



236 Third Street
Greenport NY
11944

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

MAYOR

GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES

JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

**VILLAGE
ADMINISTRATOR**

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

CLERK

SYLVIA PIRILLO, RMC
EXT. 206

TREASURER

ROBERT BRANDT
EXT. 217

February 18, 2016 at 7:00 PM

Mayor and Board of Trustees - Work Session Meeting

Third Street

Firehouse

Greenport, NY 11944

PLEDGE OF ALLEGIANCE

MONTHLY REPORTS FOR THE FOLLOWING:

- o **FIRE DEPARTMENT - CHIEF HARRY BREESE**
Including compilation of all monthly meeting minutes

PRESENTATION:

Colin Ratsey

MONTHLY REPORTS FOR:

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

DISCUSSIONS:

Townsend Manor Inn Wetlands Permit Application
Sandwich Boards
Short-Term Rentals

REPORTS FROM COMMITTEES

MAYOR AND VILLAGE BOARD OF TRUSTEES

PUBLIC TO ADDRESS THE BOARD



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Submitted: February 11, 2016
Meeting: February 18, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Fire Department

Fire Department Work Session Report

Attachments:

Fire Department Work Session Report (4) (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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MEETING OF THE BOARD OF WARDENS

Wednesday January 20, 2016

OPENING:

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

ATTENDANCE: 1st Assistant Chief Wayne Miler, 2nd Assistant Chief Jeff Weingart.

Wardens Joe Milovich, Tony Volinski, Norma Corwin, Ray Corwin, Joe Barszczewski, James A Pirillo, James Kalin, John Grilli.

Members Jerry Martocchia, Jeff Corazzini, LT. Bob Corwin, Captain Cliff Harris.

THOSE WISHING TO SPEAK TO THE BOARD: Jeff Corazzini gave a quote to the board for a Lucas (CPR) devise, highly recommended the purchase of this machine.

Jerry Spoke about the Bylaws and many different areas about the Physicals, and laws of the NFPA, by laws need to be added to and some areas may need to be changed. He gave Chief Breese a suggested proposal of his recommendations.

READING OF THE PREVIOUS MINUTES:

Motion made by James Kalin , seconded by Joe Milovich , to approve the minutes of the December 17 2015 meeting of the Board of Wardens as printed and distributed. Motion carried.

COMPANY OFFICERS MEETING MINUTES:

Chief Miller read the minutes of the January 19, 2016 meeting of the company officers for information only.

TREASURER'S REPORT:

The treasurer's report for the period of December 17, 2015 through January 19, 2016 was read by Secretary / Treasurer James Kalin. Motion made by John Grilli seconded by Tony Volinski to accept the treasurer's report as read. Motion carried.

John Grilli questioned why the shirk wrapping of the boat came out of the Water Rescue account and not the dept, as per Chief Breese will get it reimbursed by the Village he wanted to get the bill paid right away.

BILLS: none

COMMUNICATIONS RECEIVED:

- 1 sterling Cemetery sent letter of plots available if anyone is interested in one.
2. National Grid sent letter letting us know they will be going through our district with 100 Gal of Liquid in their truck on Feb 12.
3. Letter from Karolyn Jenkins asking permission for the use of the Fire House on 2/28/2016 from 8am – 1pm for French toast Breakfast.
4. Thank you letter from Jerry White to all the Members that were Paul bearers for Ex Chief White.
5. Letter from East Marion Fire Dept. asking permission for Bob Wallace to ride our Ambulance for Mutual Aid calls from Picnic Landing. No need for permission as he works at Peconic Landing.
6. Dix Hills looking for donations for Ill member.
- 7 Ronkonkoma St Patrick's Day Paraded March 16th.

APPLICATION(S) FOR NEW MEMBERSHIP:

- 1.
- 2.

Motion by _____, seconded by _____, to accept application(s). Motion carried

REPORT OF COMMITTEES:

BUILDING AND GROUNDS:

1. Joe Milovich to contact electrician to come and fix lights that are not working
2. Chief Miller spoke about the cement slab that was done , Board spoke on some areas that need to be fixed .
3. Norma Corwin mentioned to the board how the meeting room, Kitchen and the bathrooms were painted also the hallway. Also would like permission to change the blinds in the meeting room. Ok to do as per the board.
Norma would also down the line to maybe change the ladies room into a more family friendly bathroom with putting a possible baby changing table in there.
Joe Milovich mentioned about painting the window frames, no wood will stay as wood not going to paint.
Tony asked about doing something with the floor in the meeting room, Norma mentioned just getting a good wood cleaner , and have someone come in to clean it.

BY-LAWS: Meeting to be set up to discuss the changes to the bylaws. Members to have their physicals the month of their Birthdays. Meeting set up for Jan 27th. James Kalin mentioned the date of the Peconic Landing meeting is Jan 27th, as per Chief Breese that meeting is Jan 28th.

Joe Milovich wants it that the members have their Physicals be done the day of Birthdays by the Dept. Doctor. That is what meeting is for to have by-laws added to or changed.

Motion made by Ray Corwin to make sure members know to go on or around the Birthdays to have the Physicals done, seconded by Norma Corwin . Motion carried.

Tony Volinski asked if his Birthday March and has already had his Physical last year, and if someone is on the list for March that has not had their Physical can the person that has already had their physical bump that person on the list. And as per Chief Breese yes they can be bumped.

FINANCE: Report read by Chief Breese.

Motion made by Tony Volinski seconded by James A Pirillo to accept the Finance. Motion Carried

FIRE DISTRICT: none

PRE-INCIDENT PLANNING:

SERVICE AWARDS:

RECRUITMENT: none

CASUALTY FUND: none

FUNERAL: none

COMMUNICATION: Tony Volinski spoke on the grant; the 8th division got all the paperwork in that was needed, just waiting to see if approved. Tony thanked the Chief's and Mike Richter for getting all paperwork in time.

Chief Weingart mentioned the new towers for the repeater, and having a site plan done, Tony asked did the town have a site plan done already if so why can't they use it. As per Chief Weingart not sure if they did or not.

Motioned made by Tony Volinski go with the \$2000.00 for the site plan if the town wide one cannot be used, need to have the repeater installed Seconded by James Kalin. Motion Carried.

TRIPS AND TRAVEL: none

COMPANY REQUESTS

EAGLE HOSE CO. # 1 Budget / Fin

RELIEF HOSE CO. # 2 Budgets / Fin, Fitting for Cameras

STAR HOSE CO. # 3 Budgets / Fin

STANDARD HOSE CO. # 4 Budgets / Fin, Executive Session

PHENIX HOOK & LADDER CO. # 1 Budget / Fin, mask bags

RESCUE SQUAD Budget / Fin

WATER RESCUE Budget / Fin

FIRE POLICE Budget / Fin, Stop signs

UNFINISHED BUSINESS

REPORT OF DELEGATES:

NEW BUSINESS Chief Miller spoke about the fund raiser for Danielle Meraz; they are looking to have 2 bands in the truck bays, and a Chinese auction, Norma asked that some parking spots remain open for member to park for alarms.

GOOD OF THE DEPARTMENT

1. Chief Breese mentioned the state made a surprise visit and ambulance's passed everything.
2. Chief Miller mentioned gear fitting on Jan 28th 6-6:30.
3. Chief Miller also spoke about getting new vehicles for the Chiefs, and how trucks are so much more money than a Tahoe or Expedition. Possible to get two so the 30 Car can be replaced and 31 car to be used as the 80 car.

Motion made by Joe Milovich to purchase 2 new Chief vehicles, seconded by John Grilli.
Motion Carried.

4. John Grilli suggested getting a much bigger dumpster for clean-up for Washington's Day.

John Also asked what is going on with the old 833 and how long do we plan on holding on to it. John also asked what is firematic asking for it. Chief Breese stated whatever we want for it. As per Chief Breese he will contact Ray @ firematic.

John Grilli also asked what is the Village looking to use our Fire Boat for, and who told them they can? As per Chief Breese he knew nothing about it, he will ask the village at the next meeting.

5. Ray Corwin asked about what is going to be done about member that does not get the 3 mandatory classes that are needed by certain dates.
As per Chief Breese if the 3 classes are not gotten by June 1st all points are suspended and will not be able to attend alarms. If by the New Year 2017 if no classes were taken you cannot attend any alarms.

Motion made by Ray Corwin to have all classes done by June 1st Seconded by Tony Volinski. Motion Carried.

