



236 THIRD STREET  
GREENPORT, NY 11944

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

**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

April 17, 2025 – 6:00 p.m.  
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 HEARING(S)**

1. Public hearing regarding a proposed local law amending Chapter 65 of the Code of the Village of Greenport, to add provisions regulating plumbing and electrical work performed in the Village of Greenport; public hearing remained open from the March 27, 2025 Regular Session meeting.
2. Public hearing regarding a proposed local law amending Chapter 65-10 of the Code of the Village of Greenport, to amend the penalty provisions with respect to violations of Chapter 65; public hearing remained open from the March 27, 2025 Regular Session meeting.
3. Public hearing regarding a proposed local law amending Chapter 65 ("Fire Prevention and Building Construction"), of the Code of the Village of Greenport; public hearing remained open from the March 27, 2025 Regular Session meeting.

## **BOARD PUBLIC MEETING TO RECEIVE COMMENTS ON THE FOLLOWING STATE LIQUOR AUTHORITY APPLICATION**

Application from ZEYTIN 443 GREENPORT (Hotel Zey), 437-441 Main Street, Greenport.

## **PRESENTATIONS**

1. Historic Preservation Commission – Janice Claudio, Chairperson
2. Greenport Skate Park Inc. – Rena Wilhelm, President

## **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**

- Loading Zones – Trustee Phillips
- Summer Paid Parking – Treasurer Brautigam
- Sewer Study – Mayor Stuessi
- Empire State Development Housing Grant – Mayor Stuessi
- Downtown Revitalization and other grants – Mayor Stuessi
- Chapter 103 – Rental Properties – special meeting to be scheduled
- Banners and Signage on Light Poles within the Village – Mayor Stuessi

## **RESOLUTION**

### **Resolution # 04-2025-1**

RESOLUTION awarding the Village of Greenport Wave Attenuator (Splash Board) Replacement on the East Pier at Mitchell Park bid to S. Heaney Marine Construction Inc., the low bidder, at a price of \$118,300.00 (one hundred and eighteen thousand, three hundred dollars), per the bid opening on Monday, April 14, 2025, and authorizing Mayor Stuessi to sign the contract between the Village of Greenport and S. Heaney Marine Construction Inc.

## **PUBLIC COMMENT**

A local law to amend Chapter 65 of the Code of the Village of Greenport, to add provisions regulating plumbing and electrical work performed in the Village of Greenport.

**Section 1.** Chapter 65 of the Code of the Village of Greenport is hereby amended, to include a new Article III, to read as follows:

**"Article III. Plumbing Work.**

**§65-11. Adoption of standards.**

The plumbing standards of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall be the minimum standards for all buildings hereafter constructed in the Village of Greenport and for all existing buildings wherein any installation, alteration, repair or replacement of or addition to any plumbing system is proposed to be done.

**65-12. Plumbing permit required; exception.**

- A. No installation, alteration or replacement of, nor any addition to, any plumbing system, including any fire sprinkler system, in any building or structure shall be made without first applying for and obtaining a plumbing permit from the Building Department. The fee for and duration of such plumbing permit shall be as determined from time to time by resolution of the Board of Trustees. Such fee shall accompany each application, which shall be in writing, and shall be filed with the Building Inspector. The form for such application shall be as prescribed by the Building Inspector.
- B. The foregoing provisions of this section notwithstanding, minor repairs may be made to plumbing systems without the necessity of first obtaining a permit. Minor repairs include basic maintenance work and part for part replacements on existing systems, which includes replacing existing faucets, toilet seats, fixing minor leaks on fixtures, clearing minor drain clogs, replacing worn-out washers and/o-rings, and replacing existing plumbing fixtures with similar ones without altering the existing pipework. Minor repairs shall not include the installation of new gas, soil, waste, drainage or vent pipes or the connection of additional fixtures to existing gas, soil, waste, drainage or vent pipes.

**65-13. Application requirements.**

- A. Applications for plumbing permits shall be to the Building Inspector, on forms provided by the Building Department, and shall include such information and description of work and diagrams as the Building Inspector deems necessary.
- B. Where plans and specifications filed in connection with an application for a building permit do not contain sufficient details or where no building permit has been applied for, the Building Inspector may require the plumber to file, as part of his application, a drawing on tracing cloth or a print of the system of plumbing showing the location of the various fixtures, lines, valves and other items required by the Uniform Code. Such plans, drawings or prints shall be drawn to scale and shall contain such floor plans and sections as may be necessary to show clearly any plumbing work to be done. They shall also show partitions and the method of ventilating bathrooms and toilet rooms. Such plans, drawings or prints must be signed by an architect, professional engineer or licensed plumber.
- C. No modification of the approved plans, drawings or prints will be permitted unless amended plans, drawings or prints covering the proposed change or changes are filed with and approved by the Building Inspector.

**65-14. Display of permit.**

A plumbing permit shall be prominently displayed on the premises while the work is being performed.

**65-15. Licensed plumber required.**

All plumbing work shall be performed by or under the direct supervision of a plumber licensed to perform plumbing work in Suffolk County, except as otherwise provided in this chapter.

**65-16. Notice of commencement of work; inspection; certificate of approval.**

- A. In cases where no building permit has been issued, notice shall be given to the Building Inspector by the plumber when any work is begun. Upon the completion of such work, it shall be inspected by the Building Inspector. If found to have been done satisfactorily in accordance with the permit issued therefor, the Building Inspector shall issue a certificate of approval.



B. It shall be unlawful to use any plumbing system until a certificate of occupancy (in the case of work covered by a building permit) or a certificate of approval has been issued therefor.

#### **65-17. Other Provisions Applicable.**

Such other provisions of this chapter as relate to building permits, including but not limited to provisions for revocation, notice and stop-work orders, which are not inconsistent herewith shall be applicable to plumbing permits.

#### **65-18. Penalties.**

A violation of any of the provisions of this article, including performance of work without a plumbers' license or a required building permit shall be subject to the penalties set forth in section 65-10."

**Section 2.** Chapter 65 of the Code of the Village of Greenport is hereby amended, to include a new Article IV, to read as follows:

#### **"Article IV. Electrical Work.**

##### **65-19. Performance of Electrical Work.**

A. No person shall install, alter or repair electrical wiring, apparatus, fittings, appliances or equipment other than:

- (1) A master electrician; or
- (2) A person hired by or working under the general supervision of a master electrician.

B. A person authorized herein to perform electrical work in the Village must register annually with the Village, and provide any information and documentation required from time to time by the Building Department, including proof of insurance and an annual fee as required by the Board of Trustees from time to time.

**Section 3.** Any local law or provision of the Code of the Village of Greenport in conflict with this local law is hereby repealed to the extent of such conflict, except that such repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of such local law, ordinance or resolution prior to the effective date of this local law.

**Section 4.** If any clause, sentence, paragraph, section, article, or part of this local law shall be adjudged to be invalid by any court of competent jurisdiction, such judgment shall not affect, impair or invalidate any other part of this local law, or the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section,

article, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

**Section 5.** This local law shall take effect immediately upon adoption and filing pursuant to the Municipal Home Rule Law.

A local law to amend Chapter 65 ("Fire Prevention and Building Construction") of the Code of the Village of Greenport, to repeal a provision of law relating to Building Inspector duties.

**Section 1.** Section 65-3(B) is hereby rescinded.

**Section 2.** Severability. If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**Section 3.** Effective date. This local law shall take effect immediately upon filing with the Secretary of State.

A local law to amend Section 65-10 of the Code of the Village of Greenport, to amend the penalty provisions with respect to violations of Chapter 65.

**Section 1.** Section 65-10 of the Code of the Village of Greenport is hereby amended, to read as follows:

**"§65-10. Penalties.**

A. The performance of any construction work without a building permit, the occupancy of a building or structure without a required certificate of occupancy or completion, as applicable, and/or the performance of any construction work without permitting an inspection required by this chapter, is a violation of this chapter and shall be punishable by a fine in the amount of:

- (1) \$1,000,
- (2) \$1,000 to \$2,500 for a second offense within an eighteen (18) month period, and
- (3) \$2,500 to \$5,000 for a third or subsequent offense within an eighteen (18) month period.

B. For purposes of multiple offenses within an eighteen (18) month period, any person or entity that is a member of a limited liability company, professional limited liability company or limited liability partnership, a partner of a partnership or an officer of a corporate entity, shall be subject to the increase in penalties in the same manner as an individual subject to the increasing offenses occurring within an eighteen (18) month period.

C. Each and every day that any violation shall exist shall be a separate violation punishable as a separate offense of this chapter with a separate fine in accordance with subsection A above.

**Section 2.** Any local law or provision of the Code of the Village of Greenport in conflict with this local law is hereby repealed to the extent of such conflict, except that such repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of such local law, ordinance or resolution prior to the effective date of this local law.

**Section 3.** If any clause, sentence, paragraph, section, article, or part of this local law shall be adjudged to be invalid by any court of competent jurisdiction, such judgment shall not affect, impair or invalidate any other part of this local law, or the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, article, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

**Section 4.** This local law shall take effect immediately upon adoption and filing pursuant to the Municipal Home Rule Law.



## **Proposal for Greenport Skate Park Phase 1 Expansion**

**To:** Village of Greenport Administration

**From:** Greenport Skate Park Inc.

**Subject:** Request for Additional Footprint Expansion and Minor Infrastructure Modifications

Greenport Skate Park Inc. is nearing the completion of securing the necessary capital to execute Phase 1 of the skate park's revitalization project. As part of our final design considerations, our designer and builder have proposed a dynamic enhancement that includes a slight extension beyond the park's existing footprint. We are seeking the Village's approval to move forward with this request, which would involve minimal impact to the surrounding grounds and various uses of the area.

### **Scope of the Request**

The additional square footage, extending the footprint eastward, would replace an underutilized cement slab currently housing a set of bleachers and extend slightly northward. The only significant infrastructure adjustments required include:

- The removal and relocation of a single sprinkler head, which currently poses issues for one of the park's fixtures.
- The relocation of a newly planted tree that is part of the Mini-Railroad landscape design.

### **Context and Justification**

It is important to note that at no point was Greenport Skate Park consulted when the Mini-Railroad's landscaping design was implemented. While we fully support the Mini-Railroad project as part of the broader effort to make the Polo Grounds a premier community destination, our organization has been dealing with the fallout from its construction. Specifically, the gravel used in the project consistently spills onto our skate surfaces, creating hazardous conditions for park users. It is Greenport Skate Park Inc. that has taken on the responsibility of regularly clearing these safety hazards at our own expense and effort.

Given these circumstances, we do not believe our request for a minor footprint adjustment is unreasonable. The proposed changes would optimize the skate park's design without negatively impacting other users of the grounds.

## **Request for Village Assistance**

In addition to approval of this expansion, we are also requesting the Village's help with the demolition of a small section of existing concrete. This section has long been both an eyesore and a safety hazard within the park and technically remains the responsibility of the Village. Given the scale of our revitalization efforts, we feel this is a reasonable ask and aligns with the Village's commitment to public safety and community enhancement.

## **Conclusion**

Greenport Skate Park Inc. is delivering a project exceeding one million dollars in value to the Village, revitalizing a critical recreational space for youth and the community. Given our investment in this public asset and our continued stewardship of its maintenance, we hope that our request will be honored with the same spirit of collaboration and commitment that we have demonstrated.

We appreciate your time and consideration and look forward to your support in ensuring the best possible outcome for Greenport Skate Park and the greater community.

**Sincerely,**

**Rena Wilhelm**

Greenport Skate Park Inc.



Greenport Skatepark



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CANDACE HALL  
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Submitted: April 11, 2025  
Meeting: April 17, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: Jeanmarie Odden, *Deputy Clerk*  
From: Greenport Fire Department

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### Greenport Fire Department April 2025 Work Session

**Attachments:**

Greenport Fire Department April 2025 Work Session (PDF)



# GREENPORT F.D.

## April 2025

Duty Companies 8-3-2 & 8-3-3 First due on Signal 24s + 8-3-3

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

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <b>ANNUAL MTGS</b> 18:00 hrs	2 Marine Rescue Mtg	3 <b>DEPT CHIEF ELECTIONS</b> 6 pm -8 pm	4  4pm -- Planning Bd, etc	5
6	7	8 Rescue Squad Mtg Finance Mtg	9	10 Dept Training Hose Handling 7 pm	11	12
13	14 Co# Officers Mtg Sta 2 19:00	15 Fire Police Mtg Wardens Mtg 7pm	16	17 Yaphank-Taxpayer 6 pm 5pm - HPC 6pm - Bd Trustees	18	19
20 Easter 	21 Pump Test ALL ENGINES	22	23	24 6pm - Bd Trustees 7pm - Bd Annual Org Mtg	25	26 Recruit NY 10 am - 2 pm
27 Recruit NY 12 pm - 3 pm	28	29	30		Chief de Kerillis 1st Ass't Chief Miller 2nd Ass't Chief Nyce	631.208.7506 631.831.5645 917.439.6324

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



(631) 477-9801 – STATION 1  
 (631) 477-8261 – STATION 2  
 (631) 477-4012 – FAX  
 311 THIRD STREET – PO BOX 58  
 GREENPORT, NY 11944  
 Email: gfdfire@optonline.net  
 www.greenportfd.org

## Greenport Fire Department Monthly Report MARCH 2025

Number of calls this month:.....78

Number of calls to date:.....254

### Breakdown of Calls by Signal Numbers:

9	(stand/by) .....	0
12	(brush fire) .....	1
13	(automatic alarm, smoke, etc.) .....	10
13-35	(working structure fire) .....	0
14	(vehicle fire) .....	0
16	(ambulance/rescue) .....	59
16-23	(MVA, water rescue, misc.) .....	1
16-59	(routine transport) .....	0
23	(CO alarm, medi-vac) .....	4
24/9	(mutual aid standby) .....	2
24/12	(mutual aid brush fire) .....	0
24/13-35	(mutual aid working structure fire) .....	1
24/16	(mutual aid ambulance/rescue) .....	2
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 .....	38
Within the East/West Fire Protection District .....	38
Other (mutual aid) .....	2

(23 calls ahead of last year)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1																										
2	Greenport Fire Department period ending March 31, 2025																	## maximum points in category				FIRE: 10% = 25 pts				
3																							EMS: 10% = 25 pts			
4																										
5	Antonelle, Carmine																									
6	Arnold, Jordan	W																								
7	Baglivi, Ryan																									
8	Barron, Megan																									
9	Barszczewski, Joseph III	L																								
10	Betz, James																									
11	Birmingham, Kenneth																									
12	Breese, Colleen																									
13	Breese, Harry	D																								
14	Breitstadt, Charles																									
15	Brennan, Patrick	W																								
16	Buchanan, Shawn																									
17	Bumble III, Charles	T																								
18	Bumble, Samantha																									
19	Butler, Michael																									
20	Capon, George																									
21	Carey, Patrick																									
22	Charters, Gary																									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
4		elect/app	# Fire	%		pts	# EMS	%		pts	st/by mtgs			misc	train	drill	pos(dis)	points							
23	Clark, James	S	5	9.6	%	0	0	0	%	0	0	0	3	4	0	0	5		12						
24	Clark, Jeffry		20	38	%	25	2	1	%	0	0	0	4	9	4	0	0		42		X		X	X	
25	Corazzini, Jeffrey		6	12	%	25	46	23	%	25	0	2	0	0	0	0	0		52						
26	Corazzini, Warren		1	1.9	%	0	1	0.5	%	0	0	0	3	1	0	0	0		4	X					
27	Corwin, Everett		12	23	%	25	37	19	%	25	0	6	8	4	1	0	0		69	X	X	X	X	X	
28	Corwin, Norma	C,W	9	17	%	25	51	26	%	25	0	8	7	3	1	16		85	X						
29	Corwin, Robert E.	C,D,IDO	12	23	%	25	45	23	%	25	0	9	8	2	0	16		85	X						
30	Corwin, Robert J.	L	6	12	%	25	23	12	%	25	0	6	5	0	1	5		67							
31	Corwin, Scott		14	27	%	25	3	1.5	%	0	0	4	3	4	0	0		36	X	X	X	X	X		
32	Costas, Tom		9	17	%	25	4	2	%	0	0	7	3	4	0	0		39		X		X	X	X	
33	Creedon, Daniel	S	17	33	%	25	98	49	%	25	0	3	3	4	0	5		65		X		X	X	X	
34	Creighton, Ryan		1	1.9	%	0	2	1	%	0	0	1	1	0	1	0		3	X						
35	De Kerillis, Alain	CH	16	31	%	25	56	28	%	25	0	10	10	4	0	25		99		X		X	X	X	
36	DelGaudio, Malyssa		9	17	%	25	56	28	%	25	0	2	2	3	1	0		58							
37	Detrick, Gary		0	0	%	0	0	0	%	0	0	0	0	0	0	0		0							
38	Diaz, Juan		5	9.6	%	0	1	0.5	%	0	0	3	5	4	0	0		12	X	X	X	X	X		
39	Edwards, Alson		11	21	%	25	0	0	%	0	0	3	1	0	1	0		30							
40	Edwards, Carol		7	13	%	25	50	25	%	25	0	3	2	1	0	0		56							
41	Ellis, Scott		0	0	%	0	0	0	%	0	0	0	0	0	0	0		0							
42	Ferguson, Peter		0	0	%	0	0	0	%	0	0	0	0	0	0	0		0							
43	Ficurilli, Michael		14	27	%	25	4	2	%	0	0	4	7	4	0	0		40	X	X	X	X	X	X	



