



**July 26, 2018 at 7:00 PM  
Mayor and Board of Trustees – Regular Meeting  
Third Street Firehouse  
Greenport, NY 11944**

236 Third Street  
Greenport NY  
11944

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

**MAYOR**  
GEORGE W. HUBBARD, JR.  
EXT. 215

**TRUSTEES**  
JACK MARTILOTTA  
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

**CLERK**  
SYLVIA PIRILLO, RMC  
EXT. 206

**TREASURER**  
ROBERT BRANDT  
EXT. 217

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

- Kenneth Arthur Higgins
- James O. Hillis
- Anthony Holmes
- John Martin "Krickit" Krukowski
- Barbara Reibling
- Fern L. Simpson

**ANNOUNCEMENTS**

- The annual Shakespeare in the Park performances will be held on August 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, in Mitchell Park, beginning at 7 p.m.
- The Village Special Election regarding the volunteer Fire Department Length of Service Award Program will be held from 12 noon through 9 p.m. on August 14<sup>th</sup> at the Third Street Firehouse.

**PUBLIC HEARINGS**

- Wetlands Permit Application submitted by Brooke Epperson on behalf of Erika Cabral to construct a new garage, covered cabana, hot tub and pool on the property located at 127 Bay Avenue
- Proposed amendment to Chapter 103 (Rental Properties) of the Village of Greenport Code, to create regulations regarding the transient or short-term rental of residential properties and units

**PUBLIC TO ADDRESS THE BOARD**

**REGULAR AGENDA**

**CALL TO ORDER****RESOLUTIONS****RESOLUTION # 07-2018-1**

RESOLUTION adopting the July, 2018 agenda as printed.

**RESOLUTION # 07-2018-2**

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

**FIRE DEPARTMENT****RESOLUTION # 07-2018-3**

RESOLUTION approving the request of the Greenport Fire Department to use a portion of the Fifth Street Beach/Park on July 29, 2018 for the Annual Fire Department Picnic.

**VILLAGE ADMINISTRATOR****RESOLUTION # 07-2018-4**

RESOLUTION ratifying the hiring of Lauren Rock and Jayla Moore as seasonal, part-time Camp Counselors and Carousel Employees at a pay rate of \$11.00 per hour, effective June 12, 2018.

**RESOLUTION # 07-2018-5**

RESOLUTION ratifying the hiring of Sandre Jesse Belgira as a seasonal, part-time Camp Counselor and Carousel Employee at a pay rate of \$11.00 per hour, effective June 26, 2018.

**RESOLUTION # 07-2018-6**

RESOLUTION ratifying the hiring of current employee Edward Ferger as a Lifeguard at Fifth Street Beach at a pay rate of \$15.00 per hour, effective July 2, 2018.

**RESOLUTION # 07-2018-7**

RESOLUTION ratifying the hiring of Michael Foote as a seasonal, part-time Park Attendant at the Village of Greenport Mitchell Park Marina at a pay rate of \$11.00 per hour, effective July 13, 2018.

**RESOLUTION # 07-2018-8**

RESOLUTION approving an increase in the hourly wage rate for Adam Brautigam, from \$ 15.60 to \$ 17.00 per hour, effective August 1, 2018 owing to the assumption of additional duties, per Article VII (Salaries and Compensation), Section 9 (a) - Merit Clause – of the collective bargaining agreement currently in force between the Village of Greenport and CSEA Local 1000.



**RESOLUTION # 07-2018-9**

RESOLUTION approving an increase in the hourly wage rate for Jason Doucett, from \$ 16.64 to \$ 18.00 per hour, effective August 1, 2018 owing to the assumption of additional duties, per Article VII (Salaries and Compensation), Section 9 (a) - Merit Clause – of the collective bargaining agreement currently in force between the Village of Greenport and CSEA Local 1000.

**VILLAGE TREASURER****RESOLUTION # 07-2018-10**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment #3933, to fund the installation of the cooling tower water treatment system, and directing that Budget Amendment #3933 be included as part of the formal meeting minutes for the July 26, 2018 regular meeting of the Board of Trustees.

**VILLAGE CLERK****RESOLUTION # 07-2018-11**

RESOLUTION approving the Public Assembly Permit Application submitted by Charles Ritchie on behalf of the Fireboat Fire Fighter Museum for the use of a portion of Mitchell Park from 5:00 p.m. through 7:00 p.m. on August 24, 2018; from 9 a.m. through 4 p.m. on August 25, 2018 and from 9 a.m. through 2 p.m. on August 26, 2018 for the 80th anniversary celebration of the Fireboat Firefighter with the application fee for this Village co-sponsored event to be waived, and with approval contingent upon the receipt by the Village of the additional event insurance obtained by the Fireboat Firefighter Museum.

