



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  
DEPUTY MAYOR

PATRICK BRENNAN

LILY DOUGHERTY-  
JOHNSON

JULIA ROBINS

**TREASURER**  
ADAM BRAUTIGAM  
EXT. 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

January 23, 2025  
Mayor and Board of Trustees – Regular Session Meeting  
Greenport Firehouse  
Third Street, Greenport, NY 11944

**MOTION TO OPEN MEETING**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Doris Marie Harrison  
Elinor (Ristuccia) Jagel

**ANNOUNCEMENTS**

1. Forms are available on the website for the Village of Greenport Summer Camp
2. The Village of Greenport will be closed on the following days:
  - a. Monday, January 20, 2025 in observance of Martin Luther King Jr. Day
  - b. Monday, February 17, 2025 in observance of Presidents Day
3. The 180<sup>th</sup> Annual George Washington's Birthday Celebration Parade is on Saturday, February 15, 2025.

**PUBLIC HEARING(S)**

1. Public hearing to discuss the recommendation from Village of Greenport Historic Preservation Commission to designate the area known in the Village as Sandy Beach as a Historic District.
2. Public hearing regarding Greenport 25-01, a local law to amend Chapter 121 (Taxation) of the Code of the Village of Greenport, to authorize a real property annual tax exemption for volunteer firefighters and volunteer ambulance workers, in accordance with Real Property Tax Law §466-a.

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

### **PUBLIC COMMENT**

**RESOLUTIONS****RESOLUTION # 01-2025-23**

RESOLUTION adopting the January, 2025 agenda as printed.

**RESOLUTION # 01-2025-24**

RESOLUTION accepting the monthly reports of the Greenport Fire Department, Village Administration, Village Treasurer, Village Clerk, Village Attorney, Mayor and Board of Trustees.

**VILLAGE ADMINISTRATION****VILLAGE TREASURER****RESOLUTION # 01-2025-25**

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

**RESOLUTION # 01-2025-26**

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

**RESOLUTION # 01-2025-27**

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

**RESOLUTION # 01-2025-28**

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

**RESOLUTION # 01-2025-29**

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

**VILLAGE CLERK****RESOLUTION # 01-2025-30**

RESOLUTION setting the 2024 Village of Greenport property tax lien sale for 10:00 a.m. on March 12, 2025 at Greenport Village Hall, 236 Third Street, New York, 11944; and directing Clerk Hall to notice the property tax lien sale accordingly.

**RESOLUTION # 01-2025-31**

RESOLUTION accepting the attached proposal submitted by Lisa Otis for the management of the Village of Greenport McCann Campground per the Request for Proposals opening on January 15, 2025 and authorizing Mayor Stuessi to sign the contract between the Village of Greenport and Lisa Otis for the management of the Village of Greenport McCann Campground.

**RESOLUTION # 01-2025-32**

RESOLUTION appointing four Election Inspectors, and one Chairperson, for the Village General Election on March 18, 2025 as follows:

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

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

**RESOLUTION # 01-2025-33**

RESOLUTION allowing the Clerk's Office to appoint two alternate Election Inspectors for the Village General Election on March 18, 2025, as follows:

- Lydia A. Wells
- Lillie J. Monique

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

**RESOLUTION # 01-2025-34**

RESOLUTION approving the Public Assembly Permit Application submitted by Candace Hall and Destiny Salter on behalf of North Fork Kid Connect Inc. for the use of the Third Street Basketball Court from 8:00 a.m. through 8:00 p.m. on Saturday, July 26, 2025 for the 5th Annual Youth Basketball Tournament. The applicants are requesting a road closure of Third Street between Center Street and North Street from noon-7:00 p.m. The applicant has also requested a waiver of the \$50.00 application fee.

