



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

June 16, 2016 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:

- o **FIRE DEPARTMENT** - CHIEF WAYNE MILLER
Including compilation of all monthly meeting minutes

DISCUSSION:

Continued discussion on Public Hearing regarding two-way traffic on Wiggins Street.

MONTHLY REPORTS FOR:

- o **VILLAGE ADMINISTRATOR** - PAUL J. PALLAS, P.E.
Road and Water Department
Sewer Department
Light Department
Building Department
Recreation Department
Harbor Department
Marina Manager
- o **VILLAGE TREASURER** - ROBERT BRANDT
Meter Department
Housing Authority & Community Development
- o **VILLAGE CLERK** - SYLVIA PIRILLO, RMC
- o **VILLAGE ATTORNEY** - JOSEPH PROKOP, ESQ.

REPORTS FROM COMMITTEES

MAYOR AND VILLAGE BOARD OF TRUSTEES

PUBLIC TO ADDRESS THE BOARD



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: June 6, 2016
Meeting: June 16, 2016 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 Work Session Report (5) (PDF)

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. 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

Requests and Resolutions

Please accept all reports for the month of May. We would like to make a budget transfer in the amount of \$2,500.00 from account #A.3410.412 to account #A.3410.411. We would also like a budget transfer in the amount of \$1,919.00 from account #A.3410.431 to be disbursed into the following accounts. Account #A.3410.450 in the amount of \$971.00, Account #A.3410.447 in the amount of \$12.00, Account #A.3410.420 in the amount of \$776.00, and Account #A.3410.415 in the amount of \$160.00.

Firematically,

A handwritten signature in blue ink that reads 'Wayne D. Miller'.

Chief Engineer

Wayne D. Miller

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. 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

MEETING OF THE BOARD OF WARDENS

Wednesday May 18, 2016

OPENING:

Chief Wayne Miller opened the meeting at 7:02 pm with the pledge of allegiance to the flag and a moment of silence for departed members

ATTENDANCE: 1st Assistant Chief Jeff Weingart , 2nd Assistant Chief Susano Jimenez , Wardens Warren Jensen, Joe Milovich , Tony Volinski, Joe Barszczewski, James J. Pirillo, James Kalin, John Grilli .

Wardens Ray Corwin, Norma Corwin, David Nyce Excused

Members in Attendance George Capon, Mayor George Hubbard, Lisa Rosa, Jason Parker, Stan Zurek, Myron Goldstein.

THOSE WISHING TO SPEAK TO THE BOARD: Mayor Hubbard spoke about using the Fire Boat on weekends as a Harbor Patrol boat for Friday after noons, Saturday and Sunday. Will hire someone from the Fire Department 17 hours a week \$25.00 an hour that has boater safety course, Village to pay for gas & maintenance.

Jason Parker asked permission to use the Department van for upcoming EMT class, Warden Tony Volinski Questioned who is sponsoring him Jason Stated Riverhead Volunteer Amulance Corp .

Lisa Rosa questioned how is the point sheet working? Because she is missing her EMT and CPR points, As per Chief Miller she has only made a certain amount of fire and EMS calls not enough to cover for points. Need to make 10% the overall fire & EMS to make points. Her main concern is she did not get her points for EMS & CPR.

Stan Zurek asked how can he and someone else have the same percentage of calls and the other person has more points as he should have the same amount of points . He also stated that there is no

reason for the point's sheet not to be out every month. Stan mentioned we have no problem getting other things in the Fire Department, why so hard to get the point's sheet. Chief Miller also advised Stan if he wants more points than attend more trainings and calls.

READING OF THE PREVIOUS MINUTES:

Motion made by Warden Tony Volinski seconded by Warden James Kalin to approve the minutes of the April 19, 2016 meeting of the Board of Wardens as printed and distributed. Motion carried.

COMPANY OFFICERS MEETING MINUTES:

Chief Susano Jimenez read the minutes of the May 17, 2016 meeting of the company officers for information only.

TREASURER'S REPORT:

The treasurer's report for the period of April 20, 2016 through May 18, 2016 was read by Secretary / Treasurer James Kalin. Motion made by Warden John Grilli seconded by Joe Milovich, to accept the treasurer's report as read. Motion carried.

BILLS: \$300.00 Bill for the bus for Installation Dinner

COMMUNICATIONS RECEIVED:

1. Southold Fire Department asked to use the Big Wheel & over and under Table for Seafood bash on July 16, 2016
2. North Sea Horseshoe tournament on June 19, 2016 @10.30 am
3. Thank you letter & \$200.00 Donation from Ronald Richardson for rescue squad,
4. Donation from Connie Solomon in the amount of \$ 250.00
5. Letter from Shelter Island Fire Department asking for Volunteers @ the Greenport High School and North Ferry Terminal on June 18, 2016 from 7pm to 11pm for the 10k race. (Not sure what help is need for Transportation?)
6. Letter from Carolyn Tamin permission to use Meeting room for the day of Memorial Day parade for refreshment for the Boy & Girl Scouts from 7am -11am

7 EMS Class to be provided by Stony brook Hospital to be held at Cutchogue Fire Department on June 11, 2016 & Southampton Hospital on June 12, 2016

8. North Fork Volunteer Rescue Squad Meeting to be held @ Southold Fire Department to go over EPCRs on May 26, 2016

APPLICATION(S) FOR NEW MEMBERSHIP:

1. Shelby Kostal Rescue only (Waiting Arson report)
2. Robin Roemer - transfer from East Marion Rescue only (waiting good standing letter)
3. Yira Tejada Rescue only (Waiting Arson report)

Motion by Warden Tony Volinski to accept applications pending Shelby & Yira for Arson report and Robin for letter in good standing from East Marion, seconded by Warden James Kalin application Motion carried

REPORT OF COMMITTEES:

BUILDING AND GROUNDS:

1. Warden Joe Milovich spoke about waiting on estimate from Suffolk Security on the doors. Still also waiting to hear from McGinnis. AS per Chief Miller he had been sick, he will contact him again
2. Chief Miller also spoke to the Village about getting the ramps fixed and had asked for an increase in the budget, for 2016-2017. The Village received a quote from the Engineer about the specs for the ramp and will obtain 1 more quote due to price and procurement Policy.

BY-LAWS: Set up another meeting to go over Physicals, Meeting to be held June 1, 2016 @ 7pm.

Warden Tony Volinski questioned if they were going to get a new hand out of what Warden has what Committee to be on, as per the Chiefs they were put in the Wardens Box.

Warden John Grilli mentioned those members that attended the Installation dinner out of Uniform, should be consider a guest not a member and should not to receive a gift.

Chief Jeff Weingart mentioned it is not in the by-law that you have to wear a uniform to Installation Dinner, as per Warden Grill and Volinski yes it is, Warden Grilli read that it stated when and where the Uniforms are to be worn at.

FINANCE: Chief Miller read Finance report.

Motion Made by Warden Warren Jensen accept the minutes as read and to purchase items as needed listed in report seconded by Warden John Grilli. Motion Carried.

FIRE DISTRICT: None

PRE-INCIDENT PLANNING: None

SERVICE AWARDS: Meeting to be held after Wardens meeting.

RECRUITMENT: None

CASUALTY FUND: None

FUNERAL: None

COMMUNICATION: None

TRIPS AND TRAVEL: None

COMPANY REQUESTS

EAGLE HOSE CO. # 1 Budget_Voted yes to new company patch but change the color

RELIEF HOSE CO. # 2 yes to new patch but change the color, and to have it a little bigger or same size as patch used now to cover the stitching and if a problem to have the Department buy new Jackets and have the patch put on, (have money come out of May Mile) Relief hose also would like to have all members get new shirts, ties and shoes to match. Would also like a letter stating what the May Mile money is to be used for. New Camera, Chief Miller stated made a Budget modification and is on order.

STAR HOSE CO. # 3 Budget, Yes to new patch

STANDARD HOSE CO. # 4 Budget/ Wait until Anniversary for new patch, Permission to use Station 1 day of August 20, 2016 for Chicken Barbeque and the use of Van and truck. Would also like to park fire truck at the intersection of the old circle route 48 and Main Street when there is a call. Would like all Companies to donate \$100.00 to the Fire Boat, (old NYFD) for repairs, to help toward the grant.

Warden James J. Pirillo also asked if the old 833 truck still has insurance on it as per Chief Miller no was taken off.

PHENIX HOOK & LADDER CO. # 1 Budget / new Patch but would like to change color gold, blue and to have the organized date put on it 1845. Also Warden Grilli requested Executive Session for personnel matter.

RESCUE SQUAD Finance

WATER RESCUE Flares

FIRE POLICE None

UNFINISHED BUSINESS None

REPORT OF DELEGATES None

NEW BUSINESS None

GOOD OF THE DEPARTMENT

1. Discussion about the Fire Department boat being used by the Village, Warden Warren Jensen asked how they will hire the person? By application process, what kinds of rules/ qualifications. Outcome of discussion Chief Miller will question what authority will the operator have, Boater safety course needed, how long of a day will the boat be expected to out on the water, Also for safety reason should have at least 2 people on boat at all times. Who will pay for the repairs of the boat?

2. Warden John Grilli mentioned that Singer/song writer Brady Reimer did a song about the Ole 33 Mack for Children, and the day of Memorial Day Parade he would like to take a video of children on the back of the Ole 33 and during the parade he would like to ride on the back to take a video.

Motion made by Warden Tony Volinski to allow Brady Reimer the use of the Ole 33 to do his videos ,
Seconded by Warden James Kalin . Motion Carried

Motion made by Warden Warren Jensen to give permission to Carolyn Tamin the use of Meeting room day of May 30,2016 , Southold Fire Department the use of the Big Wheel , Over and under Table day of July16,2016 , Also Standard hose the use of Station 1 day of August 20,2016 for Chicken BBQ. .

4. Warden Tony Volinski mentioned the day of Enveloping stuffing will be May 31,2016
@6pm

5. Warden Joe Milovich asked about old low –sap verse the new low sap. Much discussion on how the new system works .Out come to have meeting on this matter after the wardens Meeting.
6. Chief Jeff Weingart mentioned that June 15,2016 Greenport is invited to Shelter Island for a Disaster Drill @6pm same night as the Wardens Meeting , Chief Weingart mentioned maybe changing the night of the Wardens Meeting , as per Warden James Kalin not to change , whoever wants to go let them go and keep things as is.

Motion made by Warden Tony Volinski Seconded by Warden James Kalin not to change the night of meeting. Motion Carried.

7. Wardens Dinner to be held May 25th Wednesday 6-7 Cocktail hour Dinner @ 7pm .Chief Miller will check into Front Street.
8. Discussion about Jason Parker using the Van for Classes, Warden Tony Volinski said no because Riverhead is sponsoring him let him get a vehicle from them. If it will benefit Greenport in the long run let him use the van as per other Wardens.

Motion made by Chief Susan Jimenez to allow him to use the van Seconded by Warden Joe Milovich. All in favor 1 opposed. Motion carried

9. Chief Miller mentioned the old surveillance system not working H& F Tech to install new camera in just station 1 will cost \$6700.00. Access to tape will have to go through village; no access will be at Fire House. Board would like Chief Miller to go back to H& F Tech and see what would be the cost to do station 2 and the back building and can we use some of the old equipment?
10. Chief Miller Mentioned the Memorial Day Parade to meet at Steamboat corner in class a uniform.
11. Sensitivity Class Thursday May 19,2016 @7pm
12. Stony Brook Fly car to start may 23,20016
13. Warden Joe Milovich asked if there will be examples of the new patches to look at as per Chief Miller yes.
14. Chief Miller reminded everyone about the Department Memorial coming up and possible changing the time on it , It will be held on June 12th

EXECUTIVE SESSION Motion by Warden John Grilli seconded by Warden James Kalin to adjourn to an executive session to discuss personnel. Motion carried. Into an executive session at 7:56 pm.

Motion by Warden Tony Volinski seconded by Warden Warren Jensen to return to the regular meeting. Motion carried. Regular meeting at 8:07 pm

READING OF THE MINUTES

Motion made by Warden James Kalin seconded by Warden James J Pirillo, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

ADJOURNMENT

Motion made by Warden James Kalin seconded by Warden John Grilli to adjourn.