6. Ray Corwin requested that Star Hose would like to have Julia Lillis removed from their roles as she was sent a letter to attend the last meeting to state her intentions and she did not show. She has not started her Fire School. And it has been over a year.
7. Norma Corwin would like permission not to put the trophies back up in the Meeting room. As per the board get rid of them.
8. Joe Milovich asked about the trophies for the Washington's Day Parade. As per Chief Breese no they are going to get small plaques to give to the departments.

Motion made by Tony Volinski to give permission for Karolyn Jenkins to use the fire house on 2/28/2016 , and also for the Fundraiser for Danielle Meraz on Feb 21st. Seconded by John Grilli . Motion Carried

EXECUTIVE SESSION Motion by James A Pirillo seconded by James Kalin, to adjourn to an executive session to discuss personnel. Motion carried. Into an executive session at 8:31 pm.

Motion by Ray Corwin seconded by Tony Volinski, to return to the regular meeting. Motion carried. Regular meeting 8:47 pm.

After Executive Session it was addressed to me (Jennifer Grilli) that some members do not think that I added enough detail to the minutes from the meetings. As I said to the Board not sure what more I can write. Other then maybe they would like to listen to the tape I do the minutes from. As per Chief Breese he was not sure what more I can do either.

READING OF THE MINUTES

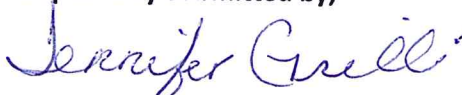
Motion made by James Kalin seconded by John Grilli, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

ADJOURNMENT

Motion made by Ray Corwin seconded by Norma Corwin to adjourn.

Motion carried. The meeting was adjourned at 8:52 pm

Respectfully Submitted by,



Jennifer Grilli

Recording Secretary

CHIEF HARRY BREESE
1ST ASST. CHIEF WAYNE MILLER
2ND ASST. CHIEF JEFFREY L. WEINGART
CHAPLAIN C. KUMJIAN
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Finance Meeting January 12, 2016

Attendance: Chief Breese, 1 Ast. Chief Miller, 2nd Ast. Chief Weingart, Wardens J. Barszczewski, W. J. Kalin, J. A. Pirillo A. Volinski & Administrative Assistant Richter

All bills and the fire safety account reviewed

Company Requests:

- 831- Absent
- 832- Budget
- 833- Storz Value \$1,329.00
- 834- Extinguishers
- 835- Budget
- Rescue Squad-
 - Hammer Medical: \$1596.87
 - Emergency Medical Products: \$1685.15
- Water Rescue- none
- Fire Police- none

- All American Awards: Plaques for Washington's Birthday
- Proliner: 2 Light bars \$5,613.91

Budget modifications:

- Move \$5,000.00 from line item 404 Fuel Oil to Line item 456 EMS Supplies
- Move \$3,000.00 from line item 454 Wardens Expense to Line item 200 FD Equipment
- Move \$3,000.00 from line item 453 Chiefs Expense to line item 200 FD Equipment

Respectfully submitted,

Harry R. Breese
Chief Engineer

CHIEF HARRY BREESE
1ST ASST. CHIEF WAYNE MILLER
2ND ASST. CHIEF JEFFREY L. WEINGART
CHAPLAIN C. KUMJIAN
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Requests/Resolutions

Please accept all reports for the month of
January 2016

We would like to make a budget
modification. We need to take \$4000.00
from line A3410-411 general equipment
repair and transfer it to A3410-401 fire
materials and supplies. We also would like
to remove Julia Lillis from the department
rolls.

February 2016 Greenport Fire Department

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Chief's Cell #'s: 8-3-30: 831-0985 8-3-31: 831-5645 8-3-32: 445-0204	1 Reliefs Standards	2 Eagles	3 TIPS Station 1 1900	4	5	6
7 Peconic Landing Walkthrough 832,5,17 10am	8 Stars	9 Rescue 7pm Finance 730pm	10 Hook & Ladder	11 Truck Cleanup 6pm Gear Inspection 6pm	12 Chowder Prep St1. 8am Parade Setup St1. 6pm Officers & Wardens Meeting St1. 7pm	13 171st Annual Washington's Day Parade 1pm Inspection St2. 12pm St1. 1230
14 Dept Cleanup St1 10am	15	16 Company Officers St2. 7pm	17 Wardens St1.7pm	18 Dept Training 835 7pm	19	20
21 Danielle Meraz Benefit St1 1pm	22	23 Mask Confidence @ Yaphank Iv 630pm 8314,17	24	25 Fire Police 6pm	26	27
28	29					

Duty Company 8-3-2 & 8-3-3 with 8-3-3 1st Due on a Signal 24



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EXT. 217

Submitted: February 11, 2016
Meeting: February 18, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Utilities

Work Session Report for Road and Utilities

February 18, 2016

Administrator's Office

Statistics

Work Orders:

Electric = 25 Written, 25 Completed
Water = 9 Written, 9 Completed
Sewer = 49 Written, 49 Completed
Road = 39 Written, 39 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 02-03-2016. The results are detailed below in the Road Department's *Sampling* section.

❖ GADS Data: This is a monthly report about run and usage data for the generators at the Power Plant, it was sent on 02-12-2016.

Resolutions:

Bid for Basement Floor Coating at the Power Plant

Bid for Oil/Water Separator at the Power Plant

H2M Architect + Engineers to prepare Annual Water Quality Report

Administrator to attend NYAPP Lobby Day

Topics of Discussion:

Power Plant Upgrade Status

Road/Water Department

Statistics

Water Distribution:

4,183,600 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: Harbor Front Deli
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.59 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.49 mg/L

The form, DOH-360, was filed with the DOH on February 3, 2016 outlining the above results.

Report

Tasks Accomplished:

- ❖ Performed Water Machine maintenance.
- ❖ Cleaned the tops of all storm drains.
- ❖ Patched roads throughout the village, made a large repair on Monsell Place.
- ❖ Picked up curbside Christmas Trees.
- ❖ Made repairs to the windshields on the Caterpillar.

- ❖ Replaced hydrant at 5th Street and Brown Street. Made repairs to a hydrant on Carpenter Street.
- ❖ Made repairs to road valves at Sterling Street and the intersection of 4th Avenue and South Street.
- ❖ Took down remaining Christmas decorations.
- ❖ Replaced and repaired damaged stop signs in the village.
- ❖ Performed maintenance on the loadable sanders, plows and snow blowers.

Projects:

Road Crew cleared streets and the downtown area several times during the season. Sidewalks in front of Churches and other village sites were also cleared. In between storms the crew has been keeping up on general maintenance and repairs to the winter equipment.

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 January = 8,150,000 gallons.

Average Daily Flow = 0.263 million gallons day. (MGD). Permit limit = 0.650 MGD

Total Suspended Solids, (TSS) % removal = 99% Permit limit = 75%

Carbonaceous BOD Removal, (CBOD) = 98% Permit limit = 75 %

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

Coliform Total General = 2.0 MPN/100 Permit limit = 700 MPN/100

Total Nitrogen in effluent = 4.2 mg/L, and 8.5 lbs/day

Sludge Removal:

35,000 Gallons of sludge hauled during January.

Report

❖ Treatment Plant:

Crew replaced the east screw pump motor with a spare motor from inventory. We are currently procuring a new spare to replace as the old motor is past its life for rebuilding.

The ultraviolet UV system has been freezing up in the cold temperatures. Plant operators are manually operating them to get them moving during the day. Basic maintenance was done on the system, which required a bulb and ballast to be changed.

Crew removed and serviced the sludge holding tank crane.

❖ Collection System:

We had some minor backups, which the crew cleared quickly. The Cliffside Pump Station was having some power issues that were resolved by PSEG.

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = January 17 @ 120.00 Mwh
Minimum usage day = January 11 @ 73.70 Mwh
Average usage for the month per day = 91.06 Mwh
Monthly total usage = 2823.00 Mwh

Service calls/call outs = 6
Street light repairs = 17
Customers shut off for none payment = 0
Customers turned on for payment = 1
Customers turned on for the season = 0
New Services/Service Upgrades = 0

Tasks Accomplished:

- ❖ Changed out a distribution transformer during the 1st heavy snow storm of the season.
- ❖ Cleared branches on Circuit 3 that were causing power issues for the Hospital and Radio Tower.
- ❖ Removed lighted decorations and stored at the Power Plant.
- ❖ Set a new pole in the Adams Street Parking Lot by the Farmer's Market. This light is a sample that was provided in regard to the Lighting Grant that the Village is working to implement.
- ❖ General maintenance of the building and the grounds.

