



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

December 17, 2015 at 7:00 PM

Mayor and Board of Trustees - Work Session Meeting

Third Street

Firehouse

Greenport, NY 11944

PLEDGE OF ALLEGIANCE

MONTHLY REPORTS FOR THE FOLLOWING:

- **FIRE DEPARTMENT** - CHIEF HARRY BREESE
Including compilation of all monthly meeting minutes
- **VILLAGE ADMINISTRATOR** - PAUL J. PALLAS
Road and Water Department
Sewer Department
Light Department
Building Department
Recreation Department
Harbor Department
Marina Manager
- **VILLAGE TREASURER** - ROBERT BRANDT
Meter Department
Housing Authority & Community Development
- **VILLAGE CLERK** - SYLVIA PIRILLO
- **VILLAGE ATTORNEY** - JOSEPH PROKOP

REPORTS FROM COMMITTEES

DISCUSSION

- Wetlands Permit Application-Nathaniel and Emily Ewing
230 Fourth Street

MAYOR AND VILLAGE BOARD OF TRUSTEES

PUBLIC TO ADDRESS THE BOARD



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ROBERT BRANDT
EXT. 217

Submitted: December 11, 2015
Meeting: December 17, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Fire Department

Fire Department Work Session Report

Attachments:

Fire Department December WorkSession Report (PDF)

CHIEF HARRY BREESE
1ST ASST. CHIEF WAYNE MILLER
2ND ASST. CHIEF JEFFREY L. WEINGART
CHAPLAIN C. KUMJIAN
TREAS/SECRETARY J. KALIN



Organized 1845

(631) 477-9801 - STATION 1
(631) 477-8261 - STATION 2
(631) 477-1943 - CHIEFS OFFICE
(631) 477-4012 - FAX
THIRD STREET · P.O. BOX 58
GREENPORT, NY 11944
Email: gfdfire@optonline.net
www.greenportfd.org

Resolution And Requests
November 2015
Please Accept All Monthly
Reports For The Month Of
November 2015

CHIEF HARRY BREESE
1ST ASST. CHIEF WAYNE MILLER
2ND ASST. CHIEF JEFFREY L. WEINGART
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**Company Officers Meeting
Tuesday November 17, 2015**

Organized 1845

Opening: Chief Breese opened the meeting at 1900 hrs with the pledge to the flag and moment of silence for departed members

Attendance: Chief Breese, Captains: Jamie Clark, Jen Grilli & Spencer Hays, Lt's: Bob Corwin, Charlie Hydell & George Pope

Reading of Previous Minutes: MM: J. Clark MS: S. Hays to accept the previous month's minutes as printed MC

Communications: read for information only see wardens report for details

Report of Committees: Washington's Birthday Parade to be held February 13, 2016. Tips class will be scheduled.

Old Business: none

New Business: none

Company Requests:

831: Pagers

832: 700 feet of 5 inch hose

833: 1000 foot of 5 inch hose

834: Budget items

835: budget items

Rescue: budget items

Fire Pd: none

Water Rescue: none

Good of Department:

- Request members who do not respond bring back their pagers
- Taxpayer to be held on 11/24
- Lt. Corwin spoke about how well the department did at the heavy rescue course
-

Reading of Minutes: MM: B. Corwin MS: G. Pope to dispense w/reading of minutes MC

Adjournment: MM: G. Pope MS: B. Corwin to adjourn at 1920 hrs MC

Submitted by,

Harry R. Breese II,
Chief Engineer
clh

CHIEF HARRY BREESE
1ST ASST. CHIEF WAYNE MILLER
2ND ASST. CHIEF JEFFREY L. WEINGART
CHAPLAIN C. KUMJIAN
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MEETING OF THE BOARD OF WARDENS

Tuesday November 17, 2015

OPENING:

Chief Harry Breese opened the meeting at 7:07 pm with the pledge of allegiance to the flag and a moment of silence for departed members

ATTENDANCE:

Wardens Warren Jensen, Tony Volinski, Joseph Barszczewski, Raymond Corwin, James A Pirillo, James Kalin, John Grilli.

Chief Wayne Miller, Chief Jeff Weingart excused
Wardens Norma Corwin Excused
Wardens Joe Milovich and James J. Pirillo not in attendance

Chief Weingart in @ 7:53

THOSE WISHING TO SPEAK TO THE BOARD:

Lauren who works with an Agency Daily residences, looking to take on a Volunteer ship program to help work with the disabled on getting jobs in the outside of the home , looking for volunteers to work with her in the Fire Department to help them with simple cleaning , taking out garbage,etc. Chief Breese to get her contact info and will get back to her.

Capt Jennifer Grilli Rescue Squad request permission to use the fire house on Dec 12 @ 6pm for Christmas Party.

READING OF THE PREVIOUS MINUTES:

Motion made by Ray Corwin seconded by James Kalin to approve the minutes of the October 20, 2015 meeting of the Board of Wardens as printed and distributed. Motion carried.

COMPANY OFFICERS MEETING MINUTES:

Chief Breese read the minutes of the November 17, 2015 meeting of the company officers for information only.

TREASURER'S REPORT:

The treasurer's report for the period of Oct 21, 2015 through Nov 17, 2015 was read by Secretary / Treasurer James Kalin. Motion made by Warden Grilli seconded by Warden Volinski, to accept the treasurer's report as read. Motion carried.

BILLS: none

COMMUNICATIONS RECEIVED:

1. Farmingville Fire Department looking for collection of Department Patches
2. Greenport Rec Center requesting permission for use of fire house for Christmas Party on Dec 11th @ 4:30 – 8pm. (Warden Kalin mentioned he spoke to Sylvia Pirillo and she said the date would be Dec 10th.) Warden Kalin will check with Sylvia to see what correct date is.
3. Drift wood cove owner's Inc. donation to Rescue Squad \$200.00
4. Thank you letter from Ricky Diaz for our help \$25.00 donation.
5. Thank you Card from Max Mastrangelo candidate who went to Boys State. (As per Warden Volinski he will have him come in to tell the Wardens of his experience)

APPLICATION(S) FOR NEW MEMBERSHIP:

1. Robert Corwin Jr. to the Juniors
2. Jared Grilli transfer from Juniors to Hook & Ladder Co.

As per Chief Breese unable to find the Application for Kelly Hydell. Will have to hold until next month until found.

Motion Made by Warden Tony Volinski to except both application pending all paperwork. Motion Seconded by James Kalin. Motion Carried.

REPORT OF COMMITTEES:

BUILDING AND GROUNDS:

Chief Breese has quotes for the basement bathroom but will hold until next month when Warden Milovich is in attendance.

Warden Barszczewski questioned about the lights outside, as per Chief Breese Warden Milovich has not reported back, Warden Volinski mentioned he spoke to Joe and he said that C-Cat is supposed to come back to fix them .

BY-LAWS:

FINANCE: Report read by Chief Breese Motion by Warden Jensen seconded by Warden Grilli to approve the report as read. Motion Carried.

FIRE DISTRICT:

PRE-INCIDENT PLANNING:

SERVICE AWARDS: Chief Breese spoke about the service points from pen flex, much discussion, outcome chief Breese to contact someone to come speak in front of board of Wardens.

RECRUITMENT:

CASUALTY FUND:

FUNERAL: Warden Grilli would like to set up meeting with the funeral committee to go over procedures for the OLE 33 to be used in the funeral line. Chief Breese suggested to meet on Sunday @ 12 noon.

COMMUNICATION: Intergraded wireless techs to come out on Thursday to start installing the Radios. As per Warden Volinski the committee is working on a five hundred thousand dollar grant Southold town is willing to put in Three hundred thousand .Warden Volinski wait on paperwork for grant.

TRIPS AND TRAVEL: Warden Kalin spoke about 2 member who went to vital signs, he has not heard from these two member for any reimbursement for anything, he just wanted the Chiefs to be aware that 2 members did with no knowledge of the fire dept that they went.

COMPANY REQUESTS

EAGLE HOSE CO. # 1 Budget and vote split #2

RELIEF HOSE CO. # 2 Budget and vote split #2 700 ft 5 in hose

STAR HOSE CO. # 3 Budget and vote split #3

STANDARD HOSE CO. # 4 Ban saw and split #3

PHENIX HOOK & LADDER CO. # 1 Budget and vote split #3 Warden Kalin req for Capt Harris that when Star Hose truck goes out to surplus can we remove the siren and put on 835. No comments were made.

RESCUE SQUAD : Finance

WATER RESCUE

FIRE POLICE

UNFINISHED BUSINESS : Warden Grilli mentioned the tree out back is a village tree not fire dept tree that village was supposed to go out to bid to have removed. As per Chief Breese he will mention on Thursday .

REPORT OF DELEGATES

NEW BUSINESS none

GOOD OF THE DEPARTMENT

1.Chief Breese spoke about how the Village will not pay for the new truck 833, until the truck committee approves of the new truck when it was delivered, and that the board of wardens accepts their recommendations . As per Wardens Joe Barszczewski & Ray Corwin the truck committee accepted the truck as delivered on Nov 13,2015 .

Motion made by Warden Kalin to approve the recommendations of the star hose truck committee as approved by them on the delivery of the new truck. Seconded by Warden Grilli . Motion Carried

2. Ambulance bid still in the hands of the village Lawyer.

3. Mike Richter went to get 3 quotes for new stove for kitchen. Warden Kalin questioned what we are going to do with the stove in building, will sell it.

Motion made by Warden Barszczewski to purchase new stove seconded by James A. Pirillo. Motion carried.

4 Chief Breese mentioned doing the Christmas party on a Friday instead of the same night of the warden meeting . All agreed Dec 18th Friday night @ 6pm.

5. James A. Pirillo asked about selling the old star hose truck, as per Chief Breese Firemattic is going to help sell it . Warden Kalin questioned what if it does not sell , Chief Breese will contact Firemattic

6. Warden Grilli spoke about purchasing a covered trailer for the gator , and possibly look into having it big enough for fire suppression to fit also .

Warden Grilli also asked about the house man men's bathroom still has no soap and the women's room is also dirty .

Also the door on the men's room a bolt came out and now slams shut .

Chief Breese also mentioned the door near t he Chiefs room needs to be fixed also.

Warden Grilli also mentioned that star hose garage door has a wire hanging from it , Chief Breese will look into it.

7. Warden Barszczweski asked about installing new wire with receptacle next to the cab on the new truck for the plug for the onboard battery charger.

8. Warden Grilli asked if the Village has come to Chief Breese about the use of the OLE 33 to take Santa to the tree lighting on Dec 4th @ 5pm and yes the village spoke to him about it.

9. Warden Kalin request the use of the fire house for Defensive driving class with the Possible dates of Dec 10th and or 15th and or the 22nd , pending the use for the cast Christmas party on the 10th or the 11th.

Motion made by Warden Jensen to give permission to the rescue squad use of fire house on the 12th of Dec , the use of the fire house for Warden Kalin for the Defensive driving class and for the Rec center to use the fire house for their party Dec 11th.

Warden Jensen asked about having the year end service awards mailed out to those who did not receive them .

EXECUTIVE SESSION Motion by Warden Kalin to move into executive session seconded by Warden Volinski to adjourn to an executive session to discuss personnel. Motion carried. Into an executive session at 7:58 pm.

Motion by Warden Kalin seconded by Warden Grilli to return to the regular meeting. Motion carried. Regular meeting at 8:05 pm.

READING OF THE MINUTES

Motion made by Warden Kalin seconded by Ray Corwin to dispense with the reading of the minutes of tonight's meeting. Motion carried.

ADJOURNMENT

Motion made by Warden Ray Corwin seconded by Warden John Grilli , to adjourn.

