



236 Third Street  
Greenport NY  
11944

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**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

October 27, 2016 at 7:00 PM

Mayor and Board of Trustees - Regular Meeting

Third Street Firehouse

Greenport, NY 11944

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

- o James R. Foster
- o Robert Bouldin Howard, Jr.
- o William Randall Hulse
- o James Mark
- o Ekaterini Sakarellos
- o Ismael M. Santiago
- o Raymonde Stankevich

**ANNOUNCEMENTS**

- o The Halloween Parade will begin at the Carousel at noon on October 29<sup>th</sup>. All parade participants will be treated to a free Carousel ride, beginning at 11 a.m.
- o The annual Fire Department hydrant testing will take place on October 30<sup>th</sup>.
- o The Village offices will be closed on November 11<sup>th</sup> in observance of Veterans' Day.
- o November 21, 2016 is the first day that the Village Clerk may accept absentee ballot applications for the upcoming Village of Greenport Trustees election, to be held on March 21, 2017.
- o The Village offices will be closed on November 24<sup>th</sup> and 25<sup>th</sup> in celebration of Thanksgiving.
- o The November regular meeting of the Board of Trustees will be held on November 28<sup>th</sup>, owing to the Thanksgiving holiday.

**PUBLIC HEARINGS**

**PUBLIC TO ADDRESS THE BOARD**

**REGULAR AGENDA**

**CALL TO ORDER****RESOLUTIONS****RESOLUTION # 10-2016-1**

RESOLUTION adopting the October 2016 agenda as printed.

**RESOLUTION # 10-2016-2**

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

**RESOLUTION # 10-2016-3**

RESOLUTION ratifying the following resolutions previously approved by the Board of Trustees at the Trustees' work session meeting held on October 20, 2016:

- RESOLUTION authorizing the replacement of select curbs, sidewalks and aprons on Carpenter Street and Monsell Place, and the repaving of Carpenter Street from the northern terminus of Carpenter Street to East Front Street.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3527, to fund the curb and sidewalk replacement, asphalt paving and repair at Carpenter Street and Monsell Place, and directing that Budget Amendment # 3527 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees.

**FIRE DEPARTMENT****RESOLUTION # 10-2016-4**

RESOLUTION approving the application for membership of Gregory Morris to the Standard Hose Company of the Greenport Fire Department, as approved by the Greenport Fire Department Board of Wardens on October 19, 2016.

**RESOLUTION # 10-2016-5**

RESOLUTION approving the application for membership of Steven Rutkowski to the Relief Hose Company of the Greenport Fire Department, as approved by the Greenport Fire Department Board of Wardens on October 19, 2016.

**RESOLUTION # 10-2016-6**

RESOLUTION approving the application for membership of Yira Tejada to the Rescue Squad of the Greenport Fire Department, as approved by the Greenport Fire Department Board of Wardens on October 19, 2016.

**RESOLUTION # 10-2016-7**

RESOLUTION approving the application for membership of Shelby Kostal to the Rescue Squad of the Greenport Fire Department, as approved by the Greenport Fire Department Board of Wardens on October 19, 2016.

**VILLAGE ADMINISTRATOR****RESOLUTION # 10-2016-8**

RESOLUTION authorizing the purchase of materials from Striegel Supply Company, in the total amount of \$ 139,053.27, to be expensed from account E.0342 (Major Engine Repairs) for the emergency repair of Engine No. 4 at the Village of Greenport Municipal Power Plant.

**VILLAGE TREASURER****RESOLUTION # 10-2016-9**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3522, to appropriate Fire Apparatus reserves to fund the purchase of the 2016 PL Medallion ambulance, and directing that Budget Amendment # 3522 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees.

**RESOLUTION # 10-2016-10**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3524, to fund the Waste Water Treatment Plant retaining wall engineering plans, and directing that Budget Amendment # 3524 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees.

**RESOLUTION # 10-2016-11**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3525, to fund the repair of the Waste Water Treatment Plant aerator gear drive system, and directing that Budget Amendment # 3524 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees.

**RESOLUTION # 10-2016-12**

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3526, to fund the replacement parts for engine # 4 repair, and directing that Budget Amendment # 3526 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees.

**RESOLUTION # 10-2016-13**

RESOLUTION authorizing the Fire Department's capital purchase and installation of replacement doors, totaling \$ 28,564.72, pursuant to Suffolk County contract # DCR-020116, to be expensed from account A.3410.412 (Fire Repair and Maintenance-Buildings).