Projects:

Line crew completed a replacement of older box-type cutout switches with newer ones.

Attachments:



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From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Building

Work Session Report for Building Department

February 18, 2016

Building Inspector's Office

Statistics

Summary of Transactions:

Building Permits Issued	4
Building Permit Application	5
Fence Permits	0
Use Evaluation Application	0
Wetland Permit Application	1
Wetland Permit Issued	0
HPC Application	0
Zoning Board Applications	1
Planning Board Applications	1
CO Searches	10
CO Fees	2
Yard Sale	1
Road Opening	0
Sewer Inspection Fee	0
Dumpster Permit	0
Sign Permit	1
Rental Permit Fees	1

Total Fees Collected: \$3,590.00

Reports

- ❖ The yearend audits for the Historic Preservation Commission and Department of State are nearly complete. Once completed they will be submitted.
- ❖ The Building Department is looking into applying for a grant for Historic Preservation projects. Chairman Uellendahl is preparing a request to enlist the help of a professional grant writer.
- ❖ Trainings for the Building Inspector will be offered in mid-March.
- ❖ New Building Department forms and brochure have been put up on our website.
- ❖ Rental Permit Applications have continued to come in. Some require further information, which is being obtained on a case by case basis. Inspections are being performed and we work each day to validate these properties.

Code Enforcer's Office

Reports

- ❖ The Code Enforcement Officer conducted a New York State Fire Prevention Inspection and a Village Rental Permit Inspection at a Village commercial complex consisting of six (6) buildings that contain thirteen (13) businesses and seven (7) residential units. As a result, carbon monoxide alarms were immediately installed in four (4) apartments and thirteen (13) Order to Remedy Violation Notices were issued for other violations.
- ❖ The Code Enforcement Officer conducted two (2) Rental Permit Inspections of residential rental properties. One property was observed to be in compliance with all State and Village Codes and the other property was issued an Order to Remedy Violation Notice for numerous violations.
- ❖ The Code Enforcement Officer issued four (4) summonses for violations of the Property Maintenance Code to a residential property owner who failed to respond to an Order to Remedy Violation Notice.
- ❖ The Code Enforcement Officer issued an Order to Remedy Violation Notice to a residential property owner for an LP-gas container installation violation.
- ❖ The Code Enforcement Officer issued an Order to Remedy Violation Notice to a residential property owner for an abandoned vehicle and junk and debris in the yard.
- ❖ The Code Enforcement Officer issued a Stop Work Order to a residential property owner for commencing renovations on the front porch without a Building Permit.
- ❖ The Code Enforcement Officer has been randomly observing activity at a residential rental property that has been reported to be overcrowded and a location for unruly behavior.
- ❖ The Code Enforcement Officer conducted brush patrol reminding residents that brush pickup has concluded for the season.

- ❖ The Code Enforcement Officer conducted snow patrol reminding residents to remove their vehicles from the road during the storm and to clear the snow from their sidewalks after the storm.
- ❖ The Code Enforcement Officer appeared at Southold Town Justice Court on two (2) dates.

Code Enforcement Worksheet is attached.

Attachments:

Code Enf Rep (PDF)

Appearances Tickets Issued

Date	SCTM#	Address of Occurrence:	Charge:	Defendant's Address:	Ticket #
1/28/2016	6.-7-18	306 Fifth Street	304.10 of the Property Maintenance Code. Fail to Maintain Porch.	PO Box 682 Ridge, NY 11961	16001
1/28/2016	6.-7-18	306 Fifth Street	304.10 of the Property Maintenance Code. Fail to Maintain Rear Stairs.	PO Box 682 Ridge, NY 11961	16002
1/28/2016	6.-7-18	306 Fifth Street	304.7 of the Property Maintenance Code. Fail to Maintain Roof.	PO Box 682 Ridge, NY 11961	16003
1/28/2016	6.-7-18	306 Fifth Street	304.6 of the Property Maintenance Code. Fail to Maintain Exterior Walls.	PO Box 682 Ridge, NY 11961	16004

Property Inspections

Date	SCTM #	Address	Reason for Inspection	Results/Remediation	Pass/Fail
1/5/2016	4.-4-21	240 Sixth Ave	Rental Permit	No violations were observed. The property is in substantial conformance with the requirements of the Uniform Code and the Village Code.	Pass
1/7/2016	6.-4-12	319 Wiggins Street	Rental Permit	<u>1/7/2016</u> : Inspected property with property owner. Numerous violations observed including no smoke alarm in 1 bedroom, CO alarm in rear apt not operational, portable electric heater plugged into power strip and extension cord in rear apt, numerous extension cords, each bedroom in front apt has separate lock and is being rented separately, and other violations. Re-inspected the property at the end of the day and observed that a smoke alarm was installed, batteries were added to the CO alarm, and the portable electric heater was removed. <u>1/11/2016</u> : Issued an Order to Remedy Violation Notice to the property owner.	Fail
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street Sterlington Deli	NYS Fire Safety	<u>1/13/2016</u> : Inspected property with agent. Action Required: Install vehicle protection for LP-gas tanks, install CO Alarms, and correct other less serious violations. <u>1/22/2016</u> : Issued Order to Remedy Notices to the agent.	Fail

1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street Rinconcito Hispano Restaurant and storage area #6 Ferretti & Odell CPA	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Restaurant- Install vehicle protection for LP-gas tanks, GFCI required in bathroom outlet, remove extension cords and multiplug adapters. Storage Area- Install smoke alarm and fire extinguisher, repair roof leak. CPA- unlock rear exit, repair ceiling sheetrock, repair roof leak, GFCI required in bathroom outlet, install smoke alarms and fire extinguisher, remove extension cords.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p>	Fail
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street #8 Bernadette Gilda LCSW-R #9 Platinum Prepaid Wireless Plus #10 Vacant 2- 2-bedroom apartments on 2nd flr.	NYS Fire Safety and Village Rental Permit	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Office- Install fire extinguisher. Wireless Store- Install smoke alarm, certify fire extinguishers, remove extension cords and power strips. Common Area: Certify fire extinguishers, replace dryer vent with rigid vent, cover bare bulbs with globes. Apartments: #A- install cover on outlet in kitchen, remove CO Alarm or make operational. #B- remove CO Alarm or make operational.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p>	Fail
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street #12 Brian Arm Physical Therapy	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Clear area in front of electric panel, certify upstairs fire extinguisher, unlock exit door, illuminate exit signs.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p>	Fail
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street #15 Irene's Tailor Shop #18 Suki's Spa #19 Edward Kondak DDS #22 Suffolk County Family Services	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Irene's- remove combustible material from work area around iron, install GFCI in bathroom outlet, remove extion cords, clear furniture and clothing from exit aisles and upstairs exit window. Suki- unlock exit doors, certify fire extinguishers, remove extension cords. Dentist- unlock exit door, install fire extinguisher. County Office- illuminate exit sign.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p>	Fail

1/13/2016	6.-2-23.1	Sterlington Commons La Capricciosa Pizza 135 Third Street 4- upstairs apartments	NYS Fire Safety and Village Rental Permit	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Pizza- remove loose wiring on floor behind counter, install CO Alarms, properly mount fire extinguishers, unlock exit doors, remove multiplug adapter. Apts- No CO Alarms. Agent purchased and installed CO Alarms in apartments at end of inspection. Remove old tv, mattress, junk and debris from rear of building.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p>	Fail
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Property Inspections Awaiting Repairs

Date	SCTM #	Address	Reason for Inspection	Results/Remediation	Pass/Fail
12/18/2015	5.-4-31.1	15 Front Street	NYS Fire Safety and Rental Permit	<p><u>12/18/2015</u>: No smoke alarms were observed in 2 of the 3 first floor stores.</p> <p><u>1/19/16</u>: Property owner emailed Village reporting that he is working on compliance.</p>	Fail
11/19/2015	5.-3-18	140 Main Street	NYS Fire Safety and Rental Permit.	<p><u>11/19/2015</u>: Violations were observed with exit signs, fire extinguishers, fire-resistance rating, and access to the entire building was not available during the inspection. Owner will correct the problems and reschedule the inspection.</p> <p><u>12/10/2015</u>: Observed that the exit signs violations have been corrected, the fire extinguishers have been replaced, and the sheetrock has been repaired. Still need to inspection the smoke alarms in the front rental apartment. Owner will reschedule when the tenant is available to let us in.</p>	Fail
11/23/2015	3.-5-5.1	520 Carpenter Street	Rental Permit	<p><u>11/23/2015</u>: Smoke alarm outside of front bedrooms in first floor apartment was removed and needs to be replaced. The exterior of the electrical panel box located in the basement is rusted and corroded. Owner advised to have a licensed electrician inspect/replace the panel.</p> <p><u>12/10/2015</u>: Telephone interview with the property owner who stated that she has been waiting for the electrician to become available.</p> <p><u>1/8/2015</u>: Telephone interview with the property owner who stated that the repairs have been completed and she will schedule an inspection next week when she is in town.</p> <p><u>1/15/2015</u>: Telephone interview with the property owner who stated that she will not be in Greenport until February.</p>	Fail

