



236 Third Street
Greenport NY
11944

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MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

November 19, 2015 at 7:00 PM
Mayor and Board of Trustees - Work Session Meeting
Third Street
Firehouse
Greenport, NY 11944

PLEDGE OF ALLEGIANCE

MONTHLY REPORTS FOR THE FOLLOWING:

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

REPORTS FROM COMMITTEES

DISCUSSION

Chapter 150 - Bed & Breakfast Regulations
Chapter 132 - Vehicles & Traffic
Chapter 103 - Short Term Rentals

MAYOR AND VILLAGE BOARD OF TRUSTEES

PUBLIC TO ADDRESS THE BOARD

LOCAL LAW NO. OF THE YEAR 2015
AMENDING SECTIONS 150-7(B)(7)(c), (d) and (m)
OF THE GREENPORT VILLAGE CODE
BED AND BREAKFAST REGULATIONS

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Amendments to Sections 150-7(B)(7)(c), (d) and (m)
of the Greenport Village Code.

3.0 Severability

1.1 Title.

This Local Law shall be entitled “Local Law of 2015 Amending Sections
150-7(B)(7)(c), (d) and (m) of the Greenport Village Code; Bed and Breakfast
Regulations”.

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State
of New York, the Incorporated Village of Greenport, County of Suffolk and State of
New York, hereby enacts by this Local Law of 2015, a Local Law of the Village of

Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4. Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to provide that Greenport Village Code will conform with the Code and Regulations of the State of New York regarding use of a building as a bed and breakfast establishment.

2.0 General Provisions.

2.1 Amendment to Sections 150-7(B)(7)(c), (d) and (m) of the Greenport Village Code.

a. Section 150-7(B)(c) of the Greenport Village Code is hereby amended to read as follows:

“The renting of rooms is limited to five rooms for lodging and serving of breakfast”

b. Section 150-7(B)(d) of the Greenport Village Code is hereby amended to read as follows:

“Not more than two individuals shall occupy a room for a maximum total of ten casual and transient roomers.”

c. Section 150-7(B)(m) of the Greenport Village Code is hereby amended to read as follows:

“All are subject to site plan approval and any increase in the number of rooms to

be rented for lodging of a bed and breakfast shall be considered a change of use for purposes of the Greenport Village Code and subjection to use evaluation approval and site plan approval by the Greenport Village Planning Board.”

3.0 Severability

In the event that any language of this local law should be determined by a Court to be invalid or unenforceable, the remaining language and provisions shall remain in full force and effect.

LOCAL LAW NO. OF THE YEAR 2015
AMENDING CHAPTER 132 OF THE GREENPORT VILLAGE CODE
VEHICLES AND TRAFFIC OF THE GREENPORT VILLAGE CODE
TO ADD A SECTION 132-58 TAXI STAND

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,
Purpose and Definitions.

- 1.1 Title of Local Law
- 1.2 Enactment.
- 1.3 Effective Date.
- 1.4 Purpose and Intent of Local Law.

2.0 General Provisions

- 2.1 Section 132-23A(C)
- 2.2 Section 132-23B(C)
- 2.3 Section 132-37C

3.0 Severability

1.1 Title.

This Local Law shall be entitled "Local Law of 2015 Amending Chapter 132 of
the Greenport Village Code to add a New Section 132-58 Taxi Stand.

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State
of New York, the Incorporated Village of Greenport, County of Suffolk and State of
New York, hereby enacts by this Local Law of 2012, a Local Law of the Village of

Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Local Law is to provide for a taxi stand in the Village of Greenport to serve the public interests as determined by the Board of Trustees.

2.0 General Provisions.

2.1 Section 132-58 of the Greenport Village Code shall be created to read as follows:

“132-58

1. There shall be created a parking space reserved to be used as a taxi stand, as determined by further regulation of the Board of Trustees.
2. The parking space reserved as a taxi stand shall be on the east side of First Street to the north of the east of the Adams Street parking lot, starting approximately 300 feet north of Front Street.
3. The taxi stand created by this local law shall be on a seasonal basis only, from the Friday of Memorial Day Weekend until the Monday of Labor Day Weekend each year, from 6:00 p.m. until 4:00 a.m. of each day, and there shall be no parking in that designated taxi stand space during those dates and hours other than for the use as a taxi stand as provided by the Board of Trustees.“

3.0 Severability

In the event that any section or portion of this Local Law or Chapter shall be deemed void or not effective, the remaining provisions of this Local Law and Chapter shall remain in full force and effect.

September 30, 2015 with changes from October 5, 2015 Code Committee Meeting

LOCAL LAW NO. OF THE YEAR 2015

AMENDING CHAPTER 103 OF THE GREENPORT VILLAGE CODE
TO ADOPT REGULATIONS REGARDING SHORT TERM RENTALS

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT AS FOLLOWS:

Section 1.0 Enactment, Effective Date,

1.1 Title of Local Law

1.2 Enactment.

1.3 Effective Date.

1.4 Purpose and Intent of Local Law.

2.0 General Provisions

2.1 Amendment to Section 103-2 Applicability

2.2 Amendment to Section 103-4 Definition of Transient or Temporary
Rental.

2.3 Adding Definitions to Section 103-4 Definitions

2.4 Changing Section 103-22 to 103-30.

2.5 Adding Sections 103-22 to 103-29.

3.0 Severability

1.1 Title.

This Local Law shall be entitled "Local Law of 2015 Amending Chapter 103
of the Greenport Village Code to adopt regulations regarding short term rentals."

1.2. Enactment.

Pursuant to Section 10 of the Home Rule Law and the Village Law of the State
of New York, the Incorporated Village of Greenport, County of Suffolk and State of
New York, hereby enacts by this Local Law of 2015, a Local Law of the Village of
Greenport.

1.3. Effective Date.

This Local Law shall take effect on the filing of the approved Local Law with the

September 30, 2015

Secretary of State of New York, which shall be within twenty (20) days after its approval by the Board of Trustees of the Incorporated Village of Greenport.

1.4 Purpose and Intent of Local Law.

The purpose and intent of this Chapter is to preserve the availability of residential housing units in the Village of Greenport and to maintain the essentially residential character of the Village of Greenport while at the same time addressing the demand for short term housing and allowing the homeowners of the Village of Greenport to benefit economically from the seasonal need for periods of short-term transient lodging.

2.0 General Provisions.

2.1 Section 103-2 Applicability is hereby amended to read as follows:

"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. 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."

2.2 Amendment to definitions of Section 103-4

A. "TRANSIENT OR TEMPORARY RENTAL A rental of real property or a portion thereof for a period of 29 days or less." is hereby amended to read as follows:

"TRANSIENT OR TEMPORARY RENTAL: A rental of real property or a portion thereof that is not a Short Term Rental Unit as defined in this Chapter, and which is for a period of 29 days or less, which is prohibited except as a bed and breakfast establishment as defined in this Code."

2.3 Section 103-4 of the Greenport Village Code; Definitions, is hereby amended to add the following definitions.

Dwelling Unit; A building or entirely self-contained portion thereof, containing complete housekeeping facilities for only one family, including any domestic servants employed on the premises, and having no enclosed space (other than vestibules, entranceways or other hallways or porches) or cooking or sanitary facilities in common with any other "dwelling unit." A house trailer, a boarding- or rooming house, convalescent home, fraternity or sorority house, hotel, inn, lodging, nursing or other similar home or other similar structure shall not be deemed to constitute a "dwelling unit".

September 30, 2015

Short Term Rental; A rental of a Short Term Rental Unit for a term of less than thirty (30) days.

Short Term Rental Permit; A permit issued by the Village of Greenport approving a Short Term Rental. A Short Term Rental Permit is required for all Short Term Rentals in the Village of Greenport.

Short Term Rental Unit; A residential property or a portion thereof consisting of an entire Dwelling Unit that is used for a Short Term Rental.

2.4 Section 103-22 of the Greenport Village Code; Penalties and Fines is hereby renumbered to be Section 103-35 of the Greenport Village Code.

2.5 Sections 103-22 through 103-34 of the Greenport Village Code regarding Short Term Rentals are hereby added as follows:

§103-22 Short Term Rentals Permitted and Prohibited

A. Short Term Rental Units that are registered with the Village of Greenport as provided in this Chapter and for which a Short Term Rental-Permit has been issued in accordance this Chapter will be permitted in owner occupied properties in the R-2 residential zoning district of the Village of Greenport where two dwelling units have been approved by the Village of Greenport, and one of which will be designated by the owner of the property as the Short Term Rental Unit.

B. The short term rental of any property or a portion of any property that is not registered with the Village of Greenport or for which a short term rental permit has not been issued by the Village of Greenport is prohibited.

§103-23 Conditions and Limitations of Short Term Rental Use and Units

A. A short term rental unit shall be an entire dwelling unit only.

B. There shall be no more than one short term rental unit per premises or structure.

C. Structures containing a short term rental unit shall be owner-operated and owner-occupied only at all times that the short term rental unit is rented for a short term rental.

D. The total occupancy of the structure containing the short term rental unit and the occupancy of the short term rental unit shall be determined by the Village of Greenport and shall not exceed that which is provided by the Building and Fire Prevention Code of the State of New York based on the number of bedrooms indicated in the certificate of occupancy for the premises, or the plans that were approved for the issuance of the certificate of occupancy if no number of bedrooms is indicated in the certificate of occupancy, and in no event shall the total occupancy of the structure exceed ten (10)

September 30, 2015

people per parcel, including the owner, the owner's family and guests, and any short term rental residents.

E. The structure and premises must comply with all other requirements of the Federal, State, County and local laws regarding residential occupancy and governing the operation of a short term rental or residential rental property.

F. Any short-term residential housing accommodations that predate this Chapter 103 are hereby deemed to be a potential health and safety hazard and otherwise in violation of the Greenport Village Code and shall not be grandfathered or otherwise exempt from the requirements of the Greenport Village Code or this Chapter, but shall otherwise comply with the Greenport Village Code and this Chapter 103 of the Greenport Village Code or be discontinued.

G. A short term rental and short term rental unit must be in conformance with the existing certificate of occupancy of a premises only. The configuration of the elements of the structure or the use of the structure may only be altered by the issuance of a building permit and a new or modified certificate of occupancy only.

§103-24 Registration of all Short Term Rental Units

A. All short term rental units shall be registered on an annual basis with the Village of Greenport.

B. The first registration of a short term rental unit shall be not less than thirty (30) days prior to the commencement of the use of the short term rental unit for a short term rental.

C. An application for the renewal of the registration and permit for a short term rental unit shall be filed with the Village of Greenport not less than thirty (30) days prior to the expiration of the short term rental permit.

D. Every short term rental unit registered with the Village of Greenport shall be placed on the Village of Greenport master registration list of approved short term rental units.

E. The initial registration and permit for a short term rental unit, and every other renewal thereof shall be subject to the following requirements.

1. Prior to the registration and issuance of the short term rental permit or renewal thereof there is required to be;

a. the issuance of a satisfactory Fire Safety Inspection Certificate dated within the past 12 months from Town of Southold or Village of Greenport Fire Marshall, or a certified professional acceptable to the Village of Greenport.

September 30, 2015

b.. a favorable site inspection by the Village Code Enforcement Officer or Building Inspector of the Village of Greenport.

~~1.~~ Issuance of the short term rental unit permit by the Village of Greenport.

~~2.~~ Placement of the short term rental unit on the Village of Greenport master registration list of short term rental units of the Village of Greenport.

F. There shall be a fee for each a short term rental permit and renewal thereof in the amount of five hundred dollars (\$500) or such other amount as may be set from time to time by resolution of the Board of Trustees .

§103-25 Renewal Registrations of Short Term Rental Units and Permits

A. The application for the renewal of the registration of a short term rental unit must be made at least thirty days prior to the expiration of the permit.