**RESOLUTION # 07-2018-12**

RESOLUTION approving the Public Assembly Permit Application submitted by Doug Roberts on behalf of Educational Solutions Consulting to use a portion of the Fifth Street Beach/Park from 5:00 p.m. through 9:00 p.m. on August 20, 2018 for "Sam's celebration" - a fundraiser.

**RESOLUTION # 07-2018-13**

RESOLUTION approving the use of the softball field on Moore's Lane by the Eastern Long Island Hospital, from 5:00 p.m. through 9:00 p.m. on September 20, 2018 for the annual Hospital Fundraiser.

**RESOLUTION # 07-2018-14**

RESOLUTION approving the attached Quote and Authorizations from Paperless Solutions, Inc. for providing scanning, categorization and other related services; and authorizing Mayor Hubbard to sign the contract between the Village of Greenport and Paperless Solutions, Inc.

**RESOLUTION # 07-2018-15**

RESOLUTION ratifying the attendance of Deputy Clerk Jeanmarie Oddon at the NYMIR sponsored Records Management Essentials workshop at the Suffolk State Office Building in Hauppauge, New York on July 10, 2018, with the standard mileage reimbursement to apply.

**RESOLUTION # 07-2018-16**

RESOLUTION hiring Karen Rotan as an Account Clerk Typist at a pay rate of \$ 15 per hour, effective August 1, 2018. All health insurance and other full-time employment benefit provisions specified in the current contract between the Village of Greenport and CSEA Local 1000 apply to this hiring, as does the standard twenty-six week Suffolk County Civil Service probationary period.

**RESOLUTION # 07-2018-17**

RESOLUTION declaring as surplus, and no longer needed for municipal purposes, the transformers detailed in the attached list.

**RESOLUTION # 07-2018-18**

RESOLUTION authorizing the sale of the transformers declared as surplus, per the attached list, to T&R Electric, for \$ 1,677.00 total.

**RESOLUTION # 07-2018-19**

RESOLUTION approving the payment of \$ 45 per inner scenic panel - for a total of \$ 630 - to Patrick Calkins, for photographing each of the 14 painted Village of Greenport Carousel inner scenic panels.

**RESOLUTION # 07-2018-20**

RESOLUTION authorizing the solicitation of bids for the replacement of the roof and gutters on the Station One Firehouse at Third and South Streets, and directing Clerk Pirillo to notice the solicitation of bids accordingly.

**RESOLUTION # 07-2018-21**

RESOLUTION authorizing the solicitation of bids, if required, for the replacement of the gutters on the ancillary (aka "back") building on the grounds of the Station One Firehouse at Third and South Streets, and directing Clerk Pirillo to notice the solicitation of bids accordingly.

**RESOLUTION # 07-2018-22**

RESOLUTION approving the attached Intermunicipal Agreement between the Village of Greenport and the Town of Shelter Island for the Town's use of the Marine Pump-Out Station, and authorizing Mayor Hubbard to sign the Intermunicipal Agreement between the Village of Greenport and the Town of Shelter Island regarding the Marine Pump-Out Station.



**VOUCHER SUMMARY****RESOLUTION # 07-2018-23**

RESOLUTION approving all checks for Fiscal Year 2017/2018 per the Voucher Summary Report dated July 20, 2018, in the total amount of \$ 93,223.78 consisting of:

- o All regular checks in the amount of \$ 93,223.78.

**RESOLUTION # 07-2018-24**

RESOLUTION approving all checks for Fiscal Year 2018/2019 per the Voucher Summary Report dated July 20, 2018, in the total amount of \$ 618,664.54 consisting of:

- o All regular checks in the amount of \$ 408,778.90, and
- o All prepaid checks (including wire transfers) in the amount of \$ 209,885.64.

Date Prepared: 07/10/2018 09:31 AM

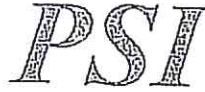
# VILLAGE OF GREENPORT Budget Adjustment Form

GLR4150 1.0  
Page 1 of 1

Year: 2019      Period: 7      Trans Type: B2 - Amend      Status: Batch  
Trans No: 3933      Trans Date: 07/10/2018      User Ref: ROBERT  
Requested: P. PALLAS      Approved:      Created by: ROBERT  
Description: FUNDING OF THE COOLING TOWER WATER TREATMENT SYSTEM      07/10/2018

Account # Order: No  
Print Parent Account: No

Account No.	Account Description	Amount
E.5990	APPROPRIATED FUND BALANCE	23,720.00
E.0344	ACCESSORY ELECTRIC EQUIPMENT	23,720.00
	<b>Total Amount:</b>	<b>47,440.00</b>



Paperless Solutions Inc.  
"A Document Management Company"

Acceptance of Quote and Authorizations  
(Q-180328-03)

The prices, specifications and conditions as outlined in this proposal are satisfactory and are hereby accepted by *Village of Greenport*.