Motion carried. The meeting was adjourned at 9:13 pm

Respectfully Submitted by,


Jennifer Grilli

Recording Secretary

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. 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

Finance Meeting 5/10/16

Attendance: Chiefs Miller, Weingart, & Jimenez

Wardens: Barszczewski, Jensen, Kalin, Pirillo, & Admin
Asst. Richter.

All monthly bills reviewed.

Company Requests:

Eagle Hose – Budget Items

Relief Hose- Budget Items

Star Hose - Budget Items

Standard Hose – 200' of 1.75" National Standard line for Crosslay on 834. (2) Akron Mid range nozzles, Pistol grip 1 1/2" Green and Red at a cost of \$1,431.98. (2) Akron smooth bore stack tip nozzles 1 1/2" or 2 1/2" Black Grip at a cost of \$1,311.98. Multiple RIT Team Items, Stokes Basket, X-Large Carabiner, Steel locking Carabiners, and Duffle bag at a cost of \$1082.92. (2) Grapple Hooks at a cost of \$58.64.

Rescue Squad – Assorted Medical supplies at a cost of \$1,225.32.

Water rescue – Budget Items

Respectfully submitted,

Wayne D. Miller

Wayne Miller

Chief Engineer

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. 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: gdfire@optonline.net
www.greenportfd.org

Company Officers Meeting May 17 2016

Opening meeting called to order at 1900 hrs with pledge to flag and moment of silence for departed members.

Attendance: in attendance were chiefs Miller Weingart and Jimenez. Officers in attendance were Ruffner Hydell Demos Pete Harris Reiss and Capon.

Reading of Previous Minutes: M/M/S/C Harris/Reiss to dispense with reading of previous minutes.

Communications: Letter read from Ronald Richardson thanking everyone who assisted him in his time of need with a 200 dollar donation to rescue. [he was the gentlemen who we carried out of the woods at the nature trail by the sound] . Also a 250 dollar donation from Connie Solomon to rescue. Letter read from NFRSA for meeting/ePCR discussion. Letter read from Mrs Tamin asking for fire police help and use of fire house from 7 til 9 am on May 30th for Memorial Day parade. Letter from FDNY memorial foundation looking for a donation. Legion dinner at stition1 this Saturday to raise funds for Legion repair.

Committee Reports: Dept Picnic meeting this Thursday at 18:30 hours, station 1. P harris mentioned changing day back to Sunday for more attendance. Chief Miller mentioned Jimmy Smiley would like to place bid on picnic.

Company Requests: 8-3-1. K-tool and R-tool 8-3-2. Budget/Camera; 8-3-3. LDH/Budget; 8-3-4. Budget; 8-3-5. Budget; 8-3-16. budget; FP Budget Water Rescue, marine flares.

Good of the Department: P Demos mentioned buying a new tent for Dept funtions, money to come from peconic Landing fund. Chief miller mentioned legion dinner. Memorial Day Parade on the 30th, trucks leave fire house at 9, and Chief Weingart would like to possibly take a Dept picture before or after the event. Chief Miller mentioned all officers should stay on there members to get physicles on time to avoid any confusion. Stony Brook First responder vehicles will be covering the north fork on May 23rd and will assist on calls if needed. Chief Miller mentioned if officers would go back to there companies and ask if anyone is interested in driving ambulance during calls. Chief Weingart discussed pagers and mentioned all companies will be getting 2 per company and will instruct them on how they operate. Chief Miller discussed about getting uniforms, all companies should put in two names. George Capon mentioned about using some sort of speaker system during the Dept Memorial.

➤

Reading of Minutes: M/M/S/p Harris/Reiss to dispense with reading of tonight's minutes,

Adjourn: M/M/S/Hydell/Dimos to adjourn @ 19:29 Respectfully submitted,

Respectfully submitted 2nd Asst Chief



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: June 9, 2016
Meeting: June 16, 2016 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

June 16, 2016

Administrator's Office

Statistics

Work Orders:

Electric = 33 Written, 32 Completed
Water = 27 Written, 27 Completed
Sewer = 35 Written, 35 Completed
Road = 100 Written, 98 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 06-09-2016. 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 06-13-2016.

Resolutions:

Rehiring of John Thomsen

Hiring of Ashley Marrone

Hiring of Madison Hilton

Hiring of Justin Reh, Kyle Strovink, Troy Reh, Anthony DeVito, and
Brendan Flinter

Hiring Emily O'Connor

Accept Proposal from Alarm-Tech Security Systems, Inc.

Accept Proposal from Reliable Fence and Supply Co.

Designate seasonal employees

Hiring of Brennan Strovink

Road/Water Department

Statistics

Water Distribution:

5,972,900 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: - Harbor Front Deli
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.45 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.64 mg/L

The form, DOH-360, was filed with the DOH on June 9, 2016 outlining the above results.

Report

Tasks Accomplished:

- ❖ Performed Water Machine maintenance.
- ❖ Cleaned the tops of all storm drains.
- ❖ Patched roads and swept streets throughout the Village
- ❖ Weeded and mulched the Village flower beds and began a watering regiment.
- ❖ Replaced some water meters that were damaged and turned on seasonal water services.
- ❖ Performed maintenance on the street sweeper.

Projects:

The Road Crew worked on restoring the concrete ramps at the Skate Park. The ramps that were damaged from weathering were skim coated with concrete and repainted. Work to check all screws and repaint the metal ramps is continuing.

The crew also has spent many hours working on the parks. They repaired the playground equipment at 5th Street Beach, secured deck boards on the piers, fixed fences, and performed seasonal setup.

New benches were assembled and installed in Mitchell Park and Larry Tuthill Park by the visitors dock.

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 May = 8,488,000 gallons.

Average Daily Flow = 0.274 million gallons day. (MGD). Permit limit = 0.650 MGD

Total Suspended Solids, (TSS) % removal = 99% 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 = <1.8 MPN/100 Permit limit = 700 MPN/100

Total Nitrogen in effluent = 3.0 mg/L, and 6.7 lbs/day

Sludge Removal:

56,000 Gallons of sludge hauled during May.

Report

❖ Treatment Plant:

The North BNR basin is still undergoing repairs. The replacement chain has arrived and will be installed shortly. The other chains in the basin were inspected. We are ordering replacements for them as well. The basin is expected to be returned to service by the end of June.

❖ Collection System:

The campground pump station needed some repairs. The station was getting no power when it was turned back on after being dormant for the winter.

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = May 25 @ 93.40 Mwh
Minimum usage day = May 11 @ 63.04 Mwh
Average usage for the month per day = 70.84 Mwh
Monthly total usage = 2195.96 Mwh

Service calls/call outs = 5

Street light repairs = 17

Customers shut off for none payment = 0

Customers turned on for payment = 1

Customers turned on for the season = 0

New Services/Service Upgrades = 5

Tasks Accomplished:

- ❖ Old transformers at the plant have been sent back for disposal.
- ❖ Assisted the Waste Water Department with lifting the aerotor chain into place at the WWTP.
- ❖ Repaired many street lights that were out throughout the Village.

Projects:

The Village light crew continued trimming trees along Moore's Lane, Front Street, and Main Street. The trimming will continue throughout the summer.

The crew had worked to restore some power stations on the piers in Mitchell Park.

Power Plant contractors were on site to continue making adjustments to equipment and finalize components of the electric distribution systems upgrade.

Attachments:



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: June 9, 2016
Meeting: June 16, 2016 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

June 16, 2016

Marina/Mitchell Park

- ❖ Business in the Marina has been picking up as we go into the summer season.
- ❖ Contractors working on the Carousel building have been successful in restoring operation to several doors. They will continue to make adjustments and maintain the progress.
- ❖ Staff cleaned the Carousel building top to bottom and it looks great. All supplies and apparatus' were stored in the shed on the edge of the Mitchell Park property.
- ❖ Repairs to the public bathrooms were completed. They are now refreshed and in good working order.
- ❖ A new marine radio was installed in the Marina Office. The existing filing cabinets were freshly painted and the floor was mopped with wood soap. The office looks clean and neat.
- ❖ All water services in Mitchell Park have been turned on. Sprinkler systems were put in service.
- ❖ The electric on the docks has been fully restored. Light Department completed installing replacement power stations.
- ❖ The Marina revenue is up by \$1828.09 over last year. The campground revenue is up by \$10,706.75 over last year. Spots are filling up and the campground business is increasing.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =35 Enrolled in After School Program

Reports

- ❖ Operational paperwork and forms have been filed with the proper agencies.
- ❖ We are accepting applications for Summer Camp.
- ❖ Hiring of new employees to staff the recreation department continues. We have ordered new shirts for the staff
- ❖ The Dance program has been going very well. We have extended the hours so that the kids can prepare for the performance they are planning in July.
- ❖ We are still actively seeking additional lifeguards to staff the beach. We currently have hired one lifeguard. The Town of Southold has been assisting us to find additional candidates
- ❖ Carousel revenue is down by \$4,050.55 over last year. Camera Obscura revenue is also down by \$33.00 over last year. Pump-out Boat revenue is up by \$55.00.

Campground

Tasks Accomplished

- ❖ Performed general maintenance and dealt with customer needs.

Attachments:

Rec Rev Report 06162016 (PDF)

MARIWA

DEPARTMENT

May 2016

May 2015

MONTH/YEAR

MONTH/YEAR

2015/2016

2016/2017

1				
2		250-		
3	50	250		100
4	150			
5	100	50	100	50
6		50		
7		150		
8		50	100	100
9	150	200		100
10	400	50		
11			150	100
12			43.45	
13	36.93	50-	50	150
14	333.53 + 73.87	50-	50	150
15	50-	400-	318.88 + 13.04	150
16	200-		205.12	100-150
17	50-	50-	43.02 + 587.75	300
18	150	250	52.51 + 77.91	100
19	312.91 + 22.21	200-	200	150
20	900.10	50-		150
21	66.26 + 550.77		1528.42 + 5	150
22	39.11 + 373.71		5 + 3780.62	200
23	150- 108.63		525.22 + 0036.50	100
24	308.56 + 45.95	150	1107.21 + 2942.58	150
25	426.80 + 2.50	100	530.10 + 2266.95	100
26	1004.34 + 65.18		100	50
27	115.14 + 461.99	100	211.57	100
28	861.85 + 9502.97	100	253.64	250
29	680.57 + 1907.26	50-	2.50 + 543.14	300
30	2337.45	150-	242.28 + 1295.42	250
31	536.58 + 27.16	450	20.64	50

26,767.93

3200-

28,137.74

TOTAL

29,967.93

CAROUSEL

DEPARTMENT

May 2016
MONTH/YEAR

May 2015
MONTH/YEAR

1	292	15 (T-shirt)	
2			830 + 75 (T-shirt/orn)
3			1062 + 30 (T-shirt/6 Donations)
4			
5			
6			
7	1899 + 10 (T-shirt)		
8	1604 - 120 = (6 ^{1/2} + 2orn)		
9			8925 + 10 (orn/warmup)
10			2149 - + 95 (T-shirt + orn) 9 (Donation)
11			
12			
13			
14	937 + 30 (T-shirts)		
15	982 + 34.45 (restoration)		
16			720 + (12 Donations)
17			1676 + (251 shirt + orn)
18			
19			
20			
21			
22	800 + 55 (T + 4orn)		220 -
23	610 + 25 (T + 1orn)		1685 + 958 + 45
24			2868 + 14
25			1616 + 10
26	88 (School)		
27			
28	2196 + 10 (ornament)		110 - School Donation
29	2772 + 10 (ornament)		168 Donation 134
30	1332 + 50 (2 T's + 2orn)		488 568 - 15 (T-shirt)
31			2425 45 (T-shirt 18 Donations)