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
		elect/app	# Fire	%		pts	# EMS	%		pts	st/by	mtgs	misc	train	drill	pos(dis)	points	phys	haz	bb	wp/sh	yap			
4																									
44	Fogarty, Jonathan	T	12	23	%	25	6	3	%	0	0	4	4	4	1	5	43		X	X					
45	Golden, Jillian		0	0	%	0	0	0	%	0	0	0	0	0	0	0	0								
46	Gouveia, John		0	0	%	0	0	0	%	0	0	0	0	0	0	0	0								
47	Grattan, Timothy		0	0	%	0	0	0	%	0	0	2	0	4	0	0	6		X	X					
48	Gray, Sally Anne		1	1.9	%	0	9	4.5	%	0	0	3	0	0	1	4									
49	Grilli, Jennifer	L	2	3.8	%	0	1	0.5	%	0	0	4	3	4	0	5	16		X	X					
50	Grilli, John	W	3	5.8	%	0	0	0	%	0	0	5	3	4	0	8	20		X	X					
51	Hamilton Jr., Robert	D, W, SO	19	37	%	25	8	4	%	0	0	7	6	4	1	19	62		X	X					
52	Hanoïd, Christopher T.	C	7	13	%	25	13	6.5	%	0	0	4	3	0	0	8	40								
53	Harris, Cliff		2	3.8	%	0	0	0	%	0	0	1	2	4	0	0	7		X	X					
54	Harris, Peter	L, T, D, W, FPO	21	40	%	25	8	4	%	0	0	7	9	4	0	24	69	X	X	X					
55	Harvey, Russell		0	0	%	0	0	0	%	0	0	0	0	4	0	0	4		X	X					
56	Hollid, Scott	W	13	25	%	25	1	0.5	%	0	0	3	4	0	0	8	40								
57	Holmes, Joseph	L	6	12	%	25	21	11	%	25	0	3	2	0	0	5	60								
58	Hubbard Jr, George		7	13	%	25	3	1.5	%	0	0	4	4	4	0	0	37		X	X					
59	Huzsek, Andrew H		31	60	%	25	8	4	%	0	0	4	6	4	1	0	40	X	X	X					
60	Jensen, Warren		4	7.7	%	0	1	0.5	%	0	0	5	0	7	0	0	12		X	X					
61	Jester, Robert	T	4	7.7	%	0	3	1.5	%	0	0	9	10	4	0	5	28		X	X					
62	Jimenez, Susano		1	1.9	%	0	0	0	%	0	0	2	0	4	0	0	6		X	X					
63	Jobes, Craig	C	19	37	%	25	29	15	%	25	0	5	3	0	1	8	67								
64	Johnson, Craig		0	0	%	0	0	0	%	0	0	0	1	0	0	0	1								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
4		elect/app	# Fire	%		pts	# EMS	%		pts	st/by	mtgs	misc	train	drill	pos(dis)	points	phys	haz	bb	wp/sh	yap			
65	Kalin, James		41	79 %	25	129	65 %	25		25	0	2	2	0	0	0	54								
66	Kostal, Anne Susan		18	35 %	25	77	39 %	25		25	0	5	4	5	1	0	65		X	X					
67	Luke, Alexander		0	0 %	0	0	0 %	0		0	0	0	1	0	0	0	1								
68	Mantzopoulos, John		0	0 %	0	1	0.5 %	0		0	0	0	0	0	0	0	0								
69	Manwaring, Julia		21	40 %	25	21	11 %	25		25	0	7	6	6	0	0	69		X	X					
70	Manwaring, Wayde	W	19	37 %	25	18	9 %	0		0	0	8	4	6	0	8	51		X	X					
71	Marczewski, Macy		4	7.7 %	0	0	0 %	0		0	0	4	5	0	0	0	9								
72	Martocchia, Jerome		4	7.7 %	0	2	1 %	0		0	0	3	3	0	0	0	6								
73	Miller, Wayne	CH	24	46 %	25	39	20 %	25		25	0	8	6	7	0	25	96		X	X					
74	Mills, Wm. J., III		1	1.9 %	0	0	0 %	0		0	0	1	0	4	0	0	5		X	X					
75	Mills, Robert		0	0 %	0	0	0 %	0		0	0	0	0	4	0	0	4								
76	Milovich Jr., Joseph	S	15	29 %	25	6	3 %	0		0	0	5	3	4	0	5	42		X	X					
77	Mims, Ralph		1	1.9 %	0	0	0 %	0		0	0	1	0	0	0	0	1								
78	Musto, Francis	S, Chpln	19	37 %	25	41	21 %	25		25	0	9	10	4	0	10	83	X	X	X					
79	Mysliborski, Linda		4	7.7 %	0	36	18 %	25		25	0	5	4	5	0	0	39		X	X					
80	Narkiewicz, Piotr		23	44 %	25	95	48 %	25		25	0	8	4	5	1	0	68		X	X					
81	Nedoszytko, William	S	0	0 %	0	0	0 %	0		0	0	2	1	0	0	5	8								
82	Nyce, David	CH	31	60 %	25	61	31 %	25		25	0	13	8	7	1	25	104		X	X					
83	O'Brien, Michael		4	7.7 %	0	1	0.5 %	0		0	0	2	2	0	0	0	4								
84	Petrigliano, Victor		0	0 %	0	0	0 %	0		0	0	0	0	0	0	0	0								
85	Piel, Jeffrey		0	0 %	0	0	0 %	0		0	0	2	1	0	1	0	4	X							



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
4		elect/app	# Fire	%		pts	# EMS	%		pts	st/by	mtgs	misc	train	drill	pos(dis)	points			phys	haz	bb	wp/sh	yap	
86	Pirillo, James A.		29	56	%	25	6	3	%	0	0	6	8	7	1	0	47				X	X	X		
87	Pope, George		23	44	%	25	49	25	%	25	0	10	4	4	1	0	69				X	X	X		
88	Purcell, Bernard	L,W	50	96	%	25	157	79	%	25	0	12	11	4	1	13	91				X	X	X		
89	Purcell, Ryan		10	19	%	25	8	4	%	0	0	4	2	4	0	0	35				X	X	X		
90	Quillin, Michael	D	12	23	%	25	1	0.5	%	0	0	4	5	4	1	3	42				X	X	X		
91	Raynor, Dale	L	9	17	%	25	17	8.5	%	0	0	4	5	4	0	5	43				X	X	X		
92	Reed, Michael		4	7.7	%	0	1	0.5	%	0	0	1	1	4	0	0	6				X	X	X		
93	Reed, Taylor	L	11	21	%	25	49	25	%	25	0	6	8	7	0	5	76				X	X	X		
94	Reiss, Helen		7	13	%	25	12	6	%	0	0	3	1	2	0	0	31								
95	Richter, Michael	T,T	1	1.9	%	0	0	0	%	0	0	0	0	4	0	10	14				X	X	X		
96	Robins, William	L	15	29	%	25	9	4.5	%	0	0	5	5	0	1	5	41								
97	Rosa, Lisa		12	23	%	25	4	2	%	0	0	5	1	4	0	0	35			X	X	X	X		
98	Rung, Rosalie	S	0	0	%	0	20	10	%	25	0	1	1	0	0	5	32								
99	Rutkowski, Stephen	D	29	56	%	25	108	54	%	25	0	10	3	4	1	3	71				X	X	X		
100	Schroeder, Geoffrey		1	1.9	%	0	0	0	%	0	0	3	1	0	1	0	5								
101	Skrezec, John		0	0	%	0	0	0	%	0	0	0	0	0	0	0	0								
102	Strickland, Samuel	L,D	20	38	%	25	52	26	%	25	0	6	6	4	1	8	75				X	X	X		
103	Swetland, Jessica		1	1.9	%	0	1	0.5	%	0	0	2	2	5	0	0	9			X	X	X	X		
104	Tamin, John		1	1.9	%	0	0	0	%	0	0	0	1	0	0	0	1								
105	Tejada, Yira		2	3.8	%	0	7	3.5	%	0	0	1	2	2	1	0	6			X					
106	Thorp, Thomas	L	0	0	%	0	0	0	%	0	0	0	0	0	0	5	5								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
4		elect/app	# Fire	%		pts	# EMS	%		pts		st/by	mtgs	misc	train	drill	pos(dis)	points	phys	haz	bb	wp/sh	yap		
107	Vandenburgh, Richard		0	0	%	0	0	0	0	0	0	0	1	1	0	0	0	2							
108	VanEtten, George	D	9	17	%	25	6	3	%	0	0	0	4	7	7	1	3	47		X	X	X			
109	Verity, Michael		1	1.9	%	0	1	0.5	%	0	0	0	0	0	4	0	0	4		X	X	X			
110	Versheck, Jon		8	15	%	25	14	7	%	0	0	0	7	1	4	1	0	38		X	X	X			
111	Volinski, Antone, III	W.L	8	15	%	25	44	22	%	25	0	0	7	3	6	0	13	79	X	X	X	X			
112	Volinski, Darryl		4	7.7	%	0	7	3.5	%	0	0	0	2	4	4	0	0	10		X	X	X			
113	Waller, Kristie		17	33	%	25	35	18	%	25	0	0	3	3	5	1	0	62		X	X	X			
114	Walters, Joseph		1	1.9	%	0	0	0	%	0	0	0	2	0	4	0	0	6		X	X	X			
115	Wright, William		16	31	%	25	62	31	%	25	0	0	6	4	4	0	0	64		X	X	X			
116	Zaymayar, Elias	C	21	40	%	25	38	19	%	25	0	0	5	7	4	1	8	75	X	X	X	X			
117	Zurek, Gregory		16	31	%	25	5	2.5	%	0	0	0	4	3	4	1	0	37		X	X	X			
118	Zurek Jr, Stanley		9	17	%	25	0	0	%	0	0	0	4	0	4	1	0	34		X	X	X			

CHIEF ALAIN DeKERILLIS  
1<sup>ST</sup> ASST CHIEF WAYNE MILLER  
2<sup>ND</sup> ASST CHIEF DAVID NYCE  
CHAPLAIN FRANK MUSTO  
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## **Meeting of the Board of Wardens**

**Wednesday March 19, 2025**

### **OPENING**

Chief Alain de Kerillis opened the meeting at 7:06pm 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

Warden Jordan Arnold of Standard Hose Co. #4

Wardens John Grilli and Peter Harris of Phenix Hook & Ladder Co. #1

Mary Bess Phillips VOG/GFD Liaison

Excused: Warden Scott Hollid of Standard Hose Co. #4

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

1. Please see attached statement read by 2<sup>nd</sup> Asst. Chief Nyce.

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

Motion made by W. Manwaring, seconded by P. Harris, to approve the minutes of the February 19, 2025 meeting of the Board of Wardens as printed and distributed. Motion Carried.



## **FINANCE COMMITTEE**

The finance committee report was read by 2<sup>nd</sup> Asst Chief Nyce. Motion made by P. Harris, seconded by R. Hamilton, to accept the report and approve expenses including 5 hand lights for 8-3-2. Motion Carried.

## **COMPANY OFFICERS' MEETING MINUTES-**

The company Officer's Meeting minutes was read by 1<sup>st</sup> Asst Chief Miller. Motion made by P. Harris, seconded by J. Arnold, to accept the report. Motion Carried.

1. Mary Bess Phillips wanted to note that the Village went to the Town of Southold regarding the Winter Festival which used to be on the same weekend as the Washington's Parade and had it moved to the weekend before as a compromise. She said that it was a big deal to move it, so moving the Washington's Parade back to that weekend could be complicated.

## **TREASURER'S REPORT**

The Treasurer's report for the period of February 20, 2025 through March 19, 2025 was read by Chief de Kerillis. Motion made by J. Arnold, seconded by R. Hamilton, to accept the treasurer's report as read. Motion carried. (report attached)

## **BILLS-**

1. Firehouse Training Plus- \$2,875.
2. Firehouse Systems for Cascade System- \$1,960.

Motion made by A. Volinski III, seconded by R. Hamilton, to pay bills. Motion Carried.

## **COMMUNICATIONS**

1. Thank you card and \$100 donation from Mary Jane Dinizio. P. Harris will take the check back to her since we don't accept them from family members.
2. Warwick FD Biennial Parade, June 14, 2025. Some members would like to go Friday and stay overnight and then leave Saturday or go Saturday and stay overnight and leave Sunday. Motion made by W. Manwaring,

seconded by J. Arnold, to allow members to attend the parade. Motion Carried. GFD to notify the Village about which vehicle will be out of town.

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

**APPLICATIONS FOR MEMBERSHIP- None.**

**REPORTS OF COMMITTEES**

**Buildings and Grounds-** No Report.

**Bylaws-** No Report.

**Finance-** No Report.

**Fire District** – No Report.

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

**Service Awards**

1. The final points are in each company's box. Grievance Day was held, changes were made, and they will be submitted to the Village.

**Recruitment-**

1. 2<sup>nd</sup> Asst Chief Nyce reported that GFD will be participating in RecruitNY April 26 & 27. We will be completing a mass assembly permit. It'll be from 10AM-2PM on the 26<sup>th</sup> at Station 1 and Mitchell Park. It'll be from 12PM-3PM on the 27<sup>th</sup> at Station 1 and Station 2. Greenport Electric is purchasing Red LED lightbulbs to give out both days to show support for first responders. We will also have applications. Mary Bess Phillips asked if it was mentioned to the BID for advertising. 2<sup>nd</sup> Asst Chief Nyce said that he has not reached out yet.

**Casualty Fund-** No Report.

**Funeral-** No Report.

**Communications-**

1. 2<sup>nd</sup> Asst. Chief Nyce to get a quote for 6 APX 6000 radios.



**Trips & Travel-** Warwick Parade trip June 14, 2025.

**COMPANY REQUESTS**

Eagle Hose Co. #1- Budget items, radios.

Relief Hose Co. #2- Radios, light

Star Hose Co. #3- Budget items.

Standard Hose Co. #4- Budget items.

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

Rescue Squad- Ambulance and stretcher, CPR manuals for reimbursement and CPR Equipment.

Fire Police- Budget items.

Water Rescue-

1. P. Brennan reported that the Village has prepared a resolution to go out for a bond anticipation note. Motion made by J. Arnold, seconded by W. Manwaring, to purchase the boat. Motion Carried. P. Brennan also said that Village council has given us advice on how to go about the fundraising but there is a process by which we need to notify the village-timeline, strategy, goals, etc. The funds would go to GFD and GFD would gift it to the Village to go specifically towards this. They will speak about the fundraising on a squad level and then bring it to the Wardens to see if it's appropriate/get approval. P. Brennan asked Mary Bess if there is any cost to the Village for the Bond Anticipation Note. She said that there is not. She also said that if there is a mass assembly permit done to note that is for the boat.

**UNFINISHED BUSINESS –**

1. 1<sup>st</sup> Asst Chief Miller asked if the Wardens want to post a recommended bylaw change again, removing the US Citizenship requirement. J. Arnold said that whatever we post should say that we are currently in violation of NYS Law and are recommending the change to fix that. Motion made by A. Volinski III, seconded by W. Miller, to post the recommended bylaw

- change eliminating the requirement for US Citizenship. Motion Carried. The Wardens are to go back to their companies and explain this to them.
2. 2<sup>nd</sup> Asst Chief Nyce said that he reached out to FASNY. He just needs full roster of members including their names and address. It is \$10 per member. After the Annual Meeting the list can be updated each year. Motion made by P. Harris, seconded by J. Arnold to move forward with FASNY membership and the department paying for it. Motion carried.
  3. 1<sup>st</sup> Asst Chief Miller asked about meeting with Candace about getting a full-time administrative person. W. Manwaring asked if we were putting it in next year's budget. Chief de Kerillis said that they already requested it. Mary Bess Phillips said that the trustees will receive the draft budget tomorrow and then the hearing will be April 10<sup>th</sup>.
  4. J. Grilli just wanted to remind everyone that the Warden's organizational meeting in April is the 3<sup>rd</sup> Tuesday of the month at 7:30PM.

**REPORTS OF DELEGATES-** No Report.

**NEW BUSINESS-**

1. J. Grilli brought up that Chief de Kerillis mentioned last week the roof needs to be replaced. Chief de Kerillis said that it does above the radio room where the paramedics are staying. Water is still coming through the conduit.
2. Mary Bess Phillips mentioned that the handles on the meeting room doors need to be fixed, they are hard to lock.
3. R. Hamilton said that there is a reserved wall for the fallen firefighters and he sees something else up there and it needs to come down.

**GOOD OF THE DEPARTMENT**

1. 2<sup>nd</sup> Asst Chief Nyce said that he was contacted by The Paul Drum foundation. They would like to partner with GFD for an event for kids August 27<sup>th</sup> at Mitchell's Park. He would like to get fire prevention involved. It will be both instructional and hands on. Motion made by P. Brennan, seconded by W. Miller, to participate in the Paul Drum event. Motion Carried.
2. P. Harris mentioned at the last Warden's meeting we went into Executive Session, but we never heard the outcome. A request was made for an executive session.