Motion carried. The meeting was adjourned at 8:06 pm

Respectfully Submitted by,

Jennifer Grilli
Jennifer Grilli

Recording Secretary

Greenport Fire Dept.

December 2015

December 2015

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 29	30	Dec 1	2	3	4	5
		Eagle Hose		7:00pm Water Rescue		
6	7	8	9	10	11	12
1:00pm Christmas Parade (Line Up 12:30 @ GHS)	Relief Hose Standard Hose	7:00pm Rescue Squad 7:30pm Finance	Hook & Ladder			6:00pm RS Christmas Party (St. 1)
13	14	15	16	17	18	19
10:00am Juniors (St.1)	Star Hose	6:00pm Defensive Driving (St.1) 7:00pm Company Officers (St.2)	7:00pm Wardens (St.1)	7:00pm Dept. Training 7:00pm Village Wk Session	6:00pm Wardens Christmas Party (St.1)	
20	21	22	23	24	25	26
9:30am Fit Test (St.1) All FF & EMS must attend		6:00pm Defensive Driving (St.1)		Christmas Eve	Christmas Day	
27	28	29	30	31	Jan 1, 16	2
	7:00pm Village BD Mtg			New Year's Eve 6:00pm Fire Police		

11/29 - 12/4 12/6 - 11 12/13 - 18 12/20 - 25 12/27 - 1/1

8330: 831-0985
Chief Breese

8331: 831-5645
Chief Miller

Duty Company 831 & 834 with 834 1st Due on 24

8332: 445-0204
Chief Weingart

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Finance Meeting November 10, 2015

Attendance: Chief Breese, Wardens J. Barszczewski, W. Jensen, J. Kalin, A. Volinski & Administrative Assistant Richter

All bills reviewed and went over Fire Safety education account

Company Requests:

- 831- Budget
- 832- Budget
- 833- Budget
- 834- Cordless band saw for 8315
- 835- Budget
- Rescue Squad-
 - Hammer Medical: \$2592.63
 - Boundtree: \$2613.89
 - New batteries for stretchers: \$2080.56
 - New Zoll warrantee contract: \$1927.75
 - Armstrong Medical: \$100.00
 - Harbor fret tool kit x2: \$29.99
 - Stokes basket for gator: \$654.59
- Water Rescue- none
- Fire Police- none

Respectfully submitted,

Harry R. Breese
Chief Engineer



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ROBERT BRANDT
EXT. 217

Submitted: December 10, 2015
Meeting: December 17, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Building

Work Session Report for Building Department

December 17, 2015

Building Inspector's Office

Statistics

Summary of Transactions:

Building Permits Issued	8
Building Permit Application	9
Fence Permits	0
Use Evaluation Application	0
Wetland Permit Application	0
Wetland Permit Issued	1
HPC Application	0
Zoning Board Applications	0
Planning Board Applications	1
CO Searches	7
CO Fees	6
Yard Sale	2
Road Opening	1
Sewer Inspection Fee	0
Dumpster Permit	0
Sign Permit	0
Rental Permit Fees	2

Total Fees Collected: \$3,334.50

Reports

- ❖ The fees collected this year including December (to-date) are up by 7%
- ❖ The Planning Board and Zoning Board have been slowing down.
- ❖ The building department continues to prepare a yearend audit report for the Historic Preservation Commission, at the request of the State.
- ❖ We have completed the sending of the rental permit application letters. Approximately 260 properties have been identified as potential rental properties. We have been receiving applications. Once an application is received inspections are being performed.
- ❖ The department will be implementing violations to the units that have not completed applications.
- ❖ Our technology consultants are working to complete the link with Town of Southold. Upon completion the Village will be able to access the GIS system.

Code Enforcer's Office

Reports

- ❖ The Code Enforcement Officer appeared at Southold Town Justice Court on four (4) dates.
- ❖ The Code Enforcement Officer assisted the Building Inspector by preparing and issuing two (2) Stop Work Orders to property owners who began construction of decks without Building Permits.
- ❖ The Code Enforcement Officer drafted a Fire Safety and Property Maintenance Inspection Worksheet to be used during New York State Fire Safety Inspections and Village Rental Permit Inspections.
- ❖ The Code Enforcement Officer assisted the Asst. Village Administrator with the removal of illegally parked vehicles during road paving operations.
- ❖ The Code Enforcement Officer attended an informational community meeting at Saint Agnes Church.
- ❖ The Code Enforcement Officer drafted a Village Rental Permit document and a Village Rental Permit database.
- ❖ The Code Enforcement Officer established a New York State DMV data access account.
- ❖ The Code Enforcement Officer issued a Notice of Violation to a residential property owner in response to a complaint that their fence is in a state of disrepair and their hedges are obstructing the sidewalk.
- ❖ The Code Enforcement Officer issued a Notice of Violation to a residential rental property owner for constructing a shed without a building permit and the shed was quickly removed.
- ❖ The Code Enforcement Officer issued a Notice of Violation to a residential rental property owner for storing construction equipment in the yard.
- ❖ The Code Enforcement Officer mediated a neighbor dispute involving a parking complaint.
- ❖ The Code Enforcement Officer conducted rental permit inspections at five (5) properties and combination rental permit/NYS fire safety inspections at two (2) properties.

- ❖ The Code Enforcement Officer issued an Order to Discontinue Operation of a Heating Appliance to residential rental property owner in reference to a questionable wood-burning stove that was observed during a rental permit inspection.

Code Enforcement Worksheet is attached.

Attachments:

Code Enf Rep (PDF)

Appearances Tickets Issued

Date	SCTM#	Address of Occurrence:	Charge:	Defendant's Address:	Ticket #

Property Inspections

Date	SCTM #	Address	Reason for Inspection	Results/Remediation	Pass/Fail
11/10/2015	4.-10-15	206 Main Street	Rental Permit	Inspected the two 2nd floor apartments for the rental permit. Unable to inspect the 1st floor business because it was closed. No violations observed.	Pass
11/12/2015	6/3/2014	443 Fifth Street	Rental Permit	<u>11/12/2015:</u> Observed improperly vented heater in basement. Owner advised to immediately remedy or vacate the property. Observed questionable wood-burning stove in livingroom. Issued Order to Discontinue Operation until written certification of installation and maintenance is provided and an additional carbon monoxide alarm is installed in 1st floor bedroom. Re-inspected the property at 1700 hrs and observed that the metal chimney for the basement heater has been repaired and replaced.	Pass
11/16/2015	3.-5-11	137 Sterling Ave	Rental Permit	<u>11/16/2015:</u> Observed that the property needed carbon monoxide alarms in the two bedrooms in addition to the one located outside of the bedroom doors. Property owner agreed to install alarms.	Pass
11/19/2015	5.-3-18	140 Main Street	NYS Fire Safety and Rental Permit.	<u>11/19/2015:</u> Violations were observed with exit signs, fire extinguishers, fire-resistance rating, and access to the entire building was not available during the inspection. Owner will correct the problems and reschedule the inspection.	Fail
11/20/2015	6.-3-16	435-437 Fifth Street	Rental Permit	No violations observed.	Pass
11/20/2015	4.-10-24.1	8-10 Front Street, PastarnII, Olive Studio, and 2- 2nd floor apartments.	NYS Fire Safety and Rental Permit.	Minor violations observed. Business owners and employees were instructed to remove stored items from rear mechanical rooms.	Pass
11/23/2015	3.-5-5.1	520 Carpenter Street	Rental Permit	<u>11/23/2015:</u> Smoke alarm outside of front bedrooms in first floor apartment was removed and needs to be replaced. The exterior of the electrical panel box located in the basement is rusted and corroded. Owner advised to have a licensed electrician inspect/replace the panel.	Fail

Notice of Violation / Order to Remedy Violation Sent:

Date	SCTM #	Address	Nature of Violation	Remediation	Closed:
11/6/2015	7.-1-1	311 Sixth Street	Sidewalk is overgrown. Fence is in a state of disrepair.		
11/17/2016	5.-1-1	117 Ludlam Place	Public Nuisance.		
11/17/2016	5.-1-1	117 Ludlam Place	Public Nuisance.		
11/17/2015	5.-2-13	160 Bay Ave	Public Nuisance. 90-3.C. Fence is in a state of disrepair.		
11/18/2015	6.-4-1	458 Fifth Street	Constructing a shed without a Building Permit.	11/23/2015: The property owner called and stated that her tenant constructed the shed without her knowledge or permission and that the tenant will be removing the shed. Inspected the property and observed that the shed has been removed.	11/23/2015
11/18/2015	4.-4-29	221 Fifth Ave	Construction Equipment stored in the yard.		

New Complaints

Date	SCTM#	Address	Nature of Violation	Remediation	Closed:
11/9/2015	4.-4-29	221 Fifth Ave	Construction equipment stored in yard.	<u>11/18/2015</u> : Inspected the property and observed a yellow wood chipper stored in the yard. Telephone interview with the complainant who confirmed that the wood chipper is the only piece of equipment. Issued a Notice of Violation to the property owner.	
11/16/2015	N/A	North Street in front of 221.	Complainant reports that his neighbor always parks his pickup truck in front of the complainant's house.	<u>11/18/2015</u> : Attempted to mediate the neighbor dispute by speaking to the family that owns the pickup truck. However, they refuse to park it anywhere else. The vehicle is parked on a public street and is not in violation of any Village Code or NYS traffic law. No further action is necessary.	11/18/2015

Open Cases

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
10/9/2015	5.-2-11	312 Carpenter Street	Complainant reports that there is a hole in her neighbor's fence that allows deer to enter her yard.	<u>10/15/2015</u> : Inspected the fence, observed the hole, and left a telephone message for the complainant. <u>11/17/2015</u> : Unable to contact property owner at the property. Order to Remedy Notice issued to property owner.	
10/22/2015	7.-1-1	311 Sixth Street	Shrubbery is encroaching upon the sidewalk and the fence is not being maintained.	<u>10/22/2015</u> : Inspected the property and observed that the shrubbery is overgrown and is encroaching upon the sidewalk and the fence does need some attention. <u>10/26/2015</u> : Inspected the property again with the father of the complainant. <u>11/6/2015</u> : Order to Remedy Violation Notice issued to the property owner. <u>11/13/2015</u> : Telephone interview with the property owner who described the ongoing neighbor dispute and stated that she will have the landscaper trim the hedges and will call a fence company to repair the fence. <u>11/30/2015</u> : Inspected the property and observed that the hedges have been trimmed.	
9/21/2015	6.-6-18.1	Harbor Knoll B&B 424 Fourth Street	Anonymous reports a Trip Advisor review of the property in which the reviewer writes that they visited as part of a group of 16 persons and stayed in a 3rd floor guest room.	<u>9/24/2015</u> : Investigated the complaint by researching the property and the internet. It was observed that the property's website advertises 4 guest rooms that can accommodate a total of 10 guests. <u>9/30/2015</u> : Investigation determined that the property owner is advertising four rooms for rent with a total occupancy of ten guests. Tickets 15083, 15084 and 15085 were issued to the property owner.	