12,312 + 359.45

16,177 + 545

TOTAL 16,722

12,671.45

Camera Obscura

DEPARTMENT

MAY 2016
MONTH/YEAR

MAY 2015
MONTH/YEAR

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

33-

43-

TOTAL

Pump Out Boat

MAY 2016
MONTH/YEAR

DEPARTMENT

MAY 2015
MONTH/YEAR

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

75-

20-

TOTAL

Mc Canns

DEPARTMENT

MAY 2016

MAY 2015

MONTH/YEAR

MONTH/YEAR

\$450⁰⁰ refund
+ 270 sales

	2015/2016	2016/17	2014/15	2015/16
1		10,150-	500	550+120
2		4500+500-		
3				
* 4	500+ -180 ⁰⁰			
5				
6	150-	500-	Refunds \$1235	1220-
7	-150-		470-	500
8			20-	200-
9				
10		500-60+30-		
11				235
12			190+90	735-
13		325		
14				50+190
15			420+30	
16			310+30+30+30	150-
17				
18		170	40-	
19		80	120+150-	80-
20				765-
21				765-
22			600+275	
23	150-	120-	120	
24	240-		40	
25				40
26	110-	80+550-		
27	570-	1650-	120-	535-
28	160	550	235-	120-
29	280	550		590
30	40	470+50+550-	189-	1319-
31		470-	30-	1920.25+180-

2110- 21,765-

TOTAL 13,110^{8.25}

23,875-



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: June 9, 2016
Meeting: June 16, 2016 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

June 16, 2016

Building Inspector's Office

Statistics

Summary of Transactions:

Building Permits Issued	6
Building Permit Applications	8
Fence Permits	2
Wetland Permit Application	0
Wetland Permit Issued	0
HPC Application	3
Zoning Board Applications	2
Planning Board Applications	4
CO Searches	4
CO Fees	3
Yard Sale	3
Road Opening	1
Sewer Inspection Fee	0
Dumpster Permit	0
Sign Permit	1
Rental Permit Fees	2
Demo Permit	0

Total Fees Collected: \$5,999.40

Reports

- ❖ The Building Department continues to process many requests.
- ❖ Mandatory classes for code updates are being held on July 26th and 27th in Farmingdale.
- ❖ Planning, Zoning and Historic Preservation Boards all have full agendas.

Code Enforcer's Office

Reports

- ❖ The Code Enforcement Officer conducted Village Rental Permit Inspections at three (3) residential rental properties. No violations were observed at one property and the required CO alarms and smoke alarms were immediately installed in the two other properties.
- ❖ The Code Enforcement Officer issued Order to Remedy Violation Notices to two (2) residential property owners for installing fences of an excessive height and without Fence Permits.
- ❖ The Code Enforcement Officer issued an Order to Remedy Violation Notice to a residential property owner for a fence in a state of disrepair in response to a neighbor complaint.
- ❖ The Code Enforcement Officer has been investigating a complaint of unreasonable noise in reference to a garbage truck emptying dumpsters in the early morning hours. The investigation has included interviews with the complainants, business owners and owners of local sanitation companies, and a tour of the local pick up routes, and resulted in the issuance of an Order to Remedy Violation Notice.
- ❖ The Code Enforcement Officer has been visiting local businesses reminding the owners, managers and employees that private signs, flags, displays, tables, etc. cannot be place on public property.
- ❖ The Code Enforcement Officer observed that in response to an Order to Remedy Violation Notice, the owner of a commercial property located in a flood zone installed the required anchoring system on the LP-Gas containers.
- ❖ The Code Enforcement Officer observed that in response to Order to Remedy Violation Notices, two (2) commercial property owners installed the required vehicle impact protection around their LP-Gas containers.
- ❖ The Code Enforcement Officer observed that in response to an Order to Remedy Violation Notice, the owner of a residential property removed two (2) abandoned vehicles from the yard.
- ❖ The Code Enforcement Officer sent an informative letter to all Village business and commercial property owners advising them of the new State commercial CO alarm requirements and has responded to several inquiries from owners seeking more information and details about the requirements.
- ❖ The Code Enforcement Officer, assisted by the Southold Town Fire Marshall, inspected and evaluated the alarm system at Eastern Long Island Hospital in order to help them comply with the new State commercial CO alarm requirements.
- ❖ The Code Enforcement Officer conducted brush patrol reminding residents about the rules and dates of brush pick up.
Code Enforcement Worksheet is attached.

Attachments:

June 2016 Edited Worksheet (PDF)

May 2016 Code Enforcement Worksheet

Appearance Tickets Issued this Month:

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

Properties Inspected this Month:

Date	SCTM #	Address	Reason for Inspection	Results/Remediation	Pass/Fail
5/3/2016	2.-2-8.5	216 Monsell Place	Village Rental Permit	No violations were observed. The property is in substantial conformance with the requirements of the State Uniform Code and the Village Code.	Pass
5/6/2016	4.-6-8	312 Third Street	Village Rental Permit	<p><u>5/6/2016:</u> Rear House - No violations. Front House - Basement needs smoke alarm, 1st floor apt needs CO alarm and batteries in living room smoke detector need to be replaced. Property owner was advised that these violations must be corrected today and he stated that he would correct them today. Owner submitted a receipt for batteries, smoke alarms and CO alarms.</p> <p><u>5/13/2016:</u> Issued an Order to Remedy Violation Notice.</p> <p><u>5/26/2016:</u> Telephone interview with the property owner and emailed a copy of the Order to Remedy Notice.</p>	Fail
5/6/2016	3.-5-3	508 & 510 Carpenter St	Village Rental Permit	<p><u>5/6/2016:</u> Rear House - Smoke alarms are required in the living room and front bedroom. Front House - New batteries are required in the smoke alarms in the basement and bedroom. Property owner was advised that these violations must be corrected today and he stated that he would correct them today. Owner submitted a receipt for batteries, smoke alarms and CO alarms.</p> <p><u>5/13/2016:</u> Issued an Order to Remedy Violation Notice.</p> <p><u>5/26/2016:</u> Telephone interview with the property owner who stated that all repairs have been completed except that he is waiting for an electrician to repair the exposed wiring near the bedroom ceiling in the rear house.</p>	Fail

Property Inspections Awaiting Repairs:

Date	SCTM #	Address	Reason for Inspection	Results/Remediation	Pass/Fail
3/30/2016	4.-1-20.4	Lakeside Garden Apartments, Bldg A, North Street	NYS Fire Safety	<p>3/30/2016: Failed to maintain the alarm system and fire extinguishers. A1: GFCI required in kitchen. A2: GFCI broken in bathroom, outlets without covers, light fixture with exposed wiring. A3: No smoke alarms, GFCI required in kitchen, light fixture has exposed wiring. A4: GFCI required in kitchen, smoke alarm in hallway beeping. A5: Smoke alarm needed in bedroom. A6: Not inspected at this time.</p> <p>5/2/2016: Received a letter and documentation from the property's Executive Director reporting that repairs have been made as contractors have become available. They are still waiting for the fire alarm system company, fire extinguisher company, and plumber for the RPZ valve inspection.</p>	Fail
3/30/2016	4.-1-20.4	Lakeside Garden Apartments, Bldg B, North Street	NYS Fire Safety	<p>3/30/2016: Failed to maintain the alarm system and fire extinguishers. Laundry Room: Dryer vents have not been maintained, thermostat pulled from wall. B7: Not inspected. B8: Fire extinguisher expired. B9: Exterior light has exposed outlet, outlet without cover, thermostats without covers have exposed wiring, broken and inoperable doors. B10: Not inspected. B11: GFCI required in kitchen, smoke alarm in hall inoperable. B12: Smoke alarm in hall inoperable.</p> <p>5/2/2016: Received a letter and documentation from the property's Executive Director reporting that repairs have been made as contractors have become available. They are still waiting for the fire alarm system company, fire extinguisher company, and plumber for the RPZ valve inspection.</p>	Fail
3/30/2016	4.-1-20.4	Lakeside Garden Apartments, Bldg C, North Street	NYS Fire Safety	<p>3/30/2016: Failed to maintain the alarm system and fire extinguishers. Apt 16: Exterior light fixture is smashed, outlets without covers, expired fire extinguisher, broken closet doors.</p> <p>5/2/2016: Received a letter and documentation from the property's Executive Director reporting that repairs have been made as contractors have become available. They are still waiting for the fire alarm system company, fire extinguisher company, and plumber for the RPZ valve inspection.</p>	Fail
2/23/2016	4.-6-34.7	100 South Street	NYS Fire Prevention and Village Rental Permit	<p>2/23/2016: Fire extinguishers required in common area outside of the apartments and in the Hampton Jitney office. Owner will provide copies of the tests and certifications for the alarm system, sprinkler system and RPZ valve. Unable to access the restaurant at this time and will reschedule to complete the inspection.</p> <p>3/17/2016: Left message for the property owner.</p> <p>3/30/2016: Left message for the property owner.</p> <p>4/13/2016: Issued Tickets # 16053 and 16054 to the property owners.</p>	Pending submission of required certifications and completion of the building inspection.

1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street Sterlington Deli	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Install vehicle protection for LP-gas tanks, install CO Alarms, and correct other less serious violations.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p> <p><u>2/23/16</u>: Telephone interview with property manager who states that they are making progress.</p> <p><u>3/3/16</u>: Telephone interview with property manager for an update on the status of repairs.</p> <p><u>3/18/16</u>: I called the property manager to schedule a 2nd inspection.</p> <p><u>3/24/16</u>: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p><u>4/14/2016</u>: Telephone interview with the property manager.</p> <p><u>4/15/2016</u>: Issued Ticket # 16055 to the property owner.</p> <p><u>5/4/2016</u>: Interview with business owner to discuss the LPG vehicle impact protection requirements.</p> <p><u>5/25/2016</u>: Inspected the property and observed that the vehicle impact protection has been installed.</p>	Fail
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street Rinconcito Hispano Restaurant and storage area #6 Ferretti & Odell CPA	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Restaurant-Install vehicle protection for LP-gas tanks, GFCI required in bathroom outlet, remove extension cords and multiplug adapters. Storage Area- Install smoke alarm and fire extinguisher, repair roof leak. CPA- unlock rear exit, repair ceiling sheetrock, repair roof leak, GFCI required in bathroom outlet, install smoke alarms and fire extinguisher, remove extension cords.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p> <p><u>2/26/2016</u>: Interview with the owner of the restaurant to explain the Vehicle impact protection requirements.</p> <p><u>2/23/16</u>: Telephone interview with property manager who states that they are making progress.</p> <p><u>3/3/16</u>: Telephone interview with property manager for an update on the status of repairs.</p> <p><u>3/18/16</u>: I called the property manager to schedule a 2nd inspection.</p> <p><u>3/24/16</u>: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p><u>4/13/2016</u>: Inspected Rinconcito and observed that all violations have been corrected.</p> <p><u>4/14/2016</u>: Telephone interview with the property owner.</p>	Fail

1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street #8 Bernadette Gilda LCSW-R #9 Platinum Prepaid Wireless Plus #10 Vacant 2- 2-bedroom apartments on 2nd fir.	NYS Fire Safety and Village Rental Permit	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Office- Install fire extinguisher. Wireless Store- Install smoke alarm, certify fire extinguishers, remove extension cords and power strips. Common Area: Certify fire extinguishers, replace dryer vent with rigid vent, cover bare bulbs with globes. Apartments: #A- install cover on outlet in kitchen, remove CO Alarm or make operational. #B- remove CO Alarm or make operational.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p> <p><u>2/3/2016</u>: Telephone interview with owner of Platinum Prepaid. His questions were answered and he stated that he will make all necessary corrections by the end of the month.</p> <p><u>2/23/16</u>: Telephone interview with property manager who states that they are making progress.</p> <p><u>3/3/16</u>: Telephone interview with property manager for an update on the status of repairs.</p> <p><u>3/18/16</u>: I called the property manager to schedule a 2nd inspection.</p> <p><u>3/24/16</u>: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p><u>4/13/2016</u>: Inspected Wireless store and common area and observed no change.</p> <p><u>4/14/2016</u>: Telephone interview with the property owner.</p>	Fail
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street #15 Irene's Tailor Shop #18 Suki's Spa #19 Edward Kondak DDS #22 Suffolk County Family Services	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Irene's- remove combustible material from work area around iron, install GFCI in bathroom outlet, remove extion cords, clear furniture and clothing from exit aisles and upstairs exit window. Suki- unlock exit doors, certify fire extinguishers, remove extension cords. Dentist- unlock exit door, install fire extinguisher. County Office- illuminate exit sign.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p> <p><u>2/23/16</u>: Telephone interview with property manager who states that they are making progress.</p> <p><u>2/26/2016</u>: Re-inspected Edward Kondak, DDS, and observed that the violations have been corrected.</p> <p><u>3/3/16</u>: Telephone interview with property manager for an update on the status of repairs.</p> <p><u>3/18/16</u>: I called the property manager to schedule a 2nd inspection.</p> <p><u>3/24/16</u>: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p><u>4/14/2016</u>: Telephone interview with the property manager.</p>	Fail