3. A. Volinski mentioned that when we have a fundraiser for Water Rescue to keep in mind that we mail one out in June and don't want it to interfere.
4. A. Volinski III said that they will be doing a mass assembly permit for the carnival.

### **EXECUTIVE SESSION**

Motion made by A. Volinski III, seconded by P. Harris, to adjourn to an executive session to discuss personnel matters. Motion Carried. Adjourned to executive session at 8:07pm.

Upon returning from executive session, a motion made by D. Nyce, seconded by P. Harris, to resume with the regular meeting. Motion Carried. Regular meeting resumed at 8:25pm.

Motion made by A. Volinski III, seconded by S. Hollid, to accept letter of resignation from Jessica Swetland. Motion Carried

### **READING OF THE MINUTES**

Motion by P. Harris, seconded by A. Volinski III, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

### **ADJOURMENT**

Motion by A. Volinski III, seconded by P. Harris, to adjourn. Motion carried. The meeting was adjourned at 7:30 pm

Submitted by,

Rebecca J. McKnight

Recording Secretary

### **ATTACHMENT – ADDRESS TO WARDENS BY CHIEF DAVID NYCE**

I would like to now address this Board. I am doing so on the record, and request that this written copy of my remarks be incorporated into the record, so that the companies and squads have a full transcript the next time they hear the Wardens' Report. While my comments this evening are not directed toward any one specific member or group of members, I feel the need to clear the air, and I believe that

this is the appropriate place to do so. I am speaking out tonight because I have heard the chatter around the firehouse; specifically, the false allegations that I am driven by my own agenda; and baseless assertions that I am placing my own political beliefs and personal philosophies ahead of my role as your Second Assistant Chief Engineer.

Let me be clear: I have never, nor will I ever enter this meeting room to advance my own agenda, beliefs, or philosophies. This includes the eight years I spent coming to this meeting room as the Village mayor. Whether as an elected official of the Village or of the Department, I have always put the interests of constituents and members before my own needs or wants. In every instance, my commitment has been the same: to do my utmost to protect and improve whatever institution I am serving.

My recent suggestion for a change in our bylaws regarding the citizenship requirement was an act fully consistent with this commitment.

I made the bylaws change suggestion to protect our department from harm because our citizenship requirement is not only inconsistent with, but is actually violative of New York State human rights law. As was publicly reported yesterday, three Long Island fire departments have settled state legal actions, paid fines and changed their bylaws because they, and I quote, "...used bylaws that unlawfully stipulated that only United States citizens could be department volunteers... [and one department] unlawfully requested information about applicants' national origin, religion, and whether they had been charged with or convicted of a crime."

While my assessment of the situation was correct, this is not about that. It's about this legal action by the state, and yesterday's public release of it, and this Department now being on notice that it has a bylaw that violates state law and that needs to change so that we do not face legal action forcing a change, plus a fine that we can ill afford, and the reputational stain of intentionally maintaining an unlawful rule.

Finally, if anyone has a problem with my behavior or demeanor regarding anything I do, that person has every opportunity to bring it to me directly. If you have something to say to me, or about me, have the guts, if not the respect, to say it to me directly.

If my comments seem like overkill, I apologize. But this is the world we live in and I felt the need to put all this on the record. Thank you.

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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## REPORT OF ELECTIONS

Department elections for the positions of Chiefs were held on Thursday, April 3, 2025 at Station #1 of the Greenport Fire Department. Voting started at 6:00PM and ended at 8:00PM.

The elections were conducted by the Fire Wardens of the five companies of the Greenport Fire Department.

The candidates for the following positions and the results of the election were:

Chief Engineer:	Alain DeKerillis	57
	blank and other	6
1st Ass't Chief Engineer:	Wayne Miller	58
	blank and other	5
2nd Ass't Chief Engineer:	David Nyce	45
	Robert E. Corwin	15
	blank and other	3

**There were 132 eligible voters;  
63 members cast ballots.**





236 THIRD STREET  
GREENPORT, NY 11944

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

www.villageofgreenport.org

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

**Submitted:** April 14, 2025  
**Meeting:** April 17, 2025, 6:00p.m.  
**Work Session Meeting**

**To:** Mayor Kevin Stuessi  
Board of Trustees

**Prepared by:** Candace Hall, *Village Clerk*

**From:** Candace Hall, *Village Clerk*

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## Village Clerk April 2025 Work Session Report

### Announcements, Updates and Reminders:

- The Village Annual Organizational Meeting will be held on Thursday, April 24, 2025, at the Greenport Firehouse.
- Village Hall will close at noon on April 18, 2025 in observance of Good Friday.
- Village Brush Pick-Up Schedule has been published on the Village website. The bi-weekly pick-ups began on April 8, 2025.
- Reminders:
  - Public Assembly Applications should be submitted to the Clerk's office 60 days prior to the desired event date.
  - NEW Written Public Comment Submission Policy, effective as of March 27, 2025 (resolution # 03-2025-17)
- The Dances in the Park Committee will host interns for the upcoming season! Interns will be working to promote partnerships with local businesses via social media campaigns, assisting with fundraising efforts and advertising for both monetary and in-kind sponsors. Student interns will have the opportunity to earn school credits and community service hours. Huge thank you to Andrea Malinoski for spearheading the internship program.
- The Village website will be undergoing some necessary updates and revisions:
  - New law that has passed requires .gov domain names for Municipal Websites - General Municipal Law §§ 300 and 30(7).
  - A new layout of the website will be implemented with a focus on ease of use and organizing content; all current content will be maintained.
- New Meeting Management Software
  - IQM2 end of life and support is approaching
  - A new meeting management software from Granicus called PEAK is the likely new platform the Village will be purchasing.

## **Public Assembly Permit Applications Received:**

1. Dances in the Park Committee for the Annual Dances in the Park concert series to run every Monday at Mitchell Park from 7:00-9:00pm beginning July 7, 2025 through August 25, 2025. And to host the second annual Battle of the Bands on Monday, September 1, 2025 from 6:00-9:00pm.
2. Floyd Memorial Library to host the annual Brady Rymer kids' concert in Mitchell Park on July 15, 2025 from 6:00-8:00pm. The applicant is requesting a waiver of the \$250.00 application fee.
3. Relief Hose #2 and Phenix H&L to host the annual Carnival at the polo grounds from July 1, 2025 through July 5, 2025 with daily hours of operation from 6:00-11:00pm. Fireworks are scheduled for Wednesday, July 2, 2025 and Saturday, July 5, 2025 at 10:00pm.
4. North Fork Kid Connect Inc. (Justin Smith, Andrea Malinowski, Candace Hall and Destiny Salter) to host weekly basketball clinics for kids between the ages of 8 and 18 years old. The proposed schedule for the clinics is for 6 weeks beginning the week of July 7, 2025 through the week of August 11, 2025, between the hours of 9:00am – noon. The applicant is requesting a waiver the \$50.00 application fee.
5. Kim Looper of Harbor Pet to host the North Fork Dog Dock Diving Weekend at the polo grounds on June 7, 2025 and June 8, 2025 from 9:00am-5:00pm. This family-friendly event will have an entry fee and is scheduled to include food trucks and beverage vendors.
  - a. The applicant is requesting a waiver of the Village of Greenport alcohol prohibition to allow vendors to sell craft beer and local wine.
6. Brian Hanson of All League Baseball to host a Children's Baseball Clinic at the polo grounds ball field. The baseball clinics will take place July 21, 2025 through August 1, 2025 (Monday – Friday) from 8:00am-2:00pm.
7. Clinton Memorial AME Zion Church and Coming to the Table to host the annual Juneteenth Celebration and Parade on June 28, 2025 from 10:00am-6:00pm. This year's celebration will include a road closure for a parade (route outlined in application) with a celebration to continue in Mitchell Park.
8. Railroad Museum of Long Island to host a free 5-part concert series called "Concert in a Boxcar" from 1:30-3:30pm on the following dates: May 25, 2025, June 15, 2025, July 13, 2025, September 21, 2025 and October 12, 2025.



9. Rena Wilhelm on behalf of the Greenport Skate Park Inc. to host the annual "National Get Out and Skate Day" at the Greenport Skate Park on June 21, 2025 from noon-4:00pm.

### **Resolutions**

1. Resolution to amend the previously approved public assembly application submitted by Helen Swiskey for the Celebration of Life for William Swiskey; requested date change from May 10, 2025 to June 21, 2025 (rain date June 22, 2025).

### **Contracts and Agreements Signed**

- Kalmar Nickel Contact

### **Legal Notices:**

- Job Posting
  - FT Park Attendant III – Marina
  - PT Pump Out Boat Operator
- Notices for the following:
  - SLA Public Hearing – Hotel Zey
  - Annual Organizational Meeting
  - Tentative Budget Hearing
  - Wave Attenuator BID

### **Attachments:**

- Written Public Comment Submission Policy
- Public Assembly Application
- NYMIR Notice – New Law Requires .gov Municipal Websites



## **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.



236 THIRD STREET  
GREENPORT, NY 11944  
PHONE: (631) 477-0248  
FAX: (631) 477-1877

## PUBLIC ASSEMBLY PERMIT APPLICATION

This application applies to any form of public assembly or entertainment expected to attract or involve twenty-five (25) or more people. Approval by the Board of Trustees is required, and this permit application must be submitted no later than 60 days prior to the proposed event.

The Clerk's Office will only accept complete applications, including the following:

- **Public Assembly Application**
- **Cover Letter** - outlining the event details, including map of road closures if applicable and site plan.
- **\$500.00 Security Deposit** – refundable if there is no damage or cost incurred by The Village
- **Non-refundable Application Fee**
  - \$50.00
  - \$250.00 - Mitchell Park Only

### **SECTION 1:**

Name of Applicant and/or Organization: \_\_\_\_\_

Address of Applicant/Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Number of attendees: \_\_\_\_\_ Fees to be Charged: \_\_\_\_\_

Clean Up Plans: \_\_\_\_\_

Have you previously obtained a permit for this event? YES NO

If yes, when? \_\_\_\_\_

**PLEASE CIRCLE APPROPRIATE ANSWER**

Road(s) to be Closed? YES NO Sidewalk(s) blocked? YES NO

Food to be served? YES NO \*Tent or structure to be erected? YES NO

\*YOU MUST FILL OUT THE ATTACHED APPLICATION FOR A TEMPORARY TENT IF THE TENT EXCEEDS 400 SQUARE FEET

**SECTION 2:**

**Insurance Required:** Applicant will provide proof of liability insurance in the amount of one-million dollars (1,000,000.00) per occurrence naming The Village of Greenport as additional insured for risks or as may otherwise be determined by the Board of Trustees.

**Alcoholic Beverages:** No person shall consume alcoholic beverages in any Village park, playground, beach or any other Village park property or facility, nor shall any person possess any alcoholic beverage with intent to consume or facilitate consumption by others in any Village park, playground, beach, or other park property without first obtaining written approval from the Board of Trustees.

**I hereby declare that I/we will comply with The Village of Greenport Code and all conditions of this permit.**

---

Signature of Applicant

Date

**SECTION 3: FOR OFFICIAL USE ONLY**

This application is hereby: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

---

Village Clerk

Date

Board of Trustees Resolution Number/Decision Date: \_\_\_\_\_

Cc: Finance Department

Fire Department

DPW/Utilities

Police Department

Code Enforcement

Village Administration

PUBLIC ASSEMBLY PERMIT APPLICATION APPROVED BY VILLAGE OF GREENPORT BOARD OF TRUSTEES: RESOLUTION # 05-2024-30





VILLAGE OF GREENPORT CODE ENFORCEMENT & FIRE SAFETY  
236 THIRD STREET  
GREENPORT, NEW YORK, 11944  
631-477-0248  
E-Mail: abolanos@greenportvillage.org



APPLICATION FOR TEMPORARY TENT, CANOPY, AIR SUPPORTED OR TENSIONED MEMBRANE STRUCTURE

*All tents/membrane structures shall follow International Fire Code Chapter 31*

**\*PLEASE CALL 8-1-1 FOR MARK OUT PURPOSES BEFORE ERECTING TENT\***

Name of Sponsor/Event: \_\_\_\_\_

Location or Venue & Address (where tent is placed): \_\_\_\_\_

*Person in charge of event and to whom notices under the Intl. Fire Code shall be addressed and mailed:*

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Company supplying/erecting tent: \_\_\_\_\_

Contact Name/No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Number & Dimension of Tent(s): \_\_\_\_\_

\*Date tent(s) is to be erected: \_\_\_\_\_ Date tent is to be removed: \_\_\_\_\_

*\*Please call Code Enforcement at 631-477-0248 when tent is erected*

**The following must be submitted as part of this application:**

- Liability insurance certificate (listing the Village of Greenport as additionally insured)
- Site map (showing where tent(s) are being placed at site)
- Certificate of flame resistance
- Tents may only be erected with tent stakes. Any other method of securing shall be signed off on by a licensed engineer and submitted to the Fire Marshal for approval prior to erecting any tent or membrane structure.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**THIS PERMIT IS INDEPENDENT OF ZONING REGULATIONS AND IS NOT INTENDED TO INFER THAT THE TENT/CANOPY IS A PERMITTED USE UNDER ZONING REGULATIONS.**  
Additional permits may be required for special events; please contact the Village Clerk at 631-477-0248

**TENTS MAY ONLY BE ERECTED FOR A PERIOD OF 180 DAYS PER CALENDAR YEAR**

I hereby attest that the following presented herein is true and accurate to the best of my knowledge.  
I furthermore acknowledge that inaccurate information may result in the permit being denied.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICIAL USE:

\_\_\_\_ APPROVED \_\_\_\_ DENIED Signature: \_\_\_\_\_ Date: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

**\*\*THIS PERMIT SHALL BE CONSPICUOUSLY PLACED BY PERSON IN CHARGE\*\***



April 2025



518-949-0127



[edubois@wrightinsurance.com](mailto:edubois@wrightinsurance.com)



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

# New Law Requires .gov Municipal Websites – What You Need to Know

## Summary

Recent legislation has amended General Municipal Law §§ 300 and 30(7), MANDATING that all municipal corporations with a population of 1,500 or more establish and maintain an official website with a ".gov" domain name.

## Municipal Website Requirements

At a minimum, municipal websites must be accessible to the public, updated regularly, and include the following:

- **Basic Municipal Information:** Hours of operations, elected officials, and services provided.
- **Privacy Policy:** Clearly posted and written in plain language, outlining data collection and usage practices.
- **Financial Documents:** Most recent annual financial reports, current-year budget, independent audit reports, and fiscal performance plans, as required by State Finance Law, unless exempt under FOIL.
- **Public Notices:** Announcements of municipal elections, public hearings, and board or legislative meetings.
- **Agendas & Minutes:** As required under Open Meetings Law.
- **Legal & Regulatory Documents:** Local laws, codes, and resolutions, with hyperlinks to external locations if applicable.

## For Municipalities with Populations Under 1,500

Municipalities with populations below 1,500 (based on the most recent federal census) are required to follow the website requirement as much as they reasonably can, given their available resources, staffing, and technology. *If you host your official website on another municipality's .gov domain, it fulfills the requirement.*

## How to Acquire .gov Domain

A .gov domain enhances trust, security, and credibility at **no cost** to state and local governments. Municipalities can obtain a .gov domain through the U.S. General Services Administration (GSA) at <https://get.gov/domains/>. To obtain a .gov domain, you should:

1. **Prepare Before Applying.** Choose an appropriate domain (e.g., townname.gov). Obtain authorization from a municipal executive or senior official. Ensure existing website infrastructure supports a smooth transition, if applicable.
2. **Create a Login.gov Account.** Verify your identity using either a state-issued ID, your Social Security number, or a valid phone number.
3. **Submit a .gov Domain Request.** Visit [get.gov/domains/](https://get.gov/domains/) to start your request. Collect the required information including: Type of government organization [e.g., Town, City, County, Special District]; Organization name and mailing address; Your senior official, Current websites (if applicable); .gov domain you want; Purpose of domain; Your contact information; Other employees from your municipality. Receive digital approval.
  - a. **Important Note:** Before using your approved .gov domain, you'll need to link it to your website DNS hosting provider (contact the vendor or person that manages your website).
4. **Manage Your .gov Domain.** Update DNS settings and manage contacts. Assign additional users for domain security.

## Additional Resources

- Need help choosing a domain name? Contact <https://get.gov/> for guidance.
- NYMIR: Contact Elisabeth Dubois, Cyber Risk Specialist at 518.949.0127 or [edubois@wrightinsurance.com](mailto:edubois@wrightinsurance.com).
- NYS Associations: Email The Conference of Mayors, Association of Towns, or Association of Counties.
- Your municipal counsel: Consult their legal counsel to fully understand the local implications of this legislation.





# Recommendations & Proposal for the Village of Greenport



Thank you for considering The Public Relations and Marketing Group, LLC to provide website re-development services to the Village of Greenport. Below, please find our recommendations and proposal to re-develop the Village's website, as well to provide ongoing website maintenance services.

## Logo

Re-create Village logo, matching existing one, so it can be used on the website and for other village purposes.