7/14/2015	5.-1-1	117 Ludlam Place	<p>90-2. Public Nuisance. Junk and debris in yard, exterior siding and walls in a state of disrepair, and unmaintained porch. 112-11. Abandoned Vehicle.</p>	<p><u>6/25/2015</u>: Inspected and photographed the property. <u>7/14/2015</u>: Issued an Order to Remedy Violation Notice to the property owner. <u>8/20/2015</u>: Inspected and photographed the property. <u>8/21/2015</u>: Issued Tickets 15069, 15070, 15071 and 15072 to the property owner. <u>9/8/2015</u>: Inspected the property and observed that the abandoned vehicle has been removed but the debris still remains. <u>9/24/2015</u>: Received a letter from the property owner stating that the abandoned vehicle has been removed, the yard has been cleaned, and a contractor has been hired to paint the house. <u>9/25/2015</u>: Inspected the property and observed that some of the debris has been removed but that there is still more work required. <u>10/01/2015</u>: Inspected the property and observed that the violations still remain. <u>11/6/2015</u>: The property owner and his lawyer appeared in Southold Town Court. They stated that they could not get the tenants to clean the property and requested that we send them a Notice of Violation. <u>11/17/2015</u>: Order to Remedy Notices issued to the 2 tenants and copies emailed to the attorney. <u>11/23/2015</u>: Interview at Village hall with one of the tenants who stated that the junk does not belong to her family. She stated that they own the dog cage on the porch and the children's toys in the yard but that they are not unused objects.</p>	
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5/7/2015	2.-6-50	629 Main Street	Illegal Apartment in Rear Garage.	<p><u>5/8/2015</u>: Telephone interview with the 1st complainant.</p> <p><u>5/11/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/13/2015</u>: Inspected the property from the property line during the evening. No activity observed.</p> <p><u>5/14/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/15/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/18/2015</u>: Inspected the property from the property line. No activity observed.</p> <p>Telephone interview with the 1st complainant. Later the 1st complainant called back and left a message that the tenants were home in the garage at approximately 5:15 PM.</p> <p><u>5/19/2015</u>: The 1st complainant left a message that the male tenant was home in the garage at approximately 5:45 PM.</p> <p><u>5/20/2015</u>: Telephone interview with the 1st Complainant.</p> <p><u>5/21/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/26/2015</u>: Received a written complaint from the 2nd complainant. Inspected the property from the property line. No activity observed.</p> <p><u>5/27/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/28/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/29/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/1/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/3/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/4/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/6/2015</u>: 1025 hrs, Observed a 2011 VW NY reg # FJF7525 parked in front of the garage. Interviewed the property owner who stated that the garage is rented to a husband and wife during the period of April through the end of June, but that the building was used as a cottage long before he purchased the property.</p> <p><u>6/18/2015</u>: Ticket numbers 15054 and 15055 were issued to the property owners for a zoning violation.</p> <p><u>7/10/2015</u>: The owners appeared in Southold Town Justice Court to answer the tickets. The case was adjourned while they seek a zoning variance.</p>	
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5/21/2015	6.-3-17	431 Fifth Street	Shed too close to the property line.	<p><u>5/29/2015</u>: Telephone interview with the property owner who stated that he will begin the process next week to seek a variance for the shed.</p> <p><u>7/14/2015</u>: Left message for the property owner.</p> <p><u>7/16/2015</u>: Left message for the property owner.</p> <p><u>7/17/2015</u>: Telephone interview with the property owner who stated that he has begun the process to seek a variance.</p>
4/7/2015	2.-6-48	615 Main Street	Construction was started without a Building Permit.	<p><u>4/7/2015</u>: Inspected property with the Building Inspector. Issued a Notice of Violation and a Stop Work Order.</p> <p><u>5/26/2015</u>: Telephone interview with the property owner who stated that she just received the stamped engineer's plans and will meet with the Building Inspector on 5/28/2015.</p> <p><u>5/28/2015</u>: Property owner met with Village Officials at Village Hall.</p> <p><u>7/22/2015</u>: A neighbor complained about the rear yard being overgrown and being used to store lumber and other debris.</p> <p><u>7/23/2015</u>: Telephone interview with the property owner who stated that she is in the process of renovating the house but agreed to cut the grass and maintain the property as best as she can under the circumstances. A written Notice was also issued.</p> <p><u>8/20/2015</u>: Inspected the property and observed that the rear yard has been cleaned.</p>
4/14/2015	2.-4-2	320 Johnson Court	90-2. Public Nuisance. Junk and debris in the yard. Violations of the Property Maintenance Code of NYS. Holes in the roof and siding.	<p><u>5/29/2015</u>: Inspected the property and observed that nothing has changed.</p>
4/20/2015	3.-4-3	610 Main Street	Illegal Apartment	<p><u>4/20/2015</u>: Issued Ticket # 15044 to property owner.</p> <p><u>6/5/2015</u>: Owner and his attorney appeared in Court and requested an adjournment while they go before the Zoning Board of Appeals.</p>
12/15/2014	7.-4-11	149 Fifth Street	90-2. Public Nuisance. Roof of detached garage has caved in.	<p><u>1/7/2015</u>: Telephone interview with the property owner who stated that her daughter is in the process of buying the house and that the daughter plans on fixing or removing the garage.</p> <p><u>1/8/2015</u>: Telephone interview with the daughter who stated that when they buy the house, they will either repair or remove the garage.</p>

12/26/2014	4.-9-29	100 Front Street	Numerous violations of the Property Maintenance Code of NYS.	<p><u>3/30/2015</u>: Interviewed a company representative who stated that they will be making repairs now that spring has arrived.</p> <p><u>5/29/2015</u>: Telephone interview with the representative who stated that they are having issues with contractors and pricing and that they will get the repairs done as soon as possible.</p> <p><u>6/4/2011</u>: Inspected and photographed the property.</p> <p><u>6/11/2015</u>: Issued Ticket #'s 15051, 15052 and 15053 to the property owner.</p> <p><u>7/9/2015</u>: Inspected the property and observed that some repairs have been made to the front of the building.</p> <p><u>7/10/2015</u>: The property owner appeared in Court. The case was adjourned to allow the defendant to complete the repairs.</p>	
11/12/2014	2.-4-29	507 Third Street	Abandoned vehicles. Debris and junk behind garage. Garage in deteriorated condition.	<p>Notice of Violation sent via USPS certified mail. Returned "Not deliverable as addressed, unable to forward."</p> <p><u>12/04/2014</u>: Researched the property owner and reissued Notice of Violation to his home address.</p> <p><u>12/21/2014</u>: Served the Notice of Violation by conspicuously posting the Notice on the front door of the property.</p> <p><u>1/4/2015</u>: Notice of Violation that was sent to the owner's home address was returned by USPS as unclaimed.</p> <p><u>1/12/2015</u>: Inspected the property and observed that the abandoned vehicles have been removed but not much else has changed. During a telephone interview with the owner, he stated that he is working to get the tenants to clean up.</p> <p><u>2/23/2015</u>: Issued ticket 15006 for Failure to Maintain Accessory Structures and ticket 15007 for Public Nuisance.</p> <p><u>2/26/2015</u>: Telephone interview with the property owner who stated that he has removed the debris and that he will begin to repair the garage as soon as the weather breaks. Inspected the property and confirmed that the debris has been removed.</p> <p><u>5/29/2015</u>: Inspected the property and observed that no repairs have been made to the garage.</p> <p><u>7/10/2015</u>: The property owner failed to appear in Court to answer the summons.</p>	

11/12/2014	4.-4-16	515 Madison Ave	112-11. Abandoned vehicles.	<p><u>11/24/2014</u>: Family representative called and stated that the two cars aren't abandoned. The owner was arrested for DWI, lost his license and can't register the cars. Rep was advised that the Village can be patient while they find a solution but that they can't continue to store the two abandoned cars in a residential driveway.</p> <p><u>1/7/2015</u>: Telephone interview with Family rep who stated that they don't have a plan yet for removing the abandoned cars. I advised that they need to make it a priority.</p> <p><u>3/30/2015</u>: Called the Family Rep who again stated that they don't have any plan for removing the cars. A deadline was set to remove the cars by April 15.</p> <p><u>04/22/2015</u>: Issued Ticket numbers 15045 and 15046 to the property owners.</p> <p><u>6/25/2015</u>: Issued Ticket # 15057 to the owner of the vehicles.</p> <p><u>7/10/2015</u>: The owner of the vehicles failed to appear in Court to answer the summons.</p> <p><u>7/24/2015</u>: The owner of the vehicles failed to appear in Court.</p> <p><u>8/20/2015</u>: Inspected the property and observed that the vehicles still remain.</p>	
11/15/2014	4.-8-38	229 Third Street	Abandoned Vehicle. Public Nuisance, yard full of junk and debris.	<p><u>11/15/2014</u>: Interviewed the compl and photographed the problem.</p> <p><u>11/19/2014</u>: Issued Tickets 14038, 14039 and 14040 to property owner.</p> <p><u>12/6/2014</u>: Village Attorney Prokop sent the property owner a notice that the Village would be cleaning the property on 12/11/2014.</p> <p><u>12/11/2014</u>: Inspected property and determined that the property owner has been cleaning up the property.</p> <p><u>12/15/2014</u>: Inspected property and observed that the proerty owner has been continuing to clean the property and is still working on the clean up.</p> <p><u>01/02/2015</u>: Inspected and photographed property. Owner has made progress but there is still a lot of debris that needs to be removed from the property. Advised Village Attorney of same. Owner did not show up for her Court date today.</p> <p><u>1/30/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>3/6/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>3/25/2015</u>: Inspected and photographed the property. Issued Ticket 15021 for Abandoned Vehicle and Ticket 15022 for</p>	

				<p><u>3/27/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>4/10/2015</u>: The owner and her attorney appeared in Southold Town Justice Court and agreed to clean the yard and comply by April 30. The case was adjourned until May 8.</p> <p><u>7/9/2015</u>: Inspected and photographed the property. Observed that the owner has made progress cleaning the yard.</p> <p><u>7/10/2015</u>: The property owner appeared in Court. The case was adjourned so that the owner can continue cleaning.</p>
11/20/2014	4.-6-35	411 First Street	<p>Garage is dilapidated. Roof is falling in and building is leaning to the north.</p>	<p><u>01/21/2015</u>: I went to the property and interviewed the property owner who stated that she is aware of the problem and is considering her options.</p> <p><u>3/30/2015</u>: Issued Ticket # 15025 to the property owner for Public Nuisance.</p> <p><u>5/29/2015</u>: Inspected the property and observed that nothing has changed.</p> <p><u>7/24/2015</u>: The property owner failed to appear in Court.</p>



236 THIRD STREET
GREENPORT NY 11944

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TRUSTEES
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DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: December 10, 2015
Meeting: December 17, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Recreation

Work Session Report Recreation Department

December 17, 2015

Marina

- ❖ The Ice Rink was installed. All systems are now charged with glycol and have been purged of air. The rinks compressors are operating normally. We did have to replace a fan on one of them due to a failure. A replacement/backup compressor has been delivered to the power plant. That compressor will be installed next year after the rink is closed. The compressor will serve as an emergency replacement if a problem occurs.
- ❖ A new wooden deflection guard was installed on the condenser to help keep warm discharge air from being pulled back into the system. The condenser will run more efficiently for the season.
- ❖ The warming shed has been delivered and setup.
- ❖ We started up the Zamboni and performed service on it to prepare it for the season
- ❖ The Marina staff decorated the inside of the carousel for the holidays. The electric staff assisted with the installation of a giant wreath on the front of the building.
- ❖ Mr. Phillips assisted with the removal of the speed buoys in the harbor. We will need to replace one of them next year due to damage caused by an impact from a boat.

- ❖ The Marina revenue was up by \$432.53 over last year. The Carousel revenue was up by \$1,288.49 over last year. McCann's campground posted earnings of \$5,000.00 over, due to early booking for next year. The Ice Rink revenue is also up this year, by \$1,100.00. The additional earnings are due to the Village taking over coordination and responsibility for the Skate School.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =48 Enrolled

Reports

- ❖ We have been busy preparing for the Ice Rink to open. We are hoping to be able to open December 21st.
- ❖ 13 new employees have been hired to work at the Ice Rink and Carousel. This will help tremendously with any staffing challenges we have had in the past. A total of 28 employees will be scheduled to work this year.
- ❖ Schedules have been made for the Carousel through December. The Ice Rink/Skate School schedules have been made through January.
- ❖ All necessary supplies to operate the Ice Rink have been procured.
- ❖ We have canvassed local schools for students interested in the Youth Skating School. Two sessions will be offered this year. So far we have enrolled 38 children for the programs.
- ❖ We are continuing to collect arrears for the 2014-2015 After Care program and making sure that this year we stay current.
- ❖ The annual children's Holiday Party was held on Thursday, December 10, 2015. Gifts that were procured by the village were wrapped and given out at the party.
- ❖ The library programs continue with much success.
- ❖ We are working to ensure that the carousel will be open when students have off from school.
- ❖ A meeting with our lead instructors for the Skate School Program was held to go over policy, procedure, skill levels, and training practices.