**VILLAGE CLERK****RESOLUTION # 10-2016-14**

RESOLUTION approving the attached Service Fee Agreement as proposed by Penflex, Inc. for administrative fees, and further authorizing Mayor Hubbard to sign the Service Fee Agreement.

**RESOLUTION # 10-2016-15**

RESOLUTION amending the agreement between the Village of Greenport and Webster Productions, Inc. to include an hourly fee of \$ 35 for professional services.

**RESOLUTION # 10-2016-16**

RESOLUTION approving the request of David Berson, on behalf of Glory Going Green, to use the Village of Greenport facility known as "The Old Schoolhouse" for the annual "Glory Going Green" children's educational classes, to be held every Saturday, beginning in October 2016; and continuing through June 2017.

**RESOLUTION # 10-2016-17**

RESOLUTION approving the Public Assembly Permit Application submitted by Thomas J. Pilek on behalf of the United States Power Squadrons to use a portion of Mitchell Park from July 27, 2017 through July 30, 2017 for the Rendezvous for District 3.

**RESOLUTION # 10-2016-18**

RESOLUTION establishing March 21, 2017 as the Village of Greenport election day, to fill the expiring terms of two Trustees.

**RESOLUTION # 10-2016-19**

RESOLUTION setting the date and times of the 2017 Village Board Election as March 21, 2017 from 6:00 a.m. - 9:00 p.m. and setting the polling place of the Village election on March 21, 2017 to be the Greenport Firehouse at Third Street in Greenport, NY.

**RESOLUTION # 10-2016-20**

RESOLUTION setting two Village Voter Registration Days, as follows:

- Thursday, March 9, 2017 from 8:30 a.m. - 5:00 p.m.
- Saturday, March 11, 2017 from 11:00 a.m. - 5:00 p.m.

**RESOLUTION # 10-2016-21**

RESOLUTION allowing a non-Village resident to serve as an Election Inspector for the upcoming Village Election on March 21, 2017.

**RESOLUTION # 10-2016-22**

RESOLUTION approving the attached resolution, whereby the Board of Trustees adopts lead agency status for purposes of SEQRA, determines that the approval of the Wetlands Permit Application submitted by Elmer Tuthill to construct a 20' x 30' in-ground pool landward of an existing bulkhead on the property at 129 Bay Avenue, Greenport, NY, 11944 is a Type II action for purposes of SEQRA, and that therefore no further environmental review is required for purposes of SEQRA.

**RESOLUTION # 10-2016-23**

RESOLUTION approving the Wetlands Permit Application as submitted by Elmer Tuthill to construct a 20' x 30' in-ground pool landward of an existing bulkhead on the property at 129 Bay Avenue, Greenport, NY, 11944 per the public hearing held on July 28, 2016 and per the Zoning Board of Appeals meeting of September 20, 2016. The following Conservation Advisory Council conditions apply to this approval: the pool must drain into a sanitary sewer, containment barriers must be installed during construction, and the corresponding drawing must indicate elevations.

**RESOLUTION # 10-2016-24**

RESOLUTION approving the attached resolution, whereby the Board of Trustees adopts lead agency status for purposes of SEQRA, determines that the approval of the Wetlands Permit Application submitted by Eastern Long Island Hospital for the construction of a seawall/curb is a Type II action for purposes of SEQRA, and that therefore no further environmental reviews are required for purposes of SEQRA.

**RESOLUTION # 10-2016-25**

RESOLUTION approving the Wetlands Permit Application as submitted by Eastern Long Island Hospital for the construction of a seawall/curb, along the eastern, western and southern sides of the building and to install an electrical generator on a raised concrete platform, with the approval predicated upon Eastern Long Island Hospital providing the Village of Greenport Board of Trustees with a drainage plan within six months of the completion of the construction project.

**VILLAGE ATTORNEY****RESOLUTION # 10-2016-26**

RESOLUTION approving the hiring of a part-time Fire Marshall for the Village of Greenport, at a pay rate of \$ 28.00 per hour and directing Clerk Pirillo to notice the position accordingly.