## Website Re-Development

1. Re-develop the website with a modern, user-friendly municipal design that is mobile-friendly, responsive and ADA compliant using either Wix or WordPress development platform.
2. Install SSL certificate, provide initial ongoing optimization, submit to search engines and install Google Analytics.
3. Migrate website to .gov domain with .org as re-direct.
4. Re-organize Village's website and navigation scheme to allow for enhanced user experience.
5. Integrate calendar, village forms, village code, etc.
6. Migrate current site content to new site with existing archives maintained in HTML as archives.
7. Recommended Navigation Scheme
  - a. Home Page
    - i. Header photo montage of village locations and important information.
    - ii. Replace Left and Right navigation with top navigation.
    - iii. Links to Most common services and website pages, ie. Calendar, Village Code, Common Forms, etc.
    - iv. Most Recent News
    - v. Meetings (Next Meetings, Public and Legal Notices, Links to Agendas Minutes from Prior Meetings)
    - vi. Contact Form
    - vii. Calendar
    - viii. Forms (including forms in Spanish with translation provided by Village). If translation services required, subject to additional charges.
  - b. Village Government
    - i. Elected Officials & Staff – Mayor, Board of Trustees, Key Staff
    - ii. Departments: Code Enforcement/Building, Clerk's Office, Treasurer's Office.

1. Clerk's Office
    - a. Village Election
    - b. Current Bids
    - c. Public and Legal Notices
    - d. Calendar (I'd put it both places)
    - e. Public hearings, including draft laws
  - iii. Boards: Trustees, Planning, Zoning, including public notices of meetings and minutes.
  - iv. Historic Preservation Commission
    1. Village History
    2. Photo gallery
  - v. Village Code
  - vi. Zoning Map
  - vii. Business Improvement District
  - viii. Housing authority
- c. Recreation
  - i. Programs with Registration
    1. Summer Day Camp
  - ii. Village Staff and Advisory Councils
  - iii. Parks, Beaches & Marinas
  - iv. Camera Obscura
  - v. carousel
  - vi. Miniature Railroad
  - vii. Moore's Woods Nature Study
  - viii. Photo Galleries
- d. Public Service Announcements & Initiatives
  - i. Comprehensive Plan
  - ii. Stormwater Management
  - iii. Drinking Water Report
  - iv. Lead Pipe Inventory
  - v. Hurricane & Severe Weather Preparedness
  - vi. Brush Pickup
- e. Community
  - i. Fire Department
  - ii. Hospital
  - iii. Housing Authority
  - iv. Transportation
    1. Parking
    2. Suffolk County Transit
    3. Hampton Jitney
    4. North Ferry
    5. South Ferry
    6. Cross Sound Ferry
    7. Bridgeport



- v. Business Improvement District
  - f. Contact
- 8. Other Features to be Incorporated into Site
  - i. Provide up to ten (10) fillable village forms for the most popular forms used, including forms in Spanish.
  - ii. Integrate with Village's new meetings platform. Include Agendas, Meeting Notices and Video in one easily accessible location.
  - iii. Newsletter sign up and archived newsletters
  - iv. Tree committee info

### **Ongoing Maintenance & Updates**

1. Provide ongoing content updates as requested by Village staff.
2. Provide ongoing graphic design services to update top rotating collage/banners highlighting upcoming events, initiatives, meetings, etc
3. Provide ongoing website plug-in updates to maintain website security. It may be necessary to purchase and maintain WordPress plugins to develop the site.
4. Provide quarterly analytics reporting

### **Proposal**

Website Re-Development Project Fee: \$7,500.

Website Updates and Maintenance Proposal –\$750 per month to provide an average of 7.5 hours of updates and ongoing maintenance per month.

Website Hosting ~ Standard hosting: \$59.95/month.

Re-direct hosting of .org website: \$9.95/month. This can be monitored over time to determine when it can be deactivated.

Advanced Security Installation: \$39.95/month, includes daily backups, DDoS, CDN boost, or for sites with security issues, along with priority support and fastest malware removal turnaround.

WordPress Plugins – Some features, such as fillable forms may require the purchase and maintenance of one or more plugins. PRMG will request approval before purchasing plugins.



## **WEBSITE DEVELOPMENT & MAINTENANCE AGREEMENT**

This Website Development and Maintenance Agreement ("Agreement") is made and effective May 1, 2025 by and between Village of Greenport ("Client") and The Public Relations and Marketing Group, LLC, A New York Limited Liability Company ("Agency").

Agency is in the business of providing public relations, marketing, advertising and web design, development and maintenance services for a fee.

Client desires to engage Agency to render, and Agency desires to render to Client, certain web development and maintenance services, all as set forth.

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein contained the parties hereto agree as follows:

### **1. Engagement.**

Client engages Agency to render, and Agency agrees to render to Client, certain services in connection with Client's planning, preparing and implementing of communications, media relations, videography, photography, web design, web maintenance and related services as follows:

- A. Create, prepare and submit to Client for its prior approval, web design, website development, website maintenance and search engine optimization services.
- C. Design and prepare for the design and preparation of all related web design and development services.
- E. Prepare and submit to Client for its prior approval estimates of costs and expenses associated with website development services.
- F. Perform related services, including social media, newsletter, media relations and communications services as Client may request.

### **2. Products.**

Agency's engagement shall include, but not be limited, to the following products:

- A. Logo – Re-create Village logo/seal to be used on website and Village communications.
- B. Website (see recommendations memo dated 4.16.25 for detail)
  - 1. Maintain and re-develop, as necessary, a responsive/mobile friendly government website in WordPress

2. Provide regular ongoing website updates as directed by village officials and staff.
  3. Provide hosting services, maintain plug-ins and take reasonable precautions with respect to website security.
- C. Proposal attached and dated 4.14.25 incorporated.

3. **Exclusivity.**

Agency shall be the exclusive agency in the United States for Client with respect to the development of products described in Section 2 above.

4. **Compensation.**

- A. Website Re-development Project Fee - \$7,500 to provide services described in (2) A-C payable in 3 installments. Deposit: \$2,500; Approval of main navigation design pages: \$2,500; Site complete and posted online: \$2,500.
- B. Monthly Updates & Site Maintenance Retainer: \$750.00/month (includes an average of 7.5 hours per month of graphic design, website updates and site maintenance)
- C. Monthly web hosting: \$59.95/month.
- D. Re-direct website hosting of .org website to .com: \$9.95/month.
- E. **Optional:** Premium Security Provided by GoDaddy: \$39.95/month.
- F. **Optional:** Annual domain renewals: \$25.00
- G. **Optional:** Field Video Production (4-hour minimum): \$125/hour.
- H. **Optional:** Newsletter Design Fees: \$1,000 for 4-page newsletter; \$1500 for 6-page newsletter. \$2,000 for 8-page newsletter.
- I. **Optional:** Advertising/Media Purchase Services - Agency shall receive an amount equal to fifteen percent (15%) of the gross charges levied by media for advertising placed therewith by Agency pursuant to this Agreement. In the event the media company (ie. cable television, radio, print) recognizes and pays an agency commission, the 15% commission shall be based on the gross amount and taken from the gross, leaving the net to be paid to the media company. In the event the media company does not recognize an agency commission, the amount will be added to the amount paid to the media company (ie. Google Ad Words, Facebook). The 15% digital advertising commission applies to clients on a retainer.
- J. **Optional:** Print Communications – Agency will provide a quote for printing and mail house services prior to ordering printing and mail house services.

5. **Billing**

A. Invoices shall be submitted in an itemized format and shall be paid by Client within thirty (30) days of the invoice date.

B. Rate or billing adjustments shall be credited or charged to Client on the next following regular invoice date or as soon as otherwise practical.

6. **Cost Estimates.**

Agency shall not commence work on any project pursuant to this Agreement without first estimating costs for preparation, including copy, service, layout, art, engraving, typography, processing, paste up and production. After determining the estimated cost, completion of the work shall be subject to Client's prior approval. All such estimates shall be provided to Client in writing. No work shall be commenced by Agency unless Agency first obtains Client's written approval to perform such work.

**7. Audit Rights.**

Agency agrees that following reasonable prior notice any and all contracts, agreements, correspondence, books, accounts and other information relating to Client's business or this Agreement shall be available for inspection by Client and Client's outside accountants, at Client's expense.

**8. Ownership and Use.**

- A. Agency represents that all content, images, video content, logos, code and other materials presented by Agency to Client and/or used by Agency in performing its services for Client and/or used in the creation and/or formulation of Client's website, logo, web design, public relations, search optimization and/or marketing are original and were created by Agency or that Agency had, at the time of said creation and/or formulation, the right to use and distribute any such non-original content, images, video content, logos, code and other materials, and that Client has the right to use, distribute and disseminate any such non-original content, images, video content, logos, code and other materials in perpetuity. If Agency plans to use any such non-original content, images, video content, logos, code and other materials, then Agency shall first, prior to such use, indicate such plan in writing to Client; shall specifically identify such non-original content, images, video content, logos, code and/or other materials; shall provide to Client proof of Agency's and Client's right to use same; and receive written permission from Client to proceed.
- B. Client may continue to use any and all advertising, publications and public relations materials created by Agency for Client.
- C. Agency may utilize samples of work performed for Client for samples used in conjunction with marketing during and upon termination of this agreement.

**9. Indemnification and Insurance.**

- A. Client agrees to indemnify and hold Agency harmless with respect to any claims, loss, liability, damage or judgment suffered by Agency in connection with this agreement, which results from the proper use by Agency of any material furnished by Client or where material created by Agency or at the direction of Agency subject to the indemnification in subsection A. above is materially changed by Client. Information or data obtained by Agency from Client to substantiate claims made in advertising shall be deemed to be "material furnished by Client to Agency".
- B. In the event of any proceeding, litigation or suit against Client by any regulatory agency or in the event of any court action or other proceeding challenging any advertising prepared by Agency, Agency shall assist in the preparation of the defense of such action or proceeding and cooperate with Client and Client's attorneys. Agency further agrees to indemnify and hold Client harmless with respect to any claims, loss, liability, damage or judgment suffered by Client, which results from use by Client or Agency of any material, images or content furnished or used by Agency, or any material, images or content which is furnished by Client and then materially altered by Agency."

**10. Term.**



The term of this Agreement is one year and shall commence on May 1, 2025. The rights, duties and obligations of the parties shall continue in full force during or following the period of the termination notice until termination, including the ordering and billing of advertising in media whose closing dates follow then such period. Agreement may be renewed for an additional year(s) or another term otherwise agreed to.

**11. Rights Upon Termination.**

A. Upon termination of the Agreement, Agency shall transfer, assign and make available to Client all property and materials in Agency's possession or subject to Agency's control that are the property of Client, subject to payment in full of amounts due pursuant to this Agreement

B. Upon termination, Agency agrees to provide reasonable cooperation in arranging for the transfer or approval of third party's interest in all contracts, agreements and other arrangements with advertising media, suppliers, talent and others not then utilized, and all rights and claims thereto and therein, following appropriate release from the obligations therein.

**12. Default.**

In the event of any default of any material obligation by or owed by a party pursuant to this Agreement, then the other party may provide written notice of such default and if such default is not cured within ten (10) days of the written notice, then the non-defaulting party may terminate this Agreement.

**13. Notices.**

Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given to the appropriate party by personal delivery or by certified mail, postage prepaid, or recognized overnight delivery services.

If to Client:

Ms. Candace Hall  
Village Clerk  
Village of Greenport  
236 Third Street  
Greenport, New York 11944

If to Agency:

John C. Zaher, Esq.  
The Public Relations and Marketing Group, LLC  
156 North Ocean Avenue  
Patchogue, New York 11772

**14. Place of Work.**

Agency shall render services primarily at Agency's offices, but will, upon request, provide the services at Company offices or such other places as reasonably requested by Company as appropriate for the performance of particular services.

**15. Time.**

Agency's daily schedule and hours worked under this Agreement on a given day shall

generally be subject to Agency's discretion. Company relies upon Agency to devote sufficient time as is reasonably necessary to fulfill the spirit and purpose of this Agreement.

16. **Headings.**

Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

17. **Final Agreement.**

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

18. **Governing Law.**

This Agreement shall be construed and enforced in accordance with the laws of the state of New York.

IN WITNESS WHEREOF, the parties hereto have executed this Advertising Agency Agreement as of the date first above written.

Village of Greenport

The Public Relations and Marketing Group,  
LLC

By: \_\_\_\_\_

By: \_\_\_\_\_

Candace Hall, Village Clerk

John C. Zaher, Esq., President



236 THIRD STREET  
GREENPORT, NY  
11944

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

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

**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

Submitted: April 14, 2025  
Meeting: April 17, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: Jeanmarie Oddon, *Deputy Clerk*  
From: Adam Brautigam, *Village Treasurer*

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

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

RESOLUTION authorizing Treasurer Brautigam to perform attached budget amendment #6491 to appropriate electric fund reserves to fund repairs to the light plant generator, and directing budget amendment #6491 be included as part of the formal meeting minutes of the April 24<sup>th</sup> 2025 meeting of the Board of Trustees.

RESOLUTION authorizing Treasurer Brautigam to perform attached budget amendment #6492 to appropriate sewer fund reserves to fund repairs to pumps and generator for the WWTP, and directing budget amendment #6492 be included as part of the formal meeting minutes of the April 24<sup>th</sup> 2025 meeting of the Board of Trustees.

RESOLUTION authorizing Treasurer Brautigam to perform attached budget amendment #6493 to appropriate electric fund reserves to fund the monthly power invoice and directing budget amendment #6493 be included as part of the formal meeting minutes of the April 24<sup>th</sup> 2025 meeting of the Board of Trustees.

RESOLUTION adopting the 2025-2026 Tentative Budget.

RESOLUTION- Approving the attached "card only" policy for the Village of Greenport Carousel.

RESOLUTION- Approving the attached revised Railroad Dock Application, Rules, and Regulations.

### **UTILITY BILLING**

End of Month Statistics for March completed.

Sector one read, to be billed by 04/11/2025.

Sector two bills to be read and mailed by 4/17/2025.

### **TALKING POINTS**

### **SIGNIFICANT COLLECTIONS**

RENTS COLLECTED IN MARCH 2025- \$86,024.46

PROPERTY TAX COLLECTED THROUGH MARCH 2025- \$1,405,629.99

CHIPS - \$328,373.24

### **SIGNIFICANT PAYMENTS**

CORAZZINI ASPHALT- \$214,792.63

NV-5 CONSULTANTS - \$43,193.88

2014 SERIAL BOND INTEREST- \$17,675.00

2021 SERIAL BOND INTEREST- \$46,371.88

### **COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY**

10 recertifications and 2 interims were performed in March 2025.



**INFORMATIONAL:**

Cash Holdings Report - See attached

Utility Billing Statistics Report – See attached

**Attachments:**

BUD MOD #6491 (PDF)

BUD MOD #6492 (PDF)

BUD MOD #6493 (PDF)

BANK BALANCE SHEET APRIL 2025 (PDF)

Carousel Card Policy v.2 (PDF)

CD report (PDF)

HA report (PDF)

EOM BILLING STATS (PDF)

property tax collected through March 2025 (PDF)

RR DOCK APP, RULES, REGULATIONS (PDF)

**VILLAGE OF GREENPORT****Budget Adjustment Form**

Year: 2025 Period: 4 Trans Type: B2 - Amend Status: Batch  
Trans No: 6493 Trans Date: 04/14/2025 User Ref: ADAM  
Requested: A. BRAUTIGAM Approved: Created by: ADAM 04/14/2025  
Description: TO APPROPRIATE LIGHT FUND RESERVES TO FUND MONTHLY POWER Account # Order: No  
INVOICE Print Parent Account: No

Account No.	Account Description	Amount
E.0721	POWER PURCHASED	118,579.42
E.5990	APPROPRIATED FUND BALANCE	118,579.42
<b>Total Amount:</b>		<b>237,158.84</b>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year:	2025	Period:	3	Trans Type:	B2 - Amend	Status:	Batch
Trans No:	6491	Trans Date:	03/31/2025	User Ref:	ADAM		
Requested:	D. JACOBS	Approved:		Created by:	ADAM		03/31/2025
Description:	TO APPROPRIATE FUNDS TO COVER COSTS ASSOCIATED WITH ELECTRIC GENERATOR REPAIR					Account # Order:	No
						Print Parent Account:	No

Account No.	Account Description	Amount
E.5990	APPROPRIATED FUND BALANCE	75,916.69
E.0715.320	REPAIR - GENERATOR..	75,916.69
	<b>Total Amount:</b>	<b>151,833.38</b>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2025 Period: 4 Trans Type: B2 - Amend Status: Batch  
Trans No: 6492 Trans Date: 04/07/2025 User Ref: ADAM  
Requested: D. KING Approved: Created by: ADAM 04/07/2025  
Description: TO APPROPRIATE SEWER FUND RESERVES TO FUND THE REPAIR OF PUMPS AND GENERATOR FOR THE WWTP  
Account # Order: No  
Print Parent Account: No

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	15,273.43
G.8120.401	EQUIPMENT REPAIR..	15,273.43
Total Amount:		30,546.86