1/13/2016	6.-2-23.1	Sterlington Commons La Capricciosa Pizza 135 Third Street 4- upstairs apartments	NYS Fire Safety and Village Rental Permit	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Pizza- remove loose wiring on floor behind counter, install CO Alarms, properly mount fire extinguishers, unlock exit doors, remove multiplug adapter. Apts- No CO Alarms. Agent purchased and installed CO Alarms in apartments at end of inspection. Remove old tv, mattress, junk and debris from rear of building.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p> <p><u>2/23/16</u>: Telephone interview with property manager who states that they are making progress.</p> <p><u>3/3/16</u>: Telephone interview with property manager for an update on the status of repairs.</p> <p><u>3/18/16</u>: I called the property manager to schedule a 2nd inspection.</p> <p><u>3/24/16</u>: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p><u>4/14/2016</u>: Telephone interview with the property manager.</p> <p><u>5/2/2016</u>: Agent provided a copy of the Annual Certification of Inspection and Testing Fire Sprinkler System from Best Quality P & H, dated 4/22/2016.</p>	Fail
11/19/2015	5.-3-18	140 Main Street	NYS Fire Safety and Rental Permit.	<p><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.</p> <p><u>12/10/2015</u>: Observed that the exit signs violations have been corrected, the fire extinguishers have been replaced, and the sheetrock has been repaired. Still need to inspection the smoke alarms in the front rental apartment. Owner will reschedule when the tenant is available to let us in.</p>	Fail

Notices of Violation / Order to Remedy Violation Notices Issued this Month:

Date	SCTM #	Address	Nature of Violation	Remediation	Closed:
5/13/2016	4.-6-8	312 Third Street	Multiple violations observed during a Rental Permit Inspection.	5/6/2016: Inspected property. 5/13/2016: Issued Order to Remedy Violation Notice.	
5/13/2016	3.-5-3	510 Carpenter Street	Multiple violations observed during a Rental Permit Inspection.	5/6/2016: Inspected property. 5/13/2016: Issued Order to Remedy Violation Notice.	
5/18/2016	7.-4-9	139 Fifth Street	150-13.F.(1) Fence greater than 4 ft in height.	5/18/2016: Inspected property and issued an Order to Remedy Violation Notice.	
5/18/2016	4.-4-28.1	502 Front Street	150-13.F.(1) Fence greater than 4 ft in height.	5/18/2016: Inspected property and issued an Order to Remedy Violation Notice.	
5/18/2016		300 Main Street 313 Front Street	88-5.D. Unreasonable Noise.	5/18/2016: Issued an Order to Remedy Violation Notice.	
5/20/2016	7.-1-1	311 Sixth Street	90-2. Fence in a state of disrepair.	5/20/2016: Issued an Order to Remedy Violation Notice.	
5/23/2016	6.-7-25.1	327 Fourth Street	115.2.A. Encumbrance of Streets. Rocks placed in street.	5/23/2016: Issued an Order to Remedy Violation Notice.	

New Complaints Received this Month:

Date	SCTM#	Address	Nature of Violation	Remediation	Closed:
5/17/2016	4.-4-28.1	502 Front Street	150-13.F.(1) Fence greater than 4 ft in height.	5/18/2016; Inspected property and issued an Order to Remedy Violation Notice.	
5/18/2016	7.-1-1	311 Sixth Street	90-2. Fence in a state of disrepair.	5/18/2016; Received complaint. 5/20/2016; Inspected the fence. Telephone interview with the property owner. Issued an Order to Remedy Violation Notice. 5/23/2016; Interview with the property owner at the property to discuss the complaint.	
5/18/2016	6.-7-25.1	327 Fourth Street	115.2.A. Encumbrance of Streets. Rocks placed in street.	5/18/2016; Received complaint. 5/20/2016; Inspected the property and observed rocks in the street. Checked with the Road Dept to determine the source of the rocks. 5/23/2016; Issued an Order to Remedy Violation Notice.	
5/26/2016	4.-10-28.3	Rear of 14 Front Street	Overflowing dumpster and trash and debris on ground.	5/26/2016; Received complaint. Inspected and photographed the property. Notified the property owner who stated that he will contact his tenant and the sanitation company and remedy the problem. 5/27/2016; Inspected the property and observed that it had been cleaned.	5/27/2016

Open Cases: Waiting for the owner to correct the violation.

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
4/6/2016	5.-4-3	Blue Canoe Restaurant 104 Third Street	The LP-Gas tank is located in a flood zone and is not properly anchored.	4/6/2016; Received complaint. 4/7/2016; Inspected the LP-Gas tank and observed that it is not anchored. Researched the flood zone status of the property through FEMA. Issued an Order to Remedy Violation notice to the property owner. 5/6/2016; Inspected the property and observed that the LP-Gas tank is now anchored.	5/6/2016
4/6/2016	3.-4-46.2	103 Sterling Street	The LP-Gas tank is located in a flood zone and is not properly anchored.	4/6/2016; Received complaint. 4/11/2016; Inspected the LP-Gas tanks and observed that they are not anchored. Researched the flood zone status of the property through FEMA. 4/13/2016; Issued an Order to Remedy Violation Notice to the property Owner. 5/5/2016; Telephone interview with a representative of Paraco Gas and telephone interview with the property owner in reference to the Code requirements and options to make the LP Gas tanks comply with the Code. 5/13/2016; Interview with an alternate property owner who requested information on how to remedy the violation.	

4/14/2016	4.-7-24	American Beech 300 Main Street	Trash and Garbage behind the business on Carpenter Street.	<p>4/14/2016: Received complaint.</p> <p>4/15/2016: Complainant emailed photos of the trash. Inspected the location and observed that the trash has been cleaned up.</p> <p>4/18/2016: Inspected Carpenter Street behind American Beech and observed that there is trash in the street again. The business was closed.</p> <p>4/21/2016: Inspected location. No trash observed in the Street. Interview with the Chef.</p> <p>5/2/2016: Inspected location. No trash observed.</p> <p>5/9/2016: Inspected location. No trash observed.</p> <p>5/25/2016: Inspected location. No trash observed. Interview with the business owner who stated that the trash in the street was from the sanitation company emptying the dumpsters and he has advised them that they must clean up anything that they spill in the street.</p>	5/25/2016
3/1/2016	4.-9-23.5	214-216 Front Street	3807.4 Fire Code. LP-gas tanks installed without required vehicle impact protection.	<p>3/1/2016: Order to Remedy Violation Notice issued.</p> <p>3/21/2016: Telephone interview with Paraco Gas Company in reference to Code requirements.</p> <p>5/3/2016: Inspected the property and observed that the east LP-Gas tanks have had adequate vehicle impact protection installed but the west tanks are still unprotected.</p> <p>5/17/2016: Interview at the property with the landlord and the owner of the business that has the unprotected tanks to discuss the vehicle impact protection requirements.</p> <p>5/25/2016: Interview with the business owner who reports that the gas company will be installing the vehicle impact protection posts asap.</p>	
3/17/2016	4.-9-28.2	110 Front Street	3807.4 Fire Code. LP-gas tanks installed without proper vehicle impact protection.	<p>3/17/2016: Order to Remedy Violation Notice issued.</p> <p>4/8/2016: Property owner left a message.</p> <p>4/12/2016: Property owner left a message and sent a fax stating that he will correct the problem.</p> <p>4/13/2016: Property owner emailed a drawing of his intended solution.</p> <p>4/14/2016: Telephone interview with the property owner.</p> <p>4/15/2016: Received an email copy of the survey from the property owner.</p> <p>5/17/2016: Received an email with a photo showing the proposed location of posts for review.</p> <p>5/20/2016: Sent an email reply requesting 1 additional post be added to the plan.</p>	
3/17/2016	4.-10-31	39-42 Front Street	3807.4 Fire Code. LP-gas tanks installed without required vehicle impact protection.	<p>3/17/2016: Order to Remedy Violation Notice issued.</p> <p>3/22/2016: Telephone interview with the property owner in reference to correcting the violation.</p>	
3/17/2016	4.-10-29	30 Front Street	3807.4 Fire Code. LP-gas tanks installed without proper vehicle impact protection.	<p>3/17/2016: Order to Remedy Violation Notice issued.</p> <p>3/22/2016: Inspected the property with the owner and reviewed the requirements of the Fire Code.</p> <p>4/20/2016: Interview with the owner and the Building Inspector to review the owner's plans. Owner will request permission to install safety posts from the Planning Board.</p>	

3/21/2016	4.-10-28.3	14 Front Street	304.9 Property Maintenance Code. Ripped and torn front awning.	<p>3/21/2016: Order to Remedy Violation Notice issued.</p> <p>4/14/2016: Interview with the property owner who stated that they are waiting for Mills Canvas to have the time to repair the awning.</p> <p>5/9/2016: Inspected the property and observed that the awning has been repaired.</p>	5/9/2016
2/24/2016	4.-9-24.2	Noah's Restaurant 136 Front Street	3803.1 Fire Code. Improperly installed LP-gas storage tanks.	<p>2/24/2016: Issued Order to Remedy Violation Notices.</p>	
1/22/2016	6.-2-23.1	Sterlington Deli Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	<p>1/22/2016: Issued Order to Remedy Notice.</p> <p>2/23/16: Telephone interview with property manager who states that they are making progress.</p> <p>3/3/16: Telephone interview with property manager for an update on the status of repairs.</p> <p>3/18/16: I called the property manager to schedule a 2nd inspection.</p> <p>3/24/16: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p>4/14/2016: Telephone interview with property manager.</p> <p>4/15/2016: Issued Ticket # 16055 to the property owner.</p> <p>5/4/2016: Interview with business owner to discuss the LPG vehicle impact protection requirements.</p> <p>5/25/2016: Inspected the property and observed that the vehicle impact protection has been installed.</p>	
1/22/2016	6.-2-23.1	Ferretti & Odell, CPA #6 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	<p>1/22/2016: Issued Order to Remedy Notice.</p> <p>2/23/16: Telephone interview with property manager who states that they are making progress.</p> <p>3/3/16: Telephone interview with property manager for an update on the status of repairs.</p> <p>3/18/16: I called the property manager to schedule a 2nd inspection.</p> <p>3/24/16: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p>4/14/2016: Telephone interview with the property manager.</p>	
1/22/2016	6.-2-23.1	Bernadette Gildea, LCSW-R #8 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	<p>1/22/2016: Issued Order to Remedy Notice.</p> <p>2/23/16: Telephone interview with property manager who states that they are making progress.</p> <p>3/3/16: Telephone interview with property manager for an update on the status of repairs.</p> <p>3/18/16: I called the property manager to schedule a 2nd inspection.</p> <p>3/24/16: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p>4/14/2016: Telephone interview with the property manager.</p>	