PSI is authorized to perform the work as specified.

Payment is to be made at the end of each calendar month, based on the total number of images scanned during that time period.

Please initial each service or product requested

- \_\_\_\_\_ *Estimated Scanning Project Total:* ... \$ 13,524.00
- \_\_\_\_\_ *Off-site scanning for large format drawings* ... \$ 2.00/per image  
(Number of drawings to Be Determined )
- \_\_\_\_\_ Content Central Document Management Software with 5 named users License ... \$ 3,250.00  
Includes 1<sup>st</sup> year of maintenance and 1 day remote web based implementation and configuration (1 Day implementation and configuration consisting of 8 hours non-concurrent time).  
CapturePOINT Software (Server Based)  
Pay-As-You-Go  
Monthly Subscription  
Annually
- \_\_\_\_\_ Ademero Dedicated Server for use with Content Central Document Management Software. Includes installation, configuration and training. ... \$ 3,100.00
- \_\_\_\_\_ 1 Terabyte External Back up-drive. ... \$ 100.00  
(Invoiced separately)

Authorized Signature: \_\_\_\_\_  
 Signature Printed: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 P.O. #: \_\_\_\_\_

Approved Contact(s) Required for Change Orders

Printed Name: \_\_\_\_\_  
 Contact Info: Phone Ext: \_\_\_\_\_ Email: \_\_\_\_\_

## **Intermunicipal Agreement**

**This Agreement (“Agreement”)** is between the Village of Greenport (“Village”), a municipal corporation of the State of New York, having an office at 236 Third Street, Greenport, New York 11944, and the **Town of Shelter Island (“Town”)**, a municipal corporation of the State of New York, having an office at 38 North Ferry Road, Shelter Island, New York 11964.

**Term of Agreement:** June 1, 2018 through October 31, 2018.

**Total Cost of Agreement:** As provided in this Agreement

**Whereas**, the Village of Greenport operates a marine pump-out facility for the purpose of removing effluent waste from boats operating in Greenport Harbor and its vicinity; and

**Whereas** the Town of Shelter Island operates a pump-out boat in the waters of the Village and the Town for the purpose of removing effluent waste from boats operating in Greenport Harbor and the waters of the Village and the Town and from time to time need a marine pump-out facility to remove and dispose of the effluent waste from boats operating in Greenport Harbor and Village and Town waters; and

**Whereas** the Town and the Village have determined that it is in the best interests of the Town and the Village and of the and their residents and environment for the Village pump-out station to accept effluent waste from the Town pump-out boat;

**NOW THEREFORE** in consideration of the mutual provisions and covenants hereafter set forth, the Town and the Village hereby agree as follows:

1. The Village pump-out station located at the Greenport Mitchell Marina will accept effluent waste from the Town pump-out boat at a charge to the Town of Shelter Island of fifty cents (\$.50) per gallon of waste during the term of this agreement.
2. The Mitchell Marina Dock Master or his or her designee and the Shelter Island pump-out boat operator will jointly agree on the amount of waste off-loaded at the Village pump-out station.
3. This Agreement shall be automatically renewed with the same terms and rates each season unless written cancellation is provided to the other party at least thirty (30) days before the expiration of a term of the Agreement.
4. All waste received must comply with the rules and regulations of the Village Sewer Code, and any and all Town, County and State laws and regulations.
5. The Town shall maintain liability insurance naming the Village of Greenport as additional insured and covering the operation of the pump-out boat including and not limited to the



pump out of effluent at the Village pump out station in the amount of not less than \$1,000,000 per incident and \$2,000,000 gross per annum, and provided proof thereof to the Village of Greenport

6. Notices under this agreement shall be in writing, by email or certified mail, addressed to Sylvia Pirillo, Greenport Village Clerk and Dorothy Ogar, Shelter Island Town Clerk, at the addresses set forth above.

7. It is expressly agreed that this Agreement represents the entire agreement of the parties, that all previous understandings are merged in this Agreement. No modification of this Agreement shall be valid unless written in the form of an Amendment and executed by both parties.

**In Witness Whereof**, the parties hereto have executed this Agreement as of the latest date written below.

**Town of Shelter Island Southold**

**Village of Greenport**

By: \_\_\_\_\_  
Hon. Gary Gerth  
Supervisor

By: \_\_\_\_\_  
Hon. George W. Hubbard, Jr.  
Mayor

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

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

STATE OF NEW YORK, COUNTY OF SUFFOLK ss.:

On the     day of                   , in the year                   , before me, the undersigned, personally appeared

\_\_\_\_\_ , personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she the executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Signature and office of person taking the  
Acknowledgement

STATE OF NEW YORK, COUNTY OF SUFFOLK ss.:

On the     day of                   , in the year                   , before me, the undersigned, personally appeared

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\_\_\_\_\_  
Signature and office of person taking the  
Acknowledgement