BANK ACCOUNT BALANCES FOR THE MONTH OF MARCH 2025					
FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE	
A	General	A.0200.000	Checking	143,739.80	
A	Repair & Maintenance	A.0200.400	Checking	137,471.76	
A	Greenhill Cemetery	A.0201.100	Savings	33,731.60	
A	Money Market	A.0201.130	Money Market	347,621.03	
A	Fire Apparatus	A.0221.110	Savings	640,383.04	
A	Bulding Department Escrow	A.0235.101	Checking	64,012.63	
A	Parks and Recreation	A.0200.200	Checking	1,448.47	
A	General Investment Savings	A.0201.110	Muni Investment Pool	1,222,892.87	
A	American Recovery Plan	A.0200.415	Checking		
			<b>TOTAL GENERAL FUND</b>	<b>\$</b>	<b>2,591,301.20</b>
CD	Small Cities Rehab.	CD.0200.000	Savings	1,136.36	
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21	
			<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$</b>	<b>1,362.57</b>
E	Light Fund	E.0121.100	Checking	105,329.84	
E	Light Depreciation Savings	E.0116.100	Savings	1,294,052.57	
E	Light Investment Savings	E.0201.110	Muni Investment Pool	1,057,655.80	
E	TTC Collections	E.0121.120	Savings	289,133.98	
E	Renewable Energy Savings	E.0121.130	Savings	218,858.88	
E	Consumer Deposit Savings	E.0191.100	Savings	123,539.39	
E	Consumer Deposit Checking	E.0244.200	Checking	11,399.46	
			<b>TOTAL LIGHT FUND</b>	<b>\$</b>	<b>3,099,969.92</b>
F	Water	F.0200.000	Checking	4,183.16	
F	Water Fund Capital	F.0200.400	Savings	8,405.26	
F	Water Investment Savings	F.0201.120	Muni Investment Pool	501,333.01	
F	Water Fund CD (MM)	F.0201.000	Money Market	203,987.17	
F	Water Fund Money Market	F.0201.130	Money Market	233,760.93	
					<b>\$ 951,669.53</b>
G	Sewer	G.0200.000	Checking	1,333,369.31	
G	NYS DEC Consent	G.0201.000	Savings	31,617.88	

G	Sewer Fund I	G.0201.100	Money Market	297,528.69	
G	Sewer Investment Savings	G.0201.110	Muni Investment Pool	791,775.61	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,192.41	
G	NYSERDA	G.0525.000	Checking	111.01	
			<b>TOTAL SEWER FUND</b>	<b>\$ 2,652,446.52</b>	
H	Capital	H.0200.000	Checking	8,201,766.61	
H	Capital Reserve	H.0200.400	Savings	51,060.04	
			<b>TOTAL CAPITAL FUND</b>	<b>\$ 8,252,826.65</b>	
TA	Trust & Agency	TA.0200.000	Checking	27,726.68	
TA	Retirement Savings	TA.0201.000	Savings	50,394.32	
TA	WWI Memorial Trust	TA.0201.001	Savings	732.65	
TA	T & A Special Escrow	TA.0201.002	Savings	6,618.23	
TA	Justice Court	TA.0201.004	Savings	4,803.90	
TA	Global Common	TA.0201.009	Savings	272,072.05	
TA	Basketball Court Donations	TA.0200.101	Checking	92.00	
TA	Tree Committee	TA.0200.102	Checking	2,935.13	
TA	Summer Day Camp Donations	TA.0200.103	Checking	1,680.00	
TA	Recreation Center Donations	TA.0200.104	Checking	15,316.66	
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	835,359.83	
TA	Camera Obscura Donations	TA.0200.116	Checking	893.57	
			<b>TOTAL TRUST &amp; AGENCY FUND</b>	<b>\$ 1,280,149.29</b>	
	Wire Account			16.61	
	Utility Clearing			44,872.00	
					<b>\$ 44,888.61</b>
			<b>TOTAL VILLAGE WIDE</b>	<b>\$ 18,874,614.29</b>	

## **Card Payment Only Policy**

**Effective Date:** 05/01/2025

At The Village of Greenport Carousel, we are committed to providing a smooth, secure, and efficient payment experience for all our customers. In line with this commitment, we have made the decision to accept **cards only** for all transactions and will no longer accept cash as a form of payment.

### **Policy Details:**

- **Accepted Payment Methods:** We currently accept all major credit cards, including Visa, MasterCard, American Express, and Discover.
- **Phone Payments:** You can also conveniently pay using your phone via contactless methods like Apple Pay, Google Pay, or other mobile payment apps.
- **No Cash Transactions:** For the convenience and safety of our customers and staff, we will no longer accept cash payments for goods or services.
- **Refunds:** Refunds will be processed to the same card used for the original transaction.
- **Why This Policy?** Our decision to transition to card payments only aims to streamline our operations, reduce the risk of fraud, and enhance the safety and convenience of our customers and staff.

We appreciate your understanding and cooperation as we make this transition. If you have any questions or concerns, please feel free to contact us at 631-477-0248.

Thank you for supporting The Village of Greenport Carousel.

Sincerely,

The Village of Greenport

**FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - March 2025**

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 UNIT 2 - 8327 UNIT 3 - HOUSE	less Super Fee	\$ (50.00)
Rent	\$ 1,125.00	\$ 2,100.00		
Late Fees/Credits	\$ 50.00	\$ 1,900.00		
<b>TOTAL REVENUE</b>	<b>\$ 1,175.00</b>	<b>\$ 2,100.00</b>	<b>\$ 1,950.00</b>	<b>\$ 5,950.00</b>
<b>EXPENSES:</b>	<b>EXPENSES: 213 Center</b>	<b>EXPENSES: 278 2nd Street</b>		
<b>Utilities</b>	<b>213 CENTER</b>	<b>UNIT 1 - 8124 UNIT 2 - 8327 8328 UNIT 3 - HOUSE - 8590 RE/8361 SW</b>		
Electric				
Water/Sewer	\$ 64.90			\$ 27.42
Propane/Heating Oil				\$ 86.78
<b>Admin</b>				\$ 1,069.26
Salaries & Benefits (Asha, Adam)	\$ 621.84			\$ 1,865.51
Payment Agreement to Village	\$ 16,000.00			\$ 1,000.00
<b>Total</b>	<b>\$ 16,686.74</b>	<b>\$ - \$ - \$ -</b>	<b>\$ - \$ - \$ -</b>	<b>\$ 2,487.35</b>
<b>Maintenance Repairs/Other</b>	<b>213 CENTER</b>	<b>UNIT 1 UNIT 2 UNIT 3 HOUSE</b>		
Beluck Construction		4,250.00		
Kolb Service Corp	\$ 150.00			
Southold/Ace Hardware				\$ 21.97
JP McHale Pest Mgmt, LLC				\$ 91.30
Mattimek Enviro Services				\$ 43.79
Pine Oaks Landscaping				
<b>Total Maintenance Expenses</b>	<b>\$ 150.00</b>	<b>\$ 4,250.00</b>	<b>\$ - \$ - \$ -</b>	<b>\$ 157.06</b>
<b>MONTHLY FINANCIAL SUMMARY</b>	<b>213 CENTER</b>	<b>278 2nd STREET</b>		
Interest Earned				
Total Revenue	\$ 1,175.00	\$ 5,950.00		
Total Expenses	\$ 16,836.74	\$ 8,456.03		
<b>NET REVENUE</b>	<b>\$ (15,661.74)</b>	<b>\$ (2,506.03)</b>		
<b>EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES</b>	<b>\$ (15,661.74)</b>	<b>\$ (2,506.03)</b>		





## EOM Billing Statistics Report

## Rate Summary - All Routes

Service	Rate# - Description	Bills	Min	Usage	Charge	Usage	Demand	Contract	PCA	NYSCE	Comm Tax	Res Tax
Electric	2 - Electric - Flat Charge	9	0	0	0	0	0	494.98	31,632.00	3,087.12	5.88	3,028.03
	9 - Residential (1, 1)	1374	0	776426	90,338.26	0	0	0	55.42	5.42	4.12	1,032.37
	10 - Water Heating (2, 2)	10	0	1362	103.42	0	0	0	10,863.94	1,061.31	831.53	
	11 - All Electric (3, 3)	344	0	266921	29,667.71	0	0	0	14,188.37	1,386.03		
	13 - Demand - Class 3 (5, 5)	4	0	348600	19,486.74	732	8,601.01	0	648.92	63.39		
	14 - Village St. Lighting (6, 6)	5	0	15943.925	1,835.15	0	0	0	31.66	3.09		
	15 - Town St Lighting (7, 7)	1	0	777.765	89.52	0	0	0	19.21	1.88		
	19 - Traffic Lights (11, 11)	1	0	472	55.18	0	0	0				
	20 - Contract St Lighting (12, 12)	2	0	27	0.00	0	0	0				
	21 - Sterling Harbor (13, 13)	2	0	239.625	27.59	0	0	0	9.75	0.95	3.30	
	67 - NSF Fee	1	0	0	0	0	0	35.00				
	77 - RESIDENTIAL SOLAR	12	0	2876	494.27	0	0	0	151.90	14.83		16.57
	78 - CLASS 3 SOLAR	1	0	67200	3,756.48	168	1,974.00	0	2,735.11	267.19		
	Electric Total	1766	0	1480845.315	145,854.32	900	10,575.01	529.98	60,336.28	5,891.21	834.83	4,086.97
	Sewer	28	0	0	1,741.32	0	0	0				
Sewer	3 - Sewer - INSIDE Flat Charge	900	678	2160.9	50,366.75	0	0	0				
	23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)	31	12	231.9	3,658.86	0	0	0				
	25 - Sewer - IN VILL 1" W/SEWER (15, 15)	12	6	55.8	1,022.71	0	0	0				
	27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16)	28	16	376	7,088.57	0	0	0				
	29 - Sewer - IN VILL 2" W/SEWER (17, 17)	1	0	3.6	49.56	0	0	0				
	31 - Sewer - IN VILL 3" W/SEWER (18, 18)	3	1	359.1	6,518.55	0	0	0				
	33 - Sewer - IN VILL 4" W/SEWER (19, 19)	90	72	866.132	24,691.84	0	0	0				
	54 - Sewer - OUTSIDE RES SEWER (50, 50)	1	0	10	0.00	0	0	0				
	57 - SPLIT SEWER BILLING (52, 52)	1	1	102	4,410.00	0	0	0				
	52 - O/S DRIFTWOOD COVE 52	1	1	81	3,276.00	0	0	0				
	63 - O/S DRIFTWOOD COVE 49	1	1	76.5	3,087.00	0	0	0				
	64 - O/S PECONIC LANDING 301	1	0	-697	-16,649.00	0	0	0				
	55 - O/S CLIFFSIDE CONDOS-SEWER	1	1	3625.932	89,262.16	0	0	0				
	5 - Water - Flat Charge	1098	788	0	936.05	0	0	0				
	22 - RES VILL 3/4" W/SEWER (14, 14)	33	0	0	21,581.25	0	0	0				
	24 - RES VILL 1" W/SEWER (15, 15)	32	7	267	1,442.96	0	0	0				
Water	26 - COMM VILL 1 1/2" W/SEWER (16, 16)	13	10	62	620.18	0	0	0				
	28 - COMM VILL 2" W/SEWER (17, 17)	30	23	403	2,643.97	0	0	0				
	30 - COMM VILL 3" W/SEWER (18, 18)	1	1	4	45.35	0	0	0				
	32 - COMM VILL 4" W/SEWER (19, 19)	3	2	399	1,944.60	0	0	0				
	46 - COMM VILLAGE 1 1/2" (42, 42)	1	1	0	45.35	0	0	0				
	47 - COMM VILLAGE 2" (43, 43)	7	6	174	1,019.44	0	0	0				
	48 - RES VILLAGE 3/4" (44, 44)	150	139	362	4,449.04	0	0	0				
	49 - RES VILLAGE SEWER ONLY (45, 45)	5	0	0	0.00	0	0	0				
	52 - FLAT-FIRE SPRINKLERS (49, 49)	33	0	0	0.00	0	0	0				
	53 - OUTSIDE RES SEWER (50, 50)	88	0	1218	0.00	0	0	0				
	12 - Commercial (4, 4)	1311	645	5279	34,728.19	0	0	0	25,374.99	2,478.84	7,620.27	
	16 - Operating Municipalt (6, 6)	384	0	623447.9	71,482.20	0	0	0	1,908.04	186.40		
	17 - Water Department (8, 9)	30	0	46679	5,388.95	0	0	0				
	18 - Sewer Department (10, 10)	2	0	0	24.86	0	0	0				
	73 - Electric Power Plant	9	0	54893	5,985.43	0	0	0	2,234.20	218.26		
	Water Total	5	0	68317	0.00	0	0	0				

Rate Summary - All Routes

Service	Rate# - Description
electric-small commercial Total	79 - SMALL COMMERCIAL SOLAR
Grand Total	

EOM Billing Statistics Report

Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	NYSCES	Comm Tax	Res Tax
1	0	3600	397.63	0			146.52	14.31		
431	0	797136.9	83,279.07	0			29,663.75	2,897.81	7,620.27	
4606	1433	2286887.147	353,123.74	900	10,575.01	529.98	90,000.03	8,789.02	8,455.10	4,086.97

## EOM Billing Statistics Report

## Rate Summary - All Routes

Service	Rate# - Description	Total
Electric	2 - Electric - Flat Charge	500.86
	9 - Residential (1, 1)	128,085.41
	10 - Water Heating (2, 2)	168.38
	11 - All Electric (3, 3)	42,625.33
	13 - Demand - Class 3 (5, 5)	44,493.68
	14 - Village St. Lighting (6, 6)	2,547.46
	15 - Town St Lighting (7, 7)	124.27
	19 - Traffic Lights (11, 11)	76.27
	20 - Contract St Lighting (12, 12)	0.00
	21 - Sterling Harbor (13, 13)	41.59
	67 - NSF Fee	35.00
	77 - RESIDENTIAL SOLAR	677.57
	78 - CLASS 3 SOLAR	8,732.78
		228,109.60
	3 - Sewer -INSIDE Flat Charge	1,741.32
Sewer	23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)	50,366.75
	25 - Sewer - IN VILL 1" W/SEWER (15, 15)	3,658.86
	27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16)	1,022.71
	29 - Sewer - IN VILL 2" W/SEWER (17, 17)	7,088.57
	31 - Sewer - IN VILL 3" W/SEWER (18, 18)	49.56
	33 - Sewer - IN VILL 4" W/SEWER (19, 19)	6,518.55
	54 - Sewer - OUTSIDE RES SEWER (50, 50)	24,691.84
	57 - SPLIT SEWER BILLING (52, 52)	0.00
	62 - O/S DRIFTWOOD COVE 52	3,275.00
	63 - O/S DRIFTWOOD COVE 49	3,087.00
	64 - O/S PECONIC LANDING 301	-16,649.00
	65 - O/S CLIFFSIDE CONDOS-SEWER	4,410.00
		89,262.16
	5 - Water - Flat Charge	936.05
	22 - RES VILL 3/4" W/SEWER (14, 14)	21,581.25
Water	24 - RES VILL 1" W/SEWER (15, 15)	1,442.96
	26 - COMM VILL 1 1/2" W/SEWER (16, 16)	620.18
	28 - COMM VILL 2" W/SEWER (17, 17)	2,643.97
	30 - COMM VILL 3" W/SEWER (18, 18)	45.35
	32 - COMM VILL 4" W/SEWER (19, 19)	1,944.60
	46 - COMM VILLAGE 1 1/2" (42, 42)	45.35
	47 - COMM VILLAGE 2" (43, 43)	1,019.44
	48 - RES VILLAGE 3/4" (44, 44)	4,449.04
	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
		34,728.19
	12 - Commercial (4, 4)	106,956.30
	16 - Operating Municipalt (8, 8)	7,483.39
	17 - Water Department (9, 9)	24.86
	18 - Sewer Department (10, 10)	8,437.89
	73 - Electric Power Plant	0.00
Water Total		
electric-small commercial		



**VILLAGE OF GREENPORT**  
**Payment to 03/31/2025, Balance as of 03/31/2025**

Grand Totals		Count	Balance Amt	Count	Paid Amt	Count	Refunds	Payment Total	Writeoff
BID	MT			116	53,008.35			53,008.35	
BUYER		7	6,596.26	7	5,530.10			5,530.10	
SEWER	MT			30	22,060.79			22,060.79	
VILLT		1	25.19	1,060	1,308,624.96			1,308,624.96	
WATER	MT			30	16,405.79			16,405.79	
Total PRINCIPAL			6,621.45		1,405,629.99			1,405,629.99	
ADV		1	18.00	23	414.00			414.00	
BYINT				3	55.30			55.30	
PEN				94	12,805.17			12,805.17	
Total PENALTY			18.00		13,274.47			13,274.47	
Total			6,639.45		1,418,904.46			1,418,904.46	



236 THIRD STREET  
GREENPORT, NY 11944

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

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

**MAYOR**  
KEVIN STUESSI  
EXT 215

**TRUSTEES**  
MARY BESS PHILLIPS

PATRICK BRENNAN

LILY DOUGHERTY-JOHNSON

JULIA ROBINS

**VILLAGE TREASURER**  
ADAM BRAUTIGAM  
EXT 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

Please find enclosed a Village of Greenport Application for the Commercial Railroad Dock.

If you would like to rent a berth, please complete the form and return it with payment in full by July 1<sup>st</sup> of this year. Also, please enclose a copy of your vessel documentation, your New York State Marine Permit Certificates, and your vessel insurance paperwork. The fee structure is outlined below.