**VOUCHER SUMMARY****RESOLUTION # 10-2016-27**

RESOLUTION approving all checks per the Voucher Summary Report dated October 21, 2016, in the total amount of \$ 1,613,145.96 consisting of:

- o All regular checks in the amount of \$ 864,828.63, and
- o All prepaid checks (including wire transfers) in the amount of \$ 748,317.33.

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2017 Period: 10 Trans Type: B2 - Amend Status: Batch  
Trans No: 3522 Trans Date: 10/11/2016 User Ref: ROBERT  
Requested: W. MILLER Approved: Created by: ROBERT 10/11/2016  
Description: TO APPROPRIATE FIRE APPARATUS RESERVES TO FUND THE PURCHASE OF THE 2016 PL MEDALLION AMBULANCE  
Account # Order: No  
Print Parent Account: No

Account No.	Account Description	Amount
A.5990.341	APPLICATION FIRE APP RESERVE..	198,254.00
A.3410.200	FIRE DEPT.EQUIPMENT	198,254.00
<b>Total Amount:</b>		<b>396,508.00</b>











# PENFLEX, INC.

## SERVICE AWARD PROGRAM STANDARD SERVICES

1. For each Service Award Program participant (including the persons who are being paid monthly Service Awards), prepare an annual Service Award Program individual participant statement.
2. Prepare for the record and for audit purposes an annual Service Award Program report which:
  - a. shows and completely documents the calculation of the annual Program cost.
  - b. accounts for changes in the Program's assets.
  - c. by individual volunteer, lists their earned Service Awards, death and disability benefits, (defined benefit plans) or accounts for changes in their Program accounts (defined contribution plans).
  - d. summarizes the major provisions of the Program.
  - e. lists current payment recipients.
  - f. includes a service credit listing for current participants.
  - g. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs (defined benefit plans).
  - h. For members of the Sponsor's Governing Board or Officials, prepare:
    - i. "Fact Sheet" which includes current year important information about their Program.
    - ii. "Special Commentary" correspondence which alerts officials about emerging issues or problems and/or which explains changes in the Program (such as an increase in Program funding costs).
3. Meet (one meeting) upon request, first with officials and then with volunteers to review the Annual Report, to answer questions from volunteers about their annual statements and to update officials and the volunteers on Service Award Program related legislation and on their own Program.
4. Provide forms and instructions to enroll new volunteers, change beneficiaries, file for benefit payments, etc.
5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and fire company officials and posted by the fire company and to be sent to Penflex, Inc.
6. Project the Program's cash flow needs in order to plan and formulate investment strategy.
7. Prepare written notification/explanation to be sent to persons who cease to participate in the Program.
8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
9. Throughout the year, receive, review and reconcile financial statements from custodian and/or investment and/or insurance providers.
10. Process Service Award payment applications, certify payment amounts and eligibility, prepare payment directives and communicate directly with the payment recipient and/or custodian and/or paying agent when necessary.
11. Answer routine questions from client's auditors about the Program and the annual report.
12. When required, prepare vouchers for payments to the Program Trust Fund.
13. Prepare and communicate to clients preliminary cost estimates of proposed changes to Program.
14. Help clients resolve Program funding issues.
15. Advise clients about potential Program non-compliance with applicable laws

**Penflex, Inc. 11/1/2016-10/31/2017 Service Fee Agreement**  
**VILLAGE OF GREENPORT**  
**SERVICE AWARD PROGRAM**

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**Standard Services Fee Schedule**

Base Fee: \$3,400, \$200 change from 2015

Per-Participant Fee: \$17, \$1 change from 2015

Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2015

**Total Estimated Standard and Distribution Services Fees: \$6,000**

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**Optional Services Fee Schedule**

PLEASE CHECK ONE BOX:

- COMPLETE the 'LOSAP Audit Package' for a fee of \$495.

Auditing Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please note: the LOSAP Audit Package does not satisfy the LOSAP audit requirement, but it assists the accounting firm performing the audit.

- DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

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To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Mayor sign and return this Service Fee Agreement. Keep a copy for your records.

\_\_\_\_\_  
Mayor  
Village of Greenport

*Edward J. Holohan*  
Edward J. Holohan, ASA  
President, Penflex, Inc.