Notice of Violation / Order to Remedy Violation Sent:

Date	SCTM #	Address	Nature of Violation	Remediation	Closed:
1/11/2016	6.-4-12	319 Wiggins Street	Numerous violations of State and Village Code observed during a Rental Permit Inspection.		
1/13/2016	7.-1-15.2	133 1/2 Sixth Street	Section 3803.1 of the Fire Code. Improperly installed LP-gas storage tank.	1/13/2016: Issued Order to Remedy Violation Notice. 1/25/2016: Notice returned by USPS as undeliverable. 1/27/2016: Reissued the Notice to a new address in Orient.	
1/21/2016	6.-5-18	411 Fifth Street	Stop Work Order. Commenced Construction without a Building Permit.	1/21/2016: Issued Stop Work Order.	
1/22/2016	2.-1-3	63 Washington Ave	Abandoned Vehicle and Public Nuisance.	1/22/2016: Issued Order to Remedy Notices.	
1/22/2016	6.-2-23.1	Sterlington Deli Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Ferretti & Odell, CPA #6 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Rinconcito Hispano Restaurant Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Bernadette Gildea, LCSW-R #8 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Platinum Prepaid Wireless Plus #9 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	

1/22/2016	6.-2-23.1	Common area and Apartments Bldg #3 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Brian Arm Physical Therapy #12 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Irene's Tailor Shop #15 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Suki's Spa Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Edward Kondak, DDS #19 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Suffolk County Family Services #22 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	La Capricciosa Pizza Sterlington Commons 135 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Apartments Bldg #6 (above Pizzeria) Sterlington Commons 135 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/29/2016	2.-2-34	210 Atlantic Place	Abandoned and Unlicensed Vehicles.	1/29/2016: Issued Order to Remedy Violation Notice.	
1/29/2016	2.-2-33	214 Atlantic Place	Property Maintenance Violation. Peeling, flaking and chipped paint and bare wood surfaces.	1/29/2016: Issued Order to Remedy Violation Notice.	
1/29/2016	2.-2-31	220 Atlantic Ave	Public Nuisance. Junk and Debris stored on property.	1/29/2016: Issued Order to Remedy Violation Notice.	

1/29/2016	4.-7-5	414 First Street	Public Nuisance. Junk and Debris stored on property.	<u>1/29/2016</u> : Issued Order to Remedy Violation Notice.	
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New Complaints

Date	SCTM#	Address	Nature of Violation	Remediation	Closed:
1/20/2016	2.-1-3	63 Washington Ave	Abandoned vehicle and junk and debris in the yard.	<u>1/20/2016</u> : Inspected the property and observed a silver abandoned sedan and junk and debris in the yard. <u>1/22/2016</u> : Issued Order to Remedy Notices.	
1/29/2016	2.-2-34	210 Atlantic Ave	Abandoned and Unlicensed Vehicles.	<u>1/29/2016</u> : Issued an Order to Remedy Violation Notice.	
1/29/2016	2.-2-33	214 Atlantic Ave	Property Maintenance Violation. Peeling, flaking and chipped paint and bare wood surfaces.	<u>1/29/2016</u> : Issued an Order to Remedy Violation Notice.	
1/29/2016	2.-2-31	220 Atlantic Ave	Public Nuisance. Junk and Debris stored on property.	<u>1/29/2016</u> : Issued an Order to Remedy Violation Notice.	
1/29/2016	4.-7-5	414 First Street	Public Nuisance. Junk and Debris stored on property.	<u>1/29/2016</u> : Issued an Order to Remedy Violation Notice.	

Open Cases

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
12/17/2015	2.-5-12	200 Broad Street	Fence violation.	<u>12/17/2015</u> : Inspected the property and observed that the fence does not comply with Code. Called the property owner and left a message.	
12/17/2015	6.-7-18	306 Fifth Street	Porch, Roof and Exterior Walls in a state of disrepair, in violation of the Property Maintenance Code of NYS.	<u>12/17/2015</u> : Order to Remedy Notice issued. <u>1/27/2016</u> : Inspected and photographed property. No improvement observed. <u>1/28/2016</u> : Issued Tickets 16001, 16002, 16003 & 16004 to the property owner.	
12/23/2015	6.-4-4	444 Fifth Street	Public Nuisance. Junk and debris on porch and in yard. Abandoned Vehicles.	<u>12/23/2015</u> : Order to Remedy Notices issued.	
12/28/2015	4.-4-13	527 Madison Ave	Abandoned vehicle.	<u>12/28/2015</u> : Order to Remedy Notice issued. <u>1/27/2016</u> : Telephone interview with the vehicle owner who stated that she is in the process of getting the car registered.	
12/28/2015	2.-5-10	216 Broad Street	Commenced construction of a shed without a Building Permit.	<u>12/28/2015</u> : Order to Remedy Notice issued. <u>12/30/2015</u> : Interview with the property owner at Village Hall. He stated that the shed is less than 100 sq ft and he doesn't need a permit.	
10/9/2015	5.-2-13	160 Bay Ave	Complainant reports that there is a hole in her neighbor's fence that allows deer to enter her yard.	<u>10/15/2015</u> : Inspected the fence, observed the hole, and left a telephone message for the complainant. <u>11/17/2015</u> : Unable to contact property owner at the property. Order to Remedy Notice issued to property owner. <u>12/10-2015</u> : Telephone interview with the property owner who stated that he would repair or replace the fence.	

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> <p><u>11/6/2015</u>: Order to Remedy Violatio Notice issued to the property owner.</p> <p><u>11/13/2015</u>: Telephone interview with the property owner who described the ongoing neighbor dispute and stated that she will have the landscaper trim the hedges and will call a fence company to repair the fence.</p> <p><u>11/30/2015</u>: Inspected the property and observed that the hedges have been trimmed.</p>	
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 accomadate 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	<p>90-2. Public Nuisance. Junk and debris in yard, exterior siding and walls in a state of disrepair, and unmaintained porch. 112-11. Abandoned Vehicle.</p>	<p><u>6/25/2015</u>: Inspected and photographed the property. <u>7/14/2015</u>: Issued an Order to Remedy Violation Notice to the property owner. <u>8/20/2015</u>: Inspected and photographed the property. <u>8/21/2015</u>: Issued Tickets 15069, 15070, 15071 and 15072 to the property owner. <u>9/8/2015</u>: Inspected the property and observed that the abandoned vehicle has been removed but the debris still remains. <u>9/24/2015</u>: Received a letter from the property owner stating that the abandoned vehicle has been removed, the yard has been cleaned, and a contractor has been hired to paint the house. <u>9/25/2015</u>: Inspected the property and observed that some of the debris has been removed but that there is still more work required. <u>10/01/2015</u>: Inspected the property and observed that the violations still remain. <u>11/6/2015</u>: The property owner and his lawyer appeared in Southold Town Court. They stated that they could not get the tenants to clean the property and requested that we send them a Notice of Violation. <u>11/17/2015</u>: Order to Remedy Notices issued to the 2 tenants and copies emailed to the attorney. <u>11/23/2015</u>: Interview at Village hall with one of the tenants who stated that the junk does not belong to her family. She stated that they own the dog cage on the porch and the children's toys in the yard but that they are not unused objects.</p>	
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5/7/2015	2.-6-50	629 Main Street	Illegal Apartment in Rear Garage.	<p><u>5/8/2015</u>: Telephone interview with the 1st complainant.</p> <p><u>5/11/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/13/2015</u>: Inspected the property from the property line during the evening. No activity observed.</p> <p><u>5/14/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/15/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/18/2015</u>: Inspected the property from the property line. No activity observed.</p> <p>Telephone interview with the 1st complainant. Later the 1st complainant called back and left a message that the tenants were home in the garage at approximately 5:15 PM.</p> <p><u>5/19/2015</u>: The 1st complainant left a message that the male tenant was home in the garage at approximately 5:45 PM.</p> <p><u>5/20/2015</u>: Telephone interview with the 1st Complainant.</p> <p><u>5/21/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/26/2015</u>: Received a written complaint from the 2nd complainant. Inspected the property from the property line. No activity observed.</p> <p><u>5/27/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/28/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/29/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/1/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/3/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/4/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/6/2015</u>: 1025 hrs, Observed a 2011 VW NY reg # FJF7525 parked in front of the garage. Interviewed the property owner who stated that the garage is rented to a husband and wife during the period of April through the end of June, but that the building was used as a cottage long before he purchased the property.</p> <p><u>6/18/2015</u>: Ticket numbers 15054 and 15055 were issued to the property owners for a zoning violation.</p> <p><u>7/10/2015</u>: The owners appeared in Southold Town Justice Court to answer the tickets. The case was adjourned while they seek a zoning variance.</p>	
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5/21/2015	6.-3-17	431 Fifth Street	Shed too close to the property line.	<p><u>5/29/2015</u>: Telephone interview with the property owner who stated that he will begin the process next week to seek a variance for the shed.</p> <p><u>7/14/2015</u>: Left message for the property owner.</p> <p><u>7/16/2015</u>: Left message for the property owner.</p> <p><u>7/17/2015</u>: Telephone interview with the property owner who stated that he has begun the process to seek a variance.</p>	
4/14/2015	2.-4-2	320 Johnson Court	90-2. Public Nuisance. Junk and debris in the yard. Violations of the Property Maintenance Code of NYS. Holes in the roof and siding.	<p><u>5/29/2015</u>: Inspected the property and observed that nothing has changed.</p>	
4/20/2015	3.-4-3	610 Main Street	Illegal Apartment	<p><u>4/20/2015</u>: Issued Ticket # 15044 to property owner.</p> <p><u>6/5/2015</u>: Owner and his attorney appeared in Court and requested an adjournment while they go before the Zoning Board of Appeals.</p>	
12/15/2014	7.-4-11	149 Fifth Street	90-2. Public Nuisance. Roof of detached garage has caved in.	<p><u>1/7/2015</u>: Telephone interview with the property owner who stated that her daughter is in the process of buying the house and that the daughter plans on fixing or removing the garage.</p> <p><u>1/8/2015</u>: Telephone interview with the daughter who stated that when they buy the house, they will either repair or remove the garage.</p>	