1/22/2016	6.-2-23.1	Platinum Prepaid Wireless Plus #9 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	<p>1/22/2016: Issued Order to Remedy Notice.</p> <p>2/23/2016: Telephone interview with owner of Platinum Prepaid. His questions were answered and he stated that he will make all necessary corrections by the end of the month.</p> <p>2/23/16: Telephone interview with property manager who states that they are making progress.</p> <p>3/3/16: Telephone interview with property manager for an update on the status of repairs.</p> <p>3/18/16: I called the property manager to schedule a 2nd inspection.</p> <p>3/24/16: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p>4/13/2016: Inspected property and observed that no changes have been made.</p> <p>4/14/2016: Telephone interview with the property manager.</p>
1/22/2016	6.-2-23.1	Common area and Apartments Bldg #3 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	<p>1/22/2016: Issued Order to Remedy Notice.</p> <p>2/23/16: Telephone interview with property manager who states that they are making progress.</p> <p>3/3/16: Telephone interview with property manager for an update on the status of repairs.</p> <p>3/18/16: I called the property manager to schedule a 2nd inspection.</p> <p>3/24/16: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p>4/13/2016: Inspected common area and observed that violations still exist.</p> <p>4/14/2016: Telephone interview with the property manager.</p> <p>4/15/2016: Issued Ticket # 16056 to the property owner.</p>
1/22/2016	6.-2-23.1	Irene's Tailor Shop #15 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	<p>1/22/2016: Issued Order to Remedy Notice.</p> <p>2/23/16: Telephone interview with property manager who states that they are making progress.</p> <p>3/3/16: Telephone interview with property manager for an update on the status of repairs.</p> <p>3/18/16: I called the property manager to schedule a 2nd inspection.</p> <p>3/24/16: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p>4/14/2016: Telephone interview with the property manager.</p>
1/22/2016	6.-2-23.1	Suki's Spa Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	<p>1/22/2016: Issued Order to Remedy Notice.</p> <p>2/23/16: Telephone interview with property manager who states that they are making progress.</p> <p>3/3/16: Telephone interview with property manager for an update on the status of repairs.</p> <p>3/18/16: I called the property manager to schedule a 2nd inspection.</p> <p>3/24/16: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p>4/14/2016: Telephone interview with the property manager.</p>

1/22/2016	6.-2-23.1	Suffolk County Family Services #22 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	<p><u>1/22/2016</u>: Issued Order to Remedy Notice.</p> <p><u>2/23/16</u>: Telephone interview with property manager who states that they are making progress.</p> <p><u>3/3/16</u>: Telephone interview with property manager for an update on the status of repairs.</p> <p><u>3/18/16</u>: I called the property manager to schedule a 2nd inspection.</p> <p><u>3/24/16</u>: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p><u>4/14/2016</u>: Telephone interview with the property manager.</p>	
1/22/2016	6.-2-23.1	La Capricciosa Pizza Sterlington Commons 135 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	<p><u>1/22/2016</u>: Issued Order to Remedy Notice.</p> <p><u>2/23/16</u>: Telephone interview with property manager who states that they are making progress.</p> <p><u>3/3/16</u>: Telephone interview with property manager for an update on the status of repairs.</p> <p><u>3/18/16</u>: I called the property manager to schedule a 2nd inspection.</p> <p><u>3/24/16</u>: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p><u>4/14/2016</u>: Telephone interview with the property manager.</p>	
1/29/2016	6.-2-23.1	Apartments Bldg #6 (above Pizzeria) Sterlington Commons 135 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	<p><u>1/22/2016</u>: Issued Order to Remedy Notice.</p> <p><u>2/23/16</u>: Telephone interview with property manager who states that they are making progress.</p> <p><u>3/3/16</u>: Telephone interview with property manager for an update on the status of repairs.</p> <p><u>3/18/16</u>: I called the property manager to schedule a 2nd inspection.</p> <p><u>3/24/16</u>: Telephone interview with the property manager. He wants to inspect the property first and then will schedule a 2nd inspection next week.</p> <p><u>4/14/2016</u>: Telephone interview with the property manager.</p>	
1/29/2016	2.-2-34	210 Atlantic Ave	Abandoned and Unlicensed Vehicles.	<u>1/29/2016</u> : Issued an Order to Remedy Violation Notice.	
1/29/2016	2.-2-33	214 Atlantic Ave	Property Maintenance Violation. Peeling, flaking and chipped paint and bare wood surfaces.	<p><u>1/29/2016</u>: Issued an Order to Remedy Violation Notice.</p> <p><u>2/29/2016</u>: Inspected the property and observed that the house was being painted.</p>	
12/17/2015	4.-7-5	414 First Street	Public Nuisance. Junk and Debris stored on property.	<u>1/29/2016</u> : Issued an Order to Remedy Violation Notice.	
12/28/2015	6.-4-4	444 Fifth Street	Public Nuisance. Junk and debris on porch and in yard. Abandoned Vehicles.	<p><u>12/23/2015</u>: Order to Remedy Notices issued.</p> <p><u>3/10/2016</u>: Inspected and photographed violations at the property.</p>	
10/9/2015	4.-4-13	527 Madison Ave	Abandoned vehicle.	<p><u>12/28/2015</u>: Order to Remedy Notice issued.</p> <p><u>1/27/2016</u>: Telephone interview with the vehicle owner who stated that she is in the process of getting the car registered.</p>	

10/22/2015	5.-2-13	160 Bay Ave	Complainant reports that there is a hole in her neighbor's fence that allows deer to enter her yard.	<p><u>10/15/2015</u>: Inspected the fence, observed the hole, and left a telephone message for the complainant.</p> <p><u>11/17/2015</u>: Unable to contact property owner at the property. Order to Remedy Notice issued to property owner.</p> <p><u>12/10-2015</u>: Telephone interview with the property owner who stated that he would repair or replace the fence.</p> <p><u>4/15/2016</u>: Left phone message for the complainant asking if the fence had been fixed.</p>
9/21/2015	7.-1-1	311 Sixth Street	Shrubbery is encroaching upon the sidewalk and the fence is not being maintained.	<p><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.</p> <p><u>10/26/2015</u>: Inspected the property again with the father of the complainant.</p> <p><u>11/6/2015</u>: Order to Remedy Violation Notice issued to the property owner.</p> <p><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.</p> <p><u>11/30/2015</u>: Inspected the property and observed that the hedges have been trimmed and repairs have been made to the fence.</p> <p><u>5/18/2016</u>: Interview with the complainants who aren't satisfied with the fence repairs.</p> <p><u>5/20/2016</u>: Telephone interview with the property owners and issued an Order to Remedy Violation Notice.</p> <p><u>5/23/2016</u>: Interview with the property owner at the property to discuss the complaint.</p>
4/20/2015	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>

11/12/2014	7.-4-11	149 Fifth Street	90-2. Public Nuisance. Roof of detached garage has caved in.	<p>1/7/2015: 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>1/8/2015: Telephone interview with the daughter who stated that when they buy the house, they will either repair or remove the garage.</p> <p>4/18/2016: Left telephone message for the property owner.</p> <p>4/21/2016: Telephone interview with the property owner who stated that they will have the garage repaired by Memorial Day.</p> <p>5/13/2016: Telephone interview with the property owner who stated that the project has been delayed by all the recent rain but they are still hoping to be done by the end of the month.</p>	
------------	---------	------------------	--	--	--

Open Cases: Waiting while the owner seeks a variance or other approval.

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
4/14/2015	6.-3-17	431 Fifth Street	Shed too close to the property line.	<p>5/29/2015: 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>6/9/2015: The owner submitted an Application for Building Permit.</p> <p>7/14/2015: Left message for the property owner.</p> <p>7/16/2015: Left message for the property owner.</p> <p>7/17/2015: Telephone interview with the property owner who stated that he has begun the process to seek a variance.</p> <p>4/15/2016: Reviewed the status of the shed. Determined that the property owner did not submit the fee with the application, and as a result, no action was taken on the application. Contacted the property owner and advised him to resubmit the application with the required fee.</p>	

Open Cases: Summonses have been issued and are pending in Southold Town Court.

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
2/1/2016	5.-1-17.1	137-C Ludlam Place	Property Maintenance Violations	<p>2/1/2016: Inspected the apartment at the request of the tenant with the Building Inspector and the tenant. Observed that there were insufficient smoke alarms, plumbing violations, wiring violations and a broken window. Emailed the property owner to install smoke alarms.</p> <p>2/4/2016: Tenant reports that she installed the smoke alarms herself and that the front step is broken.</p> <p>2/5/2016: Emailed the owner to fix the step. The owner emailed a photo showing that the step had been repaired.</p> <p>2/9/2016: Issued Tickets 16005 & 16006 for the smoke alarm violations and issued Order to Remedy Notices for the other violations.</p> <p>3/10/2016: Received a forwarded email from the owner's attorney stating that the violations have not been corrected because the owner has been unable to gain access to the apartment.</p> <p>3/11/2016: Contacted the tenant who stated that the owner has not contacted her or attempted to contact her to correct the problems. Re-inspected the property and observed that none of the violations have been corrected and that there are no smoke alarms. Tenant stated that she returned the smoke alarms because they are not her responsibility. 1258 hrs: emailed the property owner advising him to immediately install the required smoke alarms. Issued Tickets 16039 and 16040 to the property owner for insufficient smoke alarms.</p>	
7/14/2015	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.	<p>9/24/2015: 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.</p> <p>9/30/2015: 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.</p> <p>3/21/2016: Observed that the property owner is advertising to rent 3 guest rooms in the B&B on her website and a separate, attached apartment on VRBO. Issued tickets # 16043, 16044, 16045 & 16046.</p>	

5/21/2015	2.-6-50	629 Main Street	Illegal Apartment in Rear Garage.	<p>5/8/2015: Telephone interview with the 1st complainant.</p> <p>5/11/2015: Inspected the property from the property line. No activity observed.</p> <p>5/13/2015: Inspected the property from the property line during the evening. No activity observed.</p> <p>5/14/2015: Inspected the property from the property line. No activity observed.</p> <p>5/15/2015: Inspected the property from the property line. No activity observed.</p> <p>5/18/2015: 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>5/19/2015: The 1st complainant left a message that the male tenant was home in the garage at approximately 5:45 PM.</p> <p>5/20/2015: Telephone interview with the 1st Complainant.</p> <p>5/21/2015: Inspected the property from the property line. No activity observed.</p> <p>5/26/2015: Received a written complaint from the 2nd complainant. Inspected the property from the property line. No activity observed.</p> <p>5/27/2015: Inspected the property from the property line. No activity observed.</p> <p>5/28/2015: Inspected the property from the property line. No activity observed.</p> <p>5/29/2015: Inspected the property from the property line. No activity observed.</p> <p>6/1/2015: Inspected the property from the property line. No activity observed.</p> <p>6/3/2015: Inspected the property from the property line. No activity observed.</p> <p>6/4/2015: Inspected the property from the property line. No activity observed.</p> <p>6/6/2015: 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>6/18/2015: Ticket numbers # 15054 and 15055 were issued to the property owners for a zoning violation.</p> <p>7/10/2015: The owners appeared in Southold Town Justice Court to answer the tickets. The case was adjourned while they seek a zoning variance.</p>	
12/15/2014	3.-4-3	610 Main Street	Illegal Apartment	<p>4/20/2015: Issued Ticket # 15044 to property owner.</p> <p>6/5/2015: Owner and his attorney appeared in Court and requested an adjournment while they go before the Zoning Board of Appeals.</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. <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> <p><u>3/24/2016</u>: Inspected and photographed the detached garage. No repairs have been made.</p> <p><u>3/28/2016</u>: Issued Ticket # 16047 to the property owner for Failure to Maintain Accessory Structure.</p>	
11/15/2014	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. <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> <p><u>3/4/2016</u>: The vehicle owner appeared in Court.</p> <p><u>3/7/2016</u>: Interview with vehicle owner who states that he will remove the cars.</p> <p><u>3/17/2016</u>: Inspected the property and observed that the vehicles have not been removed.</p> <p><u>3/18/2016</u>: Telephone interview with the vehicle owner who states that he will move the vehicles this weekend.</p> <p><u>5/2/2016</u>: Inspected the property and observed that the vehicles have been moved from the front yard to the rear yard where they are out of sight.</p>	5/2/2016

1/21/2015	4.-6-35	411 First Street	Garage is dilapidated. Roof is falling in and building is leaning to the north.	<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. <u>3/30/2015</u> : Issued Ticket # 15025 to the property owner for Public Nuisance. <u>5/29/2015</u> : Inspected the property and observed that nothing has changed. <u>7/24/2015</u> : The property owner failed to appear in Court. <u>3/30/2016</u> : Advised that the property owner passed away.	
-----------	---------	------------------	--	---	--



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: June 8, 2016
Meeting: June 16, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Robert Brandt, *Treasurer*
From: Robert Brandt, *Treasurer*
Department: Treasurer's Department

JUNE 2016 TREASURER'S REPORT

Report from the Treasurer's Office

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3446, for yearend housekeeping in the General Fund, and directing that Budget Amendment # 3446 be included as part of the formal meeting minutes for the June 23, 2016 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Transfer # 3447, for yearend housekeeping for the Fire Department , and directing that Budget Transfer # 3447 be included as part of the formal meeting minutes for the June 23, 2016 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Transfer # 3457, for yearend housekeeping for the Enterprise Funds , and directing that Budget Transfer # 3457 be included as part of the formal meeting minutes for the June 23, 2016 regular meeting of the Board of Trustees.