Campground

- ❖ Campground is closed for the season.

Attachments:

Rec Rev Report 12172015 (PDF)

Marina

DEPARTMENT

November 2015

November 2014

MONTH/YEAR

MONTH/YEAR

1		
2		
3	200-	
4		
5		200
6	50- (2016 deposit)	
7	132.53	
8		
9		
10		
11		
12	300-	
13		50
14		
15		
16		
17		
18		
19		
20		
21		1112.50 (Open bank
22		re-deposit)
23		
24		
25		
26		
27		
28		
29		
30		
31		

682.53

250.00

TOTAL

Carousel

DEPARTMENT

November 2015

November 2014

MONTH/YEAR

MONTH/YEAR

1	288-	80	
2		344	10 ornament
3			
4			
5			
6			
7	660-		
8	640	20' Orn.	434
9			502
10			
11	178-	15 (t-shirt)	404
12			
13			
14	495	(8-sh. A 15' Orn) 80' (Rest) 14.01	
15	508-	10' (orn)	140
16			(290) Bank Stolen/
17			86 (236) Replaced 7150x2
18			
19			
20			
21	370	8' (rest)	28 Donations 80 similar
22	238	20' (orn)	240
23	40 (ornaments)		396
24			20 ornaments
25	240-		
26			
27	1,192	80' (ornaments)	
28	966	10' (orn) 18' (rest)	652
29	562	20' (orn)	917
30			428
31			50' orn. 45 T-shirt 5.52 dth.

6,337-

280.01

5,328.52

TOTAL

6617.01

McCanns

DEPARTMENT

November 2015

November 2014

MONTH/YEAR

MONTH/YEAR

1	508 - 500 (Dep 2016)	
2	200 -	
3	2000 -	
4		
5		
6		
7		
8		
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11		
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26		
27		
28		
29		
30		
31		

5,000

TOTAL

Ice Rink

DEPARTMENT

November 2015

MONTH/YEAR

MONTH/YEAR

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20	150	
21		
22		
23	550	
24	150	
25		
26	50	
27		
28		
29		
30	200	
31		

1100

TOTAL



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TREASURER
ROBERT BRANDT
EXT. 217

Submitted: December 10, 2015
Meeting: December 17, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Utilities

Work Session Report for Road and Utilities

December 17, 2015

Administrator's Office

Statistics

Work Orders:

Electric = 8 Written, 8 Completed
Water = 12 Written, 12 Completed
Sewer = 39 Written, 39 Completed
Road = 80 Written, 79 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 12-04-2015. The results are detailed below in the Road Department's *Sampling* section.

❖ GADS Data: This is a monthly report about run and usage data for the generators at the Power Plant, it was sent on 12-10-2015.

Resolutions:

Solicitation of Bids for Lighting Grant

Participation in the NYSDEC Asset Management Program (WWTP)

Topics of Discussion:

Kalmar Nickel visit in August 2016

Road/Water Department

Statistics

Water Distribution:

5,867,600 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: Harbor Front Deli
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.57 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.51 mg/L

The form, DOH-360, was filed with the DOH on December 4, 2015 outlining the above results.

Report

Tasks Accomplished:

- ❖ Performed Water Machine maintenance.
- ❖ Cleaned the tops of all storm drains.
- ❖ Trimmed trees on Bay Avenue and in other areas around the Village to continue with our tree trimming project.
- ❖ Assisted the sewer staff with installation of pipes at the Central Pump Station
- ❖ Fixed a water leak at 152 Central Avenue with a quick turn-around due to the pending road paving project
- ❖ Turned off water services at the Campground, Pipes Cove, and Sandy Beach
- ❖ Began testing Village owned Cross Connection Control devices

- ❖ Prepared portable sanders and plows with new parts for the winter season
- ❖ Winterized the lawnmowers and other seasonal equipment
- ❖ Facilitated repairs to the 555C Backhoe
- ❖ Removed and stored planters on main street for the winter season
- ❖ Stored the pump-out boat for the Marina
- ❖ Assisted with placing the Christmas Tree in Mitchell Park

Projects:

Road Crew installed the Ice Rink in Mitchell Park with the assistance of the park staff.

The crew also assisted with road closures and other tasks associated with paving the streets throughout the village. They helped complete the project on time by keeping ahead of the paving crew. Such activities included preparation of areas that needed to have the road patched after the sidewalk and curb work was completed. The work included the grading preparation of sites along South Street (one-way) and along Main Street by the Chase Bank. They also cut out a section of the parking lot for the Chase Bank to allow for new asphalt to be installed. The parking lot was lifted due to a large tree that had grown under the sidewalk and the parking lot. The timely completion of such tasks allowed the overall project to progress without any issues.

Sewer Department

Statistics

Flow and Sampling:

The plant continues to run well, and performs under DEC permit requirements.
 Total plant flow for the month of November, = 6,595,000 gallons.
 Average Daily Flow = 0.220 million gallons day. (MGD). Permit limit = 0.650 MGD
 Total Suspended Solids, (TSS) % removal = 98% Permit limit = 75%
 Carbonaceous BOD Removal, (CBOD) = 99% Permit limit = 75 %
 Coliform Fecal General = < 1.8 MPN/100 Permit limit = 200 MPN/100
 Coliform Total General = 5.8 MPN/100 Permit limit = 700 MPN/100
 Total Nitrogen in effluent = 3.9 mg/L, and 7.5 lbs/day

Sludge Removal:

14,000 Gallons of sludge hauled during October.

Report

❖ Treatment Plant:

Plant operations were normal for the month of November. Carried out preventative maintenance on the UV disinfection system.

Minor foaming problems are occurring in the BNR basin. We are in process of rectifying and resolving the issue.

❖ Collection System:

One back-up was reported. The crew worked to clear the line.

Pump #1 at the Central Pump Station was re-installed after it was rebuilt.

Crew did some repair work to the roof trim boards on the 6th Street Pump Station.

Assisted with setup of Ice Rink in Mitchell Park

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = November 11 @ 127.70 Mwh

Minimum usage day = November 4 @ 63.20 Mwh

Average usage for the month per day = 71.25 Mwh

Monthly total usage = 2066.22 Mwh

Service calls/call outs = 3

Street light repairs = 5

Customers shut off for none payment = 3

Customers turned on for payment = 2

Customers turned on for the season = 0

New Services/Service Upgrades = 0

Tasks Accomplished:

- ❖ Versalift East completed repairs to G-4. Leveling cables and chains were replaced due to age and general maintenance requirements.
- ❖ Suffolk County Health Department inspected the new fuel tanks and issued an interim permit to operate. We are in the process of setting up the intuitive fuel management system.
- ❖ Tank #25 the old oil/water separator has officially been decommissioned. Suffolk County Health Department witnessed the filling of the tank with sand. After settling is allowed to occur the top will be sealed with a cement cap.
- ❖ NYPA and PSEGLI performed an inspection of the incoming meter at the plant. The meter passed with 99.9% accuracy.
- ❖ Sage Controls was on site doing maintenance on the control computer systems.
- ❖ Bid for concrete work at the power plant was awarded to SC Dirtworks.
- ❖ General maintenance of the building and the grounds.

Projects:

Line crew continued working with the Road Crew to continue with our tree trimming project throughout the Village.

The electric staff completed re-wiring of new warm white LED lights onto the stars and nautical themed metal light decorations. Upon completion they installed and checked the decorations for issues. Crew also cut down and transferred a large coniferous tree into Mitchell Park from the Third Street Firehouse property. Final decorating, including the installation of our new Menorah, was completed in time for the tree lighting ceremony.

Attachments:



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TREASURER
ROBERT BRANDT
EXT. 217

Submitted: December 11, 2015
Meeting: December 17, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Stephen Gaffga, *Deputy Treasurer*
From: Robert Brandt, *Treasurer*
Department: Treasurer's Department

TREASURER'S REPORT

Work Session December 17, 2015

Report from the Treasurer's Office

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

No Resolutions requested for this month.

UTILITY BILLING

Meter reading and billing are on or close to schedule. Update on Survey:

- Of the approximately 2400 surveys sent out with the September billing cycle, to date, we have received back 397 completed surveys. The tally so far is 193 (49%) against on line bill pay, and 200 (51%) for the service.

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- a) 24VC was absorbed by NYCHA - this will allow issuance of a voucher to a new family. 42VC will be relinquishing their voucher 11/30/15.
- b) 3 new vouchers were issued this month. 2 vouchers were leases in place. The other family is searching for housing. There are an additional 2 vouchers still searching for housing, but there has been no availability of 2 bedroom units. Families will take a one bedroom if available.
- c) 3 recertification's and 3 interims were performed.
- d) MOTION - to move the HAP Checking account from Capital One Bank to Bridgehampton National Bank. Capital One Bank has started to charge fees.

SIGNIFICANT PAYMENTS

- No Significant Payments to report

SIGNIFICANT COLLECTIONS,

- Property Taxes Received - \$ 1,063,364.36
- Rents Received - November 2015 - \$ 77,934.81

INFORMATIONAL:

- Report - Cash Holdings - See attached
- Utility Billing - see attached Billing Statistics Report
- CD/HA Monthly Financials - See attached

Attachments:

BANK BALANCES FOR NOVEMBER 2015(PDF)

HOUSING AUTHORITY BOARD MINUTES NOVEMBER 2015 (PDF)

CDHA FINANCIALS NOVEMBE 2015 (PDF)

UTILITY BILLING STATISTICS NOVEMBER 2015(PDF)

G	Sewer	G.0200.000	Checking	340,972.96	
G	NYS DEC Consent	G.0201.000	Savings	31,137.86	
G	Sewer Fund III	G.0201.120	Cert of Deposit	714,671.65	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,108.50	
G	NYSERDA	G.0525.000	Checking	111.01	
				TOTAL SEWER FUND	1,284,853.59
H	Capital	H.0200.000	Checking	441,422.69	
H	Capital Reserve	H.0200.400	SAVINGS	49,368.46	
				TOTAL CAPITAL FUND	490,791.15
TA	Trust & Agency	TA.0200.000	Checking	48,776.05	
TA	Retirement Savings	TA.0201.000	Savings	48,724.78	
TA	WWI Memorial Trust	TA.0201.001	Savings	727.63	
TA	T & A Special Escrow	TA.0201.002	Savings	6,572.71	
TA	Justice Court	TA.0201.004	InvestCheck	4,770.85	
TA	Concert Fund	TA.0201.008	Savings	2,275.87	
TA	Global Common	TA.0201.009	Savings	270,873.65	
TA	Accounts Payable	TA.0202.000	Checking	60,767.94	
				TOTAL TRUST & AGENCY FUND	443,489.48
	Wire Account			1.00	
	Utility Clearing			65,532.42	
					65,533.42
				TOTAL VILLAGE WIDE	10,346,227.53



PRESENT: Board Members: Tina Finne, Marilyn Corwin,
Anne Reitman, Valerie
Shelby
Staff: Asha Gallacher, Robert Brandt

MINUTES

Village of Greenport Housing Authority Regular Board Meeting 10/27/2015

MEETING CALLED at 5:07 pm by Tina Finne

1. MOTION – was made to approve the minutes of September 29, 2015. Marilyn Corwin made motion, Anne Reitman carried.
2. MOTION – was made to approve accounts payable for November 2015 totaling \$72,287.72. Valerie Shelby made motion, Tina Finne carried.

