over the buildings, they were also have a pest problem at the same time.
  
- ❖ Completed what was needed to ready the Village for the Holiday season, final set up in the park, and addressing any problems with the light displays.
  
- ❖ Changed out several electric meters, due to age and not working.
  
- ❖ Responded to some flickering light calls, half power and a couple no power calls.

**Attachments:**

Greenport Meter 11-2024 (PDF)

Total Usage: 2,656,331.0000 KWH

Peak Demand: 6,268.00 KW

Occured On: December 22 2024 17:45

Load Factor: 67.08%

Date Start: Sunday, December 1, 2024

Date End: Tuesday, December 31, 2024

Period Ending	KWH
12/1/2024	100,976.00
12/2/2024	98,862.00
12/3/2024	99,036.00
12/4/2024	98,267.00
12/5/2024	102,333.00
12/6/2024	110,089.00
12/7/2024	104,596.00
12/8/2024	95,117.00
12/9/2024	91,204.00
12/10/2024	89,085.00
12/11/2024	80,683.00
12/12/2024	25,128.00
12/17/2024	80,640.00
12/18/2024	86,075.00
12/19/2024	91,816.00
12/20/2024	107,409.00
12/21/2024	117,996.00
12/22/2024	133,037.00
12/23/2024	130,501.00
12/24/2024	114,648.00
12/25/2024	104,291.00
12/26/2024	112,458.00
12/27/2024	115,423.00
12/28/2024	101,997.00
12/29/2024	88,373.00
12/30/2024	85,636.00
12/31/2024	90,655.00



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## Recreation

# Work Session Report Recreation Department

January 16, 2025

## Mitchell Park Marina/Parks

- ❖ Routine daily custodial duties continue.
- ❖ The carousel outer ride was dismantled and stored during the restoration period.
- ❖ All Recreation assets were winterized.
- ❖ 2025 Mooring, Bayman, and Commercial Vessel tenants' applications continue to be processed.
- ❖ Salting of sidewalks and walkways during the snow and freezing temperatures at Mitchell Park completed.
- ❖ New blinds were installed at Village Hall by Rich Albanese.
- ❖ Old Air conditioner was removed from Village Hall and discarded.
- ❖ The holiday light decorating at Mitchell Park was completed early December.
- ❖ The ice eater was installed at Baymans Facility
- ❖ Dockwa reservations continue for the 2025 season.
- ❖ Bayman, Railroad Dock and Mooring Field rental fees continue to be collected for the 2025 season.

Monthly Revenue Reports are attached

## **Recreation Center**

### **Statistics**

Attendance:

After School Program = 18 Children Enrolled

### **Reports**

- ❖ The After School Program is going very well.
- ❖ The Children's Holiday Party was a huge success. The children had a great time with Santa Claus, presents, refreshments and music.
- ❖ The recreation center is sanitized and cleaned daily.
- ❖ The children from the After Care Program will be returning to the Recreation Center on January 6<sup>th</sup>.

## **Campground**

### **Tasks Accomplished**

- ❖ All deposits for the seasonal rentals for 2025 were collected before the campground closed.
- ❖ McCann's Campground officially closed on November 1<sup>st</sup>.

### **Attachments:**

Recreation Monthly Revenue November 2024 (PDF)