SEASONAL: \$20 PER FOOT  
TRANSIENT: \$100 PER DAY

Below is a section of the Local Law of the year 2014 that amends Chapter 48 of the Greenport Village Code Regarding Boats and Boating. This is an Amendment to Section 48-17(D)(5)(a) of the Greenport Village Code regarding "Proof of Insurance; Hold Harmless and Indemnification." This section explains the type and amount of insurance that is needed for the Commercial Railroad Dock. For more information on this, please obtain a copy of the Village of Greenport Code and read Chapter 48, "Boats and Boating".

Also enclosed in this application is a "Hold Harmless and Indemnification Agreement" that must be signed and sent in with your application and proof of insurance. If you have any questions, please do not hesitate to call this office.

Please make your check payable to the Village of Greenport, Attention: Harbor Manager, 236 3<sup>rd</sup> Street, Greenport, NY 11944.

Thank you for your attention to this matter and I look forward to hearing from you soon.

Sincerely,  
Harbor Manager  
Village of Greenport  
631-477-2200



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CANDACE HALL  
EXT 214

Please be advised that your signature on this document shall represent your understanding of the Village Code 48-17(D)(5)(a) regarding:

*Proof of Insurance: Hold Harmless and Indemnification*

- a. For the Railroad Dock, proof of insurance in the form of an original certificate of insurance naming the Village of Greenport as an additional insured for not less than the following amounts and types:
- i. Maritime liability insurance, including contractual liability coverage, in an amount not less than One Million Dollars (\$1,000,000.) per occurrence and Two Millions Dollars (\$2,000,000) for the annual aggregate amount of bodily injury and property damage and other general liability.
  - ii. Proof of automobile liability insurance satisfactory to the Village.
  - iii. Worker's compensation and Employers Liability Insurance for all contractors performing services for the vessel in compliance with all applicable New York State Laws and Regulations and Disability Benefits insurance, if required by law.
  - iv. Proof of hull insurance satisfactory to the Village.
  - v. Water Pollution discharge insurance.

X

\_\_\_\_\_  
VESSEL REPRESENTATIVE

\_\_\_\_\_  
DATE



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GREENPORT, NY 11944

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EXT 214

**COMMERCIAL FISHING/RAILROAD DOCK APPLICATION**

NAME OF VESSEL:

LOA / BEAM / DRAFT:

REGISTRATION NUMBER:

DOCUMENTATION NUMBER:

NAME OF OWNER:

MAILING ADDRESS:

PHONE NUMBER:

NAME OF CAPTAIN:

ADDRESS:

CAPTIAN PHONE NUMBER:

PROOF OF INSURANCE ATTACHED: YES / NO

I CERTIFY that I am the legal representative of the above-named vessel and by my signature swear that all information given in this application is true to the best of my knowledge. I also understand that it is my responsibility to obtain and read a copy of the Village's "RULES AND REGULATIONS FOR PERMIT HOLDERS" and to be sure that I and my crew abide by them.

I have read the terms and conditions as part of this application. I understand the failure to observe the terms and conditions herein shall cancel the approval to rent a Village Dock. I agree to indemnify and hold harmless the Village of Greenport from any claims for any harm or damage caused by my vessel to any person, property or other vessel.

X \_\_\_\_\_  
VESSEL REPRESENTATIVE                      DATE



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EXT 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

**RAILROAD DOCK RULES** -Please read and sign to represent your understanding of these rules.

- (1) No commercial activity shall be allowed on any docks or moorings within ownership or lease of the Village of Greenport without prior consent of the Village. Included in commercial activity shall be fuel and ice servicing, repair work of any kind, welding, loading or off-loading of fish or other materials, or commercial vehicles or vendors' trucks.
- (2) There shall be no parking of motor vehicles on any of the docks, except for loading and off-loading.
- (3) Moorings and docking spaces shall be assigned by the Harbormaster.
- (4) Masters and crews shall be responsible for their own conduct and that of their vessel, and failure to abide by the rules and regulations or misconduct of master and/or crew may result in the immediate suspension of the permit, in the discretion of the Harbormaster.
- (5) These rules and regulations may be amended from time to time, and amendments shall be posted in accordance with Article II of Chapter 48.
- (6) Violations shall subject the violator to the penalties imposed by Article II of Chapter 48. Said penalties shall include but are not limited to immediate revocation of permit, imprisonment and/or fine.
- (7) Use and operation of the Railroad Dock shall be under the direction of Village of Greenport.
- (8) There will be no guaranty of any permanent boat slip for any vessel, and all vessels will be granted dockage on a first-come-first-served basis, provided that said vessel is proper for the space allowed by direction of the Harbormaster and/or his deputy.
- (9) Rafting will be allowed under the supervision and direction of the Harbormaster. If, in the sole opinion of the Harbormaster, rafting becomes dangerous or not in the best interests for the protection of the dock or other boats or facilities, the Harbormaster or his deputy shall direct the vessels in further, securing, moving or removing the raft of vessels. Said vessels shall comply with his directions immediately in a seamanlike manner.
- (10) All permits shall be displayed on the vessel wheelhouse or window.

X \_\_\_\_\_  
VESSEL REPRESENTATIVE                      DATE



## RAILROAD DOCK RULES AND REGULATIONS

1. Boat berths may be rented, when available. Such berths shall be assigned to parties hereunder by the Harbormaster as and where available, subject to the rules and regulations hereinafter set forth, the provisions of Village Code Chapter 48 and such other and further rules and regulations hereafter adopted by the Board of Trustees.
2. All applications for docking or mooring permits must be filed in the office of the Village Clerk and must be in the form furnished by the Harbormaster. Applicants must be 18 years or older. The application submission must include proof of insurance (to include an original certificate of insurance naming the Village as an additional insured), as follows:
  - a. Maritime liability insurance, including contractual liability coverage, in an amount not less than one Mill Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) for the annual aggregate amount of bodily injury and property damage and other general liability;
  - b. Workers' compensation and employers' liability insurance for all contractors performing services for the vessel in compliance with all applicable New York State laws and regulations and disability benefits insurance.
  - c. Hull insurance satisfactory to the Village;
3. All applications also shall include a hold harmless and indemnification providing the following:
4. **INDEMNIFICATION AND LIABILITY.**
  - a. To the fullest extent permitted by law, permittee shall at all times defend (with counsel approved by the Village), indemnify, and hold harmless the Harbormaster, Village, and its officials, employees and agents existing now or in the future, its or their successors and assigns, and its or their employees, members, officers, directors, contractors, subcontractors, agents, consultants, representatives, commissioners, and any other persons acting on their behalf (the foregoing, each, an "Indemnitee", and, collectively, the "Indemnities") from and against, and hereby releases (on behalf of itself and anyone claiming by, through or under the Licensee) the Indemnities from, any and all damages, losses, costs, liabilities, suits, obligations, violations, fines, damages, penalties, liens, claims, judgments, charges, detriments, and expenses (collectively, "Costs") which may be suffered by, imposed upon or incurred by or asserted against any of the Indemnities arising out of or in connection with (directly or

indirectly): (a) any acts or failure to act, including any negligent or tortious act or failure to act, in connection with the permit or use of the Village dock, occupancy of the dock and surrounding area, use of and repairs to the vessel that is the subject of the permit by or on behalf of the permittee, its guests, officers, directors, employees, agents, invitees, contractors and subcontractors, including, without limitation, any accident, injury (including death at any time resulting therefrom), or damage to any person or property (except to the extent caused by the gross negligence or willful misconduct of the Indemnitees), or (b) any failure on the part of the permittee to keep, observe, perform or comply with any of the Village laws, rules and regulations, covenants, agreements, provisions, terms, conditions or limitations contained in the permit or authorized by the permit. "Costs" shall include reasonable attorneys' fees and other costs incurred by the any Indemnatee. Each of the permittee and the Village intends that each of the Indemnitees be, and each Indemnatee is, a third-party beneficiary of this Agreement.

- b. It is understood and agreed that the permittee by its acceptance of a permit is agreeing to assume all risk of losses, damages, expenses, personal injury or death which he or she may suffer or sustain while upon, about or in the vicinity of the dock, facilities, property or premises of the Village. Accordingly, permittee, as a condition of obtaining a permit, hereby releases and discharges the Indemnitees from and against, and covenants not to sue the Indemnitees for, any and all liability, claims, suits, demands, losses or damages on any account, which permittee or other persons claiming under or through permittee, have or can or may have as the result of any losses, damages, expenses, personal injuries, or death which permittee, or any persons whosoever claiming under or through permittee, may suffer or sustain while upon, about or in the vicinity of the dock, facilities, property or premises of the Village, whether said losses, damages, expenses, personal injuries or death is caused or alleged to be caused, in whole or in part, by the fault, failure or negligence of any or all of the Indemnitees or otherwise.
5. The Village Clerk shall forward the applications to the Harbormaster for review. All applications will be reviewed by the Harbormaster, and in the sole discretion of the Harbormaster, permits may be issued to applicants in the following priority:
- a. Any person actually residing in the Village applying for a renewal or new permit, and if a renewal, such permit shall have not been revoked.
  - b. Any nonresident who is an owner of record of title to real property in the Village, either in his or her name only or jointly with some other person or persons (and a copy of the deed demonstrating such title shall be included with the application).
  - c. Any nonresident of the Village who operates a business in the Village with a physical location within the Village boundaries.

- d. Any nonresident of the Village who does not fall within one of the aforementioned categories.
6. Moorings and docking spaces shall be assigned by the Harbormaster. There is no guarantee of any permanent slip for any vessel, as location is available on a first-come, first-served basis.
7. Add provisions re type of vessels permitted.
8. The Harbormaster may reject any application for any type of vessel for any reason which in his or her judgment may jeopardize the safety of other permit holders and their vessels, and shall reject any applications to tie, moor or dock a boat which has living quarters, but is neither a sailing vessel or nonmechanically propelled.
9. Permit conditions:
  - a. All permits shall assign the permit holder to a specific location for a specific boat. The permittee must be the registered owner of the vessel at and during the course of the period of the permit to be issued.
  - b. Permits are not transferable.
  - c. The dock year begins on May 1 and ends on November 15 of the same year. A seasonal permit sought for a longer period of time must so indicate the time sought, which shall not extend to the date when the next seasonal year begins.
  - d. All permits are issued subject to compliance by the permittee with Village Code Chapter 48, other applicable provisions in the Village Code, and New York State and United States laws and regulations relating to vessels and navigation.
  - e. All permits are issued for a berthing location on as "as is" basis with no representation by the Village as to the condition of the berth.
  - f. At any time during the permit period, the Harbormaster may request the permittee to remove or relocate the vessel for the purpose of dock repairs, reconstruction of bulkheads and poles, dock improvements or for any other Village purpose. Upon such notice given by the Harbormaster, which notice shall be sufficient if mailed to the permittee at the address set forth in the application, the permittee shall remove the vessel as directed by the Harbormaster.
  - g. At the sole discretion of the Harbormaster for purposes of safety or accessibility, a vessel may be required to be moved to another berth.
  - h. At no time shall any permittee modify or make improvements to the dock, or install any equipment, facilities or utilities.

- i. No commercial activity shall be permitted on any docks or moorings without the prior written consent of the Board of Trustees. Included in commercial activity shall be fuel and ice servicing, repair work of any kind, welding, loading or off-loading of fish or other materials, commercial vehicles or vendor vehicles.
- j. No parking of motor vehicles on any dock, except for and during loading and off-loading.
- k. No person shall bathe, wade or swim in any waters adjacent to the Railroad dock.
- l. No permittee or guest of permittee shall smoke or vape on the dock or a vessel when the boat is docked.
- m. No person shall use the Railroad dock for the purpose of diving or jumping into the waters adjacent to the dock.
- n. No owner, permittee or other person in charge of any vessel shall empty, clean out, pump out or otherwise discharge water or waste material from the toilets into the water adjacent to the dock, and such activity shall not be permitted in any location not permitted under applicable waterway and/or navigation laws.
- o. If electricity is provided for the use of a vessel berthed at the dock, such electricity is only to be used during the hours of 6:00am to 10:00pm. Electricity may only be used for minor repairs. Service of any electricity may be terminated by the Village at any time, without notice.
- p. Where electricity is provided, the permittee shall be responsible to pay the Village at a rate determined by the Village from time to time.
- q. Connections to any utilities available at the dock shall be at the sole discretion of the Harbormaster and no such connection may be made without receiving written approval from the Harbormaster. As a precondition to such authorization, permittee shall submit to the Village an escrow deposit for utility costs to be incurred in an amount of \$2,500. The Village shall apply payments due for such utility usage from the utility deposit. Upon the reduction of the deposit to \$1,000 or less, the permittee shall be required to provide an additional deposit to the Village to bring the deposit amount back up to \$2,500. The Village shall provide notice to the permittee of the amount required to bring the deposit up to \$2,500, which notice shall be in writing, provide the amount required to be provided to the Village and the date by which such deposit shall be submitted to the Village. If the permittee fails to timely provide the Village with the additional deposit sum as required herein, the permit may be revoked in accordance with Village Code chapter 48. After the termination of the permit period and after making payments from the escrow deposit to the Village for the cost of such utility usage in

the full amount due, the Village shall return the balance of the escrow deposit then remaining.

- r. Any vessel not berthed where permitted pursuant to a permit may be towed away at the expense of the owner and impounded until the towing fees are paid. When feasible and when doing so shall not impede safe navigation, no prior notice is required before such removal. In all other circumstances, notice shall be provided and the vessel owner shall be provided with an opportunity to be heard with respect to such removal. All removal fees shall be borne by the owner.
- s. Every permittee, and his or her guests, shall conduct himself or herself in an orderly manner and shall endeavor to cause no discomfort or inconvenience to any other person or vessel. All persons using the dock or on any vessel shall abide by any reasonable request of the Harbormaster or other person with jurisdiction to make such request.
- t. Permittees shall be responsible for the appearance and cleanliness of the vessel, pilings and bulkhead in front of an adjacent to the berth or dock assigned to such permittee. Permittees shall remove all trash to existing trash receptacles and comply with all Village laws relating to litter and debris. Permittees shall be responsible for their pets and comply with all Village laws relating to animal leashing and animal waste.
- u. No permittee or any guest of a permittee shall post, distribute, cast or leave any bills, placards, tickets, handbills, circulars or advertisements of any other material for advertising purposes on the dock.
- v. Sleeping on a vessel overnight is strictly prohibited.
- w. No person shall clean fish at the Village dock or at any mooring location.
- x. Except when to provide protection from an incoming significant storm, and as approved by the Harbormaster, no vessels at the dock shall be covered by means of any tarp, canvas or shrinkwrap.
- y. No permittee shall use a berth for the rental, letting, leasing or similar activity of a vessel.

10. A permit issued to a vessel shall be displayed on the vessel wheelhouse or window.

11. Masters and crews shall be responsible for their own conduct and that of their vessel, and failure to abide by the rules and regulations may result in the revocation of the permit in accordance with Village Code Chapter 48.



12. Removal of sunken vessels. It shall be the duty of the permittee to immediately notify the harbormaster of a sunken vessel or a vessel at risk of sinking. It shall also be the duty of the permittee, in accordance with all applicable navigation, environmental and safety laws and regulations to safely complete the removal of any vessel that sunk at the dock, accidentally or otherwise, within 5 days after the boat has sunk. If the harbormaster determines that any vessel interferes with or substantially endangers navigation, the Village may remove the vessel immediately, after giving notice of such intent, at the cost of the permittee. Until the vessel has been removed, the permittee shall immediately mark the vessel with a buoy or beacon during the day and a lighted lantern at night and maintain such marks until the vessel is removed.
13. Violations of these rules and regulations shall subject the permittee and the person violating the rules and regulations to penalties as provided in Village Code chapter 48.
14. The Board of Trustees may amend or supplement these rules and regulations from time to time by resolution.



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CANDACE HALL  
EXT 214

Submitted: April 11, 2025  
Meeting: April 17, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: William Schulz  
From: Village Administration

### Work Session

## Work Session Report for Road and Utilities

April 17, 2025

### Administrator's Office

#### Statistics

#### Work Orders:

Electric = 36 Written, 36 Completed

Water = 30 Written, 30 Completed

Sewer = 55 Written, 55 Completed

Road = 67 Written, 67 Completed

#### Reports

- ❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 3-03-2025. 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 3-03-2025.

## **Discussion**

## **Resolutions**

## **Road/Water Department**

## **Statistics**

Water Distribution:

4,061,000 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 = 0.60 mg/L

Third Street Firehouse - Kitchen Sink

Total Coliform = Absent

E Coli = Absent

Residual Chlorine = 0.57 mg/L

The form, DOH-360, was filed with the DOH on March 3, 2025, with the above results.

**Report**

Tasks Accomplished:

- ❖ Daily garbage collection.
- ❖ Daily liter pick up in parking lots.
- ❖ Daily work orders being documented.
- ❖ M/W/F street sweeping began for season.
- ❖ Ongoing patch throughout Village.
- ❖ Removed salters from trucks for season.
- ❖ Removed plows for season and stored plows.
- ❖ Cleaned debris from the cemetery.
- ❖ Removed debris from gutters through out Front and Main Street where sweeper cannot get.
- ❖ Prepared zero turn mowers for season.
- ❖ Clean up excess sand at 5th Street beach.
- ❖ Ongoing cleaning of parks.
- ❖ Weeded steamboat corner and Village Hall.