Section 8 Update:

- a) MOTION – was made to continue to document and use discretion for the extension of newly issued vouchers. A proposal was made to approve extensions of new vouchers beyond the 30 day limit if the participant family has demonstrated they have meant all applicable requirements to find housing in this limited housing market, and the Housing Authority will continue to extend the voucher until housing is found. Tina Finne made motion, Marilyn Corwin carried.
- b) 24VC was absorbed by NYCHA – this will allow issuance of a voucher to a new family. 42VC will be relinquishing their voucher 11/30/15.
- c) 3 new vouchers were issued this month. 2 vouchers were leases in place. The other family is searching for housing. There are an additional 2 vouchers still searching for housing, but there has been no availability of 2 bedroom units. Families will take a one bedroom if available.
- d) 3 recertifications and 3 interims were performed.
- e) MOTION – was made to move the HAP Checking account from Capital One Bank to Bridgehampton National Bank because Capital One Bank is now charging fees. Anne Reitman made motion, Marilyn Corwin carried.
- f) This was Anne Reitman's last meeting with the Housing Authority Board. Members of the board thanked her for her service and wished her well in her future endeavors.

3. Affordable Housing Update:

- a) MOTION – was made to accounts payable for November for 213 Center Street totaling \$287.45 and 278 2nd Street totaling \$4,299.19. Anne Reitman made motion, Valerie Shelby carried.
- b) MOTION – was made to move the 213 Center Street Checking account from Capital One Bank to Bridgehampton National Bank. Capital One Bank is now charging fees. Marilyn Corwin made motion, Anne Reitman carried.

4. Scheduled next meeting for Tuesday, December 1, 2015 at 5:00pm.

5. Meeting adjourned at 5:31 pm-----Motion to adjourn by Tina Finne, Anne Reitman carried.

FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - November 15

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 8327	UNIT 3	HOUSE
Rent	\$ 1,125.00	\$ 1,240.00	\$ 1,125.00	\$ 1,125.00
Late Fees	\$ 75.00	\$ -		
TOTAL REVENUE	\$ 1,200.00	\$ 1,240.00	\$ 1,125.00	\$ 3,490.00
EXPENSES:	EXPENSES: 213 Center	EXPENSES: 278 2nd Street		
<u>Utilities</u>	213 CENTER	UNIT 1 - 8124 8327	8328	HOUSE - 8590 RE/8361 SW
Electric	\$ 80.71			\$ 12.95
Water/Sewer	\$ 63.94			\$ 55.92
Propane/Heating Oil				
<u>Admin</u>				
Salary (\$4.08 X 2 payperiods 140 hrs=\$571.20 divide by 25% and 75%)	\$ 142.80			\$ 428.40 \$ 571.20
Payment Agreement to Village				\$ 1,000.00
Total	\$ 287.45	\$ -	\$ -	\$ 1,497.27
	MAINTENANCE:	MAINTENANCE: 278 2nd Street		
<u>Maintenance Repairs/Other</u>	213 CENTER	UNIT 1	UNIT 2	UNIT 3
Mattituck Enviro Svcs				HOUSE
Greenport Plumbing and Heating		951.92		81.36
Sentry Sprinkler Systems		300.00		400.00
VGHA Admin Fee Deficit				1,000.00
Pine Oaks Landscaping				120.00
Total Expenses	\$ -	\$ 1,251.92	\$ -	\$ 1,601.36
	\$ 287.45			\$ 2,853.28
MONTHLY FINANCIAL SUMMARY	213 CENTER	278 2nd STREET		
Interest Earned				
Total Revenue	\$ 1,200.00	\$ 3,490.00		
Total Expenses	\$ 287.45	\$ 4,350.55		
NET REVENUE	\$ 912.55	\$ (860.55)		
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$ 912.55	\$ (860.55)		

1000



PRESENT: Board Members: Tina Finne, Marilyn Corwin,
Anne Reitman, Valerie
Shelby
Staff: Asha Gallacher, Robert Brandt

MINUTES

Village of Greenport Housing Authority Regular Board Meeting 10/27/2015

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EOM Billing Statistics Report

Rate Summary - All Routes

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	Comm Tax	Res Tax	Total	
Electric	2 - Electric - Flat Charge	13	0	0		0	0	595.38			8.40	603.78	
	9 - Residential (1, 1)	1339	0	635243	74,943.16	0	0		23,037.35		2,377.29	100,357.80	
	10 - Water Heating (2, 2)	14	0	2006	148.84	0	0		71.97		5.54	226.35	
	11 - All Electric (3, 3)	334	0	174860	20,229.80	0	0		6,274.09		659.33	27,163.22	
	13 - Demand - Class 3 (5, 5)	5	0	396000	22,136.40	880.5	10,345.88		14,208.87		455.12	47,146.27	
	14 - Village St. Lighting (6, 6)	5	0	45293.95	5,213.33	0	0		1,625.19			6,838.52	
	15 - Town St. Lighting (7, 7)	1	0	5491.85	632.11	0	0		197.05			829.16	
	19 - Traffic Lights (11, 11)	1	0	1416	146.65	0	0		50.81			197.46	
	20 - Contract St. Lighting (12, 12)	2	0	221	0.00	0	0					0.00	
	21 - Sterling Harbor (13, 13)	2	0	1961.375	225.75	0	0		70.38		25.54	321.67	
	3 - Sewer - Flat Charge	1716	0	1262493.175	123,676.04	880.5	10,345.88	595.38	45,535.71		480.66	3,050.56	183,684.23
	4 - Sewer - Flat Charge	42	0	0	2,160.70	0	0					2,160.70	
	23 - Sewer - VILL 3/4" W/SEWER (14, 14)	1	0	0	63.70	0	0					63.70	
	25 - Sewer - VILL 1" W/SEWER (15, 15)	869	587	3538.9	46,051.91	0	0		46,051.91			46,051.91	
	27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	29	12	375.6	4,168.82	0	0		4,168.82			4,168.82	
	29 - Sewer - VILL 2" W/SEWER (17, 17)	12	6	258.2	2,948.60	0	0		2,948.60			2,948.60	
	31 - Sewer - VILL 3" W/SEWER (18, 18)	27	13	699.3	7,546.36	0	0		7,546.36			7,546.36	
	33 - Sewer - VILL 4" W/SEWER (19, 19)	1	1	0	35.04	0	0		35.04			35.04	
	54 - Sewer - OUTSIDE RES SEWER (50, 50)	2	2	3.6	70.08	0	0		70.08			70.08	
	57 - SPLIT SEWER BILLING (52, 52)	76	51	1242.6524	20,187.01	0	0		20,187.01			20,187.01	
	62 - DRIFTWOOD COVE 52	1	0	61	0.00	0	0		0.00			0.00	
63 - DRIFTWOOD COVE 49	1	1	153.4896	2,735.20	0	0		2,735.20			2,735.20		
64 - PECONIC LANDING 253	1	1	102.9996	2,577.40	0	0		2,577.40			2,577.40		
65 - CLIFFSIDE CONDOS-SEWER	1	1	548	13,307.80	0	0		13,307.80			13,307.80		
Sewer Total		1064	1	47	3,682.00	0	0		3,682.00			3,682.00	
Water		1064	676	7030.7416	105,534.62	0	0		105,534.62			105,534.62	
5 - Water - Flat Charge	22	0	0	554.35	0	0		554.35			554.35		
22 - VILL 3/4" W/SEWER (14, 14)	876	279	3982.6	21,175.54	0	0		21,175.54			21,175.54		
24 - VILL 1" W/SEWER (15, 15)	28	6	454	1,797.84	0	0		1,797.84			1,797.84		
26 - VILL 1 1/2" W/SEWER (16, 16)	13	8	288	1,404.18	0	0		1,404.18			1,404.18		
28 - VILL 2" W/SEWER (17, 17)	28	15	777	3,371.16	0	0		3,371.16			3,371.16		
30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0	0		36.90			36.90		
32 - VILL 4" W/SEWER (19, 19)	2	2	5	73.80	0	0		73.80			73.80		
46 - VILLAGE 1 1/2" (42, 42)	1	1	0	36.90	0	0		36.90			36.90		
47 - VILLAGE 2" (43, 43)	8	6	33	303.48	0	0		303.48			303.48		
48 - VILLAGE 3/4" (44, 44)	97	68	333	2,375.28	0	0		2,375.28			2,375.28		
49 - VILLAGE SEWER ONLY (45, 45)	4	0	28	0.00	0	0		0.00			0.00		
52 - FIRE SPRINKLERS (49, 49)	24	0	0	0.00	0	0		0.00			0.00		
53 - OUTSIDE RES SEWER (50, 50)	72	0	1352.384	0.00	0	0		0.00			0.00		
Water Total		1176	386	7252.984	31,129.43	0	0		31,129.43			31,129.43	
electric-small commercial		372	0	569434.2	67,342.21	0	0		21,433.19		6,616.32	95,391.72	
16 - Operating Municipalt (8, 8)	18	0	48608	5,424.80	0	0		1,744.10			7,168.90		
17 - Water Department (9, 9)	3	0	664	108.34	0	0		23.83			132.17		
18 - Sewer Department (10, 10)	10	0	51692	5,655.34	0	0		1,854.76			7,510.10		
electric-small commercial Total		403	0	690398.2	78,530.69	0	0		25,055.88		6,616.32	110,202.89	
Grand Total		4359	1062	1967175.1006	338,870.78	880.5	10,345.88	595.38	70,591.59	7,096.98	3,050.56	430,551.17	



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

Submitted: December 11, 2015
Meeting: December 17, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Village Clerk Department

Village Clerk Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on December 17, 2015

Announcements

- Village Hall will be closed at 12 noon on December 24th, and for the entire day on December 25th.
- Village Hall will be closed at 12 noon on December 31st, and for the entire day on January 1st.

Bids & RFP's

- Diesel Fuel bid noticed on 12/10 - returnable on 12/23
- Unleaded 87 Octane Gasoline bid noticed on 12/10 - returnable on 12/23
- # 2 Heating Oil bid noticed on 12/10 - returnable on 12/23
- Removal of certain trees, tree stumps and pruning bid noticed on 12/10 - returnable on 12/21
- The Carousel Rounding Boards RFP was re-noticed in the 12/17 edition of the paper, and is returnable on the 31st.

Contracts and Agreements

- The license agreement between the Village of Greenport and North Ferry Corporation was fully executed on November 19th.

Discussion

- A representative of the Synagogue has asked that a second handicapped space be made available in front of the Synagogue. (Similarly, perhaps a second handicapped space should also be made available in front of Holy Trinity Church.)

GFD

- The Mayor signed (on November 23rd) the Application for EMS Operating Certificate for the NYS Department of Health.
- The insurance card, registration and required DMV forms for the "Ole 33" were received on December 9th.

Informational

- Flynn Stenography has updated the electronic versions of our minutes to include an alphabetical index.
- The "marked-up agenda" following the regular meetings of the Board of Trustees is now posted on-line following the meeting. Similarly, the "marked up agenda" for the regular meeting of the Planning Board was also posted on-line following the meeting.

Legal Notices

- Planning Board meeting on 12/17 to consider sketch plan for 221 Fifth Avenue.
- Planning Board meeting on 12/17 to consider sketch plan for 238 Fifth Avenue.

Letters

- Two letters were written (on November 20th) as expressions of support for the RRMLI to lease property directly.
- A letter in support of the PEP grant opportunity applied for by Widows' Hole Oyster Company was drafted on November 20th.
- The representation letter from SaxBST was fully executed on December 4, 2015.