UTILITY BILLING

- All billing is on schedule for all sectors.

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- a) Scott Mangham has submitted a letter of resignation as board member on 4/20/2016.
- b) Asha Gallacher completed the Housing Quality Standard online training on 4/19/2016 as a corrective action for the finding as a result of the HUD Limited HQS study.

c) 6 recertifications were performed.

d) 2 interims were performed. One tenant found new housing and leased up 6/1/15.

SIGNIFICANT PAYMENTS

None

SIGNIFICANT COLLECTIONS

- Rents Received - May 2016 - \$ 67,619.88
- Property Taxes Received - \$ 257,707.39

INFORMATIONAL:

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

Attachments:

BANK ACCT BALANCES MAY 2016 (PDF)

BILLING STATISTIC REPORT MAY 2016 (PDF)

CD HA FINANCIALS MAY 2016 (PDF)

BUDGET MOD 3446 YEAR END GENERAL (PDF)

BUDGET MOD 3447 YEAR END FIRE DEPT (PDF)

BUDGET MOD 3457 YEAR END ENTERPRISE FUNDS (PDF)

**BANK ACCOUNT BALANCES
FOR THE MONTH OF MAY 2016**

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE	
A	General	A.0200.000	Checking	545,971.98	
A	General Fund III	A.0201.000	Cert of Deposit	351,844.71	
A	Greenhill Cemetery	A.0201.100	Savings	33,244.03	
A	Clarks Beach Savings	A.0201.120	Savings	82,163.43	
A	Clarks Beach Reserve CD	A.0201.120	Cert of Deposit	676,234.90	
A	Money Market	A.0201.130	Money Market	687,043.23	
A	Fire Apparatus	A.0221.110	Money Market	421,752.38	
A	General Fund Capital	A.0230.200	Cert of Deposit	213,070.26	
A	Bulding Department Escrow	A.0235.101	Checking	8,800.00	
A	Parks and Recreation	A.0200.200	Checking	17,706.28	
				TOTAL GENERAL FUND	\$ 3,037,831.20
CD	Small Cities Rehab.	CD.0200.000	Savings	109,927.00	
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21	
CD	Moran	CD.0201.000	Savings	5,724.73	
CD	Watkins	CD.0201.001	Savings	21,740.66	
				TOTAL COMMUNITY DEVELOPMENT	\$ 137,618.60
E	Light Depreciation Savings	E.0116.100	Savings	1,739,537.39	
E	Light Ban	E.0118.000	Checking	749,437.70	
E	Light Fund	E.0121.100	Checking	585,474.50	
E	TTC Collections	E.0121.120	Money Market	739,313.77	
E	Consumer Deposit Savings	E.0191.100	Savings	126,868.66	
E	Consumer Deposit Checking	E.0244.200	Checking	1,683.93	
				TOTAL LIGHT FUND	\$ 3,942,315.95
F	Water	F.0200.000	Checking	424,495.99	
F	Water Fund Capital	F.0200.400	SAVINGS	8,351.60	
F	Water Fund CD	F.0201.000	Cert of Deposit	200,889.36	
F	Water Fund Money Market	F.0201.130	Money Market	100,554.46	
					\$ 734,291.41

G	Sewer	G.0200.000	Checking	400,320.18	
G	NYS DEC Consent	G.0201.000	Savings	31,160.99	
G	Sewer Fund I	g.0201.100	Cert of Deposit	360,000.00	
G	Sewer Fund III	G.0201.120	Cert of Deposit	715,199.63	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,114.56	
G	NYSERDA	G.0525.000	Checking	91.01	
				TOTAL SEWER FUND	\$ 1,704,737.98
H	Capital	H.0200.000	Checking	187,800.15	
H	Capital Reserve	H.0200.400	SAVINGS	49,384.12	
				TOTAL CAPITAL FUND	\$ 237,184.27
TA	Trust & Agency	TA.0200.000	Checking	45,661.65	
TA	Retirement Savings	TA.0201.000	Savings	48,749.18	
TA	WWI Memorial Trust	TA.0201.001	Savings	727.99	
TA	T & A Special Escrow	TA.0201.002	Savings	6,576.00	
TA	Justice Court	TA.0201.004	Savings	4,773.24	
TA	Concert Fund	TA.0201.008	Savings	2,271.01	
TA	Global Common	TA.0201.009	Savings	270,941.55	
TA	Accounts Payable	TA.0202.000	Checking	413,712.37	
				TOTAL TRUST & AGENCY FUND	\$ 793,412.99
	Wire Account			166.12	
	Utility Clearing			236,419.95	
					\$ 236,586.07
				TOTAL VILLAGE WIDE	\$ 10,823,978.47

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	14	0	0		0		675.38			9.07	684.45
	9 - Residential (1, 1)	1338	0	642174	75,509.92	0			9,770.95		2,033.13	87,314.00
	10 - Water Heating (2, 2)	14	0	2679	176.22	0			40.68		5.41	222.31
	11 - All Electric (3, 3)	335	0	281975	32,493.57	0			4,282.69		914.57	37,690.83
	13 - Demand - Class 3 (5, 5)	5	0	334200	18,631.78	948.6	11,146.06		5,075.82	493.39		35,397.05
	14 - Village St. Lighting (6, 6)	5	0	32986.95	3,797.94	0			501.15			4,299.09
	15 - Town St Lighting (7, 7)	1	0	4000.65	460.50	0			60.76			521.26
	19 - Traffic Lights (11, 11)	1	0	1341	139.38	0			20.37			159.75
	20 - Contract St Lighting (12, 12)	1	0	0	0.00	0						0.00
	21 - Sterling Harbor (13, 13)	2	0	1428.875	164.47	0			21.70	16.06		202.23
	66 - Reconnection Fee	2	0	0		0		150.00				150.00
Electric Total		1718	0	1300795.675	131,423.78	948.6	11,146.06	825.38	19,774.12	509.45	2,962.18	166,640.97
Sewer	3 - Sewer - Flat Charge	41	0	0	2,160.70	0						2,160.70
	4 - Sewer - Flat Charge	1	0	0	63.70	0						63.70
	23 - Sewer - VILL 3/4" W/SEWER (14, 14)	869	601	3045.2	42,222.08	0						42,222.08
	25 - Sewer - VILL 1" W/SEWER (15, 15)	29	15	176.5	2,354.79	0						2,354.79
	27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	12	4	381.6	4,157.26	0						4,157.26
	29 - Sewer - VILL 2" W/SEWER (17, 17)	28	12	732.6	7,885.15	0						7,885.15
	31 - Sewer - VILL 3" W/SEWER (18, 18)	1	1	0	35.04	0						35.04
	33 - Sewer - VILL 4" W/SEWER (19, 19)	2	1	9	122.63	0						122.63
	54 - Sewer - OUTSIDE RES SEWER (50, 50)	76	68	550.6776	10,595.66	0						10,595.66
	57 - SPLIT SEWER BILLING (52, 52)	1	0	60	0.00	0						0.00
	62 - DRIFTWOOD COVE 52	1	1	131.9472	2,735.20	0						2,735.20
	63 - DRIFTWOOD COVE 49	1	1	106.3656	2,577.40	0						2,577.40
	64 - PECONIC LANDING 253	1	1	469	13,307.80	0						13,307.80
	65 - CLIFFSIDE CONDOS-SEWER	1	1	147	3,682.00	0						3,682.00
Sewer Total		1064	706	5634.6904	91,899.41	0						91,899.41
Water	5 - Water - Flat Charge	22	0	0	554.35	0						554.35
	22 - VILL 3/4" W/SEWER (14, 14)	676	312	3402.9	19,491.27	0						19,491.27
	24 - VILL 1" W/SEWER (15, 15)	28	8	265	1,113.12	0						1,113.12
	26 - VILL 1 1/2" W/SEWER (16, 16)	13	6	424	1,721.34	0						1,721.34
	28 - VILL 2" W/SEWER (17, 17)	29	17	814	3,532.92	0						3,532.92
	30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0						36.90
	32 - VILL 4" W/SEWER (19, 19)	2	1	15	90.36	0						90.36
	46 - VILLAGE 1 1/2" (42, 42)	1	1	1	36.90	0						36.90
	47 - VILLAGE 2" (43, 43)	6	3	434	1,591.38	0						1,591.38
	48 - VILLAGE 3/4" (44, 44)	99	61	617	3,347.58	0						3,347.58
	49 - VILLAGE SEWER ONLY (45, 45)	4	0	6	0.00	0						0.00
	52 - FIRE SPRINKLERS (49, 49)	24	0	0	0.00	0						0.00
	53 - OUTSIDE RES SEWER (50, 50)	72	0	629.068	0.00	0						0.00
Water Total		1179	410	6607.968	31,516.12	0						31,516.12
electric-small commercial	12 - Commercial (4, 4)	372	0	710246	80,620.44	0			10,787.32	6,359.30		97,767.06
	16 - Operating Municipalt (8, 8)	18	0	16227	1,960.05	0			246.46			2,206.51
	17 - Water Department (9, 9)	3	0	352	74.96	0			5.34			80.30
	18 - Sewer Department (10, 10)	10	0	49178	5,386.35	0			746.92			6,133.27
electric-small commercial Total		403	0	776003	88,041.80	0			11,786.04	6,359.30		106,187.14
Grand Total		4364	1116	2089241.5334	342,881.11	948.6	11,146.06	825.38	31,560.16	6,868.75	2,962.18	396,243.64

FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - May 2016

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	\$ 1,125.00	\$ -
EXPENSES:	EXPENSES: 213 Center 213 CENTER	EXPENSES: 278 2nd Street UNIT 1 - 8124 8327	8328	HOUSE - 8590 RE/8361 SW	
<u>Utilities</u>					
Electric	\$ 92.12			\$ 17.58	
Water/Sewer	\$ 55.92			\$ 88.38	
Propane/Heating Oil	\$ 249.26				
<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	\$ 540.10	\$ -	\$ -	\$ -	\$ 1,534.36
					\$ 1,534.36
	MAINTENANCE: 213 Center 213 CENTER	MAINTENANCE: 278 2nd Street UNIT 1	UNIT 2	UNIT 3	HOUSE
<u>Maintenance Repairs/Other</u>					
Clarity Window Cleaning	\$ 150.00				165.00
VGHA Admin Fee Deficit					
Pine Oaks Landscaping					
Total Expenses	\$ 150.00	\$ -	\$ -	\$ -	\$ 165.00
	\$ 690.10				\$ 165.00
MONTHLY FINANCIAL SUMMARY	213 CENTER	278 2nd STREET			
Interest Earned					
Total Revenue	\$ 1,200.00		\$ 3,490.00		
Total Expenses	\$ 690.10		\$ 1,699.36		
NET REVENUE	\$ 509.90		\$ 1,790.64		
EXCESS (DEFICIENCY) OF TOTAL REVENUE					
OVER (UNDER) TOTAL EXPENSES	\$ 509.90		\$ 1,790.64		