- ❖ Cut down excess plants and weeds at 6th Street beach.
- ❖ Repaired street sweeper tire.
- ❖ Replaced street sweeper tire.
- ❖ Backfilled curbs throughout the Village.
- ❖ Cleared drains of debris
- ❖ Repaired down no parking sign on Sterling Ave.
- ❖ The afternoon garbage collection started on weekdays.
- ❖ Collected garbage on Monsole Trail.
- ❖ Replaced Police Parking only sign on 6th street.
- ❖ Repaired down street signs and fire hydrant on 4th street from accident.
- ❖ Remove silt fence and left over contractor debris from Mini Train Project at Moores woods.
- ❖ Picked up 8 yards of topsoil for projects and use for planters on Front and Main Street.
- ❖ Went over tree list for removals..

## **Sewer Department**

### **Statistics**

#### **Flow and Sampling:**

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

Total plant flow for the month of March = 8,931,000 Gallons

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

Total Suspended Solids percent removal (TSS) = 97% Permit Limit = 75%



CBOD percent removal = 98% Permit Limit = 75%

Coliform Fecal General =<2.8 MPN. Permit limit 200 MPN/100

Coliform Total General =4.5 MPN. Permit limit 700 MPN/100

Total Nitrogen =6.6 LBS/day

#### Sludge Removal:

105,000 Gallons of sludge hauled in March

#### Report

##### ❖ Treatment Plant:

Cleaned grounds

Cleaned UV bulbs

Pumped sitting water out of vaults

Cleaned UV channel

❖ Collection System:

VanEtten Plumbing replaced RPZ's at Central and Nursing Home pump stations

Inspected RPZ's at Central, Nursing Home and Hospital pump stations

Backflushed pumps at Hospital pump station

Cleared blockage on Main Street

Cleared blockage on 1<sup>st</sup> Street

Ex-Cav replaced float at 6<sup>th</sup> Street pump station

Cleaned grounds at Nursing Home and Peconic Landing pump stations

Cleaned pump stations and wet wells

## Electric Department

### Statistics

#### Monthly Power Usage:

Maximum usage day = March 03 @ 115.497 Mwh

Minimum usage day = March 16 @ 77.234 Mwh

Peak demand for the month = 5.456 MW March 03, 7:15am

Monthly total usage = 3,062.626 Mwh

Service calls/call outs = 10

Street light repairs = 4

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:

- ❖ DMNC test was completed on generator #6, performed well, and tested for the proper load rating for the test.
- ❖ DMNC test was completed on generator #4, performed well, and tested for the proper load rating for the test.

- ❖ Was able to perform the DMNC test on generator #5, encountered a problem with engine, it was found to have water in cylinder #1 of the engine. Upon inspection it was determined that it had to be serviced. The repair work will be completed by mid-April, and the DMNC test will be completed on this unit at that time.
- ❖ The utility poles for the entrance into the ferry terminal on Wiggins Street have been removed.
- ❖ The electrical service panel for the main ferry parking area was installed for the lighting and traffic gate on Wiggins Street.
- ❖ Connected new electric services and changed out several electric meters for various reasons.
- ❖ Several service calls, flickering lights, half power or no power to downed wires.
- ❖ General shop and truck maintenance, the new bucket had the decals placed on it, and non-skip paint applied to top of truck storage bins.

**Attachments:**

Greenport Meter 03-2025 (PDF)

Total Usage: 2,740,930.0000 KWH

Peak Demand: 5,456.00 KW

Occured On: March 3 2025 07:15

Load Factor: 67.61%

Date Start: Saturday, March 1, 2025

Date End: Monday, March 31, 2025

Period Ending	KWH
3/1/2025	94,384.00
3/2/2025	114,750.00
3/3/2025	115,497.00
3/4/2025	102,918.00
3/5/2025	90,832.00
3/6/2025	84,232.00
3/7/2025	98,328.00
3/8/2025	96,847.00
3/9/2025	92,158.00
3/10/2025	85,273.00
3/11/2025	80,756.00
3/12/2025	82,811.00
3/13/2025	89,712.00
3/14/2025	87,249.00
3/15/2025	88,359.00
3/16/2025	77,234.00
3/17/2025	79,209.00
3/18/2025	83,641.00
3/19/2025	80,689.00
3/20/2025	81,612.00
3/21/2025	84,272.00
3/22/2025	82,657.00
3/23/2025	89,005.00
3/24/2025	92,316.00
3/25/2025	80,182.00
3/26/2025	83,197.00
3/27/2025	88,802.00
3/28/2025	84,774.00
3/29/2025	78,733.00
3/30/2025	88,999.00
3/31/2025	81,502.00





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To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: William Schulz,  
From: Village Administration

## Recreation

# Work Session Report Recreation Department

April 17, 2025

## Mitchell Park Marina/Parks

- ❖ Camera Obscura door is in the process of getting replaced.
- ❖ Plumbing repairs at Mitchell Park Marina continue.
- ❖ The Bid for the Wave Wall replacement was published.
- ❖ Removal of Visitor Signage, Dock and Pilings.
- ❖ Removal of Ice Eater at Bayman's Dock
- ❖ Seasonal Mooring Balls were installed this month.
- ❖ Routine restroom and park maintenance continue.
- ❖ Mooring, Bayman's Dock, and Railroad dockage fees continue to be processed.
- ❖ Dockwa reservations continue.

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 enjoy a variety of games daily.
- ❖ The recreation center is sanitized and cleaned daily.
- ❖ Attended Job Fairs at Greenport, Southold and Mattituck High Schools to recruit potential seasonal employees for the Summer Camp, Carousel, Mini Railroad, Lifeguards, Mitchell Park office staff and dockhands.
- ❖ The Summer Camp Permit Application for the 2025 season was completed and submitted to the Department of Health.
- ❖ Enrollment for the 2025 Summer Day Camp continues.
- ❖ The Recreation Center was decorated for the Spring season.

## **Campground**

### **Tasks Accomplished**

- ❖ Spring clean-up at McCann's Campground has commenced.
- ❖ McCann's Campground was dewinterized, preparing for opening day on May 1<sup>st</sup>.
- ❖ Reservations continue for the 2025 season.

### **Attachments:**

Recreation Monthly Revenue March 2025 (PDF)

HAWAII			CALIFORNIA			MICHIGAN			MINNESOTA								
FISCAL YEAR 2020	FISCAL YEAR 2021	FISCAL YEAR 2022	FISCAL YEAR 2023	FISCAL YEAR 2024	FISCAL YEAR 2025	FISCAL YEAR 2020	FISCAL YEAR 2021	FISCAL YEAR 2022	FISCAL YEAR 2023	FISCAL YEAR 2024	FISCAL YEAR 2025	FISCAL YEAR 2020	FISCAL YEAR 2021	FISCAL YEAR 2022	FISCAL YEAR 2023	FISCAL YEAR 2024	FISCAL YEAR 2025
\$ 120,894.54	\$ 102,155.55	\$ 422,754.99	\$ 531,655.11	\$ 438,022.04	\$ 233,628.95	\$ 80,451.30	\$ 54,322.51	\$ 68,227.30	\$ 118,817.75	\$ 81,551.20	\$ 32,323.62	\$ 75,450.00	\$ 75,823.00	\$ 31,100.00	\$ 32,500.00	\$ 31,000.00	\$ 31,000.00
\$ 330,720.59	\$ 183,091.41	\$ 150,655.95	\$ 151,022.37	\$ 148,889.49	\$ 148,889.49	\$ 75,590.23	\$ 25,350.00	\$ 26,707.22	\$ 28,455.09	\$ 28,455.09	\$ 27,757.55	\$ 28,455.09	\$ 28,455.09	\$ 27,757.55	\$ 27,757.55	\$ 27,757.55	\$ 27,757.55
\$ 217,712.01	\$ 164,800.01	\$ 202,052.55	\$ 194,111.13	\$ 183,716.35	\$ 183,716.35	\$ 17,538.59	\$ 23,570.00	\$ 13,139.20	\$ 23,452.59	\$ 23,452.59	\$ 23,452.59	\$ 23,452.59	\$ 23,452.59	\$ 23,452.59	\$ 23,452.59	\$ 23,452.59	\$ 23,452.59
\$ 252,914.25	\$ 91,886.56	\$ 51,542.48	\$ 51,542.48	\$ 40,025.40	\$ 40,025.40	\$ 10,925.31	\$ 18,975.00	\$ 10,530.25	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00
\$ 177,254.75	\$ 177,254.75	\$ 46,037.76	\$ 46,037.76	\$ 46,037.76	\$ 46,037.76	\$ 10,925.31	\$ 18,975.00	\$ 10,530.25	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00	\$ 24,212.00
NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER
DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER
154.85	154.85	7,718.87	3,415.99	20,073.50	71,615.48	3,155.20	\$ 3,275.00	\$ 5,652.22	\$ 3,010.00	\$ 1,451.20	\$ 75.60	\$ 5,652.22	\$ 5,652.22	\$ 5,652.22	\$ 5,652.22	\$ 5,652.22	\$ 5,652.22
FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY
1,311.55	1,311.55	6,702.53	\$ 51,018.61	\$ 21,878.61	\$ 21,878.61	4,900.20	\$ 2,875.00	\$ 1,000.00	\$ 2,875.00	\$ 2,875.00	\$ 1,000.00	\$ 2,875.00	\$ 2,875.00	\$ 2,875.00	\$ 2,875.00	\$ 2,875.00	\$ 2,875.00
MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH	MARCH
2,207.55	2,207.55	4,743.02	1,606.94	15,014.26	15,014.26	1,980.20	\$ 1,315.00	\$ 6,300.22	\$ 2,045.00	\$ 3,012.33	\$ 345.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL	APRIL
185.01	185.01	27,827.20	46,400.26	157,173.02	157,173.02	3,355.20	\$ 2,775.00	\$ 3,597.55	\$ 2,775.00	\$ 2,775.00	\$ 2,775.00	\$ 3,355.20	\$ 3,355.20	\$ 3,355.20	\$ 3,355.20	\$ 3,355.20	\$ 3,355.20
MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY	MAY
1,818.15	1,818.15	77,827.20	46,400.26	157,173.02	157,173.02	3,355.20	\$ 2,775.00	\$ 3,597.55	\$ 2,775.00	\$ 2,775.00	\$ 2,775.00	\$ 3,355.20	\$ 3,355.20	\$ 3,355.20	\$ 3,355.20	\$ 3,355.20	\$ 3,355.20
YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE
\$ 355,894.55	\$ 556,356.32	\$ 393,742.36	\$ 1,033,615.99	\$ 1,243,312.46	\$ 821,967.14	\$ 161,279.20	\$ 249,422.51	\$ 189,409.99	\$ 327,796.25	\$ 195,523.40	\$ 530,879.88	\$ 523,000.00	\$ 48,039.00	\$ 41,000.00	\$ 48,330.00	\$ 45,330.00	\$ 41,000.00
CAMERA DISCLOSURE																	
FISCAL YEAR 2020	FISCAL YEAR 2021	FISCAL YEAR 2022	FISCAL YEAR 2023	FISCAL YEAR 2024	FISCAL YEAR 2025	FISCAL YEAR 2020	FISCAL YEAR 2021	FISCAL YEAR 2022	FISCAL YEAR 2023	FISCAL YEAR 2024	FISCAL YEAR 2025	FISCAL YEAR 2020	FISCAL YEAR 2021	FISCAL YEAR 2022	FISCAL YEAR 2023	FISCAL YEAR 2024	FISCAL YEAR 2025
\$ 412.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20	\$ 19,459.20
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**MAYOR**  
KEVIN STUESSI  
EXT 215

**TRUSTEES**  
MARY BESS PHILLIPS

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JULIA ROBINS

**TREASURER**  
ADAM BRAUTIGAM  
EXT 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

Submitted: April 11, 2025  
Meeting: April 17, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: Jeanmarie Odon, *Deputy Clerk*  
From: Mary Bess Phillips, *Trustee*

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### Trustee Phillips April 2025 Work Session Report

**Attachments:**

Work Session 4-17-2025 (PDF)  
Notes for Work Session report due April 8th (DOCX)

# Board Priorities

## Addressing the Mitchell Park Bulkhead

### Introduction

A significant concern is the insufficient prioritization of Mitchell Park Bulkhead, a crucial asset for our village, and ensuring we retain the three-million-dollar grant awarded.

### Importance of Mitchell Park Bulkhead

The Mitchell Park bulkhead is a crucial infrastructure that supports various community activities and safeguards our waterfront. Its maintenance and improvement are essential for our village's continued prosperity and safety.

### Current Project

While having photos and news in print to keep the community informed is commendable, allocating resources effectively to critical projects like the Mitchell Park bulkhead is equally essential.

### Village Board Commitment

The board must prioritize this critical infrastructure project. The bulkhead BAN of 3M is due August 1<sup>st</sup>, 2025, so we must pay back the 3M and an additional 135k interest. Several requests to the mayor and no reaction from the board to the dates in the attached outline have now created urgency.

### Conclusion

The Mitchell Park Bulkhead is a significant piece of our waterfront community, and its maintenance should be a top priority.

## **Trustee Phillips's outline of action for Mitchell Park Bulkhead Replacement**

**April 17, 2025**

On April 2, 2024, Congressman Nick LaLota (R-Suffolk County) announced securing \$3 million in funding for the Mitchell Park bulkhead replacement project. As of April 8, 2025, the required information for DRGR Grant # B-24-CP-NY-1605 has not been uploaded.

To date, the Mayor/Village Administrator has not provided any updates on activities from D&B as per their January 22, 2024, proposal, which outlines updating construction costs and renewing permits.

- 8/12/24 – Requested update to Mitchell Park Bulkhead
- 8/28/24 – Susan Stohr sent a copy of an email with concerns about the lack of activity on this grant paperwork to the mayor dated August 9, 2024
- 2/12/25 – Susan Stohr – email to the Mayor/Village Administrator confirming the change of contacts to Mayor Steussi
- 2/13/25- Quote from my email to the mayor and full board
  - I received this email yesterday from Susan Stohr. Our wetland permits expired 12/1/2024. In August 2024 we took funding from a BAN for this project that deals with interest payments. I have concerns about this, the Ice Rink funding from the Governor paperwork and other projects. I was disappointed when Susan Stohr contract was not renewed. Her work and professionalism to our village was valued with previous projects within our village. I can only speak to my position as a Village Trustee on this situation. There is an urgent need to complete paperwork for the Mitchell Park Bulkhead.
- 3/17/25, 3/21/25, & 3/27/2025 – I contacted Arthur Treglia to see if someone representing the village had started uploading to the DRGR site.
- 3/21/25 – Email to the Mayor and full board
  - As a Board, we have actively sought clarification, both publicly and privately, on the timeline for replacing the Village Administrator or another suitable title within the management team at Village Hall.

While I can understand the Mayor's temporary reliance on a micromanagement style, it is crucial to recognize that such an approach can quickly become unproductive and overwhelming for both the individual and the staff striving to complete their tasks.

The announcements that we have received funding from Federal and State sources are great news. Then the work needs to begin to secure the funding with applications, documents, and other required information. The Village Treasurer's notes in the email on the Village Budget have proven to be invaluable in our review.
- 4/5/25 – Email to D&B – any information to share
- 4/9/25 - Email response from D& B asking if we intended to move forward as they had not received authorization from the village on their January 24, 2024, proposal.



# LaLota Announces \$3 Million for Greenport's Mitchell Park Bulkhead Replacement

April 2, 2024

## Press Release

**GREENPORT, NY** - Today, **Rep. Nick LaLota (R-Suffolk County)** released the following statement after securing \$3 million for the Village of Greenport for the Mitchell Park bulkhead replacement project.

"I am delighted to announce the allocation of \$3 million in federal funding for the Village of Greenport. This significant investment will facilitate the replacement of the aging Marina bulkhead at Mitchell Park, a critical measure aimed at safeguarding the Village against potential flooding and the risk of becoming a part of Greenport Harbor," **affirmed LaLota**. "Prioritizing the enhancement of Long Island's infrastructure is paramount for stimulating economic advancement and elevating the well-being of our communities' residents. I remain steadfast in my commitment to advocating for the needs of Suffolk County, and I will continue to champion initiatives aimed at bolstering our region in every possible capacity."

"Greenport's Mitchell Park Marina is an important NY tourist destination, providing easy access to the Village's many restaurants, shops, galleries, and museums," **said Greenport Mayor Kevin Stuessi**. "The Mitchell Park Marina Bulkhead Replacement federal funding secured by Rep. LaLota through the FY 2024 budget process will enable Greenport to proceed with this project essential to the continuing economic vitality of the Village and region while preserving waterfront access and the character of the community all of our residents and visitors."

## Background:

The funding for the Village of Greenport is provided by the Transportation, Housing, and Urban Development Appropriations, which was recently signed into law.

Funding for this project will allow for the abandonment of the existing 776-foot-long timber bulkhead located in Mitchell Park and the installation of a new vinyl bulkhead immediately seaward of the existing bulkhead. A tie rod system for the new vinyl bulkhead that drilled through the abandoned sheeting would be selected. Recent inspections of the Mitchell Park Marina bulkhead have revealed that the existing timber bulkhead, which is well past its useful life, is in overall poor condition and failing.