**RESOLUTION # 01-2025-35**

RESOLUTION approving the Public Assembly Permit Application submitted by the East End Seaport Museum for the use of various Village streets and facilities, including Mitchell Park, from 9:00 a.m. through 7:00 p.m. on Friday, September 19, 2025, and 9:00 a.m. through 6:00 p.m. on Saturday, September 20, 2025 and Sunday, September 21, 2025; for the Annual Maritime Festival.

**RESOLUTION # 01-2025-36**

RESOLUTION authorizing the suspension of the open container law of the Village of Greenport, per Sections 35-3B and 35-3C of the Greenport Village Code, within the festival parameters outlined on the application of the East End Seaport Museum Maritime Festival, from 9:00 a.m. through 5:00 p.m. on September 20, 2025, and from Noon to 5:00 p.m. on September 21, 2025, for the annual Maritime Festival.

**RESOLUTION # 01-2025-37**

RESOLUTION approving the attached SEQRA resolution regarding the approval of the Wetlands Permit Application from Joyce Kearns, as owner submitted by David Bergen for the property at 300 Atlantic Avenue, Greenport, New York, 11944; SCTM # 1001-2-02-13 adopting lead agency status, determining that the approval of the application is an Unlisted Action for purposes of SEQRA, and adopting a Negative Declaration determining that the approval of the Wetlands Permit Application will not have a significant negative impact on the environment.

**RESOLUTION # 01-2025-38**

RESOLUTION approving the Wetlands Permit Application from Joyce Kearns, as Owner, submitted by David Bergen, as agent for the property located at 300 Atlantic Avenue, Greenport, NY 11944, SCTM # 1001-02-02-13 to perform the following work:

Partial replacement of failing bulkhead (65 ft) in place and partial replacement of failing return (26 ft) in place with vinyl sheathing, 12" pilings 6'on center, 6x6" whalers, 16 ft. Tie Rods leading to deadman with vertical laylogs, finish with non-treated lumber or fiberglass cap. Similar construction for 26' northern return. Bulkhead to be raised 18". Existing catwalk, ramps and floats to be removed for construction then put back in place post-

construction. Vehicle protection barrier to be installed 36" above bulkhead. Existing French drain to be restored at same location post construction. Gravel parking lot over construction zone repaired post construction. Reclamation dredging to be performed to a depth of 4' along entire length of bulkhead, extending out a maximum of 10' seaward. Approximately 5 cubic yards of dredge material to be placed behind bulkhead. As per plans dated September 24, 2024. Public hearing remained open from the January 2, 2025, Regular Session meeting.

**RESOLUTION # 01-2025-39**

RESOLUTION approving the attached SEQRA resolution regarding the approval of the Wetlands Permit Application from Applicants: Kathryn Sommo, as Owner, submitted by Sean Gilligan on behalf of Safe Harbor for the property located at 1410 Manhasset Avenue, Greenport, NY 11944, SCTM # 1001-3-1-1 adopting lead agency status, determining that the approval of the application is an Unlisted Action for purposes of SEQRA, and adopting a Negative Declaration determining that the approval of the Wetlands Permit Application will not have a significant negative impact on the environment.

**RESOLUTION # 01-2025-40**

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

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

**RESOLUTION # 01-2025-41**

Resolution 01-2025-42, designating the Board of Trustees of the Village of Greenport as the lead agency under the New York State Environmental Quality Review Act with regarding to the proposed **Local Law 1 of 2025**, which provides for a real property annual tax exemption for volunteer firefighters and volunteer ambulance workers, in accordance with Real Property Tax Law § 466-a; determines that the proposed local law is an Unlisted Action; and finds that the Board's adoption of the local law will not have the potential for a significant negative environmental impact.