Financial Data Schedule - Monthly Revenue & Expenses - May 16				81	TOTAL UNITS	TOTAL HAP & PORT PAYMENT	\$ 68,316.00	210.00	\$
Account Description						TOTAL HAP, PORT, UTILITIES	\$ 68,526.00		
REVENUE:									
706	PHA HUD Operating Grants	\$	69,992.00						
706a	Admin fee revenues	\$	6,845.00						
711	Interest Earned - HAP	\$							
	Interest Earned - ADMIN	\$							
714	Fraud recovery	\$							
700	TOTAL REVENUE	\$	76,837.00						
EXPENSES:									
Administrative									
912	Auditing fees								
	Salaries - Asha (\$24,641 Robert Colum E 2 payperiods)	\$	3,396.16	\$	225.68	\$	3,559.18		
911a	Medical	\$	1,272.87	\$	33.96	\$	1,906.85		
911b	Dental	\$	139.24	\$	2.93	\$	142.17		
911c	Pension 20.1% of paychech	\$	676.59	\$	34.13	\$	716.72		
914	Payroll Taxes FICA	\$	257.51	\$	13.07	\$	274.57		
915	Employee Benefit Contribution TOTAL	\$	2,688.26	\$	71.62	\$	2,759.72		
914	Compensated absences								
917	Nina JG Stewart, Esq								
	A Gallacher Reimb								
918	A Gallacher Mileage	\$							
916	Office Expenses Total	\$							
910	Administrative Total	\$	6,887.37	\$	7,175.47				
962	Other General Expenses (Office Rent)	\$	526.00						
969	TOTAL OPERATING EXPENSES	\$	7,237.37						
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES			\$	(392.37)				
973 1	PHA Utility Allowance	\$	210.00						
973 2	HAP payments	\$	67,946.00						
	PORT payments	\$	370.00						
973	(HAP, PORT and UTILITY TOTAL)	\$	68,526.00						
	HAP & UTIL less Port payments	\$	68,156.00						
1117	Total Admin Revenue	\$	6,845.00						
1118	Total Hap Revenue	\$	69,992.00						
1118-02	Net HAP	\$	1,466.00						
	Net ADMIN	\$	(392.37)						
990	TOTAL EXPENSES	\$	75,763.37						
1099	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$	1,073.63						

PORT IN	DATE	BILLED	ADMIN	FEE	ABSORBED
TOTAL PORT IN			\$		\$
PORT OUT			\$		\$
	11/13/2015	\$ 370.00		\$ 63.90	
TOTAL PORT OUT		\$ 370.00		\$ 63.90	

	TERMINATED
	DECEASED
	ABSORBED
	RELINQUISHED

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2016 Period: 5 Trans Type: B2 - Amend Status: Batch
 Trans No: 3446 Trans Date: 05/31/2016 User Ref: ROBERT
 Requested: R. BRANDT Approved: Created by: ROBERT 06/07/2016
 Description: HOUSEKEEPING BUDGET ENTRY FOR 5/31/2016 - GENERAL FUND
 Account # Order: No
 Print Parent Account: No

Account No.	Account Description	Amount
A.1010.400	BOARD OF TRUSTEES CONTR EXP..	40.00
A.1930.400	JUDGEMENTS & CLAIMS..	1,000.00
A.3620.100	SAFETY INSPECTION.PERSONNEL SERVICES	6,661.00
A.7020.400	ELECTRIC SERVICE RECREATION	7.00
A.7120.100	RECREATION CENTER.PERSONNEL SERVICES	7,011.00
A.7120.401	RECREATION CENTER EXPENSE	965.00
A.7120.402	SKATEBOARD PARK EXP	1,640.00
A.7180.400	MCCANN TRAILER PARK.EXP	1,041.00
A.7230.401	MITCHELL MARINA CONTRACTUAL EXP	1,325.00
A.7230.422	MITCHELL PARK AND MARINA UTILITIES	23,490.00
A.7311.101	ICE RINK LABOR	8,400.00
A.7311.400	ICE RINK EXPENSE	3,100.00
A.7520.400	HISTORICAL PROP - LARRY TUTHILL PARK..	2,220.00
A.8620.100	COMM DEV.PERSONNEL SERVICES	3,300.00
A.8620.800	COMM DEV.EMPLOYEE BENEFITS	185.00
A.2002	MARINA REVENUE	34,160.00
A.2770	OTHER UNCLASSIFIED REVENUE	26,426.00
A.5110.100	STREET MAINT.PERSONNEL SERVICES	11,321.00
A.2410	RENTAL OF REAL PROPERTY	11,120.00
Total Amount:		143,412.00

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2016 Period: 5 Trans Type: B1 - Transfer Status: Batch
Trans No: 3447 Trans Date: 05/31/2016 User Ref: ROBERT
Requested: W. MILLER Approved: Created by: ROBERT 06/07/2016
Description: HOUSEKEEPING BUDGET ENTRY FOR 5/31/2016 - FIRE DEPARTMENT
Account # Order: No
Print Parent Account: No

Account No.	Account Description	Amount
A.3410.415	FIRE.REPAIR & MAINT - TRANS EQUIP..	160.00
A.3410.420	FIRE.WATER/SEWER & ELECTRIC..	776.00
A.3410.447	FIRE.VILLAGE PERSONNEL SERVICES..	12.00
A.3410.450	FIRE.MISC EXPENSE..	971.00
A.3410.431	FIRE.MULTI PERIL INSURANCE..	-1,919.00
A.3410.411	FIRE.REPAIR & MAINT - GEN EQUIPMENT..	2,555.00
A.3410.412	FIRE.REPAIR & MAINT - BUILD..	-2,555.00
	Total Amount:	0.00



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: June 6, 2016
Meeting: June 16, 2016 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 Work Session Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on June 16, 2016
Report of Sylvia Lazzari Pirillo, Village Clerk

Bids & RFP's

- Discussion regarding the Chiefs' cars bids for the GFD

Contracts and Agreements

- The engagement letter between the Village and SaxBST was executed by the Mayor on June 2nd, and mailed to SaxBST on June 3rd.
- The fully executed agreement between the Village and the Town regarding the pump-out facility was received on the 6th of May.
- The CVAP (Clean Vessel Assistance Program) paperwork was finalized and submitted on June 8th.
- The lease agreement between the Village and the AME Zion Church automatically renewed on May 20th.

Coordinated Review Notices

- The SAKD Holdings Coordinated Review letter from the Board of Trustees was drafted and sent to the Board on May 25th.
- The Notice of Coordinated Review for Stirling Square LLC was circulated on June 7th.

Dances in the Park

- The contract from the band "Uppercut" was received by the Village on May 20th.
- The original contract from Gene Casey and the Lone Sharks was received on May 27th.
- The contracts for Abrazos, Somethin' Fresh and JC Productions were still outstanding as of May 31st.
- Suffolk County sent to the Friends of Mitchell Park a Project Summary for the Dances in The Park program, which must be completed to receive awarded funds.

Employment

- The open Assistant Labor Crew Leader position for the Marina was posted, and will be noticed in the June 16th edition of the newspaper.

Grants

- The final amendment paperwork for the Old Schoolhouse grant was signed by the Mayor on the 3rd of June, and sent to the NYS DOS on the 7th of June.

Legal Notices

- The RFP for Contractor Services was noticed in the June 2nd edition of the paper, and is returnable on the 13th.
- Public hearing regarding incorporation of NYS Building Codes into the Village of Greenport Code.

Liquor License(s)

- Aldo's
- Crazy Beans

Utilities

- The 2A Operator Certificate for Dan King was received from Ray Dunbar on May 27th. The certificate is dated March 15, 2016.

Requested Resolutions

RESOLUTION accepting with regret the resignation of Frank Uellendahl as the Chairperson of the Historic Preservation Commission, and also as a member of the Historic Preservation Commission, effective June 7, 2016.

RESOLUTION approving the request of the Greenport Fire Department to use a portion of the Fifth Street Beach/Park from 9 a.m. through 6 p.m. on July 30, 2016 for the annual Fire Department Picnic.

RESOLUTION approving the payment of \$ 40 per rounding board, at a total of \$ 560, to Kathleen Bifulco, for the photographing of each of the 14 completely painted carousel rounding boards.

Attachments:



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: June 9, 2016
Meeting: June 16, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Mary Bess Phillips, *Trustee*
From: Mary Bess Phillips, *Trustee*
Department: Mayor and Board of Trustees

Mary Bess Phillips

Greenport Improvement Committee meet on May 27th at Floyd Memorial Library, minutes of the meeting are attached. Two community members, Linda Gordon and Amy Worth have expressed their interest after attending the May 27th discussions to be part of the committee. The Greenport Improvement Committee passed a resolution as a recommendation to Mayor Hubbard for their appointment at the next regular meeting of the Village Board.

The group also discussed different ideas to have the Red Schoolhouse open for Saturday and Sundays from 11:00AM to 5:00PM starting in June till Labor Day weekend. The grant still has funding left to complete the interpretative center portion described in the original grant approval. Last year the board approved resolution 06-2015-28 that the requested work was not completed. The committee would like to rescind that resolution so funding attached to that resolution will be used to hire a part time person for the weekend hours. The funding should be available from the balance left in the Red School House grant.

The renovation of the Greenport Jail House has long been a project this group has discussed. The second goal in opening the School House on weekends is to create a display about the Jail with the goal to look for funding outside the village budget to repair and open the building for visitors at some point.

Since last work session I have had one on one conversation with Trustee Doug Roberts and Village Administrator Paul Pallas on various sections of our Village Code.

Recently I have been asked, and questioned myself the Zoning Board of Appeals process in dealing with interpretations. In reviewing Village Code section 150-26 (A) and 150-27 (A) I have questions about an action the Zoning Board of Appeals took on November 19, 2014. Our Village Code 150-27 (A) as well as Village Law 7-712-a states that public notice is a requirement "The Board of Appeals shall not decide upon any appeal for a variance or for an interpretation of this chapter without first holding a public hearing". In reviewing the minutes, the process of a public notice is in question on November 19, 2014. A review and clarification on how an interpretation proceeds

to the Zoning Board of Appeals is my request.

Trustee Roberts and I have been discussing short term, long term and our current Village Code Chapter 103 - Rental Properties. My questions - has the Village of Greenport with the approval of this code along with the increase of short term rentals created our housing situation? Our board has the tools to start this discussion. Is the code working? Should we review and discuss changing the following sections of this code:

Definitions

"TRANSIENT OR TEMPORARY RENTAL

A rental of real property or a portion thereof for a period of 29 days or less."

103-2

"This chapter shall apply to all rental dwelling units located within the Village of Greenport, whether or not the use and occupancy thereof shall be permitted under the applicable use regulations for the zoning district in which such rental dwelling unit is located, except that this chapter shall not apply to a seasonal rental or legal transient or temporary rentals. Any dwelling unit, rooming house unit, boardinghouse unit or any other premises subject to this chapter shall be presumed to be rented for a fee and a charge if said premises are not occupied by the legal owner thereof."

Whether a short term or long term rental - still operating a commercial activity out of your home.

We need to discuss, review the code and take some action as we are responsible for the "quality of life" in the Village of Greenport in every action we do.

I was authorized to attend the Consolidate Funding application workshop in Stony Brook on June 7, 2016. Due to a transportation problem I was unable to attend. In reviewing the website for Governor Cuomo's Consolidate funding applications before the workshop there were different funding opportunities. I discovered one that caught my attention titled "NY Main Street Program". The topic of density and housing is one Trustee Roberts and I have discussed in the downtown business district. Hopefully this will continue when the full board has all the information from Treasurer Brandt.

Red School House Grant - Treasurer Brandt requested several meetings this month to review my file of back up information dealing with the requested information from the State of New York to do the final close out paperwork. To update the Mayor and Trustees - this grant started in 2005. Since then till now, several changes in the forms, and required back up information has changed.

Village Liaison Activity

Village Clerk Pirillo and I have had several meetings on the following topics this month:

1. IQM2 project
2. Clerk of the Board position
3. Researching if possible to have the application forms on the Village website PDF filler options

Attachments:

Greenport improvement ctee. Minutes 27 may 2016 (2) (PDF)

Greenport Improvement Committee Minutes
at William Floyd Memorial Library, Greenport, NY
May 27, 2016

Present: Tom Payne, Chairman; Dave Abatelli, Lisa Richland, Carol Wilder, MaryBess Phillips, Francis Dubois. Observers : Ms Linda Gordon and Ms Amy Worth.