11/12/2014	2.-4-29	507 Third Street	Abandoned vehicles. Debris and junk behind garage. Garage in deteriorated condition.	<p>Notice of Violation sent via USPS certified mail. Returned "Not deliverable as addressed, unable to forward."</p> <p><u>12/04/2014</u>: Researched the property owner and reissued Notice of Violation to his home address.</p> <p><u>12/21/2014</u>: Served the Notice of Violation by conspicuously posting the Notice on the front door of the property.</p> <p><u>1/4/2015</u>: Notice of Violation that was sent to the owner's home address was returned by USPS as unclaimed.</p> <p><u>1/12/2015</u>: Inspected the property and observed that the abandoned vehicles have been removed but not much else has changed. During a telephone interview with the owner, he stated that he is working to get the tenants to clean up.</p> <p><u>2/23/2015</u>: Issued ticket 15006 for Failure to Maintain Accessory Structures and ticket 15007 for Public Nuisance. <u>2/26/2015</u>: Telephone interview with the property owner who stated that he has removed the debris and that he will begin to repair the garage as soon as the weather breaks. Inspected the property and confirmed that the debris has been removed.</p> <p><u>5/29/2015</u>: Inspected the property and observed that no repairs have been made to the garage.</p> <p><u>7/10/2015</u>: The property owner failed to appear in Court to answer the summons.</p>	
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	Garage is dilapidated. Roof is falling in and building is leaning to the north.	<p><u>01/21/2015</u>: I went to the property and interviewed the property owner who stated that she is aware of the problem and is considering her options.</p> <p><u>3/30/2015</u>: Issued Ticket # 15025 to the property owner for Public Nuisance.</p> <p><u>5/29/2015</u>: Inspected the property and observed that nothing has changed.</p> <p><u>7/24/2015</u>: The property owner failed to appear in Court.</p>	



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: February 11, 2016
Meeting: February 18, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Recreation

Work Session Report Recreation Department

February 18, 2016

Marina/Mitchell Park

- ❖ The first big storm of the season proved to be a challenge for the Ice Rink. After the accumulations were done we were left with much more snow in the rink then on the outside. The glass walls trap blowing snow in the rink. We ended up using an ATV with a plow. Once the snow was all piled up the marina staff used a snow blower and shovels to get it out of the rink. The quantity inundated our efforts and eventually the Road Department assisted us with a front-end loader to complete the job. The following storm brought the opposite effect when heavy rain melted much of the ice and created poor conditions that had to be corrected by spraying the ice and creating a new layer.
- ❖ Our Ice Rink consultant is going to provide us with a list of maintenance items that are recommended when the season is over. The list will enable us to make repairs and changes during the off-season.
- ❖ The Marina revenue is up by \$5,722.63 over last year. This is due to a vessel that docked here for 35 days, while conducting a research project. They added \$5,322.63 to the \$400.00 we had for early reservations.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =35 Enrolled in After School Program

Reports

- ❖ Owing to the weather, the Ice Rink finally opened on January 6th fully staffed and ready to operate. We had to keep the residents and customers notified with the most up-to-date information about conditions. We did this by social media, email notification, and updates to our municipal website.
- ❖ Skate School commenced on January 9th, one week later than originally scheduled. We did have some issues with keeping classes due to the weather hurdles. We did offer make-up classes during the first and second week of February. Totally, we had 72 children enrolled in Skate School. The Village boasted revenue of 2,520.00, over the revenue from last year. This increase is due to the Village running the program, this was not done in years prior.
- ❖ The employees of the rink have been doing whatever possible to keep the rink operational. Unfortunately the weather has not been cooperative.
- ❖ Although we have remained fully staffed, those objectives were not met easily.
- ❖ Enrollment in the After School Program was down in January. This is probably due to businesses being closed for the season and the weather. It is expected to increase into the spring.
- ❖ In advance, the flyers for the Summer Camp 2016 are in process.
- ❖ Revenue for the carousel is up by \$341.39 over last year. Ice Rink revenue is down by \$8,074.00 from last year due to the delayed opening and poor weather conditions.

Campground

- ❖ Campground is closed for the season.

Attachments:

Rev Rec Report 02182016 (PDF)

Marina

DEPARTMENT

JAN 2016

JAN 2015

MONTH/YEAR

MONTH/YEAR

2015/16

2016/17

1		
2		
3		
4	50-	150-
5		
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7		400 (2014/15) 150 (2015/16)
8		50 (2015/16)
9		50 (2015/16)
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26		
27	50-	
28		
29		
30		300
31		

\$400-

1100

TOTAL

Carousel

Jan 2016
DEPARTMENT
Jan 2015
MONTH/YEAR
MONTH/YEAR

1	564	10 (ornament)	513	
2	1026	20 (ornaments)	900	15
3	278	17 (restoration)	454	
4			168	
5				
6				
7				
8				
9	\$377			
10	594		260	15 (t-shirt)
11	10-		274	45 (t-shirt)
12				
13				
14				
15				
16	285	15 (t-shirt)		
17	916	35 (t+orn) 8.05	394	
18	188		374	
19			458	60 (t-shirt/orn) 7.66 (donations)
20				
21				
22				
23	Closed due to Blizzard			
24	18-		24-	
25			160	15 (t-shirt)
26				
27				
28				
29				
30	490			
31	36.00 (ornaments) 1.00 Restoration closed - door frozen shut			
	\$4383.05		4041.66	

TOTAL

ICE RINK

JAN 2016
MONTH/YEAR

DEPARTMENT

JAN 2015
MONTH/YEAR

1			2671-	1321-
2			4037-	1923-
3			2512	1046 80 skate school
4	300 (skate school)		closed	Rain
5	-		151	100-
6	273- 4300- (hockey) (check)		128	
7	116- 90- 100 (skate school)		closed	- too cold
8	390- 246-		149	75
9	50 Refund (70+20/skate) 537-		358-	57
10	9th 1682- 537- 10th RAIN		75.5 (skate school)	1668- 236-
11	closed RAIN		2608	827
12	41		closed	- Rain
13	60-		closed	- Rain
14	28-		36-	
15	650- 55-		93-	57-
16	697- 339-		305-	300-
17	300 2123- 2869-		65 (skate school)	225 (w. rink) 2235
18	1945- 438-		closed	- Rain/wind (1/17) 600 c.c.
19	79-		2267-	322
20	89-		11-	
21	- - , 220-(cc)		95-	
22	290- , 131-(cc)		18-	
23	closed due to blizzard		265-	61-
24	196- , 79-(cc)		closed	- bad weather
25	173-		1127-	750-
26	46-		2700 (adult hockey)	1245 (skate school)
27	48- , 16-(cc)		closed	- storm
28	47- , 46-(cc)		closed	- storm
29	220- , 38-(cc)		41-	
30	1839- , 643-(cc)		142-	
31	1563- , 672-(cc) 300. rental		2756-	106-