Personnel

- The Village continues to receive and accept resumes for the open First Class Electric Distribution Line Person position.

Utilities

- An invoice for a downed pole in the amount of \$ 2,053; as a result of an accident, was paid on November 20, 2015.
- On December 8th, the Village received notification from the Department of Social Services that a total of \$ 13,760.00 is scheduled to be paid to 43 of our rate payers.

Reminder(s)

- Request of the Long Island Divers Association re: Clark's Beach (tabled from previous meetings.)

Resolution(s) Requested

It is respectfully requested that the following, regarding the issuance of a check to

Paul Pallas, be voted on at the work session meeting on December 17, 2015 and

ratified at the regular meeting on December 28, 2015:

RESOLUTION authorizing the issuance of a check made payable to Paul Pallas as Village Administrator, in the amount of \$ 1,300.00, to be used to set up the required cash drawer / banks for the operation of the Village of Greenport ice skating rink. The \$ 1,300 amount will be expensed from account number A.7311.400 (Ice Rink Expense).

RESOLUTION directing Clerk Pirillo to schedule, and notice accordingly, a public hearing for January 28, 2016 at 7:00 p.m. at the Third Street Firehouse,

Greenport, New York, 11944 regarding the Wetlands Permit Application submitted by Scott A. Gonzalez on behalf of Townsend Manor, Inc. for the property at 714 Main Street, Greenport, NY, 11944 to remove and replace 190' of bulkhead, excavate completely and construct a new Navy-style bulkhead with vinyl sheet pile installed in place, and with the 10' area in front of the new wall restored to -4 ALW. The 65-75 cubic yards of spoil will be used to backfill behind the new wall, and all surrounding services and structures will be replaced in-kind, and there will be no seaward extension of the existing bulkhead....

RESOLUTION directing the Conservation Advisory Council to review the Wetlands Permit Application submitted by Scott A. Gonzalez on behalf of Townsend Manor, Inc. for the property at 714 Main Street, Greenport, NY, 11944; and to provide the corresponding report to the Village of Greenport Board of Trustees by January 14, 2016.

RESOLUTION adopting the attached SEQRA resolution regarding the Wetlands Permit Application applied for by Costello Marine Contracting Corporation on behalf of Nathaniel and Emily Ewing, adopting lead agency status, determining that the action is an unlisted action for purposes of SEQRA, and will not have a significant negative impact on any aspect of the environment, and adopting a negative declaration for the purposes of SEQRA, as stated in the attached resolution.

RESOLUTION approving the Wetlands Permit Application as applied for by Costello Marine Contracting Corporation on behalf of Nathaniel and Emily Ewing to: construct a dock consisting of a 4' x 28' catwalk decked with open-grate decking leading to a 3' x 16' seasonal ramp and 8' x 24' seasonal floating dock with a 4' x 6' access platform, per the public hearing held at 7:00 p.m. on November 30, 2015 at the Third Street Firehouse in Greenport, New York, 11944.

RESOLUTION approving the agreement between The Village of Greenport and Fundamental Business Service, Inc. to transcribe, arrange payment for, and skip trace if necessary, all parking summonses for the Village of Greenport at Town of Southold Justice Court.

Possible Resolution(s) to be Requested

RESOLUTION accepting the current Length of Service Award Program qualification parameters, inclusive of recommendations as suggested by Penflex per guidance provided by the NYS Office of the State Comptroller, as adopted by the Board of Wardens of the Greenport Fire Department for the 2015 year-end service award points.

RESOLUTION approving the request of the Greenport Fire Department to host the annual Washington’s Birthday Parade and Celebration on _____; and approving the closing to vehicular traffic of Village streets for the duration of the Parade, and approving the use of the Third Street Firehouse for the celebration.

RESOLUTION approving the agreement dated _____ between The Village of Greenport and Adventure Treks, Ltd. for the management of the Mitchell Park Marina.

Attachments:

- SEQRA Costello Marine Contracting Corp (PDF)
- Greenport Fire Dept. Service Awards Points (PDF)
- FSS Service Agreement for Parking Enforcement Management (PDF)

BOARD OF TRUSTEES
VILLAGE OF GREENPORT

SEQRA RESOLUTION REGARDING WETLANDS PERMIT APPLICATION
OF COSTELLO MARINE CONTRACTING CORPORATION ON BEHALF OF
NATHANIEL AND EMILY EWING

WHEREAS an application for a wetlands permit approval was filed by Costello Marine Contracting Corporation as applicant on behalf of Nathaniel and Emily Ewing 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 an Unlisted 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 Negative Declaration is hereby adopted for purposes of SEQRA.

Upon motion by Trustee

seconded by Trustee

this resolution is carried as follows:

Dated: December 11, 2015

GREENPORT FIRE DEPARTMENT
Service Awards Points LOSAP
Adopted by the board of Wardens October 20, 2010
Approved by the Village of Greenport Board of Trustees December 27, 2010
Amended & Adopted December 21, 2011

FIRE ALARMS - MAXIMUM 25 POINTS

5%-15 Points
10%-25 Points

EMS ALARMS - MAXIMUM 25 POINTS

5%-15 Points
10%-25 Points

STAND-BY – MAXIMUM 20 POINTS

1 point each (to include all sporting events, fireworks, holiday, and pre-arranged standby at neighboring departments and others declared standby by the Chief)
Overnight standby- maximum 12 (one per month) for signing up for a minimum of 2 nights in advance and attending any alarms occurring during the hours of midnight to 5:00 am.

MEETINGS – MAXIMUM OF 20 POINTS

1 point per meeting (includes all meetings authorized by department – i.e. Exempts, Fire Police, Company meetings, Water Rescue, Rescue Squad, etc.)

TRAINING – MAXIMUM OF 25 POINTS

1 Point for each course of 1-4 hours
5 Points for each course of 5-19 hours
10 Points for each course of 20-44 hours
15 Points for each course over 45 hours
(To be entitled for the points, an active member must successfully complete the course)

DRILLS – MAXIMUM 20 POINTS

1 Point per drill (minimum 2 hours)
Drills will include all activities at SCFA Yaphank, (pump tests, Class A, Taxpayer, LP Gas, Car Fires, etc.), hydrant testing, parades & fire prevention activities. Additionally each company will host a drill every 5 weeks.

GREENPORT FIRE DEPARTMENT

Service Awards Points LOSAP

Adopted by the board of Wardens October 20, 2010

Approved by the Village of Greenport Board of Trustees December 27, 2010

Amended & Adopted December 21, 2011

ELECTED POSITIONS (PRO-RATED) MAXIMUM 25 POINTS

Chiefs	25 Points
Wardens / Captains	8
Lieutenants	5
Department & Company Secretaries	5
Department & Company Treasurers	5
Fire Prevention Officer	5
Chief Drivers	3
Delegates	1 per meeting maximum of 5

Members must have at least 25 points to eligible receive points

APPOINTED POSITIONS

Safety Officer	8 Points
Assistant Safety Officer	5
Infectious Disease Control Officer	5
Department Chaplain	5
Department Assistant Chaplain	5
Junior Advisor (2 per Company)	5

Junior advisors must attend 50% of meetings with a minimum of 6 meetings to be eligible to receive points

CERTIFIED POSITIONS

Current Dive Certification	5 Points
Current Paramedic Certification	15
Current AEMT Certification	10
Current EMT-B Certification	8
Current CFR Certification	6
Current CPR Certification	4
Qualified FF1	5

MISCELLANEOUS – MAXIMUM OF 15 POINTS

1 Point earned per event with 5 awarded for participation in Annual Inspection.
To include all of the following and any other event so designated by the Chief in charge and Wardens: Dept. Fundraisers, funerals, firematic services, set-ups, work details and memorial services.

Village of Greenport Service Award Program Point System

This is the Village of Greenport Service Award Program Point System. The Point System is intended to comply with Article 11-A of the General Municipal Law of the State of New York (i.e., the Service Award Program law). When adopted by the Board of Trustees of the Village of Greenport, it will replace any previous Point System documents.

All Active Members who are at least age 18 are eligible to earn points under the Point System. The Point System consists of categories of activities for which Active Members can earn points. To earn Service Award Program service credit for a calendar year, an Active Member must earn at least 50 points under this Point System during the calendar year. For more information, please refer to the Village of Greenport Service Award Program Plan Document.

The Greenport Fire Department has the responsibility to maintain the Point System records. It is imperative that all Active Members strictly comply with sign-in procedures for verifying attendance at drills, meetings, calls, etc. These sign-in/attendance sheets must be produced upon demand if the Service Award Program records are audited.

The Village Board has the right to change the Point System but may do so only if the changes comply with all governing rules, regulations, and laws. In the event that the Point System is changed, a written notice of change will be given to Active Members or posted at the fire station(s) within 180 days of the adoption of such change.

The Point System is as follows:

1. Training Courses (other than drills) – 25 point maximum

Based on duration of training courses as follows:

- Under 20 hours: One (1) point per hour; no more than five (5) points per course.
- 20 to 45 hours: Five (5) points plus one (1) point per hour for each hour over 20 hours; no more than ten (10) points per course.
- Over 45 to 100 hours: 15 points per course.
- Over 100 hours: 25 points per course.

Training courses should be satisfactorily completed (certification of completion required) and designated as approved courses by the Fire Department.

Persons who are paid to attend training courses as part of their job or profession will not receive credit in the Service Award Program for attending such courses.

2. Attendance at Drills – 20 points maximum

One (1) point per drill (minimum two hours duration).

Drills will include all activities at SCFA Yaphank (such as: pump tests, class A, taxpayer, LP gas, car fires etc.) & hydrant testing. Additionally, each company will host a drill every five weeks.

**Village of Greenport
Service Award Program
Point System**

3. Participation in Sleep-in or stand-by Sessions – 20 points maximum

Sleep-in: one (1) point for each full night (12 a.m. – 5 a.m.), maximum of 12 points per year. All sleep-ins must be authorized by the Fire Department.

Stand-by: one (1) point for each session. A stand-by is defined in the State law as “a line of duty activity of the volunteer fire company lasting for four (4) hours, not falling under one of the other categories.” This includes the following activities, provided they meet the four-hour duration requirement: all sporting events, fireworks, holiday, pre-arranged stand-by at neighboring departments, and other declared stand-bys by the Chief.

4. Holding a Specified Elected or Appointed Position – 25 points maximum

Points are earned for the completion of a one-year term in an elected or appointed position as follows:

<u>Title</u>	<u>Points</u>	<u>Title</u>	<u>Points</u>
Chiefs	25	Safety Officer	8
Wardens / Captains	8	Assistant Safety Officer	5
Lieutenants	5	Infectious Disease Control Officer	5
Department & Company Secretaries	5	Department Chaplain	5
Department & Company Treasurers	5	Department Assistant Chaplain	5
Fire Prevention Officer	5	Junior Advisor (2 per Company)	5*
Chief Drivers	3		

* A Junior Advisor must attend 50% of scheduled meetings (6 meetings per year) to receive these 5 points.

Points will be pro-rated for Active Members who serve in an elected or appointed position for less than the full calendar year.

For each convention meeting attended by an Active Member as a convention delegate appointed by the Fire Department – one (1) point per meeting, five (5) point maximum.

Points are awarded annually, up to a maximum of 25 points, for an Active Member who simultaneously completes a one-year term in more than one office.

5. Attendance at Meetings – 20 points maximum

Attendance at any official meeting of the Greenport Fire Department or one of the member Fire Companies which all Active Members of the Department or Company are expected to attend - one (1) point per meeting.