**RESOLUTION # 01-2025-42**

Chapter 121 – Taxation – Amendment Resolution WHEREAS, the Board of Trustees has been considering the adoption of a local law that amends Chapter 121 of the Code of the Village of Greenport, to authorize a real property annual tax credit exemption for volunteer firefighters and volunteer ambulance workers, in accordance with Real Property Tax Law § 466-a, and WHEREAS, the law is not a zoning law subject to referral to the Suffolk County Planning Commission, and

WHEREAS, the Board has determined that the proposed law is an Unlisted action under the State Environmental Quality Review Act and will not result in a significant adverse environmental impact, and

WHEREAS, the Board held published and posted legal notice of a scheduled public hearing on the proposed law, and

WHEREAS, the Board held a public hearing on the proposed local law on January 23, 2025, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Greenport hereby adopts the proposed as **Local Law 1 of 2025**, a local law amending Chapter 121 of the Village Code, which law authorizes a real property annual tax credit exemption for volunteer firefighters and volunteer ambulance workers, in accordance with Real Property Tax Law § 466-a, and

BE IT FURTHER RESOLVED, that the Board directs the Village Clerk to file the law with the New York Secretary of State and take other actions as may be required upon adoption of a local law.

**MAYOR**

**VOUCHER SUMMARY**

**RESOLUTION # 01-2025-43**

RESOLUTION approving all checks per the Voucher Summary Report dated January 21, 2025, in the total amount of \$567,507.03 consisting of:

- o All regular checks in the amount of \$522,010.27, and
- o All prepaid checks (including wire transfers) in the amount of \$45,496.76.

Bill Greenport 25-01

A local law to amend Chapter 121 (Taxation) of the Code of the Village of Greenport, to authorize a real property annual tax exemption for volunteer firefighters and volunteer ambulance workers, in accordance with Real Property Tax Law §466-a.

**Section 1.** Chapter 121 of the Code of the Village of Greenport is hereby amended by adding the following section 121-3-a, to read as follows:

**“§121-3-a.**

(1) Exemption from real property taxes.

Pursuant to the authority granted by § 466-a of the Real Property Tax Law of the State of New York, real property owned by an enrolled member of the Incorporated Village of Greenport Volunteer Fire Department or Voluntary Ambulance Service, who meets the eligibility requirements enumerated in this section, or such enrolled member and spouse, shall be exempt from real property taxes to the extent of 10% of the assessed value of such property for Village purposes, exclusive of special assessments.

(2) Requirements for eligibility.

- (a) Such exemption shall not be granted to an enrolled member of the Greenport Volunteer Fire Department or Voluntary Ambulance Service unless:
  - (i) The applicant resides in the Village of Greenport.
  - (ii) The property is the primary residence of the applicant.
  - (iii) The property is used exclusively for residential purposes, provided, however, that if any portion of such property is not used exclusively for the applicant's residence but is used for other purposes, such portion as is used for other purposes shall be subject to taxation, and the residential portion only shall be entitled to the exemption provided for herein, on a pro rata basis;
  - (iv) The applicant has been certified by the authority having jurisdiction for the Greenport Volunteer Fire Department or Voluntary Ambulance Service as an enrolled member thereof for at least two (2) years. The applicant, or the Fire Department or Ambulance Service on behalf of the applicant, must submit proof of such certification together with, or prior to, submission of the application for an exemption.
- (b) It shall be the duty and responsibility of the Greenport Volunteer Fire Department to determine the procedure for certification, subject to the approval and confirmation of the Village Board of Trustees.

(3) Lifetime exemption.

Any enrolled member who accrues more than 20 years of active service with the Greenport Volunteer Fire Department or Voluntary Ambulance Service and is so certified by the authority having jurisdiction for the Fire Department or Ambulance Service shall be granted this 10% exemption for the remainder of his or her life as long as his or her primary residence is located within the Incorporated Village of Greenport.

(4) Application for exemption.

Application for such exemption shall be filed annually with the Town of Southold Assessor on or before the taxable status date of the Village of Greenport on a form prescribed by the New York State Office of Real Property Services.

(5) Unremarried spouses of volunteer firefighters or volunteer ambulance workers killed in the line of duty.