\$24,925 - 50 Refund (on 1/9 skate school) = 24875 \$32,949 -

TOTAL

McCanns

JAN 2016

DEPARTMENT

JAN 2016

MONTH/YEAR

MONTH/YEAR

2015

2016

1		
2		
3		
4		
5		
6		
7		
8	1500-	3575-550-
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29	300-	
30		
31		

\$5925

TOTAL



236 THIRD STREET
GREENPORT NY 11944

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CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: February 9, 2016
Meeting: February 18, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Robert Brandt, *Treasurer*
From: Robert Brandt, *Treasurer*
Department: Treasurer's Department

FEBRUARY 2016 WORK SESSION

Report from the Treasurer's Office

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

- RESOLUTION scheduling a public hearing for the 2016 - 2017 Tentative Village budget on April 14, 2016; and directing Clerk Pirillo to notice the budget hearing accordingly.
- RESOLUTION authorizing the Village of Greenport to add the outstanding water and sewer balances in arrears for any such property to the Village of Greenport 2016 tax bills for that property, per calculations to be completed by or on April 30, 2016.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 2305, to appropriate General Fund reserves for the increased expenditures in the Planning Contractual Expense, Board of Trustees Minutes and Zoning Contractual Expense lines, and directing that Budget Amendment # 2305 be included as part of the formal meeting minutes for the February 25, 2016 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Transfer # 2306, to reallocate appropriations for the increase in Building Contractual Expense line, and directing that Budget Transfer # 2306 be included as part of the formal meeting minutes for the February 25, 2016 regular meeting of the Board of Trustees.

UTILITY BILLING

Meter reading and billing are on or close to schedule.

Power Manager Software update has made changes to the utility bills

- The addition of bar coding, allowing quicker and more accurate retrieval of account information. Also coming soon, email capability -

for direct emailing of bills to customers (paper-less billing, including any attachments).

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- a) 8 recertifications and 8 interims were performed.
- b) 2 vouchers leased up and moved in 1/1/2016.
- c) 2 vouchers leased up and will move in 2/1/16.
- d) #42HAP voucher expired due to inability to find housing.
- e) #43VC relinquished voucher as of 12/31/15.
- f) #17VC will port to NFHA as of 2/1/16 - moved to East Marion, NFHA jurisdiction.
- g) #10HAP will be porting to Lancaster County Housing Authority as of 2/1/16.
- h) Units #1VC, 9VC, 33VC and 20VC failed inspections. Landlords have 30 days to make repairs. As of 1/5/16, repairs have been completed on 1VC, 9VC, 33VC.
- i) Village of Greenport Board approved nomination of Karen Jimenez to HA Board by Village Board Resolution # 12-2015-22.
- j) HUD is conducting a nationwide study to measure the amount and sources of error associated with determinations of eligibility and tenant rent in HUD-assisted housing programs and to collect information about utility allowance subsidies. A HUD representative will be coming to the VGHA mid-February to conduct their study.
- k) Fair Hearing was held for #15HAP. Officer will render decision by end of January

SIGNIFICANT PAYMENTS

- Bond Interest - \$ 30,200.00 - breakdown as follows:
 - General Fund - \$ 22,125.00
 - Fire Department - \$ 3,305.94
 - Light Fund - \$ 4,769.06

SIGNIFICANT COLLECTIONS

- Property Taxes Received Through January 31, 2016 - \$ 1,067,285.17
- Rents Received - January 2015 - \$ 77,854.53

INFORMATIONAL:

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

Attachments:

BANK ACCOUNT BALANCES JANUARY 2016 (PDF)

CD FINANCIALS JANUARY 2016(PDF)
HA FINANCIALS JANUARY 2016(PDF)
BILLING STATISTIC REPORT JANUARY 2016 (PDF)
BUDGET AMENDMENT 2305 (PDF)
BUDGET TRANSFER 2306 (PDF)

G	Sewer	G.0200.000	Checking	347,223.45	
G	NYS DEC Consent	G.0201.000	Savings	31,145.65	
G	Sewer Fund III	G.0201.120	Cert of Deposit	714,847.76	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,110.55	
G	NYSERDA	G.0525.000	Checking	111.01	
				TOTAL SEWER FUND	1,291,290.03
H	Capital	H.0200.000	Checking	127,676.54	
H	Capital Reserve	H.0200.400	SAVINGS	49,376.84	
				TOTAL CAPITAL FUND	177,053.38
TA	Trust & Agency	TA.0200.000	Checking	43,434.04	
TA	Retirement Savings	TA.0201.000	Savings	48,733.05	
TA	WWI Memorial Trust	TA.0201.001	Savings	727.75	
TA	T & A Special Escrow	TA.0201.002	Savings	6,573.83	
TA	Justice Court	TA.0201.004	InvestCheck	4,771.66	
TA	Concert Fund	TA.0201.008	Savings	2,276.25	
TA	Global Common	TA.0201.009	Savings	270,895.91	
TA	Accounts Payable	TA.0202.000	Checking	82,859.14	
				TOTAL TRUST & AGENCY FUND	460,271.63
	Wire Account			1.00	
	Utility Clearing			177,854.97	
					177,855.97
				TOTAL VILLAGE WIDE	9,034,083.51

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

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street			
		UNIT 1 - 8124	8327	UNIT 3	HOUSE
Rent	\$ 1,125.00	\$ 1,240.00	1,125.00	\$ 1,125.00	
Late Fees	\$ 75.00	\$ -			
TOTAL REVENUE	\$ 1,200.00	\$ 1,240.00	\$ 1,125.00	\$ 1,125.00	\$ -
EXPENSES:	EXPENSES: 213 Center	EXPENSES: 278 2nd Street			
	213 CENTER	UNIT 1 - 8124	8327	8328	HOUSE - 8590 RE/8361 SW
Utilities					
Electric	\$ 79.30				\$ 20.77
Water/Sewer	\$ 55.92				\$ 53.16
Propane/Heating Oil					
Admin					
Salary (\$4.08 X 2 payperiods 140 hrs=\$571.20 divide by 25% and 75%)	\$ 142.80				\$ 428.40
Payment Agreement to Village					\$ 1,000.00
Total	\$ 278.02	\$ -	\$ -	\$ -	\$ 1,502.33
					\$ 1,502.33
	MAINTENANCE: 213 Center	MAINTENANCE: 278 2nd Street			
	213 CENTER	UNIT 1	UNIT 2	UNIT 3	HOUSE
Maintenance Repairs/Other					
Southold Town Taxes 2016	\$ 2,787.68				4,460.29
VGHA Admin Fee Deficit					
Pine Oaks Landscaping					
	\$ 2,787.68	\$ -	\$ -	\$ -	\$ 4,460.29
Total Expenses	\$ 3,065.70				\$ 4,460.29
MONTHLY FINANCIAL SUMMARY	213 CENTER	278 2nd STREET			
Interest Earned					
Total Revenue	\$ 1,200.00			\$ 3,490.00	
Total Expenses	\$ 3,065.70			\$ 5,962.62	
NET REVENUE	\$ (1,865.70)			\$ (2,472.62)	
EXCESS (DEFICIENCY) OF TOTAL REVENUE					
OVER (UNDER) TOTAL EXPENSES	\$ (1,865.70)			\$ (2,472.62)	