B. The registrations shall be accepted and the renewal permits issued by the Village of Greenport only upon inspection and verification of conditions by the Village to demonstrate that the respective property is operating in accordance with this Chapter and the original application and approval.

C. In the event that a violation of this Chapter is issued by the Village of Greenport or any authority with jurisdiction, against the short term rental unit, the owner of the premises on which the short term rental unit is located, or the premises in which the short term rental unit is located, the next following annual registration shall require a public hearing, prior to the issuance of an annual registration permit,

D. The Board of Trustees may terminate a short term rental permit for a short term rental unit during the period for which the special permit was issued and/or the authority to operate a short term rental unit if it is found that the short term rental unit has been in material breach of the terms of the special permit or the applicable conditions of any Village law regulating the use of properties.

E. Short term rental unit permits shall have a term of one year.

F. A short term rental unit permit shall have a fee and a renewal fee in accordance with the Village of Greenport Fee Schedule and as may be set and changed from time to time by an amendment to this local law or by resolution of the Board of Trustees of the Village of Greenport.

§103-26 Requirements for Registration and Issuance of Permit

A. The following items must be provided or occur prior to the issuance of a short term rental unit permit or the registration or use of the short term rental unit.,

September 30, 2015

1. Application on a form provided for that purpose by the Village Clerk;
2. A fee as provided in this Chapter and may be changed by separate resolution or local law;
3. The name, street address, mailing address and telephone number of the owner of the property;
4. The name, street address, mailing address and telephone number of a local responsible contact for the property;
5. The street address of the short-term rental use;
6. Original proof of property casualty and liability insurance;
7. Any other information requested by the Village Clerk, Building Inspector or Village Administrator.

§ 103-27 Suspension of Short Term Rental Permit or Registration

A. Whenever the Building Inspector, Code Enforcement Officer or Village Administrator or licensed professional retained by or acting on behalf of the Village of Greenport determines on inspection of the physical premises or review of applicable records of any short-term rental, that conditions or practices exist that violate any provision of the Greenport Village Code or the Building and Fire Prevention Codes of the State of New York or this Chapter, or that the establishment has failed to comply with any provision, prohibition or requirement related to the registration, reporting, collection, segregation, accounting, disclosure or payment of county bed taxes, the code official shall give written notice to the owner of the property and the operator of the short-term rental that unless the violations are corrected by an identified deadline, the short term rental permit license shall be suspended by resolution of the Board of Trustees. In the event that the violation is determined by the official to be of a nature that is a threat to public health and safety, then the official may issue a summary suspension of the short term rental permit, whereupon the short term rental shall cease, and the short term rental unit vacated, until review by the Board of Trustees at their next regularly scheduled meeting.

B. At the end of the time provided for correction of the violation(s), the appropriate official shall re-inspect the location or records of the short-term rental and if the conditions or practices have not been corrected, shall suspend the short term rental permit and give written notice to the owner that the short term rental permit has been suspended, whereupon the short term rental shall cease, and the short term rental unit vacated.

C. On receipt of notice of suspension, the owner shall immediately stop the short term rental of the short term rental unit.



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ROBERT BRANDT
EXT. 217

Submitted: November 3, 2015
Meeting: November 19, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Fire Department

Fire Department Work Session Report

Attachments:

Fire Department Work Session Report (2) (PDF)

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



Organized 1845

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THIRD STREET · P.O. BOX 58
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Email: gdfire@optonline.net
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Requests and Resolutions

Please accept all monthly reports for the month of
October 2015

We need to make a budget modification and take
\$5000.00 from line a3410-412 and transfer it to line
a3410-200

We would also like to add new members Kelly
hydell to star hose and jarid grilli to hook and
ladder.

**MEETING OF THE BOARD OF WARDENS
TUESDAY, OCTOBER 20, 2015**

OPENING

Chief Breese opened the meeting at 7:07pm with the Pledge of Allegiance to the Flag and a moment of silence for departed members.

ATTENDANCE

Chief Harry Breese

1st. Ass't. Chief Wayne Miller

Wardens Warren Jensen and Joseph Milovich of Eagle Hose Co. # 1

Warden Anton Volinski, III of Relief Hose Co. # 2

Wardens Joseph Barszczewski and Raymond Corwin of Star Hose Co. # 3

Wardens James A. Pirillo and James J. Pirillo of Standard Hose Co. # 4

Wardens James Kalin and Jonathan Grilli of Phenix Hook & Ladder Co. # 1

Excused: 2nd. Ass't. Chief Jeff Weingart, Warden Norma Corwin of Relief Hose Co. # 2

THOSE WISHING TO ADDRESS THE BOARD -

1. Capt. Hayes of Star Hose Co. # 3 introduced their newest member Kelly Hydell.
2. Capt. Harris of Phenix H & L Co. # 1 introduced their newest member Jarid Grilli.
3. Capt. Harris spoke of Peconic Landing alarm response and the EMT's provided by Peconic Landing. He also asked about the recent repairs to the new building and the security upgrades.
4. Jerry Martocchia reminded members that their physicals are due before the end of 2015. Questions as to what are the repercussions if a member fails to complete their physical before Jan. 01, 2016.

5. Bob Corwin commented on the broken cement walkways to the rear of Station # 1.

READING OF THE PREVIOUS MINUTES

Motion by Anton Volinski, III, seconded by John Grilli, to approve the minutes of the Sept. 16, 2015 meeting of the Board of Wardens as printed and distributed. Motion carried.

COMPANY OFFICERS' MEETING MINUTES

The minutes of the company officer's meeting held October 20, 2015 were read for information purposes only by Ass't. Chief Miller.

TREASURER'S REPORT

The treasurer's report for the period Sept. 17 thru Oct. 25, 2015 was read by Secretary/Treasurer James Kalin. Motion by Joe Milovich, seconded by Anton Volinski, III, to accept the treasurer's reports as read. Motion carried. (report attached)

BILLS – none

COMMUNICATIONS

1. Disabled American Veterans – donation request
2. Freeport FD – fundraiser raffle
3. East Quogue FD – pasta night
4. info re: possible AFG grant for vehicle exhaust removal system

APPLICATIONS FOR MEMBERSHIP - none

REPORTS OF COMMITTEES

Buildings and Grounds –

1. Joe Milovich reported on recent meeting re: building renovation/replacement, input from entire board needed.
2. Anton Volinski, III questioned the operation of the various lighting fixtures on the outside of Station # 1. Also that the timer for the lights needs to be adjusted.
3. John Grilli questioned the broken door closers inside Station # 1 and the status of kitchen fan and fire extinguishing system.

By Laws - none

Finance - report read by Chief Breese. Motion by James A. Pirillo, seconded by Ray Corwin, to approve the report as read. Motion carried.

Fire District – none

Pre-Incident Planning – none

Service Awards – The year end statements should be mailed to members, not distributed at the various meetings, to guarantee that all members receive them in a timely manner.

Recruitment – none

Casualty Fund – none

Funeral - none

Communications – Anton Volinski, III reported that the radio towers will be discussed at the upcoming fire district association meeting to be held on Shelter Island.

Trips & Travel – none

COMPANY REQUESTS

Eagle Hose Co. # 1 – budget items

Relief Hose Co. # 2 - company officer requests, computer

Star Hose Co. # 3 - budget items

Standard Hose Co. # 4 – permission requested to hold a “turkey shoot” at Station # 2. Motion made by Joe Milovich, seconded by Ray Corwin, to grant permission. Motion carried.

Phenix Hook & Ladder Co. # 1- budget items, two haligan tools

Rescue Squad – as per finance report

Fire Police – none

Water Rescue – none

UNFINISHED BUSINESS

1. John Grilli spoke about a proposed fence around Station # 1 on South St. and 4th. Ave. Also the large tree on 4th. Ave. has a split in the trunk.
2. John Grilli questioned why the gift cards from Peconic Landing for the top responders have still not been distributed.
3. Jim Kalin reminded all EMT's that in the absence of a two-way radio that they can still notify Southold Town PD that they are on the scene by dialing 9-1-1.

REPORTS OF DELEGATES – none

NEW BUSINESS - none

GOOD OF THE DEPARTMENT

1. Motion made by Anton Volinski, III, seconded by Warren Jensen, to approve the Nov. 07 fundraiser dinner to benefit Ken White. Motion carried.
2. Motion made by Joe Barszczewski, seconded by Warren Jensen, for Star Hose Co. # 3 and chiefs to use the van (8-3-14) to & from LaGuardia Airport for new truck inspection trip.
3. John Grilli spoke of adjustments to fire siren.
4. Anton Volinski, III questioned the whereabouts and condition of the battery charger.
5. Anton Volinski, III questioned the chief re: the two old fuel tanks at Station # 1. Chief responded they will be removed.
6. Anton Volinski, III spoke of the members still needing physical. Would a list of these members be sent to each company?
7. James J. Pirillo questioned the long delay in alarm activation for the recent alarm at Greenport School. Suffolk County FRES seems to be doing a poor job of dispatching our alarms.
8. Anton Volinski, III questioned the winter storage of the boat.

9. John Grilli questioned the need and/or status of the Water Rescue Squad.
10. Anton Volinski, III presented the report from the fund raising committee. Motion made by Warren Jensen, seconded by John Grilli, to send report to the companies to vote on the split. Motion carried.
- 11.11. A new stove for the kitchen at Station # 1 from BarBoy would cost \$4,800.57. Other prices to follow.

EXECUTIVE SESSION

Motion made by Anton Volinski, III, seconded by James J. Pirillo, to adjourn into an executive session to discuss personnel issues. Motion carried. Adjourned to the executive session at 8:38pm.

Upon returning from the executive session, a motion by James J. Pirillo, seconded by Anton Volinski, III, to resume with the regular meeting. Motion carried. Regular meeting resumed at 8:55pm.

Motion made by Ray Corwin, seconded by James J. Pirillo, to send letter to secretary Jessica DiMartino no later than Oct. 27, 2015 re: job status. Motion carried.

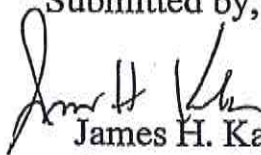
READING OF THE MINUTES

Motion made by Anton Volinski, III, seconded by John Grilli, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

ADJOURNMENT

Motion made by Ray Corwin, seconded by Anton Volinski, III, to adjourn. Motion carried. The meeting was adjourned at 8:56pm.

Submitted by,


James H. Kalin
Secretary-Treasurer

GREENPORT FIRE DEPARTMENT
TREASURERS REPORT
09/17/15 thru 10/20/15

GENERAL FUND	<u>beginning balance</u>	(\$3,298.86)
	<u>expenditures</u>	
	Rest. Depot	- \$328.26
	Gpt. IGA	\$ - 101.52
	United Comm.	\$ - 957.98
	McMann Price - def drv	\$ - 70.00
	<u>receipts</u>	
	J. Kalin - def drv. F rebate	\$ + 34.50
		<u>\$ (4,722.12)</u>
MEMORIAL FUND	<u>balance unchanged</u>	<u>\$1,733.27</u>
MAY MILE FUND		\$46,496.81
	<u>expenditures</u>	
	LaCorte Equip.-EMS insert	- 4,100.00
	ending balance	<u>42,396.81</u>
WASHINGTON BIRTHDAY FUND	<u>balance unchanged</u>	<u>\$1,712.87</u>
WATER RESCUE SQUAD FUND	<u>balance unchanged</u>	<u>\$2,504.98</u>
RESCUE SQUAD 2% FUND	<u>balance unchanged</u>	<u>\$7,526.82</u>

submitted by James H. Kalin, Secretary-treasurer

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



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www.greenportfd.org

Greenport Fire Department 2015 Hydrant Test Report

On October 25th, 2015 members of the Greenport Fire Department began their annual hydrant test throughout the Village of Greenport. Testing began with all companies departing Station 1 at approximately 9:00am.