Any exemption claimed under this section by an enrolled member of the Greenport Volunteer Fire Department or Voluntary Ambulance Service may be continued to such deceased enrolled member's unremarried spouse if such member is killed in the line of duty, provided, however, that:

- (a) Such unremarried spouse is certified by the authority having jurisdiction for the Greenport Volunteer Fire Department or Voluntary Ambulance Service as an unremarried spouse of an enrolled member of the Greenport Volunteer Fire Department or Voluntary Ambulance Service who was killed in the line of duty; and
- (b) Such deceased volunteer had been an enrolled member thereof for at least five (5) years; and
- (c) Such deceased volunteer had been receiving the exemption prior to his or her death.

(6) Unremarried spouses of deceased volunteer firefighters or volunteer ambulance workers.

An exemption granted pursuant to this article maybe continued or reinstated to an unremarried spouse of a deceased enrolled member of the Greenport Volunteer Fire Department or Voluntary Ambulance Service, provided, however, that:

- (a) Such unremarried spouse is certified by the authority having jurisdiction for the Greenport Volunteer Fire Department or Voluntary Ambulance Service as an unremarried spouse of a deceased enrolled member of the Greenport Volunteer Fire Department or Voluntary Ambulance Service; and

- (b) Such deceased volunteer had been an enrolled member thereof for at least 20 years; and
- (c) Such deceased volunteer and un-remarried spouse had been receiving the exemption for such property prior to the death of such volunteer.

(7) No diminution of benefits.

No applicant who is a volunteer firefighter or volunteer ambulance worker who by reason of such status is receiving a tax benefit under the Real Property Tax Law of the State of New York and this chapter on the effective date of this section shall suffer any diminution of such benefit because of the enactment of this property tax exemption.

(8) Date of applicability.

This section shall apply to tax assessment rolls prepared on the basis of taxable status dates occurring on or after January 1, 2025.

**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.

**RESOLUTION OF THE VILLAGE OF GREENPORT  
HISTORIC PRESERVATION COMMISSION RECOMMENDING  
DESIGNATION OF THE AREA IN THE VILLAGE KNOWN AS  
SANDY BEACH AS AN HISTORIC DISTRICT**

WHEREAS, the Village of Greenport (Village) Historic Preservation Commission (HPC) has received information relative to a request to consider whether an area in the Village known as Sandy Beach should be designated as an historic district, and

WHEREAS, in the Village, Sandy Beach consists of the following tax lots as designated by the Suffolk County Tax Assessor and as reflected on the Suffolk County Tax Map, each of which is located in District 1001, Section 3, Block 3:

Lots 4.1, 5, 6, 7.3, 8, 9, 10, 11, 12, 13, 14, 15, 16, 19.1, 20, 21, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33.1, and 33.3 (the "Lots"), and

WHEREAS, the HPC has authority in accordance with Village Code §76-4 to recommend designation of a group of properties as an historic district upon a determination that the proposed district contains properties that meet one or more of the criteria for designation of a landmark and which may have within its boundaries other properties or structures that, while not of such historic and/or architectural significance to be designated as landmarks, nevertheless contribute to the overall visual characteristics of the landmark or landmarks located within the historic district, and

WHEREAS, the criteria applicable to designation of a landmark includes a site which possesses significant character or historic or aesthetic interest or value as part of the maritime , architectural, economic or social heritage of the Village, because of a unique location or singular physical characteristic, represents an established and familiar visual feature of the Village, and/or by being part of or related to the Village Waterfront or other distinctive area, should be developed or presented according to a plan based on an historic, cultural, maritime or architectural motif, and

WHEREAS, Village Code §76-4 provides that an area with such historical significance may be recommended by HPC for designation as an historic district if it meets one or more of the prescribed criteria, and

WHEREAS, the HPC has been provided with a document compiled and written by Elsie Ketcham Drosihn, entitled "A HISTORY OF SANDY BEACH Greenport, Long Island" (the "History of Sandy Beach") which provides a unique story and view of the significance of Sandy Beach as an historic area, and