Financial Data Schedule - Monthly Revenue & Expenses - Jan 16				80	TOTAL UNITS	TOTAL HAP & PORT PAYMENT	\$ 66,860.00	279.00	\$ -	\$ -
Account Description						TOTAL HAP, PORT, UTILITIES	\$ 67,139.00			
REVENUE:										
706	PHA HUD Operating Grants	\$ 64,688.00								
706a	Admin fee revenues	\$ 6,704.00								
711	Interest Earned - HAP	\$ -				Fraud Recovery HAP (714 010)				
	Interest Earned - ADMIN	\$ -				Fraud Recovery				
714	Fraud recovery	\$ -				Add'l Admin				
700	TOTAL REVENUE	\$ 75,166.00				Admin Fee Supplemental from CD				
EXPENSES:										
Administrative										
912	Auditing fees									
911	Salaries - Asha (\$24.04) Robert Column E 3 payperiods	\$ 3,266.10	\$ 223.08	\$ 3,589.18	Admin Salaries total					
911a	Medical	\$ 1,874.49	\$ 33.96	\$ 1,908.45	Medical Total	PORT IN	DATE	BILLED	ADMIN FEE	ABSORBED
911b	Dental	\$ 139.24	\$ 2.93	\$ 142.17	Dental Total					
911c	Pension 20.1% of paycheck	\$ 676.59	\$ 34.13	\$ 710.72	Pension Total					
914	Payroll Taxes FICA	\$ 257.51	\$ 17.07	\$ 274.57	FICA Total	TOTAL PORT IN		\$ -	\$ -	
915	Employee Benefit Contribution TOTAL	\$ 2,690.32	\$ 71.02	\$ 2,761.34	Benefits Total	PORT OUT				
914	Compensated absences									
	Quill Corp	\$ 81.98					11/13/2015	\$ 370.00	\$ 58.30	
917	Nina JG Stewart, Esq	\$ 743.75								
	A Gallacher Reimb									
918	A Gallacher Mileage	\$ -								
916	Office Expenses Total	\$ 83.98				TOTAL PORT OUT		\$ 370.00	\$ 58.30	
910	Administrative Total	\$ 6,767.37	\$ 7,175.09		Village of Greenport total					
962	Other General Expenses (Office Rent)	\$ 550.00								
969	TOTAL OPERATING EXPENSES	\$ 8,061.12								
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES			\$ 2,416.88						
973.1	PHA Utility Allowance	\$ 279.00								
973.2	HAP payments	\$ 66,490.00								DECEASED
	PORT payments	\$ 370.00								ABSORBED
973	(HAP, PORT and UTILITY TOTAL)	\$ 67,139.00								
	HAP & UTIL less Port payments	\$ 66,769.00								
1117	Total Admin Revenue	\$ 10,478.00								
1118	Total Hap Revenue	\$ 64,688.00								RELINQUISHED
1118-02C	Net HAP	\$ (2,451.00)								
	Net ADMIN	\$ 2,416.88								
900	TOTAL EXPENSES	\$ 75,200.12								
1000	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES			\$ (34.12)						

EOM Billing Statistics Report

Rate Summary - All Routes

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	Comm Tax	Res Tax	Total
Electric	2 - Electric - Flat Charge	14	0	0							9.07	474.45
	9 - Residential (1, 1)	1339	0	798794	91,644.40	0		465.38			2,984.45	127,465.72
	10 - Water Heating (2, 2)	14	0	2394	164.64	0			32,836.87		6.54	288.56
	11 - All Electric (3, 3)	335	0	316942	35,052.41	0			97.38		1,193.51	49,139.75
	13 - Demand - Class 3 (5, 5)	5	0	300600	16,803.54	893	10,492.76		12,893.83		449.55	39,974.85
	14 - Village St. Lighting (6, 6)	5	0	57795.9	6,652.30	0			12,229.00			9,003.55
	15 - Town St Lighting (7, 7)	1	0	7007.7	806.59	0			2,351.25			1,091.68
	19 - Traffic Lights (11, 11)	1	0	1416	146.65	0			285.09			204.26
	20 - Contract St Lighting (12, 12)	1	0	0	0.00	0			57.61			0.00
	21 - Sterling Harbor (13, 13)	2	0	2502.75	288.07	0						423.52
Electric Total		1717	0	1487452.35	151,558.60	893	10,492.76	465.38	101.82	33.63		228,046.34
Sewer	3 - Sewer - Flat Charge	42	0	0	2,108.00	0				483.18	4,193.57	2,108.00
	4 - Sewer - Flat Charge	1	0	0	63.70	0						63.70
	23 - Sewer - VILL 3/4" W/SEWER (14, 14)	870	613	3168.4	43,520.37	0						43,520.37
	25 - Sewer - VILL 1" W/SEWER (15, 15)	29	14	161.9	2,643.80	0						2,643.80
	27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	12	5	278.1	3,120.97	0						3,120.97
	29 - Sewer - VILL 2" W/SEWER (17, 17)	27	16	304.2	3,548.34	0						3,548.34
	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	10.6	101.61	0						101.61
	54 - Sewer - OUTSIDE RES SEWER (50, 50)	76	67	580.8968	10,730.05	0						10,730.05
	57 - SPLIT SEWER BILLING (52, 52)	1	0	82	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	98.2872	2,577.40	0						2,577.40
	64 - PECONIC LANDING 253	1	1	650	13,307.80	0						13,307.80
	65 - CLIFFSIDE CONDOS-SEWER	1	1	13	3,682.00	0						3,682.00
Sewer Total		1065	721	5452.4032	88,174.28	0						88,174.28
Water	5 - Water - Flat Charge	22	0	0	554.35	0						554.35
	22 - VILL 3/4" W/SEWER (14, 14)	877	305	3513.6	19,907.15	0						19,907.15
	24 - VILL 1" W/SEWER (15, 15)	28	7	271	1,114.32	0						1,114.32
	26 - VILL 1 1/2" W/SEWER (16, 16)	13	8	309	1,365.48	0						1,365.48
	28 - VILL 2" W/SEWER (17, 17)	28	20	338	1,792.20	0						1,792.20
	30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0						36.90
	32 - VILL 4" W/SEWER (19, 19)	2	2	6	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	7	630	2,719.32	0						2,719.32
	48 - VILLAGE 3/4" (44, 44)	97	84	-884	-2,200.56	0						-2,200.56
	49 - VILLAGE SEWER ONLY (45, 45)	4	0	0	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	682.924	0.00	0						0.00
Water Total		1177	435	4866.524	25,399.86	0						25,399.86
electric-small commercial	12 - Commercial (4, 4)	371	0	730272.7	83,990.39	0			29,388.17	6,359.37	0.00	119,737.93
	16 - Operating Municipal (8, 8)	18	0	35924	4,067.64	0			1,461.46			5,529.10
	17 - Water Department (9, 9)	3	0	2796	336.46	0			113.75			450.21
	18 - Sewer Department (10, 10)	10	0	81408	8,834.96	0			3,311.85			12,146.81
electric-small commercial Total		402	0	850400.7	97,229.45	0			34,275.23	6,359.37	0.00	137,864.05
Grand Total		4361	1156	2348171.9772	362,362.19	893	10,492.76	465.38	95,128.08	6,842.55	4,193.57	479,484.53



236 THIRD STREET
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CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: February 11, 2016
Meeting: February 18, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Village Clerk Department

Village Clerk Work Session Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on February 18, 2016
Report of Sylvia Lazzari Pirillo, Village Clerk

Announcements

- A civilian Narcan training session will be held at the Old Schoolhouse from 5:30 - 7:30 p.m. on March 31st, courtesy of Paul Maffettone of Michael's Hope.
- The public hearing regarding the Tentative Budget for Fiscal Year 2016/17 will be held on April 14th at 6 p.m. at the Old Schoolhouse.
- The April Work Session meeting of the Board of Trustees will be held at the Old Schoolhouse on April 21st, 2016 at 7 p.m.

Bids & RFP's

- The sludge removal RFP was noticed in the February 4th edition of the paper, and is returnable on the 17th of February.

Board Discussion Reminders

- Sandwich boards
- Short-term rentals

Contracts and Agreements

- The Site Access Agreement between PSE&G and the Village was

mailed to PSE&G on February 1st, after being signed by the Mayor. It was executed by PSE&G on the 4th of February.

- The Memorandum of Understanding regarding the Intent to Participate in the 2016 Assistance to Firefighters Grant Program was executed by the Village on February 6th.
- The contract between the Village and Johnson Tree Company was executed by the Village on 1/29/16.
- The contract between the Village and Skrezec & Son was executed by the Village on 1/29/16.
- The agreement between ASCAP and the Village of Greenport was executed by the Village on February 9, 2016. The agreement was executed by ASCAP on the same day.
- The contract for the delivery of No. 2 heating oil between the Village and Hands Fuel was fully executed on February 9th.
- The contract for the delivery of diesel fuel between the Village and Hands Fuel was fully executed on February 9th.
- The contract for the delivery of unleaded 87 octane gasoline between the Village and Hands Fuel was fully executed on February 9th.
- The agreement between Fundamental Business Service and the Village of Greenport was executed by the Village on February 9th.