There are approximately 29 hydrants in need of attention, as per attached data/worksheet containing hydrant numbers, Street location and problems that need to be resolved. Also attached are maps with the problem hydrants highlighted for ease of location.

After reviewing the attached information, if there are any questions please do not hesitate to contact me, I can be reached via email gfdfire@optonline.net or on my cell 631-445-0204.

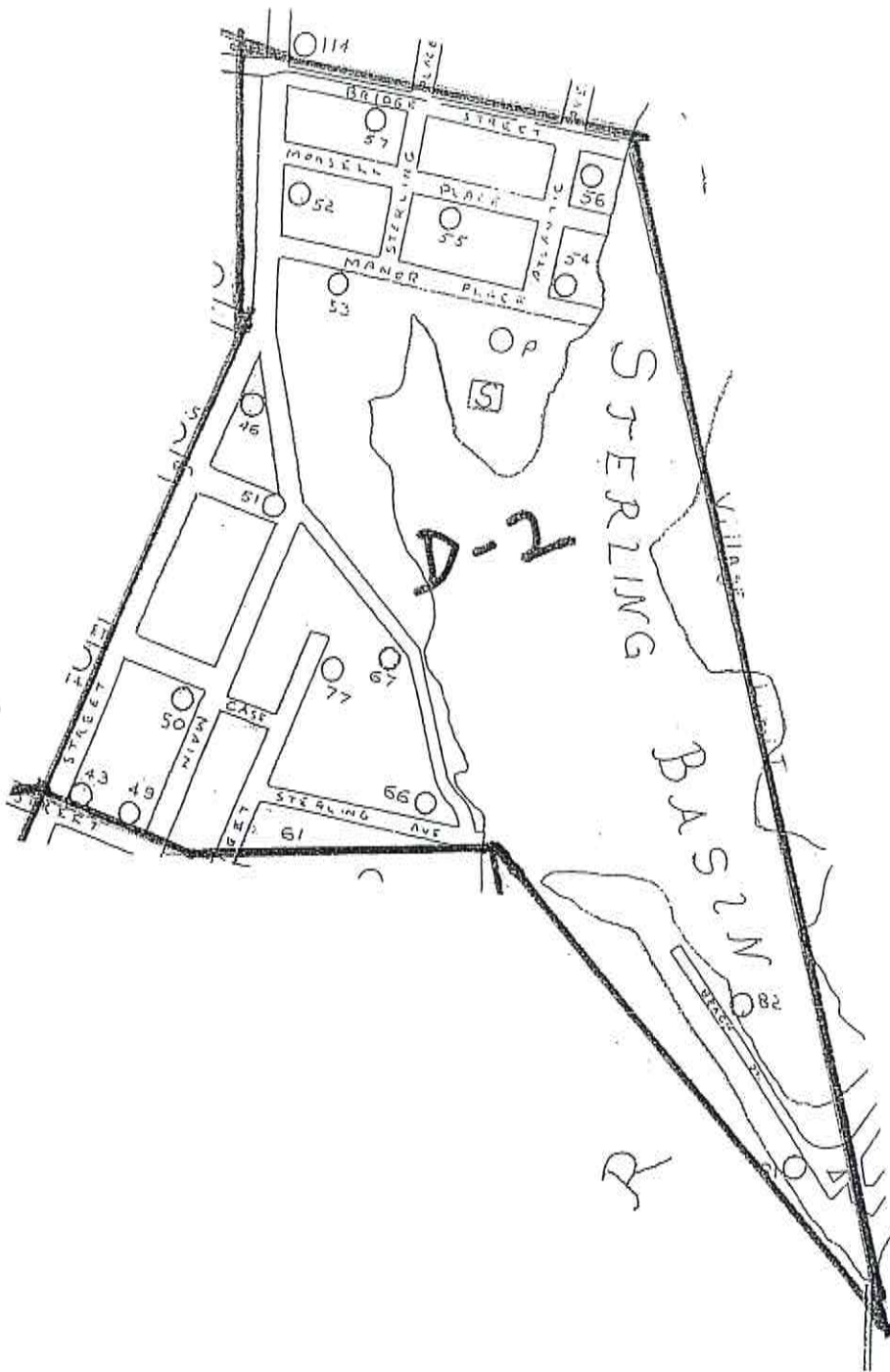
Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jeffrey L. Weingart', with a long horizontal flourish extending to the right.

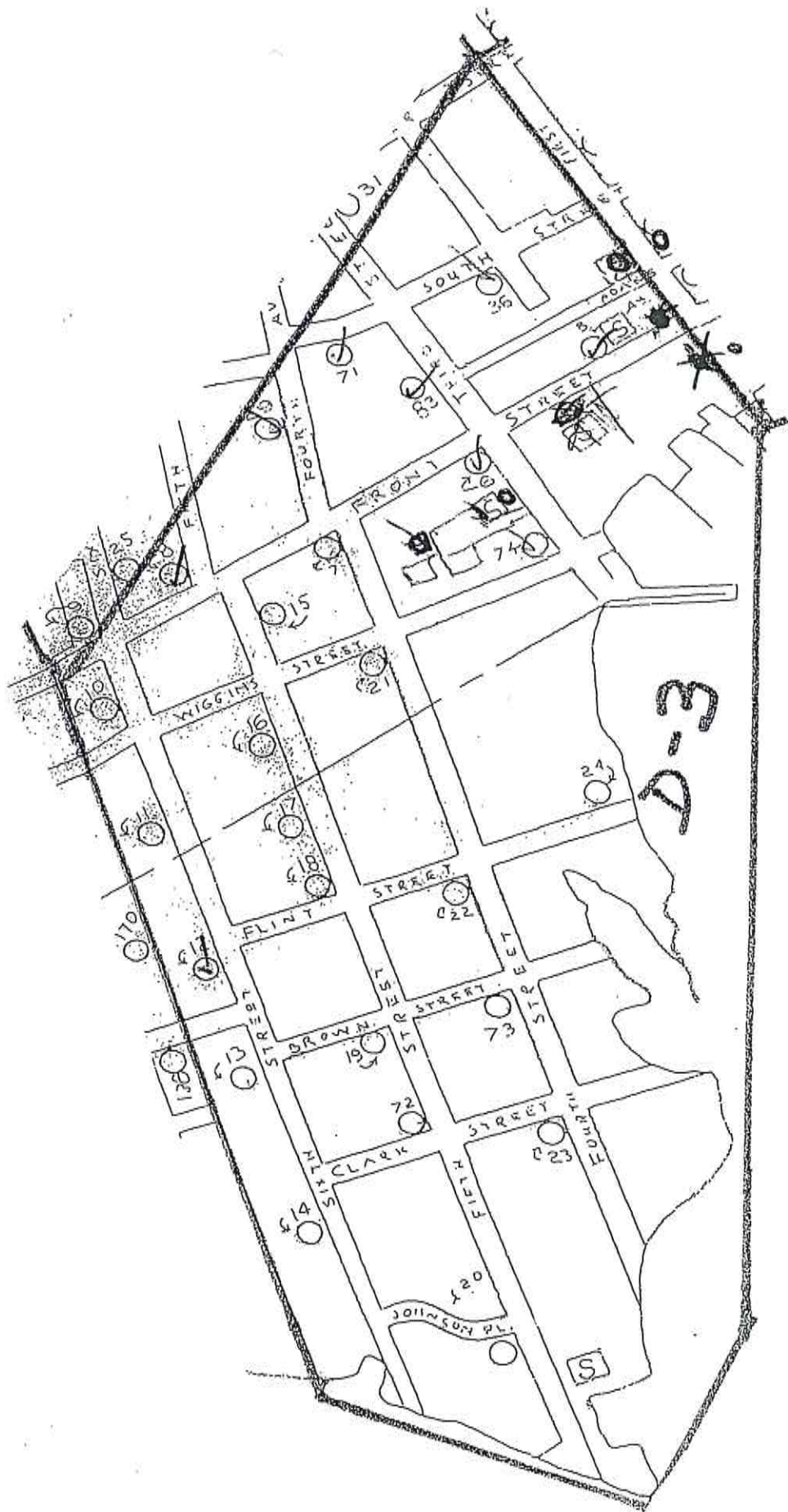
Jeffrey L Weingart

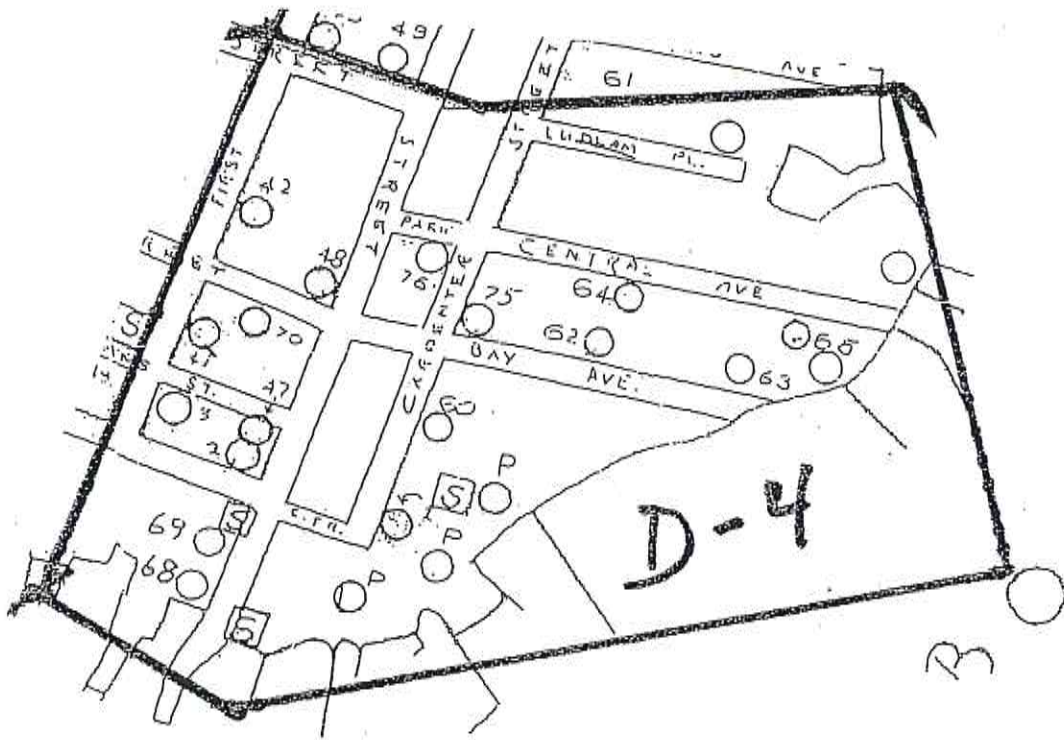
Second Assistant Chief

Greenport Fire Department



ENLARGE
138X130





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



Organized 1845

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

Finance Meeting October 13, 2015

Attendance: Chief Breese, 1st Asst. Chief Miller, Wardens J. Barszczewski, J. Pirillo Jr. & Administrative Assistant Richter

All bills reviewed and went over Fire Safety education account

Company Requests:

- 831- absent
- 832- absent
- 833- halogen & high band radio
- 834- generator for firehouse & New Tool box for 8315
- 835- absent
- Rescue Squad-
 - Reimbursement to Squad for medical supplies: \$396.14 & \$485.02
- Water Rescue- none
- Fire Police- none
- Department Request-
 - Ricos Class B shirts: \$49.95 per shirt
 - Ricos Uniform Shoes: \$59.95 per pair
 - Accountability tags: \$1000.00

Budget modification: \$5000.00 from line item 412 to line item 200

Discussion held regarding the stove for kitchen. Mike Richter to get quotes for wardens meeting.

8-3-31 to get prices for trailer for new gator

Respectfully submitted,

Harry R. Breese, Chief Engineer

Greenport Fire Department

November 2015

November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	7	1	2	3	4	5
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 1	2	3	4	5	6	7
9:00 Juniors (St. 1)	Relief Standard Star Hose	Eagle Hose 19:00 EMS CME @PL	18:00 Exempts (St. 1) 19:30 Heavy Rescue (Yaphank 8315 depart 18:15)	19:00 Water Rescue Mtg (St. 1)		16:00 20:00 Friends of Kenny White Fundraiser (St. 1)
8	9	10	11	12	13	14
19:00 Juniors (St. 1)	Star Hose	19:00 EMS CME @PL 19:00 Rescue Squad 19:30 Finance (St. 1)	Hook & Ladder Veterans Day	19:30 Heavy Rescue (Yaphank 833, 8315 & Rescue depart 18:15)		18:00 22:00 Turkey Shoot (St. 2)
15	16	17	18	19	20	21
		18:30 Co Officers (St.1) 19:00 EMS CME @PL 19:00 Wardens (St. 1)	19:30 Heavy Rescue (GFD St. 1)	19:00 Village Board Work Session (St. 1)		
22	23	24	25	26	27	28
		19:00 EMS CME @PL 19:30 Taxpayer (Yaphank 834, 835 & Rescue Depart 18:15)		Thanksgiving		
29	30	Dec 1	2	3	4	5
	19:00 Village Board Mtg. (St. 1)					

8330: 831-0985
Chief Breese

8331: 831-5645
Chief Miller

8332: 445-0204
Chief Weingart

831 & 834 Duty Companies
834 1st due on 24



236 THIRD STREET
GREENPORT NY 11944

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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: November 12, 2015
Meeting: November 19, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Utilities

Work Session Report for Road and Utilities

November 19, 2015

Administrator's Office

Statistics

Work Orders:

Electric = 9 Written, 9 Completed
Water = 2 Written, 2 Completed
Sewer = 42 Written, 42 Completed
Road = 110 Written, 109 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 11-02-2015. The results are detailed below in the Road Department's *Sampling* section.

❖ GADS Data: This is a monthly report about run and usage data for the generators at the Power Plant, it was sent on 11-13-2015.

Resolutions:

Preparation of bid specifications for the generators at the Pump Stations
Hiring of Sarah Kravitz as Cashier/ Skate Guard
Hiring of Leanora Chandler as Cashier
Hiring of Emelia Jacobi as Cashier

Topics of Discussion:

Continued discussion of the potential installation of a drying be at the WWTP

Road/Water Department

Statistics

Water Distribution:

7,441,500 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: Harbor Front Deli
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.52 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.60 mg/L

The form, DOH-360, was filed with the DOH on November 2, 2015 outlining the above results.

Report

Tasks Accomplished:

- ❖ Performed Water Machine maintenance.
- ❖ Cleaned the tops of all storm drains.
- ❖ Assisted the Light Department with the installation of a new pole.
- ❖ Finished the re-grading and filling in of the gravel areas in Mitchell Park.
- ❖ Stored misters for the season.
- ❖ Set up the winter storm doors for the carousel.
- ❖ Removed trees and did tree care maintenance throughout the village.
- ❖ Assisted the Sewer Department on Manor Place to fix the force main that sprung a leak.

- ❖ Made equipment repairs on the CAT, G-19, and G-55. Also replaced some blades and parts on chainsaws for the department.
- ❖ Replaced a stop sign at 6th Street and Wiggins Street.
- ❖ Completed an inventory for the Water Department.
- ❖ Disconnected the old water main on Adams Street after all connections were made.

Projects:

Crew worked on several projects to assist with the contracted work being done around the Village. The crew made repairs to curbs on Central Avenue and First Street. They completed an aggressive tree trimming campaign with help from the Light Department. The Road Crew also removed three stumps completely. These removals made the repair work on the sidewalks and curbs in those areas possible. The Road crew also trimmed low branches in anticipation of the road paving project.

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 October, = 8,606,000 gallons.

Average Daily Flow = 0.278 million gallons day. (MGD). Permit limit = 0.650 MGD

Total Suspended Solids, (TSS) % removal = 98% Permit limit = 75%

Carbonaceous BOD Removal, (CBOD) = 99% Permit limit = 75 %

Coliform Fecal General = 1.8 MPN/100 Permit limit = 200 MPN/100

Coliform Total General = 4.8 MPN/100 Permit limit = 700 MPN/100

Total Nitrogen in effluent = 3.6 mg/L, and 10.1 lbs/day

Sludge Removal:

28,000 Gallons of sludge hauled during October.

Report

❖ Treatment Plant:

BNR Basin No. 2 has been shut down for the winter months. This is done due to less influent during those months. The two clarifiers and the the Huber Screen will stay in service until the extreme cold arrives. One of the clarifiers and the Huber Screen will be bypassed to prevent freezing.

❖ Collection System:

No backups reported in October. Pump stations are operating normally. We have ordered the parts for the Central Pump Station pump repairs.

We are looking to purchase an additional spare pump for Central Station. We are currently getting quotes for this expense.

The system had minor leak on Manor Place in the force main. Repairs were made in short time.

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = October 25 @ 142.69 Mwh
Minimum usage day = October 12 @ 64.33 Mwh
Average usage for the month per day = 71.85 Mwh
Monthly total usage = 2155.57 Mwh

Service calls/call outs = 9

Street light repairs = 12

Customers shut off for none payment = 4

Customers turned on for payment = 2

Customers turned on for the season = 0

New Services/Service Upgrades = 0

Tasks Accomplished:

- ❖ The Light Department responded to a car accident involving a pole. The pole needed to be replaced. It was a three phase primary pole. No service interruptions occurred during the accident or the replacement.
- ❖ The new lift station for the power plant has been completed. We are now waiting to for the interior work to commence on the Oil/Water Separator. The engineer is completing the plans and expects to have them approved by the County shortly.
- ❖ A &F Testing was on site for 5 days performing maintenance on Transformer #1's tap changer. The unit was tested and we are now waiting for the final report.
- ❖ General maintenance of the building and the grounds.

Projects:

Island Pump and Tank delivered and setup the new fuel tanks. The system was tested by the County and we received an interim permit to operate. The plant staff is working to complete the final steps to put the system online. We will be setting up training on how to use the new system, in the near future.

Light Department staff has been working with the Road Crew to remove trees slated for removal by the Tree Committee. They worked to remove over 20 large trees. The Power Plant's wood chipper was repaired by in-house staff and was used to chip-up the trees that were removed. The crews also have been working to remove hazards from one of the main PSEG connection points for the village on Main Road.

Attachments:



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Submitted: November 12, 2015
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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

November 19, 2015

Building Inspector's Office

Statistics

Summary of Transactions:

Building Permits Issued	3
Building Permit Application	3
Fence Permits	0
Use Evaluation Application	0
Wetland Permit Application	0
Wetland Permit Issued	0
HPC Application	1
Zoning Board Applications	1
Planning Board Applications	3
CO Searches	10
CO Fees	6
Yard Sale	2
Road Opening	1
Sewer Inspection Fee	0
Dumpster Permit	0
Sign Permit	1
Rental Permit Fees	1

Total Fees Collected: \$4,410.50

Reports

- ❖ The building department continues to receive many property research questions related to purchases.
- ❖ The number of new applications to the Planning Board and Zoning Board has been minimal.
- ❖ The recent audit of the Historic Preservation Commission went very well. The commission will be looking to create a yearend report. The report will help to better understand the issues facing Greenport in regard to Historic Preservation.
- ❖ We have been getting questions about low-income households and how the rental law affects them. We must look into adopting a threshold to determine if HUD standards are appropriate for basing rental permit fees. Without such determination of fees the building department will have difficulty processing rental permits for properties owned by organizations such as the North Fork Housing Alliance.

Code Enforcer's Office

Reports

- ❖ The Code Enforcement Officer spent three (3) days at New York State Code Enforcement Training at Suffolk County FRES in Yaphank.
- ❖ The Code Enforcement Officer appeared in Southold Town Justice Court on three (3) dates.
- ❖ The Code Enforcement Officer assisted the Building Department with reviewing rental permit applications and mailing notices to rental property owners who submitted incomplete applications.
- ❖ The Code Enforcement Officer assisted the owner of a vacant lot with the removal of squatters who had been staying in a camper parked on the property.
- ❖ The Code Enforcement Officer drafted a Village Fire Safety and Property Maintenance Inspection Form.
- ❖ The Code Enforcement Officer began contacting commercial property owners to schedule mandatory Fire Safety and Property Maintenance Inspections.
- ❖ The Code Enforcement Officer began contacting rental permit applicants to schedule property inspections.
- ❖ The Code Enforcement Officer prepared four (4) Stop Work Orders to be issued by the Building Inspector, and served the orders to the property owners.
- ❖ The Code Enforcement Officer handled two (2) separate neighbor complaints, each involving a fence dispute.
- ❖ The Code Enforcement Officer assisted the Road Department with the removal of parked cars during tree work and road repaving.

Code Enforcement Worksheet is attached.

Attachments:

Code Enf Report (PDF)

Appearances Tickets Issued

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

Notice of Violation / Order to Remedy Violation Sent:

Date	SCTM #	Address	Nature of Violation	Remediation	Closed:
10/13/2015	2.-3-13	Hanff's Boat Yard 190 Sterling Street	Construction without a Wetlands Permit and a Building Permit.	<u>10/14/2015</u> : Written Stop Work Order posted at property and delivered to Costello Marine Contracting.	

New Complaints

Date	SCTM#	Address	Nature of Violation	Remediation	Closed:
10/9/2015	5.-2-11	312 Carpenter Street	Complainant reports that there is a hole in her neighbor's fence that allows deer to enter her yard.	<u>10/15/15</u> : Inspected the fence, observed the hole, and left a telephone message for the complainant.	
10/14/2015		415 Kaplan Ave	People living in a camper on the vacant lot.	<u>10/14/2015</u> : The complainant reports that people are living in a trailer in the vacant lot. Interview with the property owner who stated that she did not give anyone permission to park a camper on her property. Interviewed a person staying in the trailer who identified the owner of the trailer and stated that they had the permission of a former resident. The property owner responded and contacted Southold Town Police. The police contacted the owner of the trailer and instructed him to remove the trailer. Southold Town Police CC# 145514-15. <u>10/15/2015</u> : Inspected the property and observed that the camper has been removed.	10/15/2015

10/15/2015	6.-6-14	428 Fourth Street	Unsafe Front Porch	<p><u>10/15/2015</u>: Inspected the property and observed that the front porch is in a state of disrepair. Telephone interview with a representative of the property owner who stated that they are in the process of getting a Building Permit to make the necessary repairs.</p>
10/22/2015	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>

Open Cases

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
9/21/2015	6.-6-18.1	Harbor Knoll B&B 424 Fourth Street	Anonymous reports a Trip Advisor review of the property in which the reviewer writes that they visited as part of a group of 16 persons and stayed in a 3rd floor guest room.	<p><u>9/24/2015</u>: Investigated the complaint by researching the property and the internet. It was observed that the property's website advertises 4 guest rooms that can accommodate a total of 10 guests.</p> <p><u>9/30/2015</u>: Investigation determined that the property owner is advertising four rooms for rent with a total occupancy of ten guests. Tickets 15083, 15084 and 15085 were issued to the property owner.</p>	
7/14/2015	5.-1-1	117 Ludlam Place	90-2. Public Nuisance. Junk and debris in yard, exterior siding and walls in a state of disrepair, and unmaintained porch. 112-11. Abandoned Vehicle.	<p><u>6/25/2015</u>: Inspected and photographed the property.</p> <p><u>7/14/2015</u>: Issued an Order to Remedy Violation Notice to the property owner.</p> <p><u>8/20/2015</u>: Inspected and photographed the property.</p> <p><u>8/21/2015</u>: Issued Tickets 15069, 15070, 15071 and 15072 to the property owner.</p> <p><u>9/8/2015</u>: Inspected the property and observed that the abandoned vehicle has been removed but the debris still remains.</p> <p><u>9/24/2015</u>: Received a letter from the property owner stating that the abandoned vehicle has been removed, the yard has been cleaned, and a contractor has been hired to paint the house.</p> <p><u>9/25/2015</u>: Inspected the property and observed that some of the debris has been removed but that there is still more work required.</p> <p><u>10/01/2015</u>: Inspected the property and observed that the violations still remain.</p>	

7/23/2015	4.-1-28	414 West Street	65-2.A(1). Commence Construction without a Building Permit.		
5/7/2015	2.-6-50	629 Main Street	Illegal Apartment in Rear Garage.	<p><u>5/8/2015</u>: Telephone interview with the 1st complainant.</p> <p><u>5/11/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/13/2015</u>: Inspected the property from the property line during the evening. No activity observed.</p> <p><u>5/14/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/15/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/18/2015</u>: Inspected the property from the property line. No activity observed. Telephone interview with the 1st complainant. Later the 1st complainant called back and left a message that the tenants were home in the garage at approximately 5:15 PM.</p> <p><u>5/19/2015</u>: The 1st complainant left a message that the male tenant was home in the garage at approximately 5:45 PM.</p> <p><u>5/20/2015</u>: Telephone interview with the 1st Complainant.</p> <p><u>5/21/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/26/2015</u>: Received a written complaint from the 2nd complainant. Inspected the property from the property line. No activity observed. <u>5/27/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/28/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/29/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/1/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/3/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/4/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/6/2015</u>: 1025 hrs, Observed a 2011 VW NY reg # FJF7525 parked in front of the garage. Interviewed the property owner who stated that the garage is rented to a husband and wife during the period of April through the end of June, but that the building was used as a cottage long before he purchased the property.</p> <p><u>6/18/2015</u>: Ticket numbers 15054 and 15055 were issued to the property owners for a zoning violation.</p> <p><u>7/10/2015</u>: The owners appeared in Southold Town Justice Court to answer the tickets. The case was adjourned while they seek a zoning variance.</p>	

5/14/2015	4.-3-32	511 Carpenter Street	Certificate of Occupancy Violation - Bedrooms added on the 3rd Floor and advertised as such on AirBNB.	<p><u>05/14/2015</u>: Researched the property on AirBNB, inspected and photographed the property.</p> <p><u>5/15/2015</u>: Issued Ticket #'s 15047 and 15048 to the property owners.</p> <p><u>5/27/2015</u>: Certificate of Occupancy revoked and Notice of same posted on the property.</p> <p><u>6/3/2015</u>: Inspected and photographed the property with the consent and escort of the caretaker.</p> <p><u>6/5/2015</u>: Property owners failed to appear in Court to answer the summonses.</p> <p><u>7/10/2015</u>: The property owners failed to appear in Court to answer the summonses.</p> <p><u>9/15/2015</u>: Interviewed the female property owner and inspected the property. Observed that the third floor stairs has been removed. Reminded her that she needs to contact the Building Dept and get a CO, and contact the Village Attorney and take care of the summons that she was issued.</p>	
5/14/2015	4.-3-26.2	515 Carpenter Street	Certificate of Occupancy Violation - 1 Bedroom house converted to a 3 bedroom house and advertised as such on AirBNB.	<p><u>05/14/2015</u>: Researched the property on AirBNB, inspected and photographed the property.</p> <p><u>5/22/2015</u>: Certificate of Occupancy revoked and Notice of same posted on the property. Ticket # 15050 issued to the property owner.</p> <p><u>5/26/2015</u>: Property owner met with Village Officials at Village Hall and submitted applications for the work that had been done. The property was inspected by the Building Inspector and the Village Administrator who observed that the bed had been removed from the third floor and a locked door has been added to restrict access to the third floor.</p> <p><u>7/10/2015</u>: The property owner failed to appear in Court to answer the summons. Reposted the Notice of Revocation of the Certificate of Occupancy.</p> <p><u>8/17/2015</u>: Interview occupant.</p> <p><u>8/19/2015</u>: Issued the owner Ticket # 15068 for continuing to use the property without a Certificate of Occupancy.</p>	

5/21/2015	6.-3-17	431 Fifth Street	Shed too close to the property line.	<p><u>5/29/2015</u>: Telephone interview with the property owner who stated that he will begin the process next week to seek a variance for the shed.</p> <p><u>7/14/2015</u>: Left message for the property owner.</p> <p><u>7/16/2015</u>: Left message for the property owner.</p> <p><u>7/17/2015</u>: Telephone interview with the property owner who stated that he has begun the process to seek a variance.</p>
4/7/2015	2.-6-48	615 Main Street	Construction was started without a Building Permit.	<p><u>4/7/2015</u>: Inspected property with the Building Inspector. Issued a Notice of Violation and a Stop Work Order.</p> <p><u>5/26/2015</u>: Telephone interview with the property owner who stated that she just received the stamped engineer's plans and will meet with the Building Inspector on 5/28/2015.</p> <p><u>5/28/2015</u>: Property owner met with Village Officials at Village Hall.</p> <p><u>7/22/2015</u>: A neighbor complained about the rear yard being overgrown and being used to store lumber and other debris.</p> <p><u>7/23/2015</u>: Telephone interview with the property owner who stated that she is in the process of renovating the house but agreed to cut the grass and maintain the property as best as she can under the circumstances. A written Notice was also issued.</p> <p><u>8/20/2015</u>: Inspected the property and observed that the rear yard has been cleaned.</p>
4/14/2015	2.-4-2	320 Johnson Court	90-2. Public Nuisance. Junk and debris in the yard. Violations of the Property Maintenance Code of NYS. Holes in the roof and siding.	<p><u>5/29/2015</u>: Inspected the property and observed that nothing has changed.</p>
4/20/2015	3.-4-3	610 Main Street	Illegal Apartment	<p><u>4/20/2015</u>: Issued Ticket # 15044 to property owner.</p> <p><u>6/5/2015</u>: Owner and his attorney appeared in Court and requested an adjournment while they go before the Zoning Board of Appeals.</p>
1/9/2015	2.-2-45	306 Manor Place	65-6. Use of a building without a Certificate of Occupancy.	

12/15/2014	7.-4-11	149 Fifth Street	90-2. Public Nuisance. Roof of detached garage has caved in.	<p><u>1/7/2015</u>: Telephone interview with the property owner who stated that her daughter is in the process of buying the house and that the daughter plans on fixing or removing the garage.</p> <p><u>1/8/2015</u>: Telephone interview with the daughter who stated that when they buy the house, they will either repair or remove the garage.</p>	
12/26/2014	4.-9-29	100 Front Street	Numerous violations of the Property Maintenance Code of NYS.	<p><u>3/30/2015</u>: Interviewed a company representative who stated that they will be making repairs now that spring has arrived.</p> <p><u>5/29/2015</u>: Telephone interview with the representative who stated that they are having issues with contractors and pricing and that they will get the repairs done as soon as possible.</p> <p><u>6/4/2011</u>: Inspected and photographed the property.</p> <p><u>6/11/2015</u>: Issued Ticket #'s 15051, 15052 and 15053 to the property owner.</p> <p><u>7/9/2015</u>: Inspected the property and observed that some repairs have been made to the front of the building.</p> <p><u>7/10/2015</u>: The property owner appeared in Court. The case was adjourned to allow the defendant to complete the repairs.</p>	
11/12/2014	2.-4-29	507 Third Street	Abandoned vehicles. Debris and junk behind garage. Garage in deteriorated condition.	<p>Notice of Violation sent via USPS certified mail. Returned "Not deliverable as addressed, unable to forward."</p> <p><u>12/04/2014</u>: Researched the property owner and reissued Notice of Violation to his home address.</p> <p><u>12/21/2014</u>: Served the Notice of Violation by conspicuously posting the Notice on the front door of the property. <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>	

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

				<p><u>3/27/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>4/10/2015</u>: The owner and her attorney appeared in Southold Town Justice Court and agreed to clean the yard and comply by April 30. The case was adjourned until May 8.</p> <p><u>7/9/2015</u>: Inspected and photographed the property. Observed that the owner has made progress cleaning the yard.</p> <p><u>7/10/2015</u>: The property owner appeared in Court. The case was adjourned so that the owner can continue cleaning.</p>
11/20/2014	4.-6-35	411 First Street	<p>Garage is dilapidated. Roof is falling in and building is leaning to the north.</p>	<p><u>01/21/2015</u>: I went to the property and interviewed the property owner who stated that she is aware of the problem and is considering her options.</p> <p><u>3/30/2015</u>: Issued Ticket # 15025 to the property owner for Public Nuisance.</p> <p><u>5/29/2015</u>: Inspected the property and observed that nothing has changed.</p> <p><u>7/24/2015</u>: The property owner failed to appear in Court.</p>
8/6/2014	2.-6-6	224 North Street	<p>90-2. Public Nuisance. Hoarder House. House and yard filled with junk and garbage. Numerous violations of the Property Maintenance Code of NYS.</p>	<p><u>8/6/2014</u>: Letter sent.</p> <p><u>9/5/2014</u>: Issued Notice of Violation.</p> <p><u>10/1/2014</u>: Appearance Tickets issued.</p> <p><u>10/22/2014</u>: Dumpster observed in driveway. It appears that some cleaning is taking place.</p> <p><u>11/21/2014</u>: Inspected progress at the property and spoke to the owner's grandson. Observed that the building materials required to repair the roof were being delivered.</p> <p><u>11/24/2014</u>: A second dumpster was observed in the driveway.</p> <p><u>11/26/2014</u>: Property owner called to inquire about my recent visit. She was advised that as long as she keeps making progress, the Village is satisfied with her efforts thus far.</p> <p><u>12/22/2014</u>: Observed that the roof has been removed from the rear section of the house.</p> <p><u>1/7/2015</u>: Left telephone message for the owner advising that she needed to get a building permit for the work being done at the house and that the Village wants to discuss her progress.</p> <p><u>1/8/2015</u>: Observed that major repairs were being made to the rear roof.</p> <p><u>1/20/2015</u>: Issued Notice of Violation instructing the property owner to apply for a Building Permit.</p> <p><u>1/30/2015</u>: Southold Town Justice Court adjourned the case to give the owner more time to correct the violations.</p>

				<p>2/27/2015: The property owner applied for a Building Permit. No changes were observed at the property during February. The extreme cold and snow is a likely factor.</p> <p>3/6/2015: The defendant appeared in Court. Not much progress has been made due to the winter weather. The Rotary Club appeared in Court and stated that they will be helping the defendant make the necessary repairs. The Court adjourned the case.</p> <p>4/29/2015: Inspected the property and observed that nothing has changed during March and April.</p> <p>5/29/2015: Inspected the property and observed that nothing has changed.</p> <p>7/14/2015: Inspected the property and observed that the rear roof has been repaired.</p>	
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236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
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EXT. 215

TRUSTEES
JACK MARTILOTTA
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VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: November 12, 2015
Meeting: November 19, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Recreation