WHEREAS, the HPC members have also reviewed various documents and photographs depicting the Sandy Beach area and homes, and

WHEREAS, the HPC finds and concludes:

1. Sandy Beach is a peninsula separating Greenport Harbor from Stirling Basin.
2. Previous to 1886, Sandy Beach contained scallop shops used in connection with scallop harvesting in the waters along the Greenport Waterfront. Because of its unique location along the deep waters of Greenport Harbor, it became a scallop shucking enclave.
3. In or around 1886, local residents turned the area into a summer resort and the shacks were converted to cottages and bungalows.
4. Sandy Beach is the only known intact example of an enclave with wonderful little buildings that are an essential part of Greenport's maritime history.
5. The nature of life on Sandy Beach, including the use of the area in support of scalloping and clamming for both business and recreational purposes, the simple living, and the picturesque quality of this area remaining somewhat lost in a previous era are included in the History of Sandy Beach in "family histories".
6. The picturesque tranquility of the area remains intact today.
7. Based on the "family histories" and the HPC observations, the HPC finds that Sandy Beach represents a unique element of the maritime character and antiquity and uniqueness of the Village, which makes Sandy Beach a distinctive heritage of the Village.
8. The HPC finds that conservation and preservation of this area to retain its allure and cultural heritage as part of the Greenport waterfront and maritime history is important to maintain Greenport's historic, maritime and cultural heritage.

9. The HPC finds that Sandy Beach possesses significant character and historic interest as part of the maritime, architectural, economic and social heritage of the Village.
10. The HPC finds that Sandy Beach is in a unique location and a distinctive area that represents an established and familiar visual feature that helps define the Village and should be protected as part of the Village's heritage.

NOW, THEREFORE, BE IT RESOLVED, that:

1. The foregoing whereas clauses and findings of act are hereby made a part hereof.
2. For the reasons identified above, the HPC finds that the Sandy Beach area, including the Lots, qualified under the criteria for designation as an historic district in that it meets the criteria in Village Code §76-4(C)(2), (5) and (6).
3. The HPC recommends that the Village Board of Trustees approve the designation of the Lots as the "Sandy Beach Historic District".





Village of Greenport

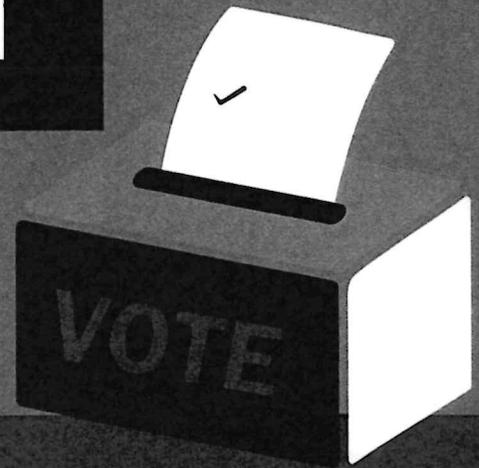
Current Fees		Proposed Fees	Example	Current Fee	New Fee
<b>One- and Two-Family Dwelling</b>	<b>Fee</b>				
Any application	none	\$150	Building dept reviewing documents for 1-2 hours	\$0	\$150
New dwelling, additions, alterations and repairs to existing dwelling	\$250 plus \$0.30 for each square foot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

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



# VILLAGE OF GREENPORT

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



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**ELECTION DAY, MARCH 18, 2025**

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

**Lisa Otis**

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

January 14, 2025

Dear Village Clerk:

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

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

**Opening & Closing Season:**

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

**Rents:**

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

**Grounds:**

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

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

#### Bathroom Facilities:

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

#### Point of Contact for Campers:

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

#### Relevant Experience/Capabilities:

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

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

## Cost Proposal for 2025 Season

### Labor cost - \$22.00 per hour

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

### Trailer space

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

Respectfully Submitted,



**Lisa Otis**

Negative Declaration Pursuant to  
New York State Environmental Quality Review Act  
Wetlands Permit Application from Joyce Kearns, as Owner submitted by David Bergen, as agent for the property located at 300  
Atlantic Avenue, Greenport, New York, 11944  
SCTM # 1001-02-02-13

WHEREAS, the New York State Environmental Conservation Law and the regulations of the Department of Environmental Conservation as contained in 6 NYCRR Part 617 require review of the possible environmental consequences of various actions under consideration by the Board of Trustees, and

WHEREAS, the Board of Trustees is considering the obligations of the Village of Greenport with respect to the wetlands permit application from Joyce Kearns, as Owner submitted by David Bergen, as agent for the property located at 300 Atlantic Avenue, Greenport, New York, 11944 SCTM # 1001-02-02-13; and

WHEREAS, the Board of Trustees has considered the nature and impact of the proposed action; and

WHEREAS, the Board of Trustees has reviewed a Short Environmental Assessment Form prepared with respect to the Wetlands Permit Application,

NOW, THEREFORE, IT IS

RESOLVED, that the Board hereby finds and concludes that the Board of Trustees is the Lead Agency with respect to environmental impact review of the wetlands permit application from Joyce Kearns, as Owner submitted by David Bergen, as agent for the property located at 300 Atlantic Avenue, Greenport, New York, 11944. SCTM # 1001-02-02-13; as defined in the State Environmental Quality Review Act and its regulations (SEQRA), and

- A. the wetlands permit application submitted by from Joyce Kearns, as Owner submitted by David Bergen, as agent is an Unlisted Action under SEQRA;
- B. the Board has considered the adoption of the proposed resolution;
- C. the Board has thoroughly reviewed the Short Environmental Assessment Form and the supplemental description of the proposed action;
- D. the Board also has considered the following factors and made the following conclusions in respect to its review of the environmental impacts of the proposed action:
  - i. the proposed action would not result in any substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels, nor any substantial increase in solid waste production, nor create a substantial increase in the potential for erosion, flooding, leaching or drainage problems;
  - ii. the proposed action would not result in the removal or destruction of large quantities of vegetation or fauna, substantial interference with the movement of any resident or migratory fish or wildlife species, impacts on a significant habitat area, substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species, or other significant adverse impacts to natural resources;
  - iii. the proposed action would not impair the environmental characteristics of any Critical Environmental Area;
  - iv. the proposed action would not conflict with the community's current plans or goals as official approved or adopted;

- V. the proposed action would not impair the character or quality of important historical, archeological, architectural or aesthetic resources or of existing community or neighborhood character;
  - vi. the proposed action would not result in a major change in the use of either the quantity or type of energy;
  - vii. the proposed action would not create a hazard to human health;
  - viii. the proposed action would not create a substantial change in the use, or intensity of use, of land, including agricultural, open space or recreational resources, or in its capacity to support existing uses;
  - ix. the proposed action would not encourage or attract large numbers of persons to any place for more than a few days, compared to the number who would come to such place without such action;
  - X. the proposed action would not create changes in two or more elements of the environment, no one of which would have a significant impact on the environment, but when taken considered together would result in a substantial adverse impact on the environment;
  - xi. the proposed action would not create substantial adverse impacts when considered cumulatively with any other actions, proposed or in process;
  - xii. the proposed action would not result in substantial adverse impact with respect to any relevant environmental consideration, including noise, aesthetics, traffic, air quality, water quality or adequacy of water supply, drainage, soil conditions, or quality of life in the community in general and the immediate neighborhood in particular;
  - xiii. the proposed action would enhance the protection of the environment in the Village, in that it would preserve and maintain the existing character of the Village;
- E. the proposed action would not have a significant adverse environmental impact;
- F. no further environmental review is required with respect to the proposed action, and
- G. the Mayor, or his designee, is authorized to execute the Short EAF in a manner consistent with the foregoing findings concluding that the proposed action will not result in a significant adverse environmental impact.

Negative Declaration Pursuant to  
New York State Environmental Quality Review Act  
Wetlands Permit Application from Kathryn Sommo, as Owner submitted by Sean Gilligan on behalf of Safe Harbor for the  
property located at 1410 Manhasset Avenue, Greenport, New York, 11944  
SCTM # 1001-3-1-1.

WHEREAS, the New York State Environmental Conservation Law and the regulations of the Department of Environmental Conservation as contained in 6 NYCRR Part 617 require review of the possible environmental consequences of various actions under consideration by the Board of Trustees, and

WHEREAS, the Board of Trustees is considering the obligations of the Village of Greenport with respect to the wetlands permit application from Kathryn Sommo, as Owner submitted by Sean Gilligan on behalf of Safe Harbor for the property located at 1410 Manhasset Avenue, Greenport, New York, 11944 SCTM # 1001-3-1-1; and

WHEREAS, the Board of Trustees has considered the nature and impact of the proposed action; and

WHEREAS, the Board of Trustees has reviewed a Short Environmental Assessment Form prepared with respect to the Wetlands Permit Application,

NOW, THEREFORE, IT IS

RESOLVED, that the Board hereby finds and concludes that the Board of Trustees is the Lead Agency with respect to environmental impact review of the wetlands permit application from Kathryn Sommo, as Owner submitted by Sean Gilligan on behalf of Safe Harbor for the property located at 1410 Manhasset Avenue, Greenport, New York, 11944 SCTM # 1001-3-1-1; as defined in the State Environmental Quality Review Act and its regulations (SEQRA), and

- A. the wetlands permit application submitted by from Kathryn Sommo, as Owner submitted by Sean Gilligan on behalf of Safe Harbor, as agent is an Unlisted Action under SEQRA;
- B. the Board has considered the adoption of the proposed resolution;
- C. the Board has thoroughly reviewed the Short Environmental Assessment Form and the supplemental description of the proposed action;
- D. the Board also has considered the following factors and made the following conclusions in respect to its review of the environmental impacts of the proposed action:
  - i. the proposed action would not result in any substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels, nor any substantial increase in solid waste production, nor create a substantial increase in the potential for erosion, flooding, leaching or drainage problems;
  - ii. the proposed action would not result in the removal or destruction of large quantities of vegetation or fauna, substantial interference with the movement of any resident or migratory fish or wildlife species, impacts on a significant habitat area, substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species, or other significant adverse impacts to natural resources;
  - iii. the proposed action would not impair the environmental characteristics of any Critical Environmental Area;
  - iv. the proposed action would not conflict with the community's current plans or goals as official approved or adopted;

- v. the proposed action would not impair the character or quality of important historical, archeological, architectural or aesthetic resources or of existing community or neighborhood character;
  - vi. the proposed action would not result in a major change in the use of either the quantity or type of energy;
  - vii. the proposed action would not create a hazard to human health;
  - viii. the proposed action would not create a substantial change in the use, or intensity of use, of land, including agricultural, open space or recreational resources, or in its capacity to support existing uses;
  - ix. the proposed action would not encourage or attract large numbers of persons to any place for more than a few days, compared to the number who would come to such place without such action;
  - x. the proposed action would not create changes in two or more elements of the environment, no one of which would have a significant impact on the environment, but when taken considered together would result in a substantial adverse impact on the environment;
  - xi. the proposed action would not create substantial adverse impacts when considered cumulatively with any other actions, proposed or in process;
  - xii. the proposed action would not result in substantial adverse impact with respect to any relevant environmental consideration, including noise, aesthetics, traffic, air quality, water quality or adequacy of water supply, drainage, soil conditions, or quality of life in the community in general and the immediate neighborhood in particular;
  - xiii. the proposed action would enhance the protection of the environment in the Village, in that it would preserve and maintain the existing character of the Village;
- E. the proposed action would not have a significant adverse environmental impact;
- F. no further environmental review is required with respect to the proposed action, and
- G. the Mayor, or his designee, is authorized to execute the Short EAF in a manner consistent with the foregoing findings concluding that the proposed action will not result in a significant adverse environmental impact.

Negative Declaration Pursuant to  
New York State Environmental Quality Review Act  
Local Law Amending Chapter 121 of the Code of the Village of Greenport  
To add Section 121-3-a

WHEREAS, the New York State Environmental Conservation Law and the regulations of the Department of Environmental Conservation as contained in 6 NYCRR Part 617 require review of the possible environmental consequences of various actions under consideration by the Board of Trustees, and

WHEREAS, the Board of Trustees is considering amending Chapter 121 of the Code of the Village of Greenport to add section 121-3-a authorizing a real property annual tax exemption for volunteer firefighters and volunteer ambulance workers in accordance with Real Property Tax Law § 466-a; and

WHEREAS, the Board of Trustees has considered the nature and impact of the proposed action; and

WHEREAS, the Board of Trustees has reviewed a Short Environmental Assessment Form prepared with respect to the proposed law,

NOW, THEREFORE, IT IS

RESOLVED, that the Board hereby finds and concludes that the Board of Trustees is the Lead Agency with respect to proposed amendment to Chapter 121 of the Code of the Village of Greenport as defined in the State Environmental Quality Review Act and its regulations (SEQRA), and

- A. the proposed amendment to Chapter 121 of the Code of the Village of Greenport is an Unlisted Action under SEQRA;
- B. the Board has considered the adoption of the proposed resolution;
- C. the Board has thoroughly reviewed the Short Environmental Assessment Form and the supplemental description of the proposed action;
- D. the Board also has considered the following factors and made the following conclusions in respect to its review of the environmental impacts of the proposed action:
  - i. the proposed action would not result in any substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels, nor any substantial increase in solid waste production, nor create a substantial increase in the potential for erosion, flooding, leaching or drainage problems;

- ii. the proposed action would not result in the removal or destruction of large quantities of vegetation or fauna, substantial interference with the movement of any resident or migratory fish or wildlife species, impacts on a significant habitat area, substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species, or other significant adverse impacts to natural resources;
- iii. the proposed action would not impair the environmental characteristics of any Critical Environmental Area;
- iv. the proposed action would not conflict with the community's current plans or goals as official approved or adopted;
- v. the proposed action would not impair the character or quality of important historical, archeological, architectural or aesthetic resources or of existing community or neighborhood character;
- vi. the proposed action would not result in a major change in the use of either the quantity or type of energy;
- vii. the proposed action would not create a hazard to human health;
- viii. the proposed action would not create a substantial change in the use, or intensity of use, of land, including agricultural, open space or recreational resources, or in its capacity to support existing uses;
- ix. the proposed action would not encourage or attract large numbers of persons to any place for more than a few days, compared to the number who would come to such place without such action;
- x. the proposed action would not create changes in two or more elements of the environment, no one of which would have a significant impact on the environment, but when taken considered together would result in a substantial adverse impact on the environment;
- xi. the proposed action would not create substantial adverse impacts when considered cumulatively with any other actions, proposed or in process;

- xii. the proposed action would not result in substantial adverse impact with respect to any relevant environmental consideration, including noise, aesthetics, traffic, air quality, water quality or adequacy of water supply, drainage, soil conditions, or quality of life in the community in general and the immediate neighborhood in particular;
- xiii. the proposed action would enhance the protection of the environment in the Village, in that it would preserve and maintain the existing character of the Village;

E. the proposed action would not have a significant adverse environmental impact;

F. no further environmental review is required with respect to the proposed action, and

G. the Mayor, or his designee, is authorized to execute the Short EAF in a manner consistent with the foregoing findings concluding that the proposed action will not result in a significant adverse environmental impact.