The Chairman opened the meeting at 9:30 a.m.

The following matters were discussed :

The renovation of the Greenport Jail House : MaryBess gave an update on this initiative, advising that the Village is no position to fund any of its elements : the lead removal (at an estimate of \$5K), the various repairs ,or the staffing . A grant writer should be selected to prepare a RFP, which then may be submitted to potential funders. She reminded the Committee that the Jail House is inscribed in the Federal registrar. It was also suggested that a fund raising event should be organized in the School house.

The School House : the Committee adopted a Resolution that some of the remaining School House grant be used to hire a person to be at the School every Saturday and Sunday from 11 am to 5 pm , starting the third week of June until Labor week end, at a suggested rate of \$ 13 per hour. Carol and Francis volunteered to brief that person. Contributions could be collected at the School House during these visits, as in the past.

It was then suggested that two new members be nominated for the Committee : Ms Linda Gordon and Ms Amy Worth. This was adopted as a resolution, with MaryBess to make the recommendation to the Mayor of Greenport. Both candidates are willing to serve.

Next meeting : June 6 , 2016 at 12 pm at the Library .

The Chairman thanked Lisa for the hospitality she extended by offering the library as a venue for the meeting .
The meeting was adjourned at 10.15 a.m.



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: June 9, 2016
Meeting: June 16, 2016 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

Trustee Roberts Work Session Report

Attachments:

Trustee Roberts Work Session Report (PDF)

MEMORANDUM

To: Mayor and Board of Trustees
From: Trustee Doug Roberts
Re: June Work Session Report

June 9, 2016

1. Short Term Rental Policy Proposal: Permit, Cap, Regulate

It's time for us to move toward action on this issue. If we have something in place for a public discussion over the summer, after rounds of public hearings we can have a policy in place (hopefully) this fall/winter, giving everybody time to make appropriate plans for the 2017 season.

I hope this proposal begins a discussion about a compromise solution balancing the long-term year-round economic health of the village and the rights of property owners.

Each week I read or hear yet another story, usually from a younger person, about the struggles to find a reasonable apartment to rent year-round. Landlords are caught between two economies, and in some cases blatantly tell a potential tenant something to the effect of "I am waiting to see if I can get it booked for the summer."

There is no way anybody writing any Village Code before the year 2014 could have taken into account the proliferation of a brand new sharing economy that is transforming the use of residential properties in any municipality world wide that tourists deem worthy of a visit. The precedents for managing this phenomenon and case studies of possible long-term results don't exist yet.

I am told that there are 1008 properties in the Village, and 1175 residential housing units (including 2-family, etc.). The estimated number of rental units discussed in reference to Rental Permit Law discussions a few years ago was between 250-350, including short- and long-term rentals. For the purposes of the discussion, let's use the median number of 300 rental units.

I've also heard it estimated by our staff that there could be 50 or more STRs in our village.

I have first-hand knowledge – albeit anecdotal- that STR laws restricting length of stay in Southold and frequency of stays in East Hampton are being easily circumnavigated by eager landlords hoping to maximize profits. Trying to figure out how many nights a guest is staying or how many times a landlord has rented a home is a time-intensive enforcement task for just one home, let alone 50 or 100.

Anything less than comprehensive and consistent enforcement will open us up- perhaps fairly- to criticism of selective enforcement. We need a policy that allows us to focus our enforcement effort.

A cap accomplishes this. 20% of 300 rental properties is 50 properties. So 50 properties can rent short-term, nobody else can. Everybody will know who is and is not allowed to operate a STR. Our code enforcement only needs to worry about 50 properties where short-term tenants can create a nuisance. The norm will be that STR is not permitted- 50 units is 4% of all 1175 residential units (including apartments and 2 Family homes).

There seems to be consensus on owner-occupied STRs as being acceptable- where the owner is physically on premises during the term of the short-term tenancy. So those STRs would get priority in the permitting process, and the remaining would need to enter some sort of lottery.

For those who argue that they should be able to “do what they please” with their property, the Zoning code in any municipality absolutely sets reasonable limits on what people can and can not do with their properties.

For those who are concerned about “businesses operating in residential neighborhoods,” it is worth noting that over the long arc of time Greenport Village Boards have amended the Zoning Code to take into account new economic trends. For example, in 1996, the Board amended Section 150-7-2 to account for- and regulate- offices and studios in residential homes. There is precedent legalizing and regulating business activities in residential neighborhoods. The worldwide proliferation of the “sharing economy” has brought yet another economic trend to our doorstep. According to a travel industry publisher, Skift, 1 in 5 travelers under the age of 35 has rented a home, apartment, or condo in the last year. I ask those who do not want to see any STRs legalized at all to consider the upside of allowing some STRs- the ability to regulate them, make them comply with the same safety standards to which B&Bs and hotels are subjected. It could be argued that simply outlawing STRs will create an impossible enforcement challenge and we’d end up with the same or possibly a greater number of STRs in The Village than if we cap and regulate.

There are many details to be figured out if we are to do this. In my research, I found the City of Nashville’s site on STRs had a well thought-out permitting process and they use a cap system based on a maximum number of STRs per census tract. <http://www.nashville.gov/Codes-Administration/Construction-and-Permits/Short-Term-Rentals.aspx>.

One thing I have learned in my discussions with STR Land Lords is that they are willing (and able) to pay a hefty annual permitting fee. Business is good, and they pass the fee on to the tenants, who consider an extra few bucks a nominal increase to their vacation budget. \$500 raised no eyebrows with any STR Land Lord at my

focus group. We could possibly go up to \$1000. This would be an annual revenue stream to cover the Village's enforcement and overhead in managing a permitting process.

We need a compromise solution. This is an attempt to find that middle ground.

Before we get ahead of ourselves on the details, let's start with a discussion of an STR cap of 20% of all rental units in The Village.

2. Rental Housing Supply Incentives

The other side of the rental housing story in The Village of Greenport is the dwindling supply of rental housing available to year-round residents, particularly those who earn at or under our median income.

Trustee Martilotta and I convened a group of local industry leaders, including CEOs of some of our largest employers. The overwhelming feedback from this group was:

1. Reduce red tape on new projects – we were given the impression that we are more difficult to work with than other munis
2. Increase rental housing opportunities for their employees

(For the record, I am not sure I agree with #1 and believe it is natural for a business owner to want a muni to get out of the way of his/her development plans, but that is what we heard from the group.)

The results of the housing study conducted by St. Joseph's College are still being reviewed, though it is safe to say the data show an overwhelming majority of respondents believe The Village should do something to improve access to reasonably priced rental housing. This matches a regional trend seen in many news stories and research papers in recent months.

We also have a village which some consider over-developed, and most would say lacks a lot of open spaces on which to develop a lot of housing.

A way to increase the supply of reasonably priced rental housing with a minimal impact on the environment and infrastructure is to incent owners of properties in the Commercial zones to convert spaces above retail to apartments. Many of these spaces are currently under-utilized. Our zoning code is clear that residential over retail is subject to compliance with state fire and building codes, and otherwise not subject to a lengthy process before our statutory boards.

Section 150-9-18:

c) Notwithstanding anything in Chapter 150 to the contrary, accessory apartment dwelling units as permitted by this subsection shall not be subject to site plan approval.

d) The property owner shall provide proof, to the satisfaction of the Village Building Inspector, that the apartment will be occupied year-round, and not on a seasonal basis.

Parking is accounted for in the code for buildings existing before 2002, and the only real parking congestion challenges come on 15 or so weekends a year, although spots are always available for those who can walk. The only critical issue might be an increase of parking for disabled people and parking for short visits to critical shops, like IGA and Colonial Drug.

Proposal:

1. Apply for Community Development funds to be used to provide a village property tax rebate for up to 5 years each year the land lord demonstrates proof that year-round housing is being provided at or below 50% of the Village's median take-home income (i.e. land lord provides a signed lease).
2. Use Community Development funds to provide rebates on any building, planning, zoning fees for new construction projects for converting to legal residential above retail after the landlord shows proof of 3 full years of reasonably priced rental housing
3. The village does as the code instructs and approves these residential over retail projects without requiring site plan evaluation by the Planning Board (assuming compliance with other applicable state and local laws during routine building inspection and permitting process).
4. The village actively "markets" this aspect of the code and these financial incentives to building owners in the commercial districts- a simple information sheet or pamphlet would do.

My rough estimate is that we have a minimum of 20 apartments that could be created downtown above retail. It could be a lot more- it's hard to count something like this from the sidewalk. Adding 20 rental apartments will have a positive impact in a village of 2,200 people. Our vacancy rate is currently at or near 0%, so this program would certainly move that number in a better direction.

Economics 101 tells us that when the supply increases, the demand decreases, and the price goes down. We increase the supply of rentals, rents become more affordable.

Combine this with a regulatory cap on STRs, and we begin to increase availability of reasonably priced rental housing in The Village. This spurs job creation and encourages employers to build businesses here. This, in turn, spurs long-term economic growth and helps us avoid becoming a village reliant entirely on tourism

for 5 months a year where it is difficult to raise a family year round.

Look forward to discussion with the board.

3. WATER QUALITY AND THE SEWER PLANT

The Mayor asked me to attend the Regional Economic Development Council's Workgroup on Infrastructure on June 8. We were specifically invited to attend the meeting by an Economic Development Specialist at the Empire State Development Corp., to whom I was introduced by Senator LaValle's office. There is regional and possibly state-wide interest in our water quality problem and the village's potential solution in the form of a shovel-ready Waste Water Treatment Plant expansion.

I was asked to briefly introduce myself and give a brief overview of the possible WWTP expansion, detailed in the report we commissioned and that has been shared with the public. I shared that the Village has a General Fund budget of \$2M and the project- which would largely connect homes outside of our Village- has a price tag over \$5M. There was strong interest in the room in the project, and some very specific recommendations:

1. We should absolutely respond to the Consolidated Funding Application, due at the end of July (Treasurer Brandt attended a technical assistance workshop on this on June 7).
2. We should apply for an infrastructure grant, overseen by this particular work group, which would be allowed to fund up to 20% of the project.
3. We should also apply for the Water Quality Improvement Program fund, which could fund up to 80% of the project
4. Both require a match, which we could potentially find through the Environmental Facilities Corp's 0% interest bond program.

This group has funded WWTP expansions in Riverhead, Hempstead, and many other municipalities.

I also visited with senior people at The Nature Conservancy about the best path forward for a regional approach to stemming the Nitrogen loading threat via the Greenport WWTP. Their suggestion was for this board to resolve to send a letter to Senator LaValle, who is an ally for Water Quality initiatives and whose staff has been very helpful in connecting me with technical assistance and funding opportunities, asking him to convene a regional conversation about the problem, including the Town Supervisor and Boards from Southold and Shelter Island, the Mayor and Village Board, as well as our county and state representatives. The goal of this meeting is to build a regional plan for water quality, including the role of the Village's WWTP in that plan. The TNC officials, who have long experience supporting municipal infrastructure projects to improve water quality, suggest that this regional approach will provide the smoothest possible path to acquiring the funding we will need if we want to complete the full sewer expansion proposed in

the study done by D&B Engineers.

ACTION ITEMS:

- Ask that the Mayor direct the Village Administrator to submit a “Priority Project” Request Form for the CFA (<http://regionalcouncils.ny.gov/genericcfa/long-island-priority-project-request-form>) ASAP.
 - This is a short-form and serves as a pre-application. The deadline is July 8, however the Workgroup advised us that if we get our Priority Project forms in now, we will have the opportunity to briefly present the project to the entire Regional Economic Development Council at Hofstra on June 28, which all in the room indicated would be beneficial to our chances to get our project funded.
 - The work group also indicated that the Governor’s office is closely involved in this process.
- Ask that the Mayor send a delegation to present the sewer expansion project concept to the Regional Economic Development Council on June 28
- Our board needs to discuss and make a decision about whether and how we complete an expansion. However, our opportunity to potentially fund the entire project is right before us and we need to make sure we get in the game.
- Resolution authorizing a letter sent from this board to Senator LaValle asking him to convene a regional conversation about water quality and nitrogen abatement.