Coordinated Review

- The Suffolk County Department of Economic Development and Planning notified the Village that it has no objection to the Village of Greenport assuming lead agency status for the Townsend Manor Inn Wetlands Permit Application.

Financial

- The Village received notification on February 1st that another \$ 65,622.54 of Hurricane Sandy reimbursement monies will be paid to the Village.
- On February 1st, the Village received a check in the amount of \$ 4,793 from PERMA following an audit.
- The Village-wide Annual Audit Report and the Single Audit Report were posted on the website on the 3rd of February.

Grants

- Updated Contact Sheets were completed for the following grants and relayed to the New York State Department of State: Economic Development Assessment, Old

Schoolhouse Restoration, Mitchell Park Bulkhead Feasibility Study and LWRP Amendment.

Legal Notices

- Proposed amendment to Chapter 132 re: handicapped spots at Synagogue and Holy Trinity Church

Public Assembly Permit Applications

- Two checks were received on February 2nd for the Power Squadrons event , to be held from July 28th - 31st. The check for the application fee is in the amount of \$ 250, and the check for the security deposit is in the amount of \$ 500. In addition, the requisite certificate of insurance was received on the same day.

Reminder(s)

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

Requested Resolutions

RESOLUTION approving the request of Joe Cortale, on behalf of the Floyd Memorial Library, to use a portion of Mitchell Park from 4 p.m. though 8 p.m. on July 19, 2016 for the annual Family Concert.

RESOLUTION scheduling a public hearing for March 24, 2016 at 7:00 p.m. at the Third Street Firehouse with regard to the Wetlands Permit Application submitted by Stephen Bull for the property at 24 Beach Road, Greenport, New York, 11944 to move, raise, replace and enlarge by 149 square feet the exiting cottage at 24 Beach Road, and directing Clerk Pirillo to notice the Wetlands Permit Application hearing accordingly.

RESOLUTION awarding the contract for the painting of the fourteen (14) Village of Greenport Carousel rounding board panels to the following artists, per the recommendation of the Village of Greenport Carousel Committee at a payment of \$ 1,250.00 per rounding board: Enid Vaune Hatton, Cindy Pease Roe, Marla Milne and Keith Mantell. The number of rounding boards painted by each artist will be determined via a random drawing.

Attachments:



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EXT. 217

Submitted: February 11, 2016
Meeting: February 18, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Mayor and Board of Trustees

Village Trustee Work Session Report

Attachments:

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

MEMORANDUM

February 11, 2016

From: Trustees Martilotta and Roberts

Re: February Work Session Report

1. Webcasting Village Meetings

As discussed at last month's work session and regular meeting, webcasting our meetings is simple and cost-effective, which is why most public agencies do it. To be opposed to webcasting public meetings is to be opposed to encouraging public participation in this government's activities. If we don't want to webcast, then we might as well cancel playing our meetings on Ch. 22. The table below summarizes the costs and benefits to the proposals that have been put on the table so far, and we look forward to discussing these with the Board.

Solution	Upfront costs	Recurring Annual Costs	Benefits	Concerns
Current	\$0	\$3000	Broadcasts to a wide, multi-generational audience	Not live, poor video and audio quality, no control over our own content and when it is played.
Web Conferenc e Solution (i.e. Webex of GoToMeet ing)	<p>\$200 wireless "meeting" webcam</p> <p>\$200 Chrome Book (or similar basic laptop) dedicated to webcasting</p> <p>\$50 Bluetooth transmitter to link sound system to webcast laptop</p> <p>\$50 Bluetooth microphone to pick up ambient noise in the room</p> <p>\$100 wireless router dedicated to village meetings and webcasting</p> <p>\$600 estimated total</p> <p>Same as above</p>	<p>\$600 GoToMeeting subscription: Unlimited meetings up to 25 simultaneous viewers</p>	<p>Broadcasts our meetings live, in HD, with audio clarity, to any party interested</p> <p>For at the most 1/2 the cost of our current TV broadcasts of just one VB meeting we can add all of our monthly meetings, including Work Sessions, ZBA, Planning, HPC.</p> <p>Only requires viewer to have internet access and a modern web browser</p> <p>Links to meetings can be published to website for easy access</p> <p>Interactive tools- typed or audio participation from viewers- can be enabled or disabled.</p> <p>Same as above</p> <p>Only serves governments</p>	<p>Might be an issue picking up any sound or noise not spoken into microphones</p> <p>Costs almost 4x as much with same upfront costs</p>
IQM2	Same as above	\$4,200 license fee		Costs almost 4x as much with same upfront costs

2. Habitat For Humanity:

- Title is clear
- Are we ready to discuss a resolution to sell the properties on Johnson Place and Webb Street to Habitat and help two local families become homeowners?

3. Building Department Reform Update

We have reexamined the outstanding violations issued by the building department, in an attempt to clear up some of the considerable backlog. Working with the Attorney, Building Department and the Mayor in the hopes of reducing the backlog as well as speeding up the process going forward.

4. Scanning Project Update

Agreed last work session on 6 distinct efforts that needed to be completed. We have gotten a price on the workstation set up, as well as the cabling for the new system. We are still waiting on Southold to set up the connection between Village Hall and Southold Town Hall, as well as the distribution of the licenses. On the final two sections, we have scheduled a time to go to Southold Town Hall and essentially get a hands on lesson, and we have completed the step by step checklist for the scanning of the documents.

5. Moore's Woods Trails

Propose establishment of a Trail Volunteer Committee, chaired by Liz Smith, to serve as stewards of the Moore's Woods and other trails within the Village. Activities to include light cleanup and foliage maintenance and alerting the village to major damage or dumping that takes place in the woods. The Committee would organize several informal walks and trail runs in the woods throughout the year, and would only need 3 or 4 people to sign up for it to be effective. There would be no cost to the village.

We would like to propose to the Board that these efforts are kicked off with a Memorial Day trail run/walk to take place after the Village Memorial Day Ceremony. All are invited to join. No cost to the village and no roads need to be closed. Ample parking available at the Ball field lots.

Ask that village invest in hauling effort to remove large objects dumped in the woods, per the pictures below.

By focusing attention and volunteerism on the woods, our belief, based on the experiences of communities and parks nationwide, is that people will be less

likely to dump their household trash if they see that people are maintaining and using the woods.



6. Monday Night Dances

- Spent \$12,258 for all costs related to the festival
- Raised \$19,816, including \$15,600 in sponsorships and \$4200 in cash collected at the concerts
- Last year's budget was \$11,000
- Dances were cash-flow-positive by \$7,600
- Request this year's budget be increased from \$11,000 to \$18,600

- At an average cost of approximately \$1375 per concert, this budget would allow us to add up to 5 nights – which has been a popular request among merchants and residents. Also could support:
 - The hiring of more bands like the swing band- which was possibly the best attended event of the season
 - Renting a professional stage setup
 - Event Coordinator working directly under Paul/Margo/Jeff and reducing reliance upon volunteer effort
- Please reward the volunteers who make this festival happen and the residents and businesspeople in our village who have come to love this tradition with an increased budget based on their strong fundraising efforts last year
- Request a resolution establishing the budget for the Monday Night Dances

7. Casual Labor in Road or other departments

- What is current process and policy?
- Should we put out a bid for casual workers so we can be compliant with our procurement policy? All contracts over \$2500 require two bids, and all contractors are required to provide proof that they are paying prevailing wage.

8. Youth Soccer League

- Soccer matches pop up throughout the warm weather months in the village
- Some families may have trouble affording the leagues in Mattituck, etc., and/or parents may be working and unable to drive them out of town
- Natural addition to our rec program, Paul and Margo are on board
- Noah Thomas has volunteered to coordinate a youth soccer league and serve as volunteer referee and field manager
- Estimated costs are
 - i. \$2,000 to start up (purchase goals, etc.)
 - ii. \$3,000 per year for equipment, jerseys, and referees
- Propose “half-field” 7-on-7 play on the Polo Ground fields (US Soccer recommends this format for youth soccer over traditional 11-on-11). We can have two matches at once.
- Begin with a small league this summer and expand based on signups.
- Ages 6-12, group based on signups
- Practices and games will be Monday-Thursdays between 5:30 and 8:00pm, late June through Labor Day.
- Can utilize the facilities used by the mens’ softball league and skate park, including trash and porta-sans.
- If successful, could be expanded into the fall
- Free for village residents, fee for non-village residents
- Members of the community have expressed interest, and our fields sit vacant many nights of the summer