Work Session Report Recreation Department

November 19, 2015

Marina

- ❖ The Greenport Ocean Race was a big success this year. The turnout this year was so big that the race was split into two groups. One group went out to Montauk and the other group raced out to Robins Island. Many attendees came to the party in Mitchell Park, afterwards. The tent was very nice and we received many compliments.
- ❖ The mobile storage unit was brought from the campground down to the marina for storing seasonal items. The tires for the protecting the boats on the piers were taken in and stored for the season.
- ❖ The Visitor's Dock was brought over to the Marina for winter storage.
- ❖ The water systems for the piers were blown out and winterized for the season. The Road Crew assisted us with completing this work.
- ❖ The winter stakes for the mooring field have been put in place in Stirling Harbor. Channel markers were also removed and stored for the season.
- ❖ The pump-out boat has been taken out of the water and brought to a mechanic to do some general and preventative maintenance.
- ❖ We are in the process of completing the installation of the Ice Rink.
- ❖ Marina revenue was up by \$15,802.63 due to the M/V Illiquid staying for the first week of October before heading south. The M/V Unity also stayed with us for the first week of October. The carousel was down by \$586.58 over last year's numbers.
- ❖ The pump-out boat and the camera obscura were both up by \$17.00 and \$5.00, respectively.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =48 Enrolled

Reports

- ❖ We have expanded our library program to four times per week for homework help. Honor Roll Students from Greenport School come to offer assistance. The new program is working out well. After homework is completed the children are encouraged to use the computers and other educational services at the library.
- ❖ We are continuing our collection efforts for money still owed for summer camp. We have received one check and are expecting three more in short time.
- ❖ A Pumpkin Decorating Contest with Floyd Memorial Library and the Greenport PTA was held on October 31st, for the Halloween Parade. Three children from the After Care Program won the contest.
- ❖ The addendum to the Safety Report to the DOH was completed last month.
- ❖ We are in the process of recruiting part time employees for the Ice Rink and Carousel. We are in the process of reaching out to the High School Guidance Office to notice employment opportunities.
- ❖ Recruiting for lifeguards for summer 2016 has already begun. We have reached out to the Instructor at the Red Cross to get contact information for certified lifeguards.
- ❖ The children had a Halloween Party on Friday, October 30th.
- ❖ Our newest volunteer, Mr. Merv Jones, has begun a light exercise program with the children. His first session was a huge success and much enjoyed.

Campground

- ❖ Revenue was up by \$3,200.00 over last year's October due to campers leaving deposits for next year.
- ❖ General maintenance items were completed.
- ❖ Stock and cleaned bathrooms daily.
- ❖ Worked on the additional campsite expansion proposal.
- ❖ Collected seasonal deposits for next year.
- ❖ The campground has been prepared for shutdown during the winter.

Attachments:

RecRevReport 111915 (PDF)

Maring

OCT 2015

DEPARTMENT

OCT 2014

MONTH/YEAR

MONTH/YEAR

1			1107.28	0
2			0	319.36
3			0	592.00
4			2.50	292.27
5	32.59	483.58	2.50	369.34
6	33.67	28870.32	0	1787.97
7			0	169.47
8	32.59	234.58	0	0
9		286.78	0	233.56
10	358.91	1682.75	0	771.77
11	280.22	2855.06	121.66	2066.27
12	204.22	221.05	128.18	965.14
13	89.07		157.51	0
14			0	13,717.16
15			0	28.24
16		293.29	0	0
17		123.83	0	665.33
18				
19				
20	-167.28	returned		
21	141.21			
22				
23				
24				
25				
26				
27				
28				
29				
30		2288.92		
31				

38,399.05

22,596.42

TOTAL

Δ + 15,802.63

McCanns

DEPARTMENT

Oct 2015
MONTH/YEAR

Oct 2014
MONTH/YEAR

1	1,000	1,140-	
2		1,040-	1,060-
3	280		735-
4			
5	130		40- 245-
6			1,500-
7		380-	
8			
9			
10		130-	500-
11	1,000 yr 2014/2015	500 yr 2015/2016	
12	40-	80-	
13			
14			
15			
16		500- (2014 Deposits) 315-	
17			1,000-
18			
19	70-		
20		500- (2014 Capital)	180-
21			
22			
23	60-		80-
24			80-
25	500- (2014/15)	235-	550 (15/16) 140-
26			
27			
28			
29			
30			
31		1,000-	40 630

9,450.00

6,250

TOTAL

7,200.00

Carousel

OCT 2015
DEPARTMENT
OCT 2014

MONTH/YEAR
MONTH/YEAR

1			
2			
3	198 -	92 -	32
4	400	T-shirt 15 -	172
5			702
6			
7			
8			
9	73 -		
10	84 -	924 20 arm. 30 T-shirt	116 -
11	110 -	30 arm.	512
12	1054 -	48.33 cost.	1399.75
13			706.00
14	80 T-shirts		175
15			
16			
17	612 -	20 arm.	
18	632 -	40 arm.	666 -
19			619 - 15 (T-shirt)
20			
21			
22			
23			
24	614 -	50 arm. 20 T-shirts	
25	448 -	15 T-shirt 19 cost.	627 -
26			714 -
27			27 (T-shirts & ornaments)
28			
29			
30			
31	104 -	108 -	

7,898.33

7311.75

TOTAL

+ Δ 546.56

Moorings

DEPARTMENT

Oct 2015

MONTH/YEAR

Oct 2014

MONTH/YEAR

1		1200-
2		80-
3		
4		
5		
6	602-	
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30		
31		

602-

1280-

TOTAL

678.00

Pump Out

OCT 2015 **DEPARTMENT** OCT 2014
MONTH/YEAR MONTH/YEAR

1	5-	
2		
3		
4		
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27		
28		
29		
30		
31		

5- 0-
TOTAL

Carmina Oscurra

DEPARTMENT

Oct 2015

MONTH/YEAR

MONTH/YEAR

1		
2		
3		
4		
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6		
7		
8		
9		
10		
11	<i>17</i>	
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31		

17

TOTAL



236 THIRD STREET
GREENPORT NY 11944

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TREASURER
ROBERT BRANDT
EXT. 217

Submitted: November 12, 2015
Meeting: November 19, 2015 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

TREASURER'S REPORT

Work Session October 15, 2015
Report from the Treasurer's Office

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 2291, to fund temporary part time staffing in the Clerk's, Treasurer's and Building Departments office, and directing that Budget Amendment # 2291 be included as part of the formal meeting minutes for the November 30, 2015 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Mayor Hubbard to sign the representation letter from the Village of Greenport to Sax/BST regarding the comprehensive Sax/BST Fiscal 2014-2015 audit of the Village finances.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 2292, to fund an auxiliary pump at Central Pump Station, and directing that Budget Amendment # 2291 be included as part of the formal meeting minutes for the November 30, 2015 regular meeting of the Board of Trustees.

UTILITY BILLING

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

- Of the approximately 2400 surveys sent out with the September billing cycle, to date, we have received back 389 completed surveys. The tally so far is 191 (49%) against on line bill pay, and 198 (51%) for the service.

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- a) 24VC was absorbed by NYCHA - this will allow issuance of a voucher to a new family. 42VC will be relinquishing their voucher 11/30/15.
- b) 3 new vouchers were issued this month. 2 vouchers were leases in place. The other family is searching for housing. There are an additional 2 vouchers still searching for housing, but there has been no availability of 2 bedroom units. Families will take a one bedroom if available.
- c) 3 recertifications and 3 interims were performed.

SIGNIFICANT PAYMENTS

- Bond Payment - SEWER UPGRADE (WWTP) \$ 59,200.00
- Annual Retirement Contribution (prepaid by 12/15/15) - \$ 271,120.00,
- (savings of \$ 2,462.00 over full amount of \$ 273,582.00 due on February 1, 2016)
- LOSAP additional payment - \$ 43,375.00

SIGNIFICANT COLLECTIONS,

- Property Taxes Received - \$ 1,058,542.56

- Rents Received - October 2015 - \$ 76,934.81

INFORMATIONAL:

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

Attachments:

BUDGET AMENDMENT 2291 - TEMP PART TIME (PDF)
BUDGET AMENDMENT 2292 - AUXILARY PUMP AT CENTRAL (PDF)
CD FINANCIALS OCTOBER 2015 (PDF)
HA FINANCIALS OCTOBER 2015 (PDF)
HOUSING AUTHORITY BOARD MEETING OCTOBER 27 2015 (PDF)
BANK ACCOUNT BALANCES OCTOBER 2015 (PDF)
BILLING STATISTIC REPORT - OCTOBER 2015 (PDF)

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2016 Period: 11 Trans Type: B2 - Amend Status: Batch
Trans No: 2292 Trans Date: 11/12/2015 User Ref: ROBERT
Requested: R. DUNBAR Approved: Created by: ROBERT 11/12/2015
Description: TO FUND AN AUXILARY PUMP FOR CENTRAL PUMP STATION (DEC. REQ) Account # Order: No
Print Parent Account: No

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	19,000.00
G.8130.200	PUMP STATION EQUIPMENT..	19,000.00
Total Amount:		38,000.00

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

\$ 4,615.00

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	\$ -	\$ 3,490.00
EXPENSES:	EXPENSES: 213 Center 213 CENTER	EXPENSES: 278 2nd Street UNIT 1 - 8124 8327	8328	HOUSE - 8590 RE/8361 SW		
<u>Utilities</u>						
Electric	\$ 98.90			\$ 12.28		
Water/Sewer	\$ 55.92			\$ 149.48		
Propane/Heating Oil						
<u>Admin</u>						
Salary (\$4.08 X 2 payperiods 140 hrs=\$571.20 divide by 25% and 75%)	\$ 142.80			\$ 428.40		\$ 571.20
Payment Agreement to Village				\$ 1,000.00		
Total	\$ 297.62	\$ -	\$ -	\$ -	\$ 1,590.16	\$ 1,590.16
	MAINTENANCE: 213 Center 213 CENTER	MAINTENANCE: 278 2nd Street UNIT 1	UNIT 2	UNIT 3	HOUSE	
<u>Maintenance Repairs/Other</u>						
Southold Ace Hardware					32.95	
VGHA Admin Fee Deficit					4,000.00	
Pine Oaks Landscaping					120.00	
Total Expenses	\$ 297.62	\$ -	\$ -	\$ -	\$ 4,152.95	\$ 4,152.95
MONTHLY FINANCIAL SUMMARY	213 CENTER	278 2nd STREET				
Interest Earned						
Total Revenue	\$ 1,200.00			\$ 3,490.00		
Total Expenses	\$ 297.62			\$ 5,743.11		
NET REVENUE	\$ 902.38			\$ (2,253.11)		
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$ 902.38			\$ (2,253.11)		