BOARD OF TRUSTEES  
VILLAGE OF GREENPORT

SEQRA RESOLUTION REGARDING THE WETLANDS PERMIT APPLICATION  
OF ELMER TUTHILL

WHEREAS an application for a wetlands permit approval was filed by Elmer Tuthill as applicant with the Board of Trustees of the Village of Greenport; and

WHEREAS the Board of Trustees of the Village of Greenport has duly considered the obligations of the Village of Greenport with respect to the wetlands permit application and the Board of Trustees of the Village of Greenport with regard to SEQRA, and completed a short form EAF for purposes of SEQRA, it is therefore;

RESOLVED that the Board of Trustees adopts Lead Agency status for purposes of SEQRA with regard to the consideration and approval of the wetlands permit application and it is further

RESOLVED that the Board of Trustees hereby determines that the approval of the wetlands permit application is a Type II Action for purposes of SEQRA; it is further;

RESOLVED that the Board of Trustees of the Village of Greenport hereby determines that the approval of the wetlands permit application;

Will not have a significant negative impact on the environment in the action, and;

Will not result in a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels, substantial increase in solid waste production, a substantial increase in potential for erosion, flooding, leaching or drainage problems, and;

Will 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 habitats, or other significant adverse impact on natural resources, impairment of a critical environmental area and;

Will not result in the creation of a material conflict with a community's current plans or goals, and;

Will not result in the creation of a hazard to human health, and;

Will not result in a substantial change in land use, and;

Will not encourage or attract an additional large number of people to a place for more than

a few days, and;

Will not result in the creation of a material demand for other actions, and;

Will not result in changes in two or more elements of the environment, each of which is not significant but when reviewed together are significant two or more related actions each of which is not significant but when reviewed together are significant.

RESOLVED that a conditional Negative Declaration is hereby adopted for purposes of SEQRA, which is predicated upon the fulfillment of the following recommendations of the Conservation Advisory Council:

- pool must drain into the sanitary sewer
- containment barriers must be installed during construction, and
- drawing must indicate elevations.

Upon motion by Trustee

seconded by Trustee

this resolution is carried as follows:

Dated: October 19, 2016

BOARD OF TRUSTEES  
VILLAGE OF GREENPORT

SEQRA RESOLUTION REGARDING THE WETLANDS PERMIT APPLICATION  
OF EASTERN LONG ISLAND HOSPITAL BY JOHN J. CONDON, P.E.

WHEREAS an application for a wetlands permit approval was filed by Eastern Long Island Hospital as applicant (by John J. Condon, P.E.) with the Board of Trustees of the Village of Greenport; and

WHEREAS the Board of Trustees of the Village of Greenport has duly considered the obligations of the Village of Greenport with respect to the wetlands permit application and the Board of Trustees of the Village of Greenport with regard to SEQRA, and completed a short form EAF for purposes of SEQRA, it is therefore;

RESOLVED that the Board of Trustees adopts Lead Agency status for purposes of SEQRA with regard to the consideration and approval of the wetlands permit application and it is further

RESOLVED that the Board of Trustees hereby determines that the approval of the wetlands permit application is a Type II Action for purposes of SEQRA; it is further;

RESOLVED that the Board of Trustees of the Village of Greenport hereby determines that the approval of the wetlands permit application;

Will not have a significant negative impact on the environment in the action, and;

Will not result in a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels, substantial increase in solid waste production, a substantial increase in potential for erosion, flooding, leaching or drainage problems, and;

Will 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 habitats, or other significant adverse impact on natural resources, impairment of a critical environmental area and;

Will not result in the creation of a material conflict with a community's current plans or goals, and;

Will not result in the creation of a hazard to human health, and;

Will not result in a substantial change in land use, and;



Will not encourage or attract an additional large number of people to a place for more than a few days, and;

Will not result in the creation of a material demand for other actions, and;

Will not result in changes in two or more elements of the environment, each of which is not significant but when reviewed together are significant two or more related actions each of which is not significant but when reviewed together are significant.

RESOLVED that a conditional Negative Declaration is hereby adopted for purposes of SEQRA, which is predicated upon the fulfillment of the following recommendations of the Conservation Advisory Council:

- along the east side of the east wall, only plantings will be permitted that require no maintenance
- along the west side of the east wall, a grass buffer shall be planted that requires no fertilizer
- during construction, all spoils shall remain covered
- due to the proximity to water, no fertilizer should be used on any area of the site, and
- any new lighting must be shielded to minimize impact on neighboring properties.

Upon motion by Trustee

seconded by Trustee

this resolution is carried as follows:

Dated: October 19, 2016