**Village of Greenport
Service Award Program
Point System**

6. Participation in Department Responses – 50 points maximum

Points are credited on an all or nothing basis for attending the minimum percentage of calls of the Greenport Fire Department as outlined below. If the Active Member responds to the minimum percentage of fire calls, the Active Member is credited with 25 points. If the Active Member responds to the minimum percentage of ambulance calls, the Active Member is credited with 25 points. An Active Member who responds to the minimum percentage of both fire calls and ambulance calls is credited with 50 points. The required minimum percentage of calls is based on the total Fire Department calls responded to in each category during the entire calendar year, as follows:

Fire Calls (i.e., other than emergency rescue and first aid squad calls)

- 10% of total fire calls if the Fire Department responds to less than 500 fire calls during the year.
- 7.5% of total fire calls if the Fire Department responds to at least 500 but less than 1,000 fire calls during the year.
- 5.0% of total fire calls if the Fire Department responds to at least 1,000 but less than 1,500 fire calls during the year.
- 2.5% of total fire calls if the Fire Department responds to 1,500 or more fire calls during the year.

Ambulance Calls (i.e., emergency rescue and first aid squad calls)

- 10% of total ambulance calls if the Fire Department responds to less than 500 ambulance calls during the year.
- 7.5% of total ambulance calls if the Fire Department responds to at least 500 but less than 1,000 ambulance calls during the year.
- 5.0% of total ambulance calls if the Fire Department responds to at least 1,000 but less than 1,500 ambulance calls during the year.
- 2.5% of total ambulance calls if the Fire Department responds to 1,500 or more ambulance calls during the year.

Example 1: If the Fire Department responds to 400 fire calls during a calendar year, an Active Member must respond to a minimum of 30 fire calls during the calendar year to earn 25 points ($400 \times 10\% = 40$).

Example 2: If the Fire Department responds to 550 ambulance calls during a calendar year, an Active Member must respond to a minimum of 42 ambulance calls during the calendar year to receive 25 points ($550 \times 7.5\% = 41.25$ ambulance calls, which must be rounded up to 42).

Example 3: If the Fire Department responds to 325 fire calls and 450 ambulance calls during a calendar year, an Active Member who responds to a minimum of 33 fire calls and 45 ambulance calls during the calendar year will receive 50 points.

**Village of Greenport
Service Award Program
Point System**

7. Miscellaneous Activities – 15 points maximum

One (1) point for attendance at other activities for which points cannot be earned in another category described herein, at which an Active Member would be covered by the Volunteer Firefighter's Benefit Law while participating in such activity. Activities, which must be approved by the Chief in charge and Wardens, include but are not limited to the following:

- Fire inspections
- Fundraising activities
- Wakes, funerals and memorial services
- Parades
- Work details
- Fire prevention activities, other than teaching fire prevention classes (see below)
- Meetings other than Department or Company meetings (e.g. Fire Police, Exempts, Water Rescue, Rescue Squad, committees, etc.)
- Firehouse and equipment testing and maintenance, construction or repair
- Outside firematic association activities

8. Teaching Fire Prevention Classes – 5 points maximum

One (1) point per class for an Active Member who at the direction of the Fire Department, and for no remuneration, presents a public education class on fire prevention to a school, not-for-profit corporation, or civic organization organized and existing under the laws of this state or authorized to conduct activities in this state.

9. Line of Duty Disability – 5 points per month/60 points per year

In the event that an Active Member is either totally and temporarily disabled, or partially and permanently disabled, as certified by the Workers' Compensation Board or other competent authority approved by the Board, and the disability occurs during the course of service as a volunteer, while actively engaged in providing line of duty services, as defined in subdivision one of section five of the Volunteer Firefighters' Benefit Law, the Active Member shall receive five (5) points for each complete calendar month during which such disability remains classified as total and temporary or partial and permanent.

**Village of Greenport
Service Award Program
Point System**

EXECUTION

By their signatures affixed hereto, the Board of Trustees of the Village of Greenport does hereby, on behalf of said Village, adopt this Service Award Program Point System.

Mayor

Date

Trustee

Date

Trustee

Date

Trustee

Date

Trustee

Date

Signatures witnessed by:

Village Clerk

Date

Volunteer Firefighter LOSAP Point System Penflex Guidance Based on Recent OSC Audits

In February 2015, the New York Office of the State Comptroller (OSC) released an audit report based on their State-wide audit of 10 LOSAP point systems. The OSC also audited two Fire District LOSAP point systems in 2014, along with three others in 2015. In total, there have been 17 point-system-specific audits performed by the OSC as well as four additional audits that had components to them that focused on the point system. These 21 audits, as well as 10+ opinions issued by the OSC, have given us more insight than ever on how the OSC believes a municipality should construct the written point system, and also practically administer the crediting of points based on volunteer firefighter activities.

In reviewing many of our client's point systems this year, we realize that many would be open to criticism if the OSC decided to audit them. This does not mean that our client did something intentionally wrong – in most cases, point systems are out of compliance because of changes to the State law, and there was no written formal guidance to local government (that we are aware of) about how these changes to the law should be enacted by LOSAP sponsors.

Therefore, in order to inform and equip our clients to review their point system, and determine if there are any potential deficiencies, the following is an outline of the point system categories in the State law (§217 of the General Municipal Law) for which points maybe granted and an explanation of *Items to Watch* to ensure compliance with the current version of the State law as well as OSC opinions and audits.

1. Training Courses – 25 points per year maximum

Based on duration of training courses as follows:

1. Under 20 hours: One (1) point per hour; no more than five (5) points per course.
2. 20 to 45 hours: Five (5) points plus one (1) point per hour for each hour over twenty hours; no more than ten (10) points per course.
3. Over 45 to 100 hours: Fifteen (15) points per course.
4. Over 100 hours: Twenty-five (25) points per course.

Items to Watch: The 4th breakout of courses over 100 hours was added to the statute in 2003. If your point system was adopted prior to 2003, there is a good chance this category in your point system only has three breakpoints and so courses over 45 hours are only 15 points. Other alternative is to reduce the number of points that can be awarded in this category to 15, making the need for the 4th breakpoint unnecessary. In the Ambulance LOSAP law, a training course is defined to be "a course of instruction having a prescribed topic and syllabus", and we believe the OSC would hold this standard when determining if an activity is training versus a drill. The OSC has looked for certificates of completion with the number of course hours.

2. Drills – 20 points per year maximum

One (1) point per drill (minimum two hours duration).

Items to Watch: In order to qualify for a drill point, the drill must last at least two hours. The OSC has stated the time duration (or start & end time) should be indicated on the sign-in sheet (or electronic record). A drill that is less than two hours would presumably be a Miscellaneous category point, as it would not qualify as a drill for LOSAP purposes. In the Ambulance LOSAP

law, a drill is defined as "a skills practice or skills training session related to emergency medical service..." We believe the OSC would hold this standard when determining if an activity is a drill versus training. It is important to properly classify events as Training or Drills, as they are similar in nature, but not for point accumulation purposes.

3. Sleep-in or Stand-by – 20 points per year maximum

Sleep-in Session: One (1) point for each full night.

Stand-by Session: One (1) point for each session; a "stand-by" is defined in the State Law as "a line of duty activity of the volunteer fire company, lasting for four hours, not falling under one of the other categories."

Items to Watch: A full night is not defined, but we would recommend putting a time definition (say 10:00 PM to 6:00 AM for example). Sleep-ins and stand-bys must be performed at the firehouse or at the event (in case of a stand-by) – a firefighter cannot receive points for a stand-by while at home.

4. Elected or Appointed Position – 25 points per year maximum

Items to Watch: OSC has stated a point system document should list the specific positions and the number of points for each position. Although, it would seem reasonable to simply state that all positions receive the same set number of points (such as 25). State law defines an Elected or Appointed Position to be "line officers, department or company officers and president, vice president, treasurer and secretary of a fire company or department." Therefore, to grant points under this category, an officer position should meet this definition. Generally, we believe committee chairpersons would not meet this definition, so points for being a committee chairperson (or member) should not be awarded under this category, but potentially under the Miscellaneous category. We also suggest ensuring that any position listed is named as an official position in the by-laws of the fire company/department.

5. Attendance at Meetings – 20 points per year maximum

Attendance at any official meetings of the Fire Company or Department - 1 point per meeting.

Items to Watch: Must be a meeting that all firefighters are eligible and expected to attend. State law and OSC use fire company and fire department interchangeably (even though there is a difference), so it appears reasonable to include both fire company and fire department meetings in this category (but we have no formal OSC guidance on this). However, any sub-group meetings, such as emergency rescue squad, fire police squad, committee, or board of directors meetings, do not qualify as meetings under this category. These are considered miscellaneous activities provided the firefighters attending these meetings are covered by VFBL.

6. Participation in Department Responses – 25 points (Fire) + 25 points (Amb.) = 50 points per year

If applicable, department responses may be split into ambulance and fire (see Items to Watch for more details). If calls are not split into the two categories, 25 points are earned for responding to a minimum percentage of all calls. Otherwise, 25 points are earned for responding to a minimum percentage of ambulance calls and another 25 points are earned for responding to a minimum percentage of fire (or all other) calls as outlined below:

- 10% of calls if the fire company responds to less than 500 calls.

- 7.5% of calls if the fire company responds to at least 500 but less than 1,000 calls.
- 5.0% of calls if the fire company responds to at least 1,000 but less than 1,500 calls.
- 2.5% of calls if the fire company responds to 1,500 or more calls.

These percentage response requirements are applied to either all calls or separately to ambulance and fire calls if they are to be split into these categories.

Items to Watch: The statute uses the term 'department' and 'company' interchangeably, even using both terms in this category (one for the title, one in the description of how points are awarded). A fire department with multiple fire companies may want to consider tracking calls per-company and not department-wide, depending on how calls are toned out. We have no formal guidance on this issue from the OSC. The statute originally stated 15 points (not 25) for responding to the minimum % of each category. The 15 was replaced with 25 in 1993, and there are some point systems adopted prior to 1993 that only credit 15 points. OSC has criticized these municipalities for not awarding 25 points. Some point systems were adopted stating the % response requirement was based on a formula of 10% of the first 500 calls, plus 7.5% of the next 500, plus 5% of the next 500 plus 2.5% of the number of calls over 1,500. The OSC has now clearly stated they believe the required percentage drops to the flat percentage of total calls once the call volume crosses into the next threshold. Therefore, if a fire department responds to 600 calls, 45 calls are required for 25 points, not 58 under the "formula" method.

The biggest issue of compliance is if calls should be separated into fire & ambulance. If the fire department runs an ambulance, then clearly they should be separated. If a fire department operates an "emergency rescue and first aid squad", based on the OSC audits we believe the OSC will not criticize either approach, but would appear to perhaps prefer that calls be separated into fire & ambulance. If neither of these two conditions are applicable, a fire department should not be separating calls. If calls are to be separated it is the responsibility of the fire department to determine if a call falls into the fire or ambulance bucket – there is no guidance from the OSC on this.

7. Miscellaneous Activities – 15 points per year maximum

One point for attendance at activities for which points cannot otherwise be earned in another category and at which a member would be covered by the Volunteer Firefighter's Benefit Law.

Items to Watch: This is a "catch all" category, but you cannot award points for activities in this category that can be awarded in another category. This became an issue when the Fire Prevention Classes category was added to the statute in 2002 – these activities were miscellaneous activities prior to 2002. Once the statute was amended, OSC has stated that points for teaching fire prevention classes can no longer be credited under the Miscellaneous category. The OSC has stated that a sponsor can only credit one point per activity – a point system cannot provide that a volunteer will receive one point per hour, for example. Some municipalities feel it is best to list specific activities, though leaving it generic would ensure that points can be earned for new activities are performed by the fire department in the future.