**Principals**Steven A. Fangmann, P.E., BCEE  
President & ChairmanWilliam D. Merklin, P.E.  
Executive Vice PresidentRobert L. Raab, P.E., BCEE, CCM  
Senior Vice PresidentJoseph H. Marturano  
Senior Vice President

January 22, 2024

Paul J. Pallas, P.E.  
Village Administrator  
Village of Greenport  
236 Third Street  
Greenport, NY 11944

Re: Mitchell Park Bulkhead Replacement Project  
Proposal for Permitting and Cost Estimating Services  
D&B No. 3813

Dear Mr. Pallas:

At the request of the Village of Greenport (Village), D&B Engineers and Architects (D&B) has prepared this proposal for permitting and cost estimating services for the *Mitchell Park Bulkhead Replacement Project (Project)*.

As you are aware, D&B was originally retained by the Village in 2016 to provide Professional Engineering Services for the project related to the development of a Feasibility Study, Environmental Review and Permitting, and Final Design and Construction Documents. At this time, the Village has requested D&B to provide a proposal for updating the previously completed cost estimate and renewing the previously obtained permitting approvals.

**Permitting Services**

D&B's permitting experts will coordinate with the required regulatory agencies to renew the previously obtained permitting approvals. D&B's proposal does not include submitting new permit applications if required by the regulatory agencies. As part of D&B's scope of work, the following permits will be renewed:

- NYSDEC Tidal Wetlands – Expires 12/1/2024
- NYSDEC Water Quality Certification – Expires 12/1/2024
- NYSDEC Excavation & Fill in Navigable Waters – Expires 12/1/2024
- USACE NWP 3 – Expired 3/18/2022
- NYSDOS Coastal Consistency

**Cost Estimating Services**

Since the onset of COVID, pricing has increased significantly. Our pricing approach to account for volatility includes increasing outreach to vendors in order to understand and further adjust material and equipment cost forecasting. Additionally, as longer lead times started to impact construction durations,

Paul J. Pallas, P.E.  
Village Administrator  
Village of Greenport  
January 22, 2024

cost estimates have needed to be adjusted to account for extended project durations above the pre-COVID norms. We continue to monitor price and lead time trends and adjust escalation predictions accordingly in a continuing effort to stay on top of, or ahead of, the current market. As part of this task, D&B will update the previously completed construction cost estimates to current industry pricing.

**Proposed Fees**

D&B's proposed not-to-exceed fee for the additional work is as follows:

Permitting Services:.....	\$3,500
Cost Estimating Services:.....	<u>\$6,250</u>
<b>Total Not-To-Exceed Fee:.....</b>	<b>\$9,750</b>

- D&B's proposed fee does not include any permitting fees that may be required from the regulatory agencies as part of the renewal process.
- D&B's proposed fee does not include services related to reviews required for the New York State Environmental Quality review (SEQR) process. It is assumed that the previously completed SEQR process remains valid.

We thank you for your consideration of this request and look forward to working together to see the development of this project through fruition. If you have any questions, please contact me at (516) 364-9890.

Very truly yours,

Thomas Schaefer, P.E.  
Senior Associate

TSt/kb  
cc: R. Raab  
03813VTSQ1224PP-Ltr

## Notes for Work Session report due April 8th

DATE	TOPICS	NOTES
04/04/2025	<p><b>Mayor/Village Administrator</b> Listing of Village Projects to update the board of trustees</p>	<p><b>Communications to Village Community</b></p> <ul style="list-style-type: none"> <li>➤ Newsletters</li> <li>➤ Website management</li> <li>➤ Constant Contact</li> </ul> <p><b>North Ferry</b></p> <ul style="list-style-type: none"> <li>➤ Change orders?</li> <li>➤ Progress report summary from NV-5</li> <li>➤ Bulkhead between the ferry and railroad dock cave in</li> </ul> <p><b>Mitchell Park Bulkhead</b></p> <ul style="list-style-type: none"> <li>➤ Grant application progress</li> <li>➤ D&amp;B progress <b>on</b> NYSDEC permits that expired December 2024</li> <li>➤ Review of the Mitchell Park Feasibility Study</li> </ul> <p><b>Power Plant</b></p> <ul style="list-style-type: none"> <li>➤ DMNC test completed by April 15<sup>th</sup></li> <li>➤ Doug Jacobs's suggestion for an open-ended grant application to NYSERDA for funding EV Charger Stations to be placed in RR Parking Lot</li> <li>➤ NYPA -LED Street Lighting Project- starting date, grant amount, work plan, and start date</li> </ul> <p><b>LWRP</b></p> <ul style="list-style-type: none"> <li>➤ Status with the Department of State</li> <li>➤ Committee status</li> <li>➤ Reach out to the community</li> </ul> <p><b>Carousel</b></p> <ul style="list-style-type: none"> <li>➤ Update on progress towards a re-opening date</li> <li>➤ Marketing once the carousel is open and operating</li> <li>➤ Total expenses to date</li> <li>➤ Staffing and overall management</li> <li>➤ Payment only by credit card notification to the public</li> </ul>

#### **Wastewater Treatment Plant**

- Releasing September 2024 Engineering Report for Wastewater System Capital Improvements and Renovations – J.R. Holzmacher P.E., LLC
- Policy discussions & decisions for new outside-the-village hookups
- Plan for upgrading the pump stations and infrastructure
- Sewer Moratorium- resolution to end
- Letters to customers looking for hookups.
- Funding opportunities for the wastewater Treatment Plant

#### **Joint Meeting Village of Greenport and Town of Southold**

- Reschedule the meeting – March postponement
- A Review of the villages' talking points
- CPF changes in state law
- Water Quality
- Housing
- East/West outside the village lines for town zoning changes

#### **Parking/Loading Zones**

- Code changes for parking spaces on Lower East Main Street
- Suggested loading zones for future code changes

#### **Mini Railroad**

- Contract update
- Close out items on the walkthrough in 2024
- Procedures and policies- updating

#### **Basketball Court on Third Street**

#### **Skate Park**

		<p><b>Mitchell Park</b></p> <ul style="list-style-type: none"> <li>➤ Planning for the anniversary celebration for the park</li> <li>➤</li> </ul> <p><b>Ice Skating Rink re-built</b></p> <ul style="list-style-type: none"> <li>➤ Governor Hockel's \$1.3 million grant</li> <li>➤ Application completed</li> <li>➤ Outline of actions</li> <li>➤ Fundraising – Friends of Mitchell Park</li> </ul> <p><b>Technology</b></p> <p><b>Village Attorney</b></p> <ul style="list-style-type: none"> <li>➤ Discussion to review previous practice for separate attorney for statutory boards</li> </ul> <p><b>McBride-Grant writing company</b></p> <ul style="list-style-type: none"> <li>➤ To date, payments total</li> <li>➤ Grant recommendations sent directly to the mayor and status of those recommendations</li> </ul> <p><b>Capital Planning and Proposed Improvements</b></p> <ul style="list-style-type: none"> <li>➤ Outline of street curbs and paving</li> </ul> <p><b>Short Term Rentals</b></p> <ul style="list-style-type: none"> <li>➤ GovOS Software Purchase - Resolution #06-2023-18, Paid July 2023, Voucher #42067 in the amount of \$19,750.00</li> <li>➤ Change the code to increase the fee and register short-term rentals separately. Two families can only rent one unit. Rental of bedrooms needs to be registered. Consider going to New York State so the village can have a separate Hotel/Motel tax. Hire a temp clerk/typist to enter data for the program</li> </ul>
04/04/2025	Entertainment Permits	Reminder to the BID: remind those that need to apply
04/04/2025	Village Budget	April 12 <sup>th</sup> Public Hearing



04/04/2025	Village CSEA contract renewal	Village Trustee input
04/04/2025	Civil Service titles	Road crew- job responsibilities- titles that can be shared throughout the village staff
04/04/2025	Historic District	Sandy Beach, proposed for the whole village, Greenhill Cemetery
04/04/2025	Planning Board	Summation of Planning Boards reach out to the village community April 4, 2025



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KEVIN STUESSI  
EXT 215

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ADAM BRAUTIGAM  
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**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

Submitted: April 11, 2025  
Meeting: April 17, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: Jeanmarie Oddon, *Deputy Clerk*  
From: Patrick Brennan, *Trustee*

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### Trustee Brennan April 2025 Work Session Report

**Attachments:**

TRUSTEE BRENNAN WORK SESSION REPORT 4 17 2025 (PDF)  
2026 Budget Comments 4 10 25 BRENNAN (PDF)

## **VILLAGE OF GREENPORT - WORK SESSION REPORT**

**TO: MAYOR STUESSI & TRUSTEES**  
**FROM: TRUSTEE BRENNAN**  
**DATE: 4/17/2025**

### **INITIATIVE FOR RESTORING THE PUBLIC'S TRUST AND IMPROVING VILLAGE HALL FOR DISCUSSION PURPOSES**

#### **HR COUNSEL**

Review the budget allowance in light of on-going & increased HR matters.

#### **VILLAGE COUNSEL**

As per NYCOM recommendations, our Board needs to have an open & candid conversation about how the Trustees would go about obtaining independent counsel (independent of Mayor's counsel), if or when the need should ever arise. This might include obtaining a proposal from another law firm and creating & funding a specific budget line item.

#### **ORGANIZATIONAL MATTERS**

Mayor should provide (for Trustee consideration) an up-to-date Village ORGANIZATIONAL chart, indicating staffing structure, relationships, roles & responsibilities, etc.

**2025 – 2026 BUDGET  
TRUSTEE BRENNAN – COMMENTS  
APRIL 10, 2025**

**2025-2026 TENTATIVE BUDGET - GENERAL FUND (PAGE 2)**

**Discuss composition of General Fund Appropriations = \$6,254,744  
(Est Rev Other Than Prop Taxes + BID Assessment + Real Property Taxes)**

**Discuss difference between:**

**Tax Levy Increase 2.88%**

**And**

**Tax Rate Change 8.93%**

***Is 6.05% difference due to overall increase in Assessed Valuation?***

**Discuss alignment of:**

**2025-2026 Tax Levy Limit – As Permitted by NYS Law = \$1,481,272**

**And**

**Tax Cap Form – FYE 2026 Tax Levy Limit = \$1,481,272**

**2025-2026 ADOPTED BUDGET - BUDGET SUMMARY (PAGE 3)**

**Consider modifying "Budget Summary" format:**

**Add columns "Increase/(Decrease)" & "% Change"**

**i.e.**

<b>ITEM</b>	<b>2025</b>	<b>2026</b>	<b>INC/(DEC)</b>	<b>% CHANGE</b>
<b>General Fund</b>	<b>\$5,717,865</b>	<b>\$6,254,744</b>	<b>\$536,879</b>	<b>9.38%</b>
<b>Electric Fund</b>	<b>\$4,086,869</b>	<b>\$4,172,575</b>	<b>\$85,706</b>	<b>2.09%</b>
<b>Water Fund</b>	<b>\$833,040</b>	<b>\$909,990</b>	<b>\$76,950</b>	<b>9.23%</b>
<b>Sewer Fund</b>	<b>\$2,166,234</b>	<b>\$2,241,800</b>	<b>\$75,566</b>	<b>3.48%</b>
<b>Total Budget</b>	<b>\$12,804,008</b>	<b>\$13,579,109</b>	<b>\$775,101</b>	<b>6.0536%</b>

**Discuss assumptions that go into Electric/Water/Sewer Fund appropriation increases.**

**Discuss meaning of "Percentage of Tax Limit Exhausted" = 9.48%**

**VILLAGE OF GREENPORT**

**BUDGET PREPARATION PUBLICATION**

**Consider adding columns "INC/(DEC)" & "% CHANGE"**

**Discuss assumptions that go into specific lines:**

**REVENUE**

A.1113	PARKING VIOLATIONS
A.2014	MINI RR REVENUE
A.2590	BUILDING PERMITS
A.2661	SALE OF REAL PROPERTY
A.2820.003	REC CENTER REVENUE
A.3001	STATE AID REVENUE SHARING
A.3005	STATE MORTGAGE TAX AID

**EXPENSE**

A.1010.100  
A.1010.400  
A.1010.410  
A.1210.100  
A.1210.400  
A.1210.900  
A.1325.100  
A.1325.400  
A.1325.433  
A.1410.100  
A.1410.400  
A.1420.400  
A.1420.401  
A.1620.300  
A.1910.401  
A.3410.100  
A.3410.412  
A.3410.422  
A.3410.447  
A.3410.452  
A.3410.465  
A.3620.100  
A.3620.400  
A.4020.100  
A.5182.400  
A.7110.419  
A.7231.407  
A.7312.100  
A.7314.100  
A.8010.400  
A.8020.400  
A.8030.400



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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

Submitted: April 14, 2025  
Meeting: April 17, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: Jeanmarie Oddon, *Deputy Clerk*  
From: Lily Dougherty-Johnson, *Trustee*

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### Trustee Lily Dougherty-Johnson April 2025 Work Session

#### Attachments:

April Work Session Report LDJ (PDF)



## **April Work Session Report, Village of Greenport**

Submitted: April 11, 2024

Meeting: April 17, 2024

To: Mayor Kevin Stuessi  
Board of Trustees

From: Lily Dougherty-Johnson, Trustee

Prepared by: Lily Dougherty-Johnson

### Dances in the Park:

Lineup is set, sponsors are rolling in - don't miss out!  
Still have opportunities for volunteers (get a free shirt!)  
College and high school interns will get school credit/stipend.

### Camera Obscura:

New door, back open regular hours Fri-Sun 10am-12pm.  
Upcoming field trip from Riverhead high school photography class.  
Ongoing opportunities for volunteers.  
Parsons contract?

### Communication Committee:

Committee hiatus and restart - newsletter timeline?  
LWRP update?  
Website revamp, working with Candace. Some websites to look at for ideas/comparison:  
<https://www.newvillageofislandia.com/>  
<https://masspk.com/>  
<https://oldbrookville.net/>

Tree Committee

Tree city for 2024

Working on updated code and tree lists

Etc:

Litter Critter?

3rd street basketball court - mural and plan?

Earth Day

**The Village of Greenport**

## **EARTH DAY CLEAN UP**

Saturday, April 19th from  
8:30-10:30am



**Meet at the Mini Train on Moore's Lane OR Monsell Trail at the end of North Street. Bring gloves, tick protection, buckets, pick up sticks - bags will be provided. Email [ldougherty@greenportvillage.org](mailto:ldougherty@greenportvillage.org) with questions.**



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Prepared By: Jeanmarie Oddon, *Deputy Clerk*  
From: Julia Robins, *Trustee*

---

### Trustee Robins April 2025 Work Session Report

**Attachments:**

Trustee J Robins April 2025 Work Session (PDF)

## Work Sessions Report - Trustee Robins April 2025

Hire a Village Administrator/Manager

Hire a Building Inspector

The Correct Civil Service Title is

Certified Code Enforcement Official

From the Civil Service Title

The current plan review and processing of permits is done by a part time employee. We need to put in a request to Civil Service for a Code Enforcement Officer.

The definition of what service they can perform are as follows:

Certified Code Enforcement Officials are those individuals who are certified pursuant to 19 NYCRR Part 1208 to perform any code enforcement activity, including but not limited to:

- review and/or approve plans incidental to the issuance of a building permit,
- perform construction inspections, or
- perform fire safety and/or property maintenance inspections of existing buildings and structures.

Recommendation that Doug Jacobs represent the Village at the NYAPP Meetings

Holzmacher Report

Purpose of the Report

- Review of the overall wastewater collections and treatment system
- Identify those items most in need of replacement or repair
- Projections of construction costs for budgeting
- Recommendation a sequence of work to address the highest priority tasks to improve the system.
- Can be used in support of grant applications
- McBride Consulting and Business Development Group

The projected construction costs for each collection system and treatment plant project are estimated to cost \$10,767,880 which includes a 30% contingency allowance as recommended by the NYSEFC.

Our grant writers should be working on this.

I would like a resolution placed on the agenda for the meeting on April 24 to end the sewer moratorium.

Carousel Update

The work on the main bearing casing is completed and is pending a quote from NF Welding to erect the pole and reassemble the inner ride by the end of the month.

## Work Sessions Report - Trustee Robins April 2025

WRF, the restoration company will be on site after that to reassemble the rest of the carousel.

We hope to open by Memorial Day with the caveat that all parties involved can coordinate perfectly.

The Carousel Committee recommends that the hours be changed as follows:

11:00 - 7:00 Summer

11:00 - 5:00 Winter weekends and holidays

McBride-Grant writing company

Payments to date

A list if of all grants which have been applied for since we signed a contract with the company.

Communication with Board of Trustees as well as the Mayor.

Colin Ratsey

Following up on sewer connection letter:

At the Work Session on October 17, 2024, attorney Patrica Moore representing Colin Ratsey came before the board.

Mr Ratsey had a contract with the Village signed in 2018 (see attached) to construct a complete sewage sanitary system at his property at 67685 Main Road, Greenport.

He is asking that a letter be sent on his behalf from the Village concerning a request from the Suffolk County Health Department about a slight change to the piping and line design of his sewer system.

Mr. Ratsey just needs confirmation from the Village that the design is fine.

As per the minutes from that meeting Mayor, you said that you would discuss with legal and get back to him.

The next week you sent an email via Candace that a letter was forthcoming

Ms. Moore along with Mr. Ratsey attended last week's meeting and are still looking for the letter.

Please direct your attention to this matter as soon as possible.

Thank you.

Julia Robins

Trustee