Financial Data Schedule - Monthly Revenue & Expenses - Oct 2015					79	TOTAL UNITS	TOTAL HAP & PORT PAYMENT	\$ 63,879.00	279.00	\$ -
Account Description							TOTAL HAP, PORT, UTILITIES	\$ 64,158.00		
REVENUE:										
706	PHA HUD Operating Grants	\$	66,058.00							
706a	Admin fee revenues	\$	5,941.00							
711	Interest Earned - HAP	\$	-			Fraud Recovery HAP (714 010)				
	Interest Earned - ADMIN	\$	-			Fraud Recovery				
714	Fraud recovery	\$	-	4,000.00						
700	TOTAL REVENUE	\$	75,999.00			Admin Fee Supplemental from CD				
EXPENSES:										
Administrative										
912	Auditing fees									
Salaries - Apts (524 04) Robert Column E 3										
911	paperperiods	\$	5,049.15	\$	380.04	\$	5,429.19			Admin Salaries Total
911a	Medical	\$	1,808.86	\$	40.25	\$	1,849.11			Medical Total
911b	Dental	\$	-	\$	-	\$	-			Dental Total
911c	Pension 20.8% of paycheck	\$	1,050.22	\$	79.05	\$	1,129.27			Pension Total
914	Payroll Taxes FICA	\$	386.26	\$	29.07	\$	415.33			FICA Total
915	Employee Benefit Contribution TOTAL	\$	2,859.08	\$	119.30	\$	2,978.38			Benefits Total
914	Compensated absences									
Other										
917	Nina JG Stewart, Esq									
	A Gallacher Reimb	\$	77.63							
918	A Gallacher Mileage	\$	61.53	\$	139.16					
916	Office Expenses Total	\$	-							
910	Administrative Total	\$	9,023.47	\$	9,372.90					Village of Greenport Total
962	Other General Expenses (Office Rent)	\$	550.00							
969	TOTAL OPERATING EXPENSES	\$	9,573.47							TERMINATED
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES			\$	367.53					
973.1	PHA Utility Allowance	\$	279.00							DECREASED
973.2	HAP payments	\$	62,767.00							ABSORBED
	PORT payments	\$	1,112.00							ABSORBED
973	(HAP, PORT and UTILITY TOTAL)	\$	64,158.00							
	HAP & UTIL less Port payments	\$	63,046.00							
1117	Total Admin Revenue	\$	9,941.00							
1118	Total Hap Revenue	\$	66,058.00							RELINQUISHED
1118-02	Net HAP	\$	1,900.00							VC239/30/15
	Net ADMIN	\$	367.53							
900	TOTAL EXPENSES	\$	73,731.47							TOTAL CASH DISBURSEMENTS
1000	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$		\$	2,267.53					

AGENDA
HOUSING AUTHORITY BOARD REGULAR MEETING
October 27, 2015

1. Motion to approve minutes September 29, 2015.
2. Motion to approve accounts payable for November 2015 totaling \$72,287.72 (see below):

November 2015 MONTHLY EXPENSES

HAP & PORT RENTS (80 Units)	\$64,860.00
UTILITY PAYMENTS TO FAMILIES	\$279.00
OFFICE EXPENSES	\$100.41
ATTY FEES	\$0.00
PORT FEES	\$0.00
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMP BENES)	\$7,048.31
TOTAL	\$72,287.72

3. Section 8 Update

- a) MOTION – to discuss the lack of availability of rental units and discuss the possibility of expressing these concerns to the Village Board.
- b) MOTION – to approve extensions of new vouchers beyond the 30 day limit if the participant family has demonstrated they have meant all applicable requirements to find housing in this limited housing market, and the Housing Authority will continue to extend the voucher until housing is found.
- c) 24VC was absorbed by NYCHA – this will allow issuance of a voucher to a new family. 42VC will be relinquishing their voucher 11/30/15.
- d) 3 new vouchers were issued this month. 2 vouchers were leases in place. The other family is searching for housing. There are an additional 2 vouchers still searching for housing, but there has been no availability of 2 bedroom units. Families will take a one bedroom if available.
- e) 3 recertifications and 3 interims were performed.
- f) MOTION – to move the HAP Checking account from Capital One Bank to Bridgehampton National Bank. Capital One Bank has started to charge fees.

4. Affordable Housing Update

- a) MOTION – to approve accounts payable for November for 213 Center Street totaling \$287.45 and 278 2nd Street totaling \$4,299.19.
- b) MOTION – to move the 213 Center Street Checking account from Capital One bank to Bridgehampton National Bank. Capital One Bank has started to charge fees.

November 2015 MONTHLY EXPENSES

213 Center Street

Beginning Balance 11/1/15	\$39,210.37
Village Electric	\$80.71
Village Water	\$63.94
Salary Reimb	\$142.80
TOTAL EXPENSES	\$287.45
Approx Ending Balance	\$38,922.92

278 2nd Street

Beginning Balance 11/1/15	\$55,105.33
Payment for 278 2 nd St	\$1,000.00
Electric	\$12.95
Water	\$55.92
Sentry Automatic Sprinklers	\$700.00
HA Admin Deficit	\$1,000.00
Pine Oaks Landscaping	\$150.00
Salary	\$428.40
TOTAL EXPENSES	\$4,299.19
Approx Ending Balance	\$50,806.14

Income

Income	
278 # 1	\$1240.00
278 # 2	\$1125.00
278 # 3	\$1125.00
213 Center	\$1125.00
TOTAL	\$4,615.00

5. Next meeting date: **Tuesday, December 1, 2015** at 5:00 PM.
6. Motion to adjourn.

**BANK ACCOUNT BALANCES
FOR THE MONTH OF OCTOBER 2015**

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE
A	General	A.0200.000	Checking	262,944.15
A	General Fund III	A.0201.000	Cert of Deposit	413,421.96
A	Greenhill Cemetery	A.0201.100	Savings	33,215.27
A	Clarks Beach Savings	A.0201.120	Savings	82,122.32
A	Clarks Beach Reserve CD	A.0201.120	Cert of Deposit	675,652.34
A	Money Market	A.0201.130	Money Market	479,165.23
A	Fire Apparatus	A.0221.110	Money Market	880,274.58
A	General Fund Capital	A.0230.200	Cert of Deposit	550,900.50
A	Parks and Recreation	A.0200.200	Checking	58,659.00
			TOTAL GENERAL FUND	3,436,355.35
CD	Small Cities Rehab.	CD.0200.000	Savings	71,447.70
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21
CD	Moran	CD.0201.000	Savings	5,723.06
CD	Watkins	CD.0201.001	Savings	20,534.40
			TOTAL COMMUNITY DEVELOPMENT	97,931.37
E	Light Depreciation Savings	E.0116.100	Savings	1,149,138.12
E	Light Ban	E.0118.000	Checking	1,026,325.30
E	Light Fund	E.0121.100	Checking	732,023.43
E	TTC Collections	E.0121.120	Money Market	405,524.25
E	Consumer Deposit Savings	E.0191.100	Savings	125,022.45
E	Consumer Deposit Checking	E.0244.200	Checking	2,682.57
			TOTAL LIGHT FUND	3,440,716.12
F	Water	F.0200.000	Checking	347,703.62
F	Water Fund Capital	F.0200.400	SAVINGS	8,346.73
F	Water Fund CD	F.0201.000	Cert of Deposit	200,691.52
F	Water Fund Money Market	F.0201.130	Money Market	100,524.99
			\$	657,266.86

G	Sewer	G.0200.000	Checking	322,435.93	
G	NYS DEC Consent	G.0201.000	Savings	31,134.02	
G	Sewer Fund III	G.0201.120	Cert of Deposit	714,583.55	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,107.50	
G	NYSERDA	G.0525.000	Checking	111.01	
				TOTAL SEWER FUND	1,266,223.62
H	Capital	H.0200.000	Checking	441,422.69	
H	Capital Reserve	H.0200.400	SAVINGS	49,364.41	
				TOTAL CAPITAL FUND	490,787.10
TA	Trust & Agency	TA.0200.000	Checking	69,871.92	
TA	Retirement Savings	TA.0201.000	Savings	48,720.78	
TA	WWI Memorial Trust	TA.0201.001	Savings	727.57	
TA	T & A Special Escrow	TA.0201.002	Savings	6,572.17	
TA	Justice Court	TA.0201.004	InvestCheck	4,770.46	
TA	Concert Fund	TA.0201.008	Savings	2,275.68	
TA	Global Common	TA.0201.009	Savings	270,862.15	
TA	Accounts Payable	TA.0202.000	Checking	69,871.92	
				TOTAL TRUST & AGENCY FUND	473,672.65
	Wire Account			7,386.06	
	Utility Clearing			192,374.23	
					199,760.29
				TOTAL VILLAGE WIDE	10,062,713.36

EOM Billing Statistics Report

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	Comm Tax	Res Tax	Total	
Electric	2 - Electric - Flat Charge	13	0	0		0		595.38			8.40	603.78	
	9 - Residential (1, 1)	1339	0	659298	78,526.16	0			15,898.71		2,212.77	94,637.64	
	10 - Water Heating (2, 2)	14	0	1791	140.08	0			43.21		4.58	187.87	
	11 - All Electric (3, 3)	335	0	154093	18,084.66	0			3,715.93		542.39	22,342.98	
	13 - Demand - Class 3 (5, 5)	5	0	312600	17,474.34	880.5	10,345.88		7,538.35	367.27		35,725.84	
	14 - Village St. Lighting (6, 6)	5	0	43449.4	5,001.02	0			1,047.78			6,048.80	
	15 - Town St Lighting (7, 7)	1	0	5268.2	806.37	0			127.04			733.41	
	19 - Traffic Lights (11, 11)	1	0	1416	146.65	0			34.15			180.80	
	20 - Contract St Lighting (12, 12)	2	0	212	0.00	0						0.00	
	21 - Sterling Harbor (13, 13)	2	0	1881.5	216.58	0						284.52	
	66 - Reconnection Fee	3	0	0	0	0			45.37	22.59		300.00	
	Electric Total		1720	0	1180009.1	118,195.84	880.5	10,345.88	300.00	28,450.54	389.86	2,768.14	161,045.64
	Sewer	3 - Sewer - Flat Charge	41	0	0	2,160.70	0		895.38	28,450.54			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	522	4242.7	51,349.00	0						51,349.00	
25 - Sewer - VILL 1" W/SEWER (15, 15)		29	11	467.5	5,115.75	0						5,115.75	
27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)		12	6	369.2	4,004.87	0						4,004.87	
29 - Sewer - VILL 2" W/SEWER (17, 17)		27	9	714.6	7,567.39	0						7,567.39	
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	13.8	133.14	0						133.14	
54 - Sewer - OUTSIDE RES SEWER (50, 50)		76	66	593.8372	10,984.77	0						10,984.77	
57 - SPLIT SEWER BILLING (52, 52)		1	0	38	0.00	0						0.00	
62 - DRIFTWOOD COVE 52		1	1	105.0192	2,735.20	0						2,735.20	
63 - DRIFTWOOD COVE 49		1	1	99.6336	2,577.40	0						2,577.40	
64 - PECONIC LANDING 253		1	1	603	13,307.80	0						13,307.80	
65 - CLIFFSIDE CONDOS-SEWER		1	1	93	3,682.00	0						3,682.00	
Sewer Total		1083	620	7340.09	103,716.76	0						103,716.76	
Water	5 - Water - Flat Charge	22	0	0	554.35	0						554.35	
	22 - VILL 3/4" W/SEWER (14, 14)	876	227	4759.5	23,340.26	0						23,340.26	
	24 - VILL 1" W/SEWER (15, 15)	28	5	475	1,861.62	0						1,861.62	
	26 - VILL 1 1/2" W/SEWER (16, 16)	13	6	496	1,937.88	0						1,937.88	
	28 - VILL 2" W/SEWER (17, 17)	28	13	794	3,227.16	0						3,227.16	
	30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0						36.90	
	32 - VILL 4" W/SEWER (19, 19)	2	2	4	73.80	0						73.80	
	46 - VILLAGE 1 1/2" (42, 42)	1	1	0	36.90	0						36.90	
	47 - VILLAGE 2" (43, 43)	8	2	368	1,346.82	0						1,346.82	
	48 - VILLAGE 3/4" (44, 44)	97	53	549	2,861.82	0						2,861.82	
	49 - VILLAGE SEWER ONLY (45, 45)	4	0	103	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	644.776	0.00	0						0.00	
	Water Total		1176	310	8193.276	35,277.51	0						35,277.51
electric-small commercial	12 - Commercial (4, 4)	372	0	804425.8	100,732.68	0			19,398.70	8,642.22		128,773.60	
	16 - Operating Municipalt (8, 8)	18	0	24190	3,028.50	0			583.35			3,611.85	
	17 - Water Department (9, 9)	3	0	190	57.62	0			4.58			62.20	
	18 - Sewer Department (10, 10)	10	0	59298	7,487.26	0			1,429.96			8,917.22	
electric-small commercial Total	403	0	888103.8	111,306.06	0			21,416.59	8,642.22		141,364.87		
Grand Total	4362	930	2083646.268	368,496.17	880.5	10,345.88	895.38	49,867.13	9,032.08	2,768.14	441,404.78		



236 THIRD STREET
GREENPORT NY 11944

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

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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: November 3, 2015
Meeting: November 19, 2015 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Village Clerk Department

Village Clerk Worksession Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on November 19, 2015

Report of Sylvia Lazzari Pirillo, Village Clerk

Announcements

- Village Hall will be closed on Thursday, November 26th and Friday, November 27th; in celebration of Thanksgiving.
- The annual Christmas Tree Lighting Ceremony will be held on Friday, December 4th at 5 p.m.
- The annual Fire Department Christmas Parade will begin at 1:00 on Sunday, December 6th.

Bids & RFP's

- The Carousel Rounding Board RFP responses were opened. There were seven responses.

Contracts and Agreements

- The contract between the Village and Laser Industries was fully executed on October 20th and one original was mailed to Laser Industries.
- A representative from AT&T phoned regarding the lease between the Village and AT&T, which is set to expire in 2017. AT&T is being proactive regarding the expiration date, and has verbally stated that intention. We are awaiting corresponding paperwork, with receipt requested by both e-mail and regular mail.

FEMA

- We have already received \$ 7,385.06 as reimbursement for Hurricane Sandy. This money was wired from New York State.

Findings and Determinations

- The Planning Board Findings and Determination Letter for Stirling Square LLC (300-308 Main Street) was received in the Clerk's office on November 6th, following the November 5th Planning Board meeting. The letter was sent to Stirling Square LLC, certified mail, on November 6th.

Informational

- The Sax/BST Electric Fund Audit document was received on October 14, 2015.
- The Clerk's and Treasurer's Offices now have the ability to log on to the Suffolk County Clerk's Virtual Office website, to search on-line records such as deeds.
- A check in the amount of \$ 3,000 was received from the Seaport Museum for garbage pick-up expenses for the Maritime Festival.

Legal Notices

- Three new liquor license applications for the Claudio's retail property were received on October 14th.
- The annual hydrant testing notice was published on October 22nd.
- The Ewing Wetlands Permit Application public hearing notice was published on November 12th.

Letters

- The non-renewal letter was sent to Adventure Treks on October 16th, and delivered by hand, with the original mailed on October 19th.
- The Notice of Coordinated Review for the Greenport Shipyard was sent to: the HPC, the Planning Board, the ZBA, Suffolk County Department of Planning, NYS DEC, NYS DOS, NYSOHPR and the USACE.
- A letter was directed to Cablevision on October 27th regarding the sound levels and quality of our regular meetings as broadcasts.
- A package was directed to Greg Blower, Director of Communications in the Office of Senator Ken Lavalle, regarding the possible use of CPF monies for the possible eastern and western sewer expansions. The package included a letter and a copy

of each of the corresponding studies. A copy of the letter was directed to the attention of the Senator.

Personnel

- The Village has advertised to fill the open position of Lineman First Class. In addition to in-house advertisement, advertisements were also placed in The Suffolk Times, and on-line with NEPPA and APPA.

Tall Ships

- The Port of The Year Competition presentation is in progress.

Utilities

- On November 2nd from 10 a.m. - 12 noon, Kathy Berezny participated in a conference call regarding HEAP funding and eligibility. HEAP opens on November 16th, and runs through March 15th.

For Discussion

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

Reminder(s)

- Request of the Long Island Divers Association re: Clark's Beach (tabled from last month's meeting.)

Resolution(s) requested

- RESOLUTION approving the Public Assembly Permit Application submitted by the United States Power Squadrons for the use of a portion of Mitchell Park from 9 a.m. through 11 p.m. on July 28, 2016 through July 31, 2016; for the United States Power Squadrons Rendezvous for District 3.
- RESOLUTION approving the Public Assembly Permit Application submitted by the GHS All Class Corporation for the use of Fifth Street Park from 8 a.m. through 8 p.m. on July 16, 2016; for the Greenport High School All-Class Reunion.
- RESOLUTION rejecting all responses as received to the Request for Proposals for the Carousel Rounding Boards, per the RFP opening on October 15, 2015 and directing Clerk Pirillo to re-notice a Request for Proposals for the Carousel Rounding Boards.
- RESOLUTION appointing Jeanmarie Oddon as Deputy Records Access Officer for the Village of Greenport, for a term to expire on April 4, 2016.

Attachments:



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Submitted: November 3, 2015
Meeting: November 19, 2015 7:00 PM
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To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Mayor and Board of Trustees

Village Trustees Work Session Reports

Attachments:

Trustees Martilotta and Roberts Work Session Report (2) (PDF)

MEMORANDUM

To: Mayor and Board of Trustees
From: Trustees Martilotta and Roberts
Re: November Work Session

Summary of Resolutions Requested

- Request Resolution to change the hours of the Code Enforcement Officer to include 12 hours per week of evening or weekend hours (TBD by Village Administrator)
- REQUEST EXECUTIVE SESSION to discuss with counsel follow-up process on housing violations in justice court
- REQUEST EXECUTIVE SESSION to discuss personnel matters
- Request resolution confirming Mayor Hubbard's proposed plan for snow removal in the business district (merchants clear sidewalk, village haul snow away)
- Request resolution to list an RFP for towing services during snow emergencies
- Request resolution directing Clerk Pirillo to purchase a scanner compatible with Laserfiche for the purpose of scanning and posting village documents for viewing by members of the public via the Laserfiche system already licensed by the Village.
- Request resolution directing Village Administrator Pallas to create a temporary position for the purpose of scanning Village Board and Building Department documents
- Request resolution authorizing Trustees Roberts and Martilotta to work with Asha Gallacher, Housing Administrator, to reach out to Larry Hirsch, Suffolk Community Planning and Development Representative for HUD, for guidance and advice on applying for CDBG or HOME Investment Partnerships for the Village of Greenport.

Housing Safety

- Presentation on housing safety by Eileen Wingate, Ed Ward, Trustees Martilotta and Roberts facilitated by Sister Margaret with members of the St. Agnes Spanish Language Congregation was a successful first step in opening lines of communication
- Request Resolution to change the hours of the Code Enforcement Officer to include 12 hours per week of evening or weekend hours (TBD by Village Administrator)
- Before we invest in a senior building inspector, we should consider whether an increase in code enforcement resources and legal resources to achieve

- more efficiency in achieving successful judgments, increased revenue, and increased compliance with housing safety code
- Reminder of our request to hold a public hearing on effectiveness of the Rental Permit Law for consideration of possible repeal of some or all provisions
- REQUEST EXECUTIVE SESSION to discuss with counsel follow-up process on housing violations in justice court

Preserving and protecting village documents

We've been pushing for months for us to move our documents out of manila folders that travel all over Village Hall from the basement to upstairs and into digital format where they can not be destroyed, altered, or lost. The Town posts all of its public documents on LaserFiche, a service we currently spend taxpayer dollars to license and do not use.

All we need to do is buy a \$6,000 scanner and allocate resources to scanning the documents into the Laserfiche system.

Transcript from the July Work Session re: purchasing a scanner:

TRUSTEE PHILLIPS: You don't need it to be on the agenda, then, it's just getting quotes.

TRUSTEE ROBERTS: But we're now doing it. That's all I care. 1

CLERK PIRILLO: If it's \$6,000, it would –

TRUSTEE PHILLIPS: Well, that's -- a part of it was trying to make sure that it was going to work with what we already had here as far as the IQM2, instead of getting into a separate employee and a separate whatever.

CLERK PIRILLO: Yeah, that's all. We don't need –

TRUSTEE PHILLIPS: So now we know that it's compatible.

MAYOR HUBBARD: We're just going to buy it.

TRUSTEE PHILLIPS: Yeah, just go guy it.

MAYOR HUBBARD: Just buy it.

CLERK PIRILLO: Yeah, just buy it. Right, I'll take it off the [agenda]

May we have a resolution to make sure we purchase the scanner and start scanning the documents? We are requesting this as an agenda item for the regular meeting.

HUD Grant Opportunities

Village used to benefit from Community Development Block Grants. These could be used to:

- Develop the Webb Street/Silver Lake area to improve the general community and improve conditions for housing there (including on the lots owned by the village)
- Encourage Small business development on the working waterfront-potentially to help with the abatement of environmentally sensitive conditions

- Develop and improve parks
- Improve our infrastructure (roads, sewer lines, power plant)

We may also qualify for HOME Investment Partnerships, which are described on the HUD site as such:

The HOME Investment Partnerships Program (HOME) provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

We believe the Village should launch an effort to apply for these HUD grant programs to spur economic development, create jobs, and improve workforce housing opportunities in the Village.

The closest grantee to Greenport in NYS is the town of Islip, who receives \$1.5M per year in CDBG money and \$450K in HOME Investment Partnership money.

We have the bones for workforce housing and great industry, but we need capital to invest in our housing stock and working waterfront.

The first step we request is a resolution authorizing Trustees Roberts and Martilotta to work with Asha Gallacher, Housing Administrator, to reach out to Larry Hirsch, Suffolk Community Planning and Development Representative for HUD, for guidance and advice on applying for CDBG or HOME Investment Partnerships for the Village of Greenport.

Winter/Snow Plan

- Request resolution confirming Mayor Hubbard's proposed plan for snow removal in the business district (merchants clear sidewalk, village haul snow away)
- Request resolution to list an RFP for towing services during snow emergencies
- Request marketing campaign via Suffolk Times, Constant Contact, Trustee Facebook pages, and Building Department to reach out to second homeowners and those who leave for winter re: sidewalk shoveling.
- Sidewalks: Village Code Section 115-7-D

In every case in which snow or ice is not promptly or properly removed or when the gutter is obstructed, the Superintendent of Public Works may cause the sidewalk to be cleared, and/or the Building Inspector may issue a summons for violation of this article. In the case of the Superintendent of Highways causing the sidewalk to be cleared, the expense of such

clearance and removal shall thereupon become a lien upon such adjoining land, to be enforced and collected in the manner provided by law. If the Board of Trustees has not appointed an individual to act as Superintendent of Highways, the Superintendent's duties shall be carried out by the Chairman of the Public Works Committee.

Last year we taped notices to peoples' doors. Did that work? If not, what should we do this year? Our concern is for safety when kids need to walk in the road instead of on the sidewalk.

Clark's Beach

- Can we open on select weekends next summer?
- If 67 Steps (Town Beach) does not need to provide bathroom facilities, why would we need to do so just west of there on the same shoreline?
- At minimum, can we make the beach available to public on days when divers will be using it?
- Beyond trash cans and pickup by the road department, are there other costs associated with opening the beach up?

MTA Site

- Met with Hampton Jitney: They are willing to partner with us to improve the lot and potentially to protect parking for village visitors and Jitney customers via pay stations (as is common at almost all LIRR parking facilities and the Jitney's own parking facility in Southampton). Next step: Meeting with Mayor Hubbard and Administrator Pallas
- RMLI parking- is this secured?
- Seaport Museum: Reviewed Lease and propose that we terminate and renegotiate based on current economic conditions. Also propose to discuss with Seaport Museum if there is a way for them to help support baymen/oystermen via that site (and generate revenue they'd need to pay rent to us)
- Can we require anybody who builds on 3rd Street to develop the north MTA lot in exchange for us preserving parking spaces for their customers/tenants/guests? Resolution to make a recommendation to Planning?
- Traffic Study on best way to organize ferry traffic? Status quo is not working.

Kudos

- Trustee Phillips: Halloween Parade was terrific. Thank you for your efforts on behalf of local kids (including our own).