8. Line of Duty Disability – 5 points per month/60 points per year maximum

In the event that any active volunteer firefighter is either totally and temporarily disabled, or partially and permanently disabled, as certified by the Workers' Compensation Board or other competent authority approved by the sponsor, and the disability occurs during the course of service as a volunteer in a line of duty activity the firefighter shall receive five points for each full calendar month of such disability.

Items to Watch: Added to the statute in 1993, to be effective 1/1/1994. This is technically a point system category and therefore is optional – the sponsor does not have to elect to include this category. Since most want to include it, it should be part of the point system (although many Penflex clients also included it in the Plan Document). Only total and temporary or partial and permanent disabilities are eligible for points.

9. Teaching Fire Prevention Classes – 5 points per year maximum

One point per class for a firefighter who at the direction of the fire department, and for no remuneration, presents a public education class on fire prevention to a school, not-for-profit corporation, or civic organization organized and existing under the laws of New York State or authorized to conduct activities in New York State.

Items to Watch: Added to the statute in 2002, this category is missing from many point systems that were adopted prior to 2002. Prior to 2002, points for these activities were earned in the Miscellaneous category. The OSC has stated once this became a category, points for these activities can no longer be credited under Miscellaneous and must be credited under this category. Therefore, a municipal sponsor should add this category if it wants to award points for these activities. We have no guidance on what specific activities should be included in this category, but our interpretation is that anything that involves teaching fire safety or presenting a demonstration on fire safety would be an activity for purposes of this category.

In general:

- The “military leave” points are not a point system category, but a part of the general rules and provisions in the statute. This makes awarding points for military leave mandatory. In our opinion, the statute stipulates that only participants are eligible for military leave points.
- The point system cannot require a firefighter to earn a specific number of points in one or more categories in order to be credited with service for the year. The most common example is a point system stating that if 25 points are not earned under the Responses category, service credit will be denied even if the firefighter earned 50 points in the other categories. The OSC has stated this is not allowed.
- Based on the OSC audits and opinions, we believe that all active members are eligible to earn points, not just those who are off probation or are “in good standing.” Think of the points as the volunteer’s salary. In a qualified plan, an employee may need to wait 6 months to enter the pension plan, but the employee is still paid the salary.
- Changes must be approved by resolution of the sponsoring municipality (the fire department cannot change the point system). If the impact of the change is to make it harder to earn 50 points, no public referendum is necessary. If the change makes it easier to earn 50 points, the changes must be approved by the voters at a referendum. If the only changes are to make the point system compliant with the statute and these OSC audits/opinions, should a municipality bother with a referendum, if required? Technically, yes; but it seems impractical.
- Ensure that the written point system matches current administrative practice, in particular the computer software. Often, the software does not reflect the written point system.

If you have any questions, or would like Penflex to review your point system, please contact us at (800) 742-1409 or info@penflexinc.com.

FBS SERVICE AGREEMENT FOR PARKING ENFORCEMENT MANAGEMENT

AGREEMENT

AGREEMENT dated _____, 2015 between Village of Greenport, a municipal corporation with offices at PO Box 73 Greenport, NY 11944 (Hereafter referred to as Village) and FUNDAMENTAL BUSINESS SERVICE, INC., 14 Front Street, Hempstead, New York, 11550, (Hereafter referred to as FBS).

WHEREAS, FBS, has been selected to perform these services, now therefore
IT IS MUTUALLY AGREED: BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. The term of this agreement will commence on the date above written and will continue for a period of Three (3) years with an option to renew, at the option of FBS, for an additional three year period upon thirty (30) days written notice unless terminated sooner pursuant to the provisions of paragraph 21 herein.
2. FBS shall transcribe all records of parking summonses and all information contained therein from the original appearance tickets/summonses located at Town of Southold Justice Court and issued for violation of parking ordinances. Said summonses shall be delivered to FBS by the Town at the sole cost and expense of the Village.
Village of Greenport
3. The Village agrees to cooperate with FBS, in providing access to the aforesaid information, including the information regarding the payment of all summonses.
4. FBS shall obtain from the Department of Motor Vehicles the name, address and vehicle registration numbers from the information provided by the Village, including license plate numbers, as found on the aforesaid tickets/summonses.
5. FBS shall engage in skip tracing procedures, if determined by FBS to be necessary or appropriate, to locate delinquent violators.
6. FBS shall notify all aforesaid violators of the outstanding tickets/summonses, on a form, which has been approved by the Village prior to transmission.
7. FBS shall forward copies of all correspondence received from violators or other sources which result from the aforesaid notification and shall notify the Village of Greenport and the Department of Motor Vehicles of the results of said correspondence and compliance or lack thereof.
8. FBS shall maintain monthly account files, which reflect the amount of fines remitted as a result of the efforts of FBS and shall provide copies of such reports to the Village on a monthly basis.

FBS SERVICE AGREEMENT FOR PARKING ENFORCEMENT MANAGEMENT

9. FBS shall repeat notification to delinquent violators by two additional notices as set forth herein on forms approved by the Village at thirty (30) day intervals, unless payment is sooner made.

10. FBS shall provide a warning to all delinquent violators that failure to respond to the aforesaid three (3) notices may result in the entry of a civil judgment.

11. FBS, on behalf of and at the direction of the Town of Southold Justice Court, shall prepare civil default judgments for docketing by the appropriate Village officials in certain instances where violators fail to respond to the aforesaid three (3) notices, as directed by the Village.

12. FBS shall provide all responding violators with information regarding all outstanding summonses, including summons number, date and place of violation, license plate number and amount of fine.

13. FBS, on behalf of and at the direction of the Village of Greenport and the Town of Southold Justice Court, shall notify the Department of Motor Vehicles of scofflaws with three (3) or more unanswered violations.

14. FBS agrees to devote reasonable best efforts to recover the full amount of the accounts placed for collection through persistent and diligent activity which shall be at all times legal and ethical and in compliance with applicable Government (Federal, State and Local) rules and regulations including without limitation, the Federal Fair Debt Collection Practices Act. FBS shall endeavor to maintain and preserve the violator's good will toward the Village.

15. FBS shall maintain all records in relation to this agreement and perform services as required herein at and from its own business premises.

16. All fines remitted in response to the efforts of FBS shall be remitted directly to the Town of Southold Justice Court. In no instance shall FBS engage in the service of, or be considered in any way, to be the escrowee of the Town/Village.

17. The parties further agree that all correspondence to be sent to scofflaws and violators shall be subject to the prior approval of the Village.

18. FBS agrees to hold the Village harmless and indemnify against any liability imposed upon the Village as a result of acts committed by FBS, in violation of this agreement and of the Fair Debt Collection Act and all applicable Federal, State and Local regulations in regard to debt collections. The Village of Greenport agrees to hold FBS harmless and indemnify against any liability imposed upon FBS as a result of erroneous

FBS SERVICE AGREEMENT FOR PARKING ENFORCEMENT MANAGEMENT

or incorrect information transmitted by the Village to FBS and actions taken by FBS in reliance thereon.

19. It is understood that FBS' relationship to the Village is that of an independent contractor and not its employee or agent. Any arrangements made by FBS with outside agents or attorneys shall be solely FBS' responsibility and shall in no way constitute or incur additional obligation on the part of the Village. The Village's obligation is limited to payment to FBS of compensation earned in accordance with this agreement.

20. FBS shall be compensated on a contingent basis and shall be entitled to:

1. Thirty percent (30%) of all monies paid from thirty one days from issuance forward

In addition, all costs of operation incurred by FBS in furtherance of the services enumerated, excluding statutory court and filing fees and fees imposed by the Department of Motor Vehicle directly upon the Village, shall be borne solely by contractor. The compensation due FBS shall be based upon a percentage of that actually collected and not upon the face amount of the summons/ticket. FBS shall submit invoices and be compensated pursuant to customary Village billing procedures.

21. Either party may terminate this agreement by giving written notice by registered or certified mail upon thirty (30) days notice for cause. In the event this agreement is so terminated, FBS shall return to Village all accounts and related records. The Village will be responsible to FBS for fees due as a result of the collection efforts of FBS but shall incur no other liability as a result of such cancellation.

*based on monies actually collected

22. All intellectual property provided by FBS during the course of this agreement shall remain the property of FBS or the entity which licenses its use. All data held by FBS shall be turned over to the Southold Town Justice Court upon demand at the expiration of this contract.

This agreement sets forth all of the terms and conditions of the agreement and may only be changed by a writing executed by both parties.

FBS SERVICE AGREEMENT FOR PARKING ENFORCEMENT MANAGEMENT

DATED: **FUNDAMENTAL BUSINESS SERVICE, INC.**

BY _____

DATED: **VILLAGE OF GREENPORT**

BY _____



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

Submitted: December 11, 2015
Meeting: December 17, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Mayor and Board of Trustees

Village Trustees Work Session Report

Attachments:

Village Trustee December Work Session Report (PDF)

MEMORANDUM

To: Mayor and Board of Trustees

From: Trustees Martilotta and Roberts

Re: December Work Session

Housing and Housing Safety

- Begun research on firms who can provide housing safety study, will have more details at January Work Session
- Request update on changed hours for Code Enforcement Officer and housing-related cases in Justice Court
- Begun Building Department Liaison work, requested project plans and tracking of person-hours, begun reviewing and investigating inbound complaints. Outline of the plan:
 - Meet with all members to discuss best way forward
 - Have employees complete a time to task spreadsheet, to figure out how we are spending our time
 - Begin work on a department yearly calander
 - Begin work on an event tracker
- Met with Habitat For Humanity who have asked to build a house for a family in Greenport. Would like to propose to the board that we consider allowing them to build on the lots we own on Webb Street. Habitat handles the entire operation, including selecting a family to purchase the home. Our involvement ends with selling them the property. The resulting home would match all current zoning (R-1 in this case). Habitat's program requires homeowners to live in the home for many years. The Executive Director would be interested to come out and present to us at our next work session, if the Board would be interested to learn more. There is no cost to the village, we would be adding a property to the tax rolls, and this would require very little overhead from The Village in terms of staff or volunteer boards.

Grant Writing and Research Intern

Several elite colleges and universities provide programs that connect recent graduates with public and not-for-profit agencies to serve as interns working on special projects that benefit those agencies. One such program is <http://home.alumnicorps.org> (Trustee Roberts is a graduate of this program). We would like to discuss the possibility of budgeting \$35K + health insurance for an appointed intern position each year whose primary function would be to research and secure funding for various village initiatives. Each intern would craft their work with us around their individual interests and skills, and would

report into the Village Administrator, with Trustee Roberts serving as an internship mentor.

Our belief is that there are other areas of the village budget that can be cut to prioritize hiring staff to actively seek funding so that we can replenish those funds in future years. Alternatively, we could consider year 1 of this internship program a capital investment, with the assumption that the intern's primarily responsibility in year 1 would be to find the funds to pay for the intern's position in year 2.

We currently have a lack of oversight and management of our parks, and an intern could step in nicely.

Document Preservation and Availability to the Public

What plans have been put in place by the Clerk to scan village documents for posting to LaserFiche?

How many documents will be scanned this month? How many next month?

What is the order of prioritization in terms of type of documents?

How many hours per week will the scanner be in use for this purpose? Are we going to be scanning during work days or on weekends/evening?

Linda Gordon and John Saladino graciously offered to volunteer to come in and help with the scanning project. When will they be able to begin?

Who is directly overseeing this project who can give us monthly reports on the progress?

MTA Site Proposal

Proposal was not ready for press as of the deadline for Work Session Reports on 12/10. Our plan is to bring these documents for the Board and public to review at Work Session.

Clark's Beach

We'd like to see the Board develop a plan for public access next summer. Perhaps first weekend of every month + Memorial Day, Fourth of July, Labor Day?

EXECUTIVE SESSION REQUEST

Re: Matters relative to possible agreement with a contractor