



236 Third Street
Greenport NY
11944

Tel: (631)477-0248
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MAYOR
DAVID NYCE
Ext. 215

TRUSTEES
GEORGE HUBBARD JR.
DEPUTY MAYOR

DAVID MURRAY

MARY BESS PHILLIPS

JULIA ROBINS

CLERK
SYLVIA LAZZARI PIRILLO
Ext. 206

TREASURER
CHARLENE KAGEL, CPA
Ext. 217

VILLAGE ADMINISTRATOR
DAVID ABATELLI
Ext. 209

**UTILITIES DISTRICT
SUPERINTENDENT**
JOHN W. NAYLOR, JR., P.E.
Ext. 202

August 19, 2013 at 6:00 PM
Board of Trustees— Work Session Meeting
Third Street
Firehouse
Greenport, NY 11944

PLEDGE OF ALLEGIANCE

MONTHLY REPORTS FOR THE FOLLOWING:

- **FIRE DEPARTMENT - CHIEF WAYDE MANWARING
INCLUDING COMPILATION OF ALL MONTHLY
MEETING MINUTES**
- **TREASURER – CHARLENE KAGEL**
- **VILLAGE CLERK – SYLVIA PIRILLO**
- **UTILITIES DISTRICT SUPERINTENDENT-
JACK NAYLOR**
Road Department
Sewer Department
Water Department
Light Department
- **VILLAGE ADMINISTRATOR – DAVE ABATELLI**
Building Department
Recreation Department
Housing Authority
Harbor Department
Marina Manager
- **VILLAGE ATTORNEY – JOSEPH PROKOP**

MAYOR AND VILLAGE BOARD OF TRUSTEES

ITEM FOR DISCUSSION

Rental Permit Proposed Law



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**UTILITIES DISTRICT
SUPERINTENDENT**
JOHN W. NAYLOR, JR., P.E.
Ext. 202

Submitted: August 12, 2013
Meeting: August 19, 2013 6:00 PM - *Work Session Meeting*
To: Mayor David Nyce / Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Wayde Manwaring, *Chief*
Department: Fire Department

Fire Dept Work Session

Attachments:

Fire Dept Work Session Reports 8_19_2013 (PDF)

CHIEF WAYDE MANWARING
1ST ASST. CHIEF HARRY BREESE
2ND ASST. CHIEF WAYNE MILLER
CHAPLAIN C. KUMJIAN
TREAS/SECRETARY J. KALIN



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Email: gdfire@optonline.net
www.greenportfd.org

JULY 09 2013

Organized 1845

Finance Meeting

Attendance ; Jim Pirillo jr, Joe Barszcewski George Hubbard , Jim Kalin, Warren Jensen, and Chief Manwaring excused were Chiefs Breese and Miller.

Went over all bills and talk about the two percent money .

The chiefs are up grading their cell phones .

Company Request

8 3 1; Budget Items

8 3 2 ; Budget Items ,and a hot stick from the FireStore \$319.99 .

8 3 3 ; New truck and budget items

8 3 4 ; Budget Items

8 3 5 ; Budget Items

8 3 16 / Medical Supply from Hammer Medical \$670.10 and budget items

Fire Police ; Budget Items .

Water Rescue ; Budget Items .

Department ;Budget Items repair the wall out by the Rescue door

CHIEF WAYDE MANWARING
1ST ASST. CHIEF HARRY BREESE
2ND ASST. CHIEF WAYNE MILLER
CHAPLAIN C. KUMJIAN
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Company Officers Meeting July 16, 2013

Opening: Chief Manwaring opened the meeting @ 18:00 with the Pledge to the Flag & moment of silence for departed members

Attendance: Chiefs Manwaring, Breese & Miller, Capts. Corazzini, Rosa, & Bogardus; 1st Lts. Hays & Clark; 2nd Lts. Dimos, Thorp & Weingart; Fire Police Capt. Corwin; Warden Grilli & Member G. Pope

Reading of Previous Minutes: MM by Warden Grilli, 2nd by 2nd Lt. Dimos to dispense with reading of previous minutes. MC

Communications:

- 9/7/13 Southampton Muster
- Donation request from Burn Center
- Fire Marshall LI Shooting Range competition 8/3/13
- Medford Old Fashioned Drill & Antique Apparatus Show 9/28/13
- Ridge Country Western night 9/14/2013
- Donation request from the Fallen Firefighters Fund
- Suffolk FRES Terrorist Class
- Mastic FD 1st annual golf tournament 7/14/2013 @ Pine Hills, \$150.00/golfer

Committee Reports: 2nd Asst. Chief Miller handed out picnic assignments to Company Officers

Unfinished Business: None

New Business: None

CHIEF WAYDE MANWARING
1ST ASST. CHIEF HARRY BREESE
2ND ASST. CHIEF WAYNE MILLER
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MEETING OF THE BOARD OF WARDENS

Wed July 17, 2013

OPENING:

Chief Wayde Manwaring opened the meeting at 7:33 pm with the pledge of allegiance to the flag and a moment of silence for departed members

ATTENDANCE:

Chief Wayde Manwaring, First Asst. Chief Harry Breese
Wardens Warren Jensen, Joseph Milovich of Eagle Hose co # 1, Antone Volinski, George Hubbard of Relief Hose co # 2, Joseph Barszczewski, Raymond Crowin of Star Hose co # 3, James A Pirillo, James J. Pirillo of Standard Hose co #4, John Grilli of Phenix Hook & Ladder Co # 1.

Excused from Meeting Second Asst. Chief Wayne Miller, and Warden James Kalin of Phenix Hook & Ladder co # 1

THOSE WISHING TO SPEAK TO THE BOARD:

Ryan Weingart candidate chosen for Boy State spoke of his experience the week of being at Boys State and Thanked the Board of Wardens for choosing him to go.

Star Hose new member Mike Buttler introduced himself to the Board, Warden Raymond Corwin Stated he just waiting to attend Fire Fighter 1 Classes.

READING OF THE PREVIOUS MINUTES:

Motion made by Warden John Grilli, seconded by James J. Pirillo, to approve the minutes of the June 16, 2013 meeting of the Board of Wardens as printed and distributed. Motion carried.

COMPANY OFFICERS MEETING MINUTES:

Unavailable

TREASURER'S REPORT: Unavailable

BILLS: none

COMMUNICATIONS RECEIVED:

1. Sandy Beach Property Owners \$100.00 donation
2. William Demetriou \$25.00 donation in memory of William Jaegar
3. J. Wood Fire Fighter of Rochester looking to present ways to illuminate tools and apparatus
4. Mastic FD 1st Annual Golf Tournament Sept 16,2013
5. Suffolk County – Terrorist Indicator course, courses to be set up by 2nd Asst. Chief Wayne Miller
6. Medford FD drill & Parade Sept 28,2013 11am
7. Hallockville Fall Festival Sept 14 & 15
8. Centereach FD 80th annual Celebration Aug 7, 2013 Carnival ,Parade Aug 10,2013
9. Southampton FD 32nd annual Muster Sept 17,2013
10. Suffolk County Burn Center Fundraiser Aug 6,2013 8am Golf & Shot Gun Tournament BBQ
11. Greenport Brewery to have Bay Avenue to Front Street closed July 20, 3-7 for Annual Celebration.
12. Fire Marshal Association Shotgun Competition Aug 3,2013
13. Ridge FD 7th annual Western Night Sept 14,2013
14. National Fallen Fire Fighters Looking for Donations.

Motion by Warden Warren Jensen, Seconded by Joseph Milovich, to file all communications in appropriate places and deposit all monies in the correct accounts.

APPLICATION(S) FOR NEW MEMBERSHIP:

1. NONE

REPORT OF COMMITTEES:

BUILDING AND GROUNDS:

1. Warden Joseph Milovich spoke in ref to the meeting with the Engineer all went well, did a walk through of both station , talked about adding addition to main fire house as well as to adding a second story to that part of the new building , Electrical & Mechanical Engineers also in Meeting . Warden Milovich set up meeting with the Engineers to meet with all wardens @ 6: pm prior to August Mtg.

2. Warden Antone Volinski spoke about the Bids for the front of the building to be fixed. Two contractors have not responded to his calls, only Joel Daly responded with an estimate for \$8590.00. Much discussion on what will be repaired or replaced.

Motion made by James J. Pirillo , seconded by John Grilli to have work done by Joel Daly. Motion carried.

BY-LAWS: none

FINANCE: Report read by Chief Manwaring, Chiefs to upgrade phones, James Kalin to Discuss 2% money. Wall to be fixed outside Rescue bay door. To have Joel Daly to repair. Rescue Medical Supplies.

Motion made by Warden Warren Jensen, seconded by John Grilli to accept Finance Report. Motion Carried.

FIRE DISTRICT: none

PRE-INCIDENT PLANNING: Warden Warren Jensen questioned the meeting on the expansion of Peconic Landing, Chief Manwaring stated much discussion on different things no conclusion to anything. Will have another meeting with Peconic Landing next month.

SERVICE AWARDS: none

RECRUITMENT: none

CASUALTY FUND: none

FUNERAL: none

COMMUNICATION: New radios ordered for 833 & radios for 839 that were missing.

Warden Milovich questioned the town-wide Hi band radio system, Chief Breese advised has not had another town Chiefs meeting to find out the status.

TRIPS AND TRAVEL: as per 1st asst. Chief Harry Breese, Captain Hughes has emailed members stating they need to reply if wanting to go to Vital Signs, no responses from members.

COMPANY REQUESTS

EAGLE HOSE CO. # 1 Budget Items Finance

RELIEF HOSE CO. # 2 Budget Items / new hot stick from fire store \$319.00 Finance

STAR HOSE CO. # 3 Budget Items /New truck Finance

STANDARD HOSE CO. # 4 Budget Items Warden James J Pirillo asked about the radios in 834 & 8315 not working all the time can they be looked at. Chief Harry stated will call to have them looked at.

PHENIX HOOK & LADDER CO. # 1 Budget Items Finance

RESCUE SQUAD Budget Items Medical Supplies

WATER RESCUE Budget Items /Finance

FIRE POLICE Budget Items Finance

UNFINISHED BUSINESS Chief Harry Breese spoke about the surplus tools that Southold still has for sale, he went to meet with their Board of commissioners. Chief Breese stated they said to make an offer for all tools, letter to be sent.

Motion made Warden George Hubbard Seconded by Joseph Milovich to offer \$10,000 for all tools.
Motion carried.

Warden James J. Pirillo asked about the Dept ID tags , Chief Harry Breese stated they have been given out to those who had pictures taken, and if anyone still needs one he has asked the officers to tell their members to see the Chief, No one has responded to that . Discussion on having a time set up for those who still are in need of ID Tags, Date to be set for Aug 10th @ 10:00 am. Announcements to be made and to be put on calendar.

Warden Antone Volinski asked if there was any way to replace the chargers for the radios in the trucks, they do not charge when trucks are in motion. Chief Manwaring stated they are not chargers for trucks they are desk top chargers. Much discussion on getting new chargers for trucks.

Warden Joseph Milovich asked about the Social Media, Warden Warren Jensen & Warden John Grilli advised working on the wording is still in progress.

REPORT OF DELEGATES none

NEW BUSINESS none

GOOD OF THE DEPARTMENT

Chief Manwaring stated he will be requesting an executive session after good of dept.

1. Warden Ray Corwin on behalf of EX. Chief K. White to have a Pumper come to Polo Grounds to do a photo shoot with the Elephants on Wednesday July 24th @ 1 pm

Motion made by Warden Warren Jensen Seconded by James J. Pirillo to approve the request.
Motion carried.

2. Orient FD request our ladder truck for putting up an antenna on their building.
3. Cast requests the use of the back building again for Christmas date of Dec 19th.
4. Skate Park looking for Rescue Squad stands by Aug 10th, for skate festival.
5. Peconic Landing fireworks standby Aug 31 trucks 832- 833 and back up ambulance leave 8:30.
6. East End Seaport fireworks Sept 21, 2013 @ 9pm trucks 832-833 and back up ambulance.
7. Chief Manwaring went to get a quote for surveillance cameras for station 2, in the amount of \$2590.71. Doors look like they have been pried open.

8. Shelter Island requested that we allow Jason Parker to ride with them during the day, due to they are short of help. Question was brought up that he is still on probation until September. Board will review again in September and will advise Shelter Island of the outcome. Letter to be sent.

Motion made by Warden Warren Jensen Seconded by James J Pirillo to approve Jason to ride with Shelter Island after the review of his probation. Motion carried.

9. Warden Raymond Corwin handed out finance report on 1933 Mack, read letter from Chairperson Robert Jester stating that the restoration of the truck was costing more than they had thought and has requested that the balance of the funds in the amount of \$10,000 come out of the May Mile fund . Warden John Grilli added that all parts of the truck that have to be chromed will be an added expense and the closet place is in Pennsylvania and will be requesting the use of 839 to take all pieces to Pa, and also advised that a paint booth will be put up around the truck to be able to paint it.

Motion made by Warden Raymond Corwin seconded by Warden Warren Jensen to use the may mile fund to finish the restoration of the 1933 Mack. Motion carried.

Warden Warren Jensen questioned the odor in the building; Chief Wayde Manwaring stated that the door down stairs has to be left open in order for the ventilation to work. Maybe relocate the fresh air source.

10. Warden Antone Volinski request on behalf of relief hose that anyone uses the Dept BBQ to clean it after it is used .Warden Volinski stated it had been a mess the past few meetings they have went to use it. Warden Grilli asked when that was because when he and Jr Member Jared Grilli have used it for the parade& other cook outs they have cleaned it every time. So other members need to clean it also. Chief Manwaring stated he has spoken to the other companies.
11. Warden Antone Volinski questioned about the tank it is still leaking, Chief Manwaring stated he will have Charlie take a look at it.
12. Warden Antone Volinski asked if the siren can be changed to the correct time, and not to ring at 5 minutes of 6:00.
13. Warden George Hubbard questioned if when there is a Rescue if the 1st responder car is being used should it not go to the call and not be used as fire police. It was questioned if it was after a call or before? Chief Manwaring will speak to the person using the car that day.
14. Warden John Grilli asked if announcements can be made for our neighboring dept when they have and Ex Chief pass away. So our members can attend the services. Also requested that when we go to parades that we send at least 4-5 members from each company to march.

Motion made by Warden Warren Jensen seconded by Joseph Barszczewski to approve Orient FD the uses of our Ladder truck also to allow Cast to use the back building for Christmas. Motion Carried.

Chief Wayde Manwaring requested a motion for the camera in the station 2 , Warden Warren Jensen stated that still needs two prices for cameras according to Village policy, Chief Manwaring will get second price from Roger Radio. Warden Jensen willing to go approve as long as second price is gotten and will go with the lowest price.

James Kalin asked via phone call to have the 2% money approved and will put in all company boxes.

Motion made by Warden George Hubbard seconded by Warden Antone Volinski to approve 2% money. Motion carried.

EXECUTIVE SESSION Motion by Warden Warren Jensen, seconded by Antone Volinski, to adjourn to an executive session to discuss personnel. Motion carried. Into an executive session at 9:29 pm.

Motion by Antone Volinski, seconded by James J Pirillo, to return to the regular meeting. Motion carried. Regular meeting at 9:45pm.

READING OF THE MINUTES

Motion made by Warden Joseph Barszczewski, seconded by Warden Raymond Corwin, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

ADJOURNMENT

Motion made by Warden Raymond Corwin, seconded by Warden Joseph Milovich, to adjourn. Motion carried. The meeting was adjourned at 9:47 pm

Respectfully Submitted by,



Jennifer Grilli
Recording Secretary

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 1ST ASST. CHIEF HARRY BREESE
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Greenport Fire Department Monthly Report For the Month of July 2013

Number of calls this month: 77

Number of Calls to Date: 375

Breakdown of calls by signal numbers:

9 (stand-by):	3
12 (brush fire):	1
13 (auto alarm, smoke, etc.):	16
13-35 (working structure fire):	0
14 (vehicle fire):	1
16 (ambulance/ rescue):	47
16-23 (mva, water rescue, misc.):	1
16-59 (routine transport):	0
23 (co detector, medi-vac):	6
24/13-35 (mutual aid; working structure fire):	0
24/16 (mutual aid; ambulance/rescue):	1
24/16-23 (mutual aid; mva	0
24/23 (mutual aid; misc., water rescue):	0
26 (boat fire):	1

Breakdown of calls by location

Village:	34
East/West:	41
Other:	2

Total number of Personnel:	1293
Number of hours:	50
Total personnel hours:	64650
Average personnel per call:	17
Average call time in minutes:	39

Number of calls to Peconic Landing:	9
Number of calls to San Simeon by the Sound:	4

GFD Alarm Report for Month Ending July 31, 2013

Run #	Date	Location	Pers.	Disp	Sig28	Min.	Signal	Pts.	Dist	Remarks
13-299	7/1/2013	6th St	30	14:14	14:40	56	13	0	V	Auto Alarm
13-300	7/1/2013	Pebble Beach-E Marion	8	21:05	21:13	8	24-16	0	O	MA-Cancelled
13-301	7/2/2013	1st St	10	13:17	13:50	33	16	1	V	A/M Semi-Conscious
13-302	7/2/2013	Champlin Pl	8	15:00	15:34	34	16	1	E/W	A/F Syncope
13-303	7/2/2013	Adams St	11	16:01	16:35	34	16	1	V	A/F Fall
13-304	7/2/2013	6th St	36	17:54	18:21	27	23	0	V	Gas Leak
13-305	7/3/2013	Front St	15	12:19	12:55	36	16	1	E/W	E/F Vict of Fall
13-306	7/3/2013	Pec Lndg Shores	10	14:54	15:48	54	16	1	E/W	E/M Vict of Fall
13-307	7/3/2013	Main St	8	18:44	19:18	34	16	1	V	A/M Unconscious
13-308	7/3/2013	GHS	19	21:30	22:30	60	9	0	E/W	F/W S/By
13-309	7/3/2013	Main St	36	22:27	22:50	23	14	0	E/W	Car Fire
13-310	7/4/2013	Rte 25	28	15:45	16:39	54	16	1	E/W	A/M Unconscious
13-311	7/4/2013	Polo Grounds	36	15:59	16:39	40	23	1	E/W	Medi-Vac
13-312	7/4/2013	Pec Lndg Apts	6	20:27	21:23	56	16	1	E/W	E/F Chest Pain
13-313	7/5/2013	Wiggins St	16	16:02	16:26	24	16	1	E/W	A/F Back Pain
13-314	7/5/2013	Silvermere Rd	28	20:53	21:13	20	23	0	E/W	Gas Leak
13-315	7/6/2013	3rd St	5	1:51	2:35	44	16	1	V	A/M Fall
13-316	7/6/2013	3rd St	32	9:43	10:10	27	13	0	V	Auto Alarm
13-317	7/6/2013	2nd St	10	11:37	11:58	21	16	1	V	A/F Abdominal Pain
13-318	7/6/2013	Main St	7	15:51	16:37	43	16	1	V	A/M Sick
13-319	7/6/2013	GHS	21	21:30	22:30	60	9	0	E/W	F/W S/By
13-320	7/7/2013	Pec Lndg	12	4:48	5:15	27	13	0	E/W	Auto Alarm
13-321	7/7/2013	Front St	5	7:14	8:01	47	16	1	V	E/M Syncope
13-322	7/7/2013	Calebs Way	11	9:37	10:06	29	16	1	E/W	E/F Fall
13-323	7/7/2013	Manhansett Ave	7	11:50	12:37	47	16	1	E/W	A/F Fall
13-324	7/8/2013	Front St	21	8:30	8:38	8	13	0	E/W	Auto Alarm
13-325	7/8/2013	Westwood La	6	10:42	11:19	37	16	1	E/W	E/F Injury from Fall
13-326	7/9/2013	Main St	18	10:52	11:08	16	13	0	V	Auto Alarm
13-327	7/9/2013	5th Ave	12	13:17	14:04	47	16	1	V	A/F Chest Pain
13-328	7/9/2013	Pec Lndg Shores	7	18:17	19:05	48	16	1	E/W	E/F Head Injury
13-329	7/10/2013	Monsell Trail	39	17:05	17:30	25	12	0	V	Brush Fire
13-330	7/10/2013	Front St	41	17:16	17:28	12	13	0	V	Auto Alarm
13-331	7/10/2013	San Simeon	5	23:55	0:35	40	16	1	E/W	E/F Hemmoraging
13-332	7/11/2013	San Simeon	32	15:00	15:16	16	13	0	E/W	Auto Alarm
13-333	7/12/2013	Sound Dr	29	16:40	17:41	29	16	1	E/W	E/F Fall-Bleeding
13-334	7/12/2013	Polo Grounds	31	16:56	17:41	45	23	1	V	Medi-Vac
13-335	7/13/2013	McCann La	33	11:57	12:27	30	13	0	E/W	Dryer Fire
13-336	7/13/2013	SI-Sunset Beach	7	19:30	23:00	240	9	0	O	F/W S/By
13-337	7/14/2013	5th St	7	14:09	14:47	38	16	1	V	A/M Poss Heat Stroke
13-338	7/14/2013	Sterling St	10	21:07	21:41	34	16	1	V	A/M Unresponsive
13-339	7/15/2013	San Simeon	8	12:22	13:13	51	16	1	E/W	E/F Injury
13-340	7/15/2013	Rt 25 & Chapel	14	15:47	16:16	29	16	1	E/W	V of Prior MVA-RMA
13-341	7/16/2013	Pec Lndg	11	5:49	6:18	29	13	0	E/W	Auto Alarm
13-342	7/16/2013	Pec Lndg	22	9:22	10:00	38	13	0	E/W	Auto Alarm
13-343	7/16/2013	Pec Lndg Apts	14	15:20	16:15	55	16	1	E/W	E/F Poss CVA
13-344	7/17/2013	Pec Lndg Apts	10	12:57	13:37	40	16	1	E/W	E/F Fall
13-345	7/17/2013	Center St	12	13:42	14:15	33	16	1	V	A/F Unconscious
13-346	7/17/2013	Sound Rd	8	23:28	0:40	72	16	1	E/W	A/F Alcohol OD
13-347	7/18/2013	San Simeon	16	5:50	6:20	30	13	0	E/W	Auto Alarm
13-348	7/18/2013	Goldsmith's Boatyard	10	14:13	15:00	47	16	1	E/W	A/F Diff Breathing
13-349	7/18/2013	Sunset Motel	28	20:51	21:16	25	13	0	E/W	Auto Alarm
13-350	7/19/2013	Washington Ave	22	14:00	14:21	21	23	0	E/W	Gas Odor
13-351	7/20/2013	County Rd 48	10	11:55	12:28	33	16	1	E/W	A/M Sick
13-352	7/20/2013	Harbor Front Inn	9	18:00	18:28	28	16	1	V	A/M Head Injury
13-353	7/21/2013	Brewers Yacht Yard	32	5:07	7:05	118	26	0	E/W	Sailboat Fire
13-354	7/21/2013	Bay Ave	32	12:21	12:37	16	23	0	V	CO Detector
13-355	7/21/2013	Madison Ave	7	14:48	15:35	47	16	1	V	F/Y Diff Breathing
13-356	7/21/2013	Front St	10	19:47	20:31	44	16	1	V	A/F Head Injury-Fall
13-357	7/22/2013	Calebs Way	11	14:34	15:25	51	16	1	E/W	E/F Sick
13-358	7/22/2013	Main St	13	15:45	16:12	27	16	1	V	E/F Diff Breathing

GFD Alarm Report for Month Ending July 31, 2013

13-359	7/22/2013	Center St	8	17:35	18:11	36	16	1 V	A/F Fall
13-360	7/23/2013	Westwood La	6	19:36	20:18	42	16	1 E/W	E/F Poss CVA
13-361	7/24/2013	Sterling Ave	13	8:44	9:27	43	16	1 V	A/F Unconscious
13-362	7/24/2013	Front St	23	15:05	15:18	13	13	0 V	Auto Alarm
13-363	7/24/2013	Pec Lndg Apts	13	17:26	18:00	34	16	1 E/W	E/F Poss CVA
13-364	7/27/2013	Main St	7	15:34	16:09	35	16	1 V	A/F Injury from Fall
13-365	7/28/2013	6th & Clark	8	9:04	9:34	30	16	1 V	A/M Fall from Bike
13-366	7/28/2013	Bay Ave	27	15:25	15:45	20	13	0 V	Auto Alarm
13-367	7/29/2013	Front & Main Sts	37	13:17	13:27	10	13	0 V	Auto Alarm
13-368	7/29/2013	Osprey Nest La	38	21:16	21:40	24	13	0 E/W	Auto Alarm
13-369	7/29/2013	Pebble Beach-E Marion	10	23:10	0:01	51	16	1 E/W	E/M Resp
13-370	7/29/2013	Main St	6	8:51	9:36	45	16	1 V	A/F Fall & Resp
13-371	7/31/2013	Main St & Champlin	28	10:52	11:35	43	16-23	3 E/W	MVA-1 RMA
13-372	7/31/2013	Rt 25	19	11:39	12:07	28	16	1 E/W	A/F Alt Mental Status
13-373	7/31/2013	5th St	14	14:46	15:12	26	16	1 V	M/Y Head Injury
13-374	7/31/2013	Front St	13	15:13	15:42	29	16	1 V	A/F Head Injury-Fall
13-375	7/31/2013	South St	11	18:21	19:02	41	16	1 V	A/M Injury Fall

Alarms	Signal:	9	24-16	13	12	16	14	16-23	23	26	Pers	Avg.	Hours	Mins	Avg.	Pts.	Dist:	V	E/W	O
77		3	1	16	1	47	1	1	6	1	1293	17	50	2987	39	52	34		41	2

Fire	29	# Calls to Pec. Lndg.:	9	#Fire Calls E/W:	8	#Fire Calls V:	4
Rescue	48	# Calls to San Simeon:	4	#EMS Calls E/W:	24	#EMS Calls V:	23
				#Auto Alarms E/W:	9	#Auto Alarms V:	7



236 THIRD STREET
GREENPORT NY 11944

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**UTILITIES DISTRICT
SUPERINTENDENT**
JOHN W. NAYLOR, JR., P.E.
Ext. 202

Submitted: August 12, 2013
Meeting: August 19, 2013 6:00 PM - *Work Session Meeting*
To: Mayor David Nyce / Board of Trustees
Prepared By: Charlene Kagel, *Treasurer*
From: Charlene Kagel, *Treasurer*
Department: Treasurer's Department

Treasurer's Report August 2013

REQUEST A MOTION BE PLACED ON THE AGENDA TO:

- Budget Modifications as submitted by Dept's (GASB 45 Actuary)
- Authorize 2 year extension of BST Contract for preparation of GASB 34 Financial Statements

DEBT SERVICE PAYMENTS

- **July 10, 2013** - 1998 Electric Refunding
- Principal - \$50,000; Interest \$3,360
- **AUG 1, 2013** - 2013 Refunding (Electric, Fire, Park)
- Principal -\$505,000; Interest \$45,600

SIGNIFICANT COLLECTIONS

- Tax Collections of 2013-14 as of Aug 1 -\$ 999,502.62
- Rents Received -July - \$66,762.97 YTD - \$194,707.65
- Utility Billing -
- See attached Billing Statistics Report

INFORMATIONAL:

- **EFC -WWTP Update**
 - No Activity for July - Waiting approval of close-out application to NYS EFC
- **NYPA Projected Financials/Cash Flow (TCC)**
 - TCC pass through on July Bills - Public Information in mailed billings/website and phone support
- **Report - Cash Holdings - See attached**

Attachments:

July 2013 Billing (PDF)

July 2013 Cash (PDF)

BANK BALANCE
FOR THE MONTH OF JULY 2013

FUND	ACCT#	TYPE	BANK
General	A.0200.000	Checking	884,337.39
Light	E.0121.100	Checking	477,960.20
Light	E.0121.100	Checking	4,744.25
Light Depreciation	E.0116.100	Savings	556,646.48
Light Consumer Deposit	E.0191.100	Savings	112,752.03
Light Consumer Deposit	E.0244.200	Checking	719.40
Light Ban Checking	E.0118.000	Checking	546,455.48
Water	F.0200.000	Checking	250,903.22
Sewer	G.0200.000	Checking	396,046.25
Sewer Wastewater	G022011	Savings	12,076.87
NYSEFC	G0205	Checking	185,851.61
Recreation Fund	R.0200.000	Checking	258,055.84
Trust & Agency	TA.0200.000	Checking	19,766.57
T & A Special Escrow	TA.0201.002	Savings	6,564.10
Retirement Savings	TA.0201.000	Savings	48,652.83
WWI Memorial Trust	TA.0201.001	Savings	726.02
Accounts Payable	TA.0202.000	Checking	162,834.08
Accounts Payable	TA.0202.000	Checking	26,948.74
Small Cities Rehab.	CD.0200.000	Savings	10,570.42
Justice Court	TA.0201.004	InvestCheck	4,767.53
Concert Fund	TA.0201.008	Savings	3,513.78
Wire Account	TA.0200.001		8,316.17
Capital Reserve	H.0200.000	Checking	44,498.89
Capital Reserve	H.0200.400	SAVINGS	104,209.23
Water Fund Capital	F.0200.400	SAVINGS	8,341.60
Fire Apparatus	A.0221.110	MoneyMkt	302,572.15
NYS CDBG FUNDS	CD.0200.400		226.21
Global Common	TA.0201.009		145,556.73
NYSERDA	G.0525.000		141.00
UTILITY CLEARING			8,316.17
MORAN	CD.0201.000		5,713.58
WATKIS	CD.0201.001		15,305.49
CREDIT CARD PROCESSING ACCOUNT			3,429.01

<u>Money Market Account</u>			
GENERAL FUND	797,941.61	A-0201.130	
WATER FUND	100,342.32	F.0201.130	
Total of MM	898,283.93		898,283.93
<u>Certificate of Deposit Accounts</u>			
Greenhill Cemetery	33,100.81	A-0201100	
Light Fund	252,581.27	E-0201000	
Light Fund II	200,049.31	E-0201120	
NYC Dec Consent Order	31,026.73	G-0201000	
Sewer Fund II	153,094.49	G-0201100	
Sewer Fund III	200,049.31	G-0201130	
General Fund III	700,172.60	A-0201000	
Water Fund	200,049.31	F-0201000	
Total of CD's	1,770,123.83		1,770,123.83
<u>CLARKS BEACH/ MITCHELL PARK DEBT</u>			
	43,237.94	BUSINESS SAVINGS	
	793,649.00	MUNICIPAL JUMBO	
	836,886.94	A.0201.120	836,886.94
TOTAL			8,122,814.02



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**UTILITIES DISTRICT
SUPERINTENDENT**
JOHN W. NAYLOR, JR., P.E.
Ext. 202

Submitted: August 15, 2013
Meeting: August 19, 2013 6:00 PM - *Work Session Meeting*
To: Mayor David Nyce / Board of Trustees
Prepared By: Jeanmarie Odden, *Deputy Clerk*
From: Sylvia Pirillo, *Village Clerk, RMC*
Department: Village Clerk's Office

Village Clerk Work Session Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on August 19, 2013

Report of Sylvia Lazzari Pirillo, Village Clerk and
Jeanmarie Odden, Deputy Village Clerk

Administrative Information

Telephone conference call alternative to AT&T

Received \$ 8,254.81 from the State Office of Emergency Management for Hurricane Sandy

Local Law # 5 - Parking on the East Side of Sterling Street - was filed with the NYS DOS on July 23, 2013

The Clerk's Office, together with the Mayor and Village Administrator, worked on the completion and submission of the NYSCFA for the Green Energy Project.

The required materials for the three employees taking the Grade D Operator Course were arranged for, and subsequently received.

The BID contributed \$ 2,500 to the Dances in the Park program

Talking Points

Friends of Fifth Street

Telephone conference call alternative to AT&T

IQM2 Minutes Maker / Resolutions

Records Management RFP

Purchasing of routine office supplies

Contracts/Agreements

Olinkiewicz power plant roof contract signed and executed

Consulting agreement with Tom Cybulski signed and executed

Agreement with Polly Dixon signed and executed

Legal Notices

Bid notice for heating oil

Bid notice for unleaded fuel

Bid notice for diesel

(All returnable on 8/29.)

Motion(s) requested

RESOLUTION approving the Public Assembly Permit Application as submitted by Christopher Hamilton for the use of the Fifth Street Beach/Park on September 14, 2013 from 10 a.m. through 8 p.m. (with a rain date of September 15, 2013) for the Annual Jeremy Hamilton Memorial Scholarship Fund event.

RESOLUTION awarding the contract for Storm Debris Removal to Mattituck Environmental at a cost of \$ 100.00 per cubic yard, \$ 40,000 per 100 cubic yards, \$ 2,500.00 per day, \$ 3,300.00 as a container loading price and a total cost of \$ 42,000; per the bid opening on July 17, 2013 at 3:35 p.m.

RESOLUTION awarding the contract for Liquid Sludge Removal to Russell Reid Waste Hauling at a cost of \$ 169.00 per thousand gallons and \$ 67,600.000 per 400,000 gallons per year per the bid opening at 11:45 a.m. on July 12, 2013.

RESOLUTION allowing Clerk Pirillo to designate on the official Village schedule the dates of August 1 - August 3, 2014 as the dates of the United States Power Squadrons District 3 Rendezvous, with finalized Public Assembly Permit details to follow at a later date.

RESOLUTION authorizing Deborah Boyle to attend the New York Conference of Mayors Fall Training School in Saratoga Springs, NY from September 9, 2013 through September 13, 2013, at a cost of \$ \$ 1,557.24 for lodging and conference, plus all applicable travel costs; to be expensed from line item number A.1410.400 (Clerk Contractual Expense).

RESOLUTION authorizing Mayor Nyce to sign the agreement dated August 14, 2013 between the Village of Greenport and a Village employee.

Motion to be voted on this evening

RESOLUTION approving the request of St. Agnes Church to close Sixth Street between Front and Wiggins Streets, on August 24, 2013 from noon to 3 p.m. for the twelfth annual Parish Picnic.

RESOLUTION authorizing Mayor Nyce to attend the New York Association of Public Power August Meeting in Riverhead, New York on August 20, 2013 and August 21, 2013 at a cost of \$ 150.00 plus all applicable travel costs, to be expensed from line item number A.1210.400 (Mayor Contractual Expense).

Request for Executive Session to discuss a contract negotiation matter

Attachments:



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UTILITIES DISTRICT
SUPERINTENDENT
JOHN W. NAYLOR, JR., P.E.
Ext. 202

Submitted: August 13, 2013
Meeting: August 19, 2013 6:00 PM - *Work Session Meeting*
To: Mayor David Nyce / Board of Trustees
Prepared By: John Naylor, *Director of Utilities*
From: John Naylor, *Director of Utilities*
Department: Utilities District Superintendent

A. Budget Related Issues:

1. **Budget Mods** - No budget mods are currently proposed for this month.

B. Light and Power:

1. **PPA / Electrical Cost Summary Form** - The monthly PPA form update will be prepared as soon as the July billing is received. Last month we will begin accounting for new TTC credits in the PPA Calculation. Copies will be available at Village Hall within 2 days after the billing being received.

2. **Capital Improvements** - Work on the final punch lists is continuing.

- Elemco has been on site and made significant progress in completing their items. A final completion schedule was due August 1 but has not yet been received. It has been promised for 08-09-13. Called again today (08/13) and was promised it by tomorrow morning.

- Hawkeye has completed two items on their list and we are awaiting their return to the site. Hawkeye's completion schedule will be provided as a supplement to this report. Eaton completed the start-up service on the transformer and some discovered some anomalies in their testing. These are being reviewed by EoR.

- Hinck has not been on site since the programming of the MultiLin units. They had previously indicated that they needed input from

EoR but as of today received e-mail saying all needed information has been received. Contractor provided schedule on 08-09-13.

-We have been quoted a price of \$1,855 each (+ applicable freight and duties) for the replacement of the two failed MultiLin units at the power plant. We will buy these directly under their "trade in" program as units are outdated and can not be repaired. The Contractor is preparing a quote for the reinstallation and programming of same which is recommended to be processed as a Change Order to Task E. Contractor's proposal (estimated \$4,000) will be forwarded as soon as it is received.

Motion to authorize the Mayor to sign Change Order 2E, attached, for the re-installation and programming of the two MultiLin units at the Power Plant at a cost of \$ _____

3. **Light Grant** - Have received no new information in this regard.
4. **Electric Department Maintenance Programs** - The programs for the replacement of old style cutouts continues to proceed on schedule as time and inventory permits. Line crews have stopped tree trimming activities except where absolutely necessary as heavy leaf cover makes suspension of this activity necessary.

The month of July and early August has been quite demanding on electrical crews. Record electrical demand throughout the state was echoed here in Greenport and many circuits had to be upgraded, transformers added or replaced and services redistributed. Of course most of the outages occurred during weekends In addition crews have begun laying a new three phase service down to the marina at Brewers.

5. **DMNC Tests** - DMNC tests for Engine's No. 6 was scheduled for August 2nd but did not take place as a micro switch in a 40 year old breaker failed and required replacement. Pre-startup testing also resolved several additional circuitry issues that need to be addressed These are being ironed out and we are finally seeing the "end of the tunnel" so to speak. Test rescheduled for the 16th.

This will be followed by:

-Winter 2013 "Out of Period" test which will be conducted between September 01 and October 31, 2013. Currently this test is tentatively scheduled for the week of September 2nd through 6th, subject of course to the vagaries of storm season..

-Winter 2014 "In Period" test which will be completed between November 01, 2013 and April 15th of 2014. Currently this test is tentatively scheduled for the week of November 4th through 8th.

6. **Phase II of Capital Program** - No additional information in this regard.
7. **Engine Repairs** - This work will begin in early November. Immediately upon completion of the Winter 2014 DMNC test, fuel pumps will be removed and rebuilt.
8. **Emissions Report** - The Emissions Report for the January 2013 - June 13, 2013 period has been filed with NYSDEC. Copies are available in the office of the Village Clerk.
9. **NYAPP Meeting** - NYAPP will be having its Business Meeting in Riverhead on August 20th. After the meeting, we invited several members to come out and tour the Greenport Power Plant. The Electric Department Heads and Mayors from Rockville Centre and Freeport have been invited to attend along with NYAPP Director Bill Acee. Bob Braun will give a short presentation about the upgrade project.

C. Sewer:

1. Waste Water Treatment Facility and Sewer Department:

- a) **WWTF Upgrade** - All work under the General and Electrical Construction contracts is complete. As reported last month, there are issues that need to be addressed at some point. While some of these may be addressed in the long term, the one issue that must be addressed in the short term is that of the removal of remaining dried sludge currently stored in the drying beds. NYSDEC regulations require that this material be removed within six (6) months of the contract guaranteed period (September 04, 2012) or March 04, 2014.

- b) **EFC Loan / Grants / Other Funding** - At this point the Utilities Department has little involvement in the funding aspects of the project. As work under paragraph 1a above was not included in the permanent financing for the project, unless alternate funding can be obtained, these cost will have to come out of reserves.

-Punch List - All items remaining are “paperwork” issues. Copies of Punch List are available at Village Hall. General Contractor advised today that he is working on final revisions to As-Builts.

- c) **NYSERDA Grant** - -EoR proposal for NYSERDA Grant - EoR submitted a revised proposal for this work a copy of which will be provided as a supplement to this report. The revision encompasses cost of living increases to account for the many years which have lapsed since the original grant preparation. All costs for this work are covered by the grant agreement. The following motion is therefore recommended to be placed on the agenda for the August 27th Board meeting.

Motion to accept the proposal from Cameron Engineering for the services described in the NYSERDA Grant Agreement and referenced proposal to the Village in the amount of \$28,500 with an additional \$100 budget for

Reimbursable Expenses and to have Village Counsel prepare and agreement for subsequent signature by respective parties.

- d) **Planning Grants** -Engineering proposals for the Eastern and Western Greenport Sewer District Expansion Feasibility Studies were solicited subsequent to grant award. The majority of firms solicited indicated that they felt they could not be competitive with the firm that had prepared the Grant Application due to the familiarity gained regarding the project during that process. Two firms expressed interest but one firm submitted formal proposals. Copies of Dvirka and Bartilucci's proposals (\$18,000 for Eastern Study and \$15,800 for Western Study) are provided as a supplement to this report.

We are awaiting formal revised proposals from Young and Young Surveyors, the only firm which responded to our solicitation, for the surveying portion of this work. Each project was quoted at \$7,500. These proposals will be provided when received as a supplement to this report.

All proposed costs as previously described match the stipulated grant award amounts and total \$25,500 for the Eastern Study and \$23,300 for the Western Study. The Village's obligation under these grants is \$6,375 in "in house services" for the Eastern Study and \$5,825 for the Western Study. As all agreements do not exceed the \$25,000 threshold, there are no DBE/MBE/WBE obligations associated with these grants. The following motions are therefore recommended to be placed on the agenda for the August 27th Board meeting.

Motion to accept the proposals from Dvirka and Bartilucci for the services described in the referenced proposals to the Village in the amount of \$18,000 for the Eastern Greenport Study and \$15,800 for the Western Greenport Study and to have Village Counsel prepare and agreement for subsequent signature by respective parties.

Motion to accept the proposals from Young and Young for the services described in the NYSERDA Grant Agreement with the Village in the amount of \$7,5000 for the Eastern Greenport Study and \$7,500 for the Western Greenport Study with an

additional \$100 budget for Reimbursable Expenses and to have Village Counsel prepare and agreement for subsequent signature by respective parties.

3. **SSES** - No responses have been received in the last month. The next round of follow ups is scheduled for this month.

4. **Applications for new or Modified Sewer Connections** - Two applications were processed and six site inspections performed.

D. Meter / Water Department:

1. **Cross Connection Control Program** - Comments relative to existing issues which have arisen have been forwarded to Village Counsel.

2. **Meter Replacements / Elimination of Problem Locations** - With the arrival of new meters and arrival of seasonal residents, the scheduling of appointments for the addition of radio read modules and replacement of problem meters was substantially increased. With 18-20 locations updated in the last month, it is estimated that 50% of the problem locations have now been addressed.

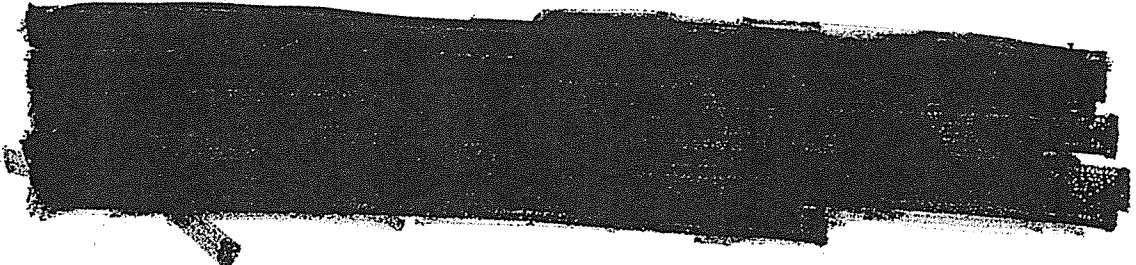
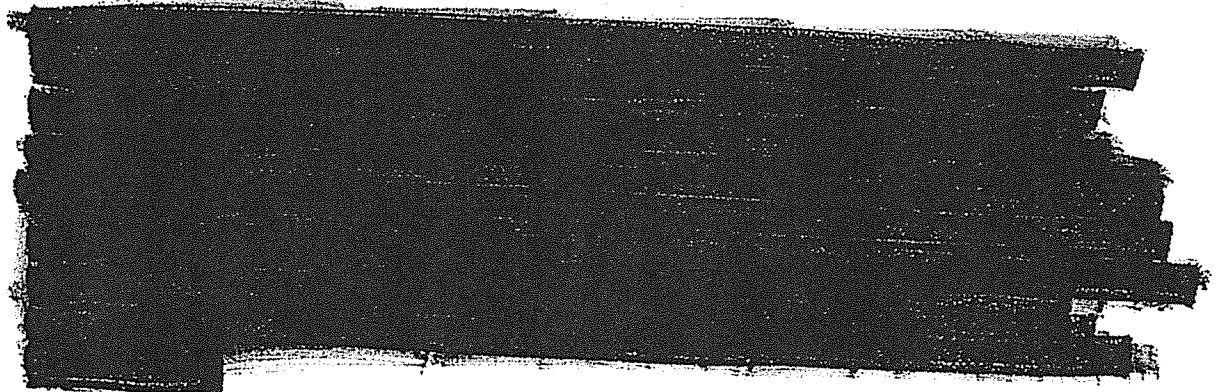
3. **Hydrant and Valve Exercise Programs** - Do to the activity above, work on hydrant and valves has been set aside. At this point in time the following has been completed:

Hydrant Inspections	-	15% of installed items
Exercise Hydrant Valves	-	15%
Locate Valves	-	15%

Update Hydrant / Valve Map - 15%
Hydrant Painting - 20 units

4. Water Records - All records are up to date.
5. Log Books and Oversight - Log book oversight has been suspended until Utilities Assistant Position returns in a full time position.
6. Scheduling - Meter reading is on schedule.

7.



8. **Applications for Cross Connection Control** - Two applications were processed which required a total of four (4) separate reviews. One has received final approval from SCDHS, the other is awaiting resubmission by the Engineer.

E. Roads / Highway:

1. **Green Infrastructure Grants** - The project scope revisions have been worked out NYSDEC and NYSEFC and all their concerns with regard to the viability of the proposed project as originally proposed in the Engineering Report have been resolved. An addendum to the Engineering Report has been submitted by Dvirka and Bartilucci and accepted by NYSDEC / NYSEFC.

In accordance with the above, Dvirka and Bartilucci have submitted a revised proposal, said revisions accounting for requested scope changes by NYSDEC / NYSEFC. This cost is allocated under the grant award amount of \$287,801. The Village's responsibility with regard to this grant award is a local match of \$28,780.10 for a total project cost of \$319,788.89

It is noted that D&B's proposal includes a subcontracted amount of \$15,500 for surveying services associated with the project which were to be performed by a MBE/WBE firm. In response to the Village's GIGP solicitation, Young & Young submitted two proposals for only the survey portion of the work. These proposals were about 50% of the proposed MBE/WBE subcontract. In a telephone conversation with NYSEFC, it was indicated that given the wide difference in cost, it is likely that EFC would look favorably on a waiver of MBE/WBE requirements. As this cost is designated as a Reimbursable Cost in said proposal, no modification need be made in any proposals or agreements in this regard.

The following motions are therefore recommended for consideration by the Board for action at the August 27th Board meeting.

Motion to accept the proposal from Dvirka and Bartilucci for the services described in the referenced proposals to the Village in the amount not to exceed \$74,964.50 for the Village of Greenport Water Quality Improvements Bio-Retention Basins and Related Improvements and to have Village Counsel prepare and agreement for subsequent signature by respective parties.

Motion to request a waiver from NYSDEC / NYSEFC for a waiver in the MBE / WBE Requirements due to the large increased cost (194%) which the Village would incur for compliance with said provisions.

2. **MS4 Activity** - It appeared for some time that the Village might be exempted from MS4 provisions but feedback received in recent weeks indicates that this is not likely to be the case, at least not in the foreseeable future.

Referenced Items Provided Under Separate Cover or Available at Village Hall:

- PPA Summary (available at Village Hall)
- Completion Schedule (Task B)
- Completion Schedule (Task C) - Hawkeye
- Completion Schedule (Task E)
- Completion Schedule (Task F) - Hinck
- Cameron Proposal for NYSERDA Grant
- Dvirka and Bartilucci Proposal for Planning Grants (2)
- Young and Young Proposals for Surveying Services for Planning Grants (2)
- Dvirka and Bartilucci Proposal for GIGP Grant
- Young and Young Proposal for GIGP Grant (subcontract to D&B)

Attachments:

WORK PACKAGE E - HINCK	Work Co	
Item	07.26	08.02
Existing Village feeder protection relays are not programmed to enable reading distance to faults.		completed
2. Existing Village feeder protection relays are not calibrated.		Not included in
3. Maintenance was not done on existing Village feeder breakers.		Not included in
4. Labeling of outdoor switchgear cubicles is not complete; please install engraved phenolic nameplates as indicated in the specification.		completed
5. Final report on electrical testing was not submitted; please submit same with all test results and final calibration settings.		in progress
6. Modifications of the Eagle Control Panel are not completed in accordance with the project specification.		engineering portion
7. Programming of PLC in Eagle Control Panel is not complete.		This is part of the m and distance to fault above.
8. SCADA programming of the electrical system is missing.		There was discussio as listed in #7 above
9. Training of personnel did not take place; please schedule same through the Village of Greenport and notify the Engineer of the time and date that training is to be accomplished.		Not includ
10. Paint switchgear panels associated with the outdoor switchgear room.		It was agreed to pair we have had someo inside as agreed ar
11. Submit costs for replacing two failed MultiLin relays		Comple

Completed By Week Ending

08.09	08.16	08.23	08.30
d			
1 spec			
1 spec			
d			
s	Expected completion 8/16		
n in progress expected completion 8/30			
odifications to the Eagle Control Panel alarms. This will be completed as in #6			
n that this was going to result in a credit			
ded in job scope			
at the outside this was done. Additionally ne onsite cleaning and restoring the nd this is complete.			
ted forwarded to you today			

WORK PACKAGE C - HAWKEYE

Item

07.26

1. New doors to transformer yard must be installed.
2. Installed glass windows need some finishing touches in order to eliminate installation deficiencies.
3. Testing of outdoor equipment shall be completed and equipment energized.
4. Interfaces with Task B and F work shall be verified to satisfaction of the Task B & F contractor.
5. Pass-words shall be provided, if used, for pass-word enabled electronic components and equipment.
6. Programs with settings of programmable devices shall be printed and submitted with other close-out documents.
7. Any CD's with equipment programs shall be submitted to the Engineer and the Village of Greenport.
8. Training of personnel did not take place, please schedule same through the Village of Greenport. Please notify Engineer of the time and date when training will be accomplished.
9. Clean concrete dust off No. 6 Auxiliary Power Transformer and motor breakers. Concrete dust is the result of demolition work associated with the installation of a new transformer access door and glass window blocks.
10. Hi-Pot all power cables.
11. Modify the transformer access door roof drain leader (adjacent to the plant access door from the transformer area) to prevent water migration into the plant when there is heavy rainfall.
12. Reconnect transformer cubicle door chain door stops.
13. Transformer cubicle ventilation fan does not work, please repair or replace.
14. Transformer cubicle heater must be proven operable.
15. Install a lock on the transformer switchgear cubicle door on the power plant side.

done

done

done

done

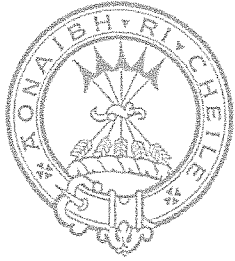
done

done

Work Completed By Week Ending

08.02	08.09	08.16	08.23	08.30	Notes
			energize		should be third party by others
	closeouts				
	closeouts				
	closeouts				
				training	sage and eaton
			clean		plant was to self perform
			lock bracket		





CAMERON ENGINEERING & ASSOCIATES, L.L.P.

100 Sunnyside Boulevard, Suite 100 Woodbury, NY 11797 (516) 827-4900
45 West 36th Street, Third Floor New York, NY 10018 (212) 324-4000
303 Old Tarrytown Road, 1st Floor White Plains, NY 10603 (914) 721-8300

Active Member of **ACEC New York**
American Council of Engineering Companies

August 2, 2013

Managing Partner
John D. Cameron, Jr., P.E.

Senior Partner
Joseph R. Amato, P.E.

Partners / Principals
Mark Wagner, CFP
Janice Jijina, P.E., AICP CEP
Nicholas A. Kumbatovic, P.E.
Kevin M. McAndrew, R.L.A.
Alan J. King, Jr., P.E.

Senior Associate
Glenn DeSimone, P.E., CPE

Associates
Robert E. Wilkinson, P.E.
David L. Berg, AICP
Michael J. Hults, P.E.
John E. Gursky
Christopher M. DeLuca, P.E.

Mr. Jack W. Naylor, Jr., P.E.
Director of Utilities
Village of Greenport
236 Third Street
Greenport, NY 11944

Re: Wastewater Treatment Plant
Revised Proposal for Miscellaneous Engineering Services
CP 7569r2

Dear Mr. Naylor:

In accordance with our recent discussions, Cameron Engineering & Associates, LLP is pleased to provide this Revised Proposal for Engineering Services for items relating to the Village's Wastewater Treatment Plant (Plant). The following sections describe the Project, the proposed Scope of Work and the Engineering Fee associated with the tasks.

I. PROJECT DESCRIPTION

The Village has recently completed construction of improvements at its Wastewater Treatment Plant (Plant) to allow for nitrogen reduction using innovative technology and elimination of chlorine residual in the Plant effluent. At this time, the Village is interested in having Cameron Engineering prepare the First Year of Operations Report that is required to be prepared by the Village in accordance with their NYSERDA grant.

- First Year Report and Technology Transfer - A requirement of the NYSERDA grant calls for the development of a report covering the first year of operation of the new nutrient reduction technology and providing public technology transfer to other municipalities, engineers and regulatory agencies.

II. SCOPE OF SERVICES

The specific Engineering Services to implement the Project Description under this Revised Proposal are as follows:

- A. First Year Report and Technology Transfer
In accordance with the NYSERDA grant Task 5- Long Term Monitoring and Task 6- Technology Transfer. Provide a report on the First Year of Operations for the BNR project. Report to include the project implementation, problems encountered and overcome and discussion on energy consumption of the project relative to the level of treatment achieved and a comparison of overall energy costs to other similarly sized (average daily flow) that employ other nutrient removal technologies. Village is responsible for the actual monitoring of the energy used at the Village's plant. Participate with the Village on the preparation and conducting of a one day seminar on the Aerotor technology in association with the Long Island Chapter of the New York State Water Environment Association or other appropriate association.

"Celebrating Over 25 Years of Excellence in Planning and Engineering"

www.cameronengineering.com

CAMERON ENGINEERING & ASSOCIATES, LLP

Mr. Jack W. Naylor, Jr., P.E., Director of Utilities
Revised Proposal for Miscellaneous Engineering Services (CP7569r2)

August 2, 2013
Page 2 of 3

III. ADDITIONAL SERVICES

Upon receipt of authorization from the Village, CEA would be pleased to provide any of the following activities;

- A. Attend meetings with Village officials, regulatory agencies, funding institutions, etc.

IV. FEES AND PAYMENTS

The following fee is associated with the Scope of Services provided above.

- A. For the Project Description and Scope of Services Items II.A (First Year Report and Technology Transfer) set forth herein, the Engineering Fee would be performed on a lump sum basis for the amount of \$28,500.
- B. Reimbursable expenses are in addition to the fee for Professional Services. Items such as blueprinting and photocopying, travel, photographic expenses, messenger service, express mail, presentation materials and other administrative expenses shall be reimbursable as a separate cost. We suggest budgeting \$100 for reimbursable expenses.
- C. Additional Services shall be authorized before the work commences. The Fee would be either a lump sum or performed on a time card (hourly rate) basis, as agreed, and billed monthly, as follows:
 - 1. Lump Sum Basis: Percent of Completion
 - 2. Time Card Basis: Principal and technical staff time would be performed hourly in accordance with our Billing Rate Schedule in effect at the time the work is performed.
- D. Invoices shall be submitted regularly, covering the basic and additional work services performed and for reimbursable expenses incurred during that period. Payment is due within 30 days of invoicing. Accounts must be up-to-date prior to submission of documents, signing of forms, etc.

CAMERON ENGINEERING & ASSOCIATES, LLP

Mr. Jack W. Naylor, Jr., P.E., Director of Utilities
Revised Proposal for Miscellaneous Engineering Services (CP7569r2)

August 2, 2013
Page 3 of 3

V. CONTRACT AUTHORIZATION

This letter represents the entire Revised Proposal. In order to initiate this contract, please authorize this Revised Proposal in the space provided and return one copy with an original signature to Cameron Engineering & Associates, LLP for our records.

We thank you for requesting this Revised Proposal and appreciate the opportunity to work with you on this project. Should you have any questions, or wish to discuss any item in greater detail, please do not hesitate to contact me at 516-827-4900, extension 263.

Very truly yours,



Mark Wagner, C.E.P., LEED AP
Principal

Signed and Agreed for: Village of Greenport

BY (OFFICER): _____

NAME (PRINT): _____

TITLE: _____

DATE: _____

cc: The Honorable David Nyce

MW/lb



**DVIRKA
AND
BARTILUCCI**
CONSULTING ENGINEERS

A DIVISION OF D&B ENGINEERS AND ARCHITECTS, P.C.

330 Crossways Park Drive, Woodbury, New York 11797-2015

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Jason R. Tonne

July 26, 2013

John W. Naylor, Jr., P.E.
Director of Utilities
Village of Greenport
236 Third Street
Greenport, NY 11944

Re: Eastern Greenport Sewer Extension
Feasibility Study Proposal

Dear Mr. Naylor:

In response to your request, Dvirka and Bartilucci Consulting Engineers (D&B) is pleased to submit this proposal for engineering services for the preparation of a study to assess the feasibility of extending sewer services to unsewered areas in Eastern Greenport.

The unsewered areas include north of Washington Place along Champlin Place to Knapp Place and Bailey Avenue and along Beach Street on the east side Stirling Creek. Two alternatives that will be considered for the Beach Street extension include directional drilling under Stirling Channel to Stirling Avenue, as well as connecting along Sandy Beach Road to Manhasset Avenue onto Champlin Place which would extend partially into the Town of Southhold.

In order to complete this feasibility study it is understood that the Village will:

1. Utilize the services of a surveyor for existing manhole/rim elevations, centerline and first floor elevations after which the Village will add underground sewer and water utilities and provide electronic copies of this to D&B.
2. Conduct the door to door surveys.
3. Prepare the following report sections:
 - a. Village demographics and history.
 - b. System description and project background.
 - c. Definition of problem.
 - d. Flow and organic load.
 - e. Impact on existing wastewater facilities.
 - f. Project description and goals.

DVIRKA AND BARTILUCCI
CONSULTING ENGINEERS

John W. Naylor, Jr., P.E.
Director of Utilities
Village of Greenport
July 26, 2013

Page Two

Based on receiving the above from the Village, D&B will provide the following in order to prepare the draft Engineering Report for this project:

1. Site plan and drawings.
2. Engineering criteria.
3. Site and routing information.
4. Evaluation of alternatives including:
 - a. Smart Growth and Green Infrastructure alternatives.
 - b. Design, construction, energy and O&M costs.
 - c. Environmental impact.
 - d. Recommended alternative.
5. A concise summary of any additional pertinent information specific to the project.
6. Make revisions as necessary based on Village review of the draft Engineering Report.

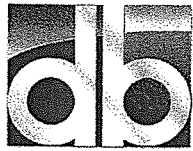
In order to complete this Engineering Report per the above for the Eastern Greenport Sewer Extension, D&B is pleased to submit a proposal in the amount of \$18,000. If the Village chooses to give their portion of the above to D&B, excluding the survey cost which will remain with the Village, then our proposal fee would be \$24,375.

If you have any questions regarding this proposal please feel free to contact me at (516) 364-9890, Ext. 3010.

Very truly yours,



Dennis F. Koehler, P.E.
Senior Vice President



**D&B ENGINEERS
AND
ARCHITECTS, P.C.**

KNOWN AS DVIRKA AND BARTILUCCI CONSULTING ENGINEERS

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July 24, 2013

**Mayor David Nyce and Village Board
Village of Greenport
236 Third Street
Greenport, NY 11944**

**Re: Revised Proposal to Provide Professional Services for the
Village of Greenport Water Quality Improvements
Bio-Retention Basins and Related Improvements at
Manor Place and 5th Street Park**

Dear Mayor Nyce:

D&B Engineers and Architects (D&B) is pleased to submit this revised proposal for professional services for Village of Greenport Water Quality Improvements and Related Improvements at Manor Place and 5th Street Park. Our original submission was made in response to the RFP dated March 21, 2013. This revision was required due to the fact that the original design report was revised to accommodate New York State Department of Environmental Conservation (NYSDEC) review comments with the revisions in said report. While the scope of the work has changed somewhat, there is no increase in the cost of the work.

D&B is uniquely qualified to provide these services having developed the original Feasibility Report for this project in July of 2012, which led to the award of the grant offered through the Green Innovative Grant Program (GIGP) administered by the New York State Environmental Facilities Corporation (EFC).

D&B is currently engaged in other EFC grant initiatives and have worked with the EFC on other programs with similar funding requirements. We are very familiar with the NYSEFC, their personnel and their procedures. With this familiarity, we have gained valuable experience in translating what can be a complicated funding and reimbursement program into a simple, straight forward process that flows seamlessly from contract inception to closeout. We work closely with the NYSEFC and understand that they operate an efficient program that offers clear, consistent communication and feedback.

We will bring all our experience to the Village and partner, the EFC to complete this exciting water quality project.

Understanding the Work

We understand the engineering design work to be performed in response to this RFP consists principally of the design of two (2) Green Infrastructure Project(s) under a grant from the New York State Environmental Facilities Corporation (EFC). Both projects are

Mayor David Nyce
Village of Greenport
July 24, 2013

located in the Village of Greenport and involve the construction of vegetated swales, constructed wetlands and bio-retention areas to treat roadway and sheet flow runoff prior to the water reaching the receiving water bodies. The Fifth Street Park project also includes the installation of a $\pm 1/4$ acre of pervious surface to reduce flooding impacts and promote infiltration. Native plantings are proposed in both areas to promote water quality treatment and to help eliminate non-native plantings in the area.

A solar powered groundwater well and pump controller system is proposed to provide water for irrigation to the plantings areas and surrounding grassy strips. This system will also correct the existing irrigation system at the site.

In addition to design services, D&B will be expected to perform and assist the Village as follows:

- Preparation of Grant Compliance, Administration, Documents including MBE / WBE, EEO Staffing Plans, Progress Reports, etc.
- Training of Village Staff in Monitoring Procedures and Requirements
- Performance of Necessary Surveying Services or Procurement of Subcontract
- Procurement of necessary Soil Investigation Services
- All items detailed as the Engineer's Responsibility on the Detailed Project Checklist

Under the grant program, the Village is expected to provide approximately \$42,000 in In-House Services, consisting primarily of administrative support, construction supervision and long term monitoring. It is also anticipated that a significant part of the construction will be performed by Village Crews, the final scope of which will be determined as the design progresses.

We also understand that the Village will provide Site Inspection and Construction Observation of construction progress by a Licensed Professional Engineer (PE) throughout the project. The said licensed professional will serve as D&B's "eyes and ears" providing inspection reports, photographs and input as required / requested by D&B.

We have divided our proposal into six (6) sections as outlined in the RFP:

- Task 1 - Planning Services
- Task 2 - Design Services
- Task 3 - Grant Administration Services
- Task 4 - Bid Document Services
- Task 5 - Services During Construction
- Task 6 - Post Construction Services

Mayor David Nyce
Village of Greenport
July 24, 2013

We have highlighted salient project approaches in responses to the Village's scope of services outlined for each task.

Why Select the D&B Team???

- *D&B prepared the July 2012 Design Report that has led to this grant award. We are uniquely qualified to complete the design and intimately familiar with the sites and the project plans.*
- *D&B has been working with the NYSEFC on a variety of projects. We encourage you to check with NYSEFC and we are confident they will provide you the peace of mind needed regarding our ability to handle the program requirements.*
- *D&B recently completed construction on the one of largest rain gardens and constructed wetlands in Westchester County, both water quality improvement projects funded under the auspices of the NYSEFC.*
- *D&B has received high praise for our successful completion of other projects for the Village of Greenport.*

Mayor David Nyce
 Village of Greenport
 July 24, 2013

Task 1 – Planning Services

Planning Services shall include design efforts during the final planning phase prior to initiation of detailed design including:

Task Description	Comments/ Approach
<i>Review of Feasibility Report and determination if any project scope changes are warranted based upon site investigations, soil boring data, survey information or data gathered from other sources.</i>	Under this task, and subsequent to topographic survey completion, we assume the Village will provide a small excavator to dig one test pit at each site to a depth of no more than four (4) feet to assess soil conditions, depth to groundwater, etc. D&B may have a representative on site during the excavation to log the hole and report back regarding any design changes, etc. that may warranted based on the investigation. During the same visit, we will work with the Village to identify the location of the solar well, and review the overall design layout.
<i>Preparation and administration of all necessary permits</i>	Under this task, we assume one or more USACE National Permits for replacement/rehabilitation of existing structures / outfalls in US waters may be required. D&B has prepared dozens of these permit applications and fully understand the information required by the USACE. Our proposed effort assumes one round of comments will be responded to prior to permit issuance by USACE. We assume, based on the design, the total disturbed area is under one (1) acre and a NYSDEC Notice of Intent and Storm Water Pollution Prevention Plan is not required.
<i>Preparation of documentation for SHPO and NHPA</i>	Under this sub-task, D&B will prepare a one page letter request to SHPO confirming the project areas are free of any State Historic Preservation Concerns. An 8 ½ x 11 color map will accompany the letter request.
<i>Preparation of SEQRA Forms</i>	SEQRA is completed.

Mayor David Nyce
 Village of Greenport
 July 24, 2013

Task 2 - Design Services

Design Services shall include implementation of final, detailed design efforts and preparation of Contract Drawings including:

Task Description	Comments/ Approach
<i>Preparation of Contract Drawings with technical specification requirements delineated on plans.</i>	Under this sub-task, D&B will prepare up to three (3) 36" x 24" design drawings (using AUTOCAD®) suitable for construction. Design details, survey information, specifications, note, etc. will be included on drawings. Supplemental 8 ½ x 11 specification sheets may be used, if required. D&B assumes the design delineated in the July 2012 Report encompasses all of the design elements for the project inclusive of the those outlined in the letter amendment dated July 12, 2013..
<i>All Contract Drawings shall be prepared in accordance with all applicable codes, standards and regulatory requirements.</i>	The design will conform to applicable standards of the NYSDEC Storm water Design Manual, NYS Building code, NYSDEC Guidelines for Urban Erosion and Sediment Control ("Bluebook"), Village of Greenport requirements and NYSEFC design guidelines.
<i>The respondent's attention is specifically directed to the requirements delineated in Exhibit D.</i>	D&B has already prepared a design report, which, subsequent to the July revision, meets the requirements of the NYSEFC/NYSDEC and does not have to be re-issued for these purposes. If there is a difference in any information between the approved Design Report, as amended, and the actual design, it will be duly noted on the design drawings via "General Notes" and as outlined in the amendment letter.

Task 3 – Grant Administration Services

Grant Administration Services shall include grant administration and management services support to the Village and insure compliance with all grant provisions as requested, including:

Task Description	Comments/ Approach
<i>Progress Reports</i>	D&B will prepare one (1) progress report per month for the duration of the project in a format to be determined by the Village.
<i>MBE / WBE Reporting Requirements</i>	D&B will prepare M/WBE reports for the Village, per EFC requirements.
<i>Agency Coordination</i>	D&B will support the Village with agency coordination on the project, including but not limited to the EFC and NYSDEC.
<i>Review of Contractor Payment Requests</i>	D&B will review contractor payment requests.
<i>Grant Reimbursement Documentation</i>	D&B will support the Village in preparation of grant reimbursement documentation, as requested by the Village.

Mayor David Nyce
 Village of Greenport
 July 24, 2013

Task 4 – Bid Document Services

Bid Documents Services shall include the preparation and or assistance to the Village in the preparation of Bidding Documents for all work contained on the Contract Drawings and evaluation of Submitted Bids including:

Task Description	Comments/ Approach
<i>Bid Advertisement</i>	Under this task, D&B will review and comment on the Village's bid advertisement for the Village's use in advertisement.
<i>Instruction to Bidders</i>	Under this task, D&B will review and comment on the Village's Instruction to Bidders in conformance with the contract requirements.
<i>Proposal Forms</i>	Under this task, D&B will review and comment on the Village's proposal bid forms outlining the format (lump sum, unit costs, etc.).
<i>General Specifications</i>	Under this task, D&B will prepare the Division 1 Specifications to support the Project. We assume no temporary trailers or temporary power drops will be required for the contractors to complete their work will be required. We assume the Village will provide access to municipal water sources as needed.
<i>Bid and Performance Bonds</i>	Under this task, the appropriate forms will be included in the Contract manual. We assume the Village will also want a Maintenance Bond for a period of one (1) year for this project, which is customary when dealing with large landscaping projects.
<i>Bidders Qualification Statement</i>	Under this task, D&B will include the required forms. We assume this project, under Wick's Law, will include one (1) Primary General Construction Contract only.
<i>Addenda</i>	D&B assumes one (1) addendum will be issued for the project.
<i>Notice of Award / Notice to Proceed</i>	Under this task, D&B will draft the one (1) page Notice of Award and Notice to Proceed letters for the Village to transmit under their letterhead.
<i>General and Supplementary Conditions</i>	It is noted that the Village has standard Contract / Bidding Boilerplates consisting of "template" forms for most of the above.
<i>Technical Specifications</i>	Technical Specifications will be included on the design drawings as required.
<i>Bid Analysis and Report</i>	Under this task, D&B will prepare a letter report outlining the bid analysis and results. We will check the references for the lowest responsive bidder and include a record of conversation in the letter report.

Mayor David Nyce
 Village of Greenport
 July 24, 2013

Task 5 – Services During Construction

Services During Construction Services shall consist of post construction contract award services including:

Task Description	Comments/ Approach
<i>Attendance at Pre-construction Meeting</i>	D&B will attend one (1) pre-construction meeting at the Village for one (1) Contractor.
<i>Attendance at Monthly Progress Meetings</i>	D&B assumes there will be no more than three (3) monthly progress meetings. We will attend three (3) half-day progress meetings. We will coordinate our meetings with periodic inspections as outlined below.
<i>Periodic Inspections as Necessary to Conform Contract Compliance</i>	D&B has assumed three (3) site inspections as part of our effort. We will follow up each visit with a report on the issues observed, recommendations and photos. Our goal is to be onsite during invasive, underground work prior to final burial which would prevent future observation. Day to day construction observation by a licensed professional engineer in NYS will be the Village's responsibility.
<i>Review of Shop Drawings</i>	We will review shop drawings; we have assumed no more than one (1) round of comments for each prior to approval. If the submittal review exceeds more than two rounds, the Contractor will be obligated to reimburse D&B for our time until approval is achieved.
<i>Response to Contractor's Requests for Information</i>	We have assumed up to four (4) Requests For Information (RFI's) that D&B will respond to.
<i>Preparation of Closeout Documentation</i>	D&B will outline the required closeout documentation required to fulfill NYSEFC requirements and meet the Village's needs. We assume that As-built drawings will be the responsibility of the Contractor.

Task 6 – Post Construction Services

We understand the Village will undertake a 36 month monitoring period consisting of the following:

- The Village will complete quarterly sampling events each year; during significant rain events (greater than 0.5 inches of rain) that occur with an antecedent dry period of at least 48 hours (preferably 72 hours) between events; with consideration of the following:
 - Three (3) influent and two (2) effluent will be collected from Fifth Street Park. One (1) influent and one (1) effluent will be collected from Manor Place, at a minimum.
- Each water quality monitoring sample will include the following water quality parameters (influent and effluent):
 - Total Suspended Solids (TSS) mg/L or Turbidity
 - Total Phosphorous, mg/L
 - Oil and Grease, mg/L
 - Total Nitrogen Series, mg/L

Mayor David Nyce
 Village of Greenport
 July 24, 2013

- Flow monitoring will be completed by the Village monitoring personnel using an ADS flow spider pressure transducer flat mouse transmitter to measure influent and/or effluent flows to assess the extent of runoff reduction through infiltration. One reading each event at each site will be collected when the system appears to achieve a steady state. The design may include remote, automatic flow monitoring; the cost of which for the cellular service is about \$60 month (\$2,500/ 3 year). We will discuss these options with the Village during the design stage.

Post Construction Services shall consist of periodic review of the Village's Post Construction Water Quality Monitoring Program including:

Task Description	Comments/ Approach
<i>Review of analytical Test Results</i>	Each quarter for three years (12 in total), D&B will review one (1) report as submitted by the Village and provide e-mail comments or recommendations regarding overall system management and improvement. Any data collected regarding the performance of BMPs will be presented at New York Water Environment Association (NYWEA) seminars or local New York State Society of Professional Engineering seminars.
<i>Recommendations to Village with Regard to Modification of Program</i>	
<i>Recommendations to Village with Regard to Ongoing maintenance or Modification of Facilities to Improve Performance</i>	Each quarter for up to 3 years, D&B will review one (1) report as submitted by the Village and provide e-mail comments or recommendations regarding overall system management and improvement.

Deliverable Schedule

Based on the scope of work, D&B has proposed the following Deliverables:

Task	Deliverable
Task 1 - Planning Services	<ul style="list-style-type: none"> • Soil Investigation Results – Summary e-mail or letter. • Section 10 USACE General Permit application and attachments (as needed). • One page SHPO letter request.
Task 2 - Design Services	<ul style="list-style-type: none"> • Three (3) 36" x 24" inch design drawings with technical specifications on the drawings.
Task 3 - Grant Administration Services	<ul style="list-style-type: none"> • Up to four (4) monthly M/WBE Reports – Engineer • Up to two (2) quarterly M/WBE Reports • One (1) review of Contractors Payment Request (we assume one (1) payment request will be issued) • One (1) progress report per month • Grant reimbursement documentation as requested
Task 4 – Bid Document Services	<ul style="list-style-type: none"> • One (1) Bid Analysis Letter Report

Mayor David Nyce
Village of Greenport
July 24, 2013

Task	Deliverable
Task 5 – Services During Construction	<ul style="list-style-type: none">• Up to three (3) Inspection Reports• Up to four (4) RFI's responses• Shop Drawing Review and Submittal log (one round of revisions)
Task 6 – Post Construction Services	<ul style="list-style-type: none">• Up to 36 data reviews – e-mails or letters.

Our cost proposal is included in a separate envelope in accordance with the RFP requirements. We hope this information meets your needs and look forward to continued services on this exciting project.

If you have any questions please contact me at (516) 364-9890 Ext. 3010.

Very truly yours,



Dennis F. Koehler, P.E.
Senior Vice President

DFK/RJDt/cf

Attachments

- Staff Resumes
- DBE Form 6100-3
- DBE Form 6100-4
- Empire State MBE Certification - KSE
- Certificate of Experience
- Non-Collusive Certification Section 139-D
- Sealed No. 10 Business Envelopes "Cost Proposal" - Proposal Forms

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PROPOSAL FORM - SUMMARY

Respondent proposed to provide Planning Services for the subject project in accordance with the following table:

Position	Name	Hourly Billing Rate	Est. No. of Hours	Total Cost
Project Director	Dennis Koehler	\$ 250.00 /hr	18	\$ 4,500.00
Project Manager	Rob DeGiorgio	\$ 220.00 /hr	85	\$ 18,700.00
Planner	Ann Fangmann	\$ 100.00 /hr	80	\$ 8,000.00
Permit Specialist	Steve Cabrera	\$ 155.00 /hr	32	\$ 4,960.00
Engineer / Observer	Charlotte Courtney	\$ 100.00 /hr	152	\$ 15,200.00
Environmental Scientist	Meredith Byers	\$ 95.00 /hr	32	\$ 3,040.00
Draftsmen	Arthur Strauss	\$ 85.00 /hr	36	\$ 3,060.00
		\$ - /hr		\$ -
		\$ - /hr		\$ -
		\$ - /hr		\$ -
		\$ - /hr		\$ -
			435	
LUMP SUM TOTAL FEE COST				\$ 57,460.00
REIMBURSIBLES				\$ 17,505.50
TOTAL				\$ 74,965.50

PROPOSAL FORM - SUMMARY

Respondent proposed to provide services of a Resident Project Representative(s) in accordance with the following table:

Project Phase	Name	Total Cost
I	Planning Services	\$ 11,930.00
II	Design Services	\$ 13,060.00
III	Grant Administration Services	\$ 2,870.00
IV	Bid Documents Services	\$ 8,240.00
V	Services During Construction	\$ 12,040.00
VI	Post Construction Services	\$ 9,320.00
	Reimbursable Costs	\$ 17,505.50
TOTAL PROJECT COSTS		\$ 74,965.50

M/WBE Percent Proposed Herein

21%

1. Billing Rates shall remain in effect through the stipulated completion date of the project.
2. Any substitution of personnel must be approved by the Village.
3. Village and/or regulatory agencies may require written verification or other evidence of salary rates.
4. The proposal includes \$15,500 of costs for surveying services which would satisfy applicable DBE/WBE requirements. However, the Village received an independent quote from a local surveyor at 52% of said costs (\$8,000). EFC has indicated that the Village can apply for a waiver of DBE requirements and, if granted, these costs would be reduced by \$7,500.

DUBKA + PARTILUCCI

Business Name (if any)

Dennis F. Koehler

Signature

Dennis F. Koehler, Sr., VP.

Printed Name (and Title if Business)

PROPOSAL FORM - PHASE I - PLANNING SERVICES

Respondent proposed to provide Planning Services for the subject project in accordance with the following table:

Position	Name	Hourly Billing Rate	Est. No. of Hours	Total Cost
Project Director	Dennis Koehler	\$ 250.00 /hr	1	\$ 250.00
Project Manager	Rob DeGiorgio	\$ 220.00 /hr	4	\$ 880.00
Planner	Ann Fangmann	\$ 100.00 /hr	24	\$ 2,400.00
Permit Specialist	Steve Cabrera	\$ 155.00 /hr	32	\$ 4,960.00
Engineer / Observer	Charlotte Courtney	\$ 100.00 /hr	4	\$ 400.00
Environmental Scientist	Meredith Byers	\$ 95.00 /hr	32	\$ 3,040.00
Draftsman	Arthur Strauss	\$ 85.00 /hr	0	\$ -
			LUMP SUM TOTAL COST	\$ 11,930.00

PROPOSAL FORM - PHASE II - DESIGN SERVICES

Respondent proposes to provide Engineering Design Services for the subject project in accordance with the following table:

Position	Name	Hourly Billing Rate	Est. No. of Hours	Total Cost
Project Director	Dennis Koehler	\$ 250.00 /hr	4	\$ 1,000.00
Project Manager	Rob DeGiorgio	\$ 220.00 /hr	24	\$ 5,280.00
Planner	Ann Fangmann	\$ 100.00 /hr	0	\$ -
Permit Specialist	Steve Cabrera	\$ 155.00 /hr	0	\$ -
Engineer / Observer	Charlotte Courtney	\$ 100.00 /hr	44	\$ 4,400.00
Environmental Scientist	Meredith Byers	\$ 95.00 /hr	0	\$ -
Draftsmen	Arthur Strauss	\$ 85.00 /hr	28	\$ 2,380.00
LUMP SUM TOTAL COST				\$ 13,060.00

PROPOSAL FORM - PHASE III - GRANT ADMINISTRATION SERVICES

Respondent proposes to provide Grant Administration Services for the subject project in accordance with the following table:

Position	Name	Hourly Billing Rate	Est. No. of Hours	Total Cost
Project Director	Dennis Koehler	\$ 250.00 /hr	1	\$ 250.00
Project Manager	Rob DeGiorgio	\$ 220.00 /hr	1	\$ 220.00
Planner	Ann Fangmann	\$ 100.00 /hr	24	\$ 2,400.00
Permit Specialist	Steve Cabrera	\$ 155.00 /hr	0	\$ -
Engineer / Observer	Charlotte Courtney	\$ 100.00 /hr	0	\$ -
Environmental Scientist	Meredith Byers	\$ 95.00 /hr	0	\$ -
Draftsmen	Arthur Strauss	\$ 85.00 /hr	0	\$ -
			LUMP SUM TOTAL COST	\$ 2,870.00

PROPOSAL FORM - PHASE IV - BID DOCUMENT SERVICES

Respondent proposes to provide Services for the production of Bid Documents for the subject project in accordance with the following table:

Position	Name	Hourly Billing Rate	Est. No. of Hours	Total Cost
Project Director	Dennis Koehler	\$ 250.00 /hr	4	\$ 1,000.00
Project Manager	Rob DeGiorgio	\$ 220.00 /hr	8	\$ 1,760.00
Planner	Ann Fangmann	\$ 100.00 /hr	8	\$ 800.00
Permit Specialist	Steve Cabrera	\$ 155.00 /hr	0	\$ -
Engineer / Observer	Charlotte Courtney	\$ 100.00 /hr	40	\$ 4,000.00
Environmental Scientist	Meredith Byers	\$ 95.00 /hr	0	\$ -
Draftsman	Arthur Strauss	\$ 85.00 /hr	8	\$ 680.00
LUMP SUM TOTAL COST				\$ 8,240.00

PROPOSAL FORM - PHASE V - CONSTRUCTION PHASE SERVICES

Respondent proposes to provide Construction Phase Services for the subject project in accordance with the following table:

Position	Name	Hourly Billing Rate	Est. No. of Hours	Total Cost
Project Director	Dennis Koehler	\$ 250.00 /hr	4	\$ 1,000.00
Project Manager	Rob DeGiorgio	\$ 220.00 /hr	32	\$ 7,040.00
Planner	Ann Fangmann	\$ 100.00 /hr	0	\$ -
Permit Specialist	Steve Cabrera	\$ 155.00 /hr	0	\$ -
Engineer / Observer	Charlotte Courtney	\$ 100.00 /hr	40	\$ 4,000.00
Environmental Scientist	Meredith Byers	\$ 95.00 /hr	0	\$ -
Draftsmen	Arthur Strauss	\$ 85.00 /hr	0	\$ -
LUMP SUM TOTAL COST				\$ 12,040.00

PROPOSAL FORM - PHASE VI - POST CONSTRUCTION SERVICES

Respondent proposed to provide Post Construction Services for the subject project in accordance with the following table:

Position	Name	Hourly Billing Rate	Est. No. of Hours	Total Cost
Project Director	Dennis Koehler	\$ 250.00 /hr	4	\$ 1,000.00
Project Manager	Rob DeGiorgio	\$ 220.00 /hr	16	\$ 3,520.00
Planner	Ann Fangmann	\$ 100.00 /hr	24	\$ 2,400.00
Permit Specialist	Steve Cabrera	\$ 155.00 /hr	0	\$ -
Engineer / Observer	Charlotte Courtney	\$ 100.00 /hr	24	\$ 2,400.00
Environmental Scientist	Meredith Byers	\$ 95.00 /hr	0	\$ -
Draftsmen	Arthur Strauss	\$ 85.00 /hr	0	\$ -
			LUMP SUM TOTAL COST	\$ 9,320.00

PROPOSAL FORM - REIMBURSABLE COSTS

Respondent proposed to provide services of a Resident Project Representative(s) in accordance with the following table:

Item	Proposed Subcontractor / Supplier	Phase	MBE/WBE	Total Cost
Topographic Survey Costs, two sites		I	X	\$ 15,500.00
Printing of Contract Documents (PLANS)	see Note 1	III		\$ 495.00
Travel Mileage and tolls @ 0.56/mile, tolls at cost		all		\$ 1,510.50
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
NOT TO EXCEED TOTAL COST				\$ 17,505.50

Notes

- Up to four (4) sets of final contract documents and drawings will be reproduced.
- The proposal includes \$15,500 of costs for surveying services which would satisfy applicable DBE/WBE requirements. However, the Village received an independent quote from a local surveyor at 52% of said costs (\$8,000). EFC has indicated that the Village can apply for a waiver of DBE requirements and, if granted, these costs would be reduced by \$7,500.

February 28, 2013

VIA E-MAIL

ATTN: Ms. Charlotte G. Courtney, EIT
Project Manager
4 West Rad Oak Lane, Suite 315
White Plains, New York 10604

RE: Bio-detention Storm Water Management
VILLAGE OF GREENPORT
at Greenport, Town of Southold
SCTM Lot.: 1001-7-4-22
Area = 2.6 acres plus Johnson Place, a portion of 5th Street and
6th Street adjacent to site

Dear Ms. Courtney:

We are pleased to submit this proposal to provide Land Surveying Services in conjunction with the above referenced project.

PROJECT DESCRIPTION

Topographical Survey for Storm Water Quality Improvements

SCOPE OF WORK

The scope of our work will include the preparation of a **Topographical Survey** meeting or exceeding the Topographic Surveying Scope of Work furnished.

ESTIMATED FEE

Our estimated fee to provide the services as outlined in the scope of work will be **Four Thousand Two Hundred Dollars (\$4,200.00)**.

METHOD OF BILLING

Invoices will be submitted periodically and will include a description of services rendered and a detailed breakdown of reimbursable expenses, if any.

Outside expenses such as fees for wetlands identification, fees for test holes, test wells, express mailings, application fees, special print orders, purchase of plans from municipalities and utility companies, etc...are considered to be reimbursable.

ADDITIONAL SERVICES

Fees for services excluded from the scope of our work will be provided upon request.

DRAWINGS FURNISHED

The map will be produced utilizing AutoCad. The requisite number of paper prints of the map, signed and sealed by the New York State Licensed Land Surveyor responsible for the project shall be provided.

TIME OF COMPLETION / AUTHORIZATION TO PROCEED

We estimate that we would complete work on this project within three (3) weeks of receipt of written authorization to proceed and/or Purchase Order.

Very truly yours,

Howard W. Young

HWY/dc
Encl.

Accepted By: _____ Date: _____

February 28, 2013

VIA E-MAIL

ATTN: Ms. Charlotte G. Courtney, EIT
Project Manager
4 West Rad Oak Lane, Suite 315
White Plains, New York 10604

RE: Bio-detention Storm Water Management
VILLAGE OF GREENPORT
at Greenport, Town of Southold
SCTM Lot.: 1001-2-3-1; 2 & 35
Area = 1.0 ± acre

Dear Ms. Courtney:

We are pleased to submit this proposal to provide Land Surveying Services in conjunction with the above referenced project.

PROJECT DESCRIPTION

Topographical Survey for Storm Water Quality Improvements

SCOPE OF WORK

The scope of our work will include the preparation of a **Topographical Survey** meeting or exceeding the Topographic Surveying Scope of Work furnished.

ESTIMATED FEE

Our estimated fee to provide the services as outlined in the scope of work will be **Three Thousand Eight Hundred Dollars (\$3,800.00)**.

METHOD OF BILLING

Invoices will be submitted periodically and will include a description of services rendered and a detailed breakdown of reimbursable expenses, if any.

Outside expenses such as fees for wetlands identification, fees for test holes, test wells, express mailings, application fees, special print orders, purchase of plans from municipalities and utility companies, etc...are considered to be reimbursable.

ADDITIONAL SERVICES

Fees for services excluded from the scope of our work will be provided upon request.

DRAWINGS FURNISHED

The map will be produced utilizing AutoCad. The requisite number of paper prints of the map, signed and sealed by the New York State Licensed Land Surveyor responsible for the project shall be provided.

TIME OF COMPLETION / AUTHORIZATION TO PROCEED

We estimate that we would complete work on this project within three (3) weeks of receipt of written authorization to proceed and/or Purchase Order.

Very truly yours,

Howard W. Young

HWY/dc
Encl.

Accepted By: _____ Date: _____

MEMO RE: **2013-08-19 Work Session**
Proposal for Services as Water System Operator in Responsible Charge

TO: Mayor David Nyce / Board of Trustees

FROM: Jack Naylor, P.E.

DATE: 08-14-13

The following summarizes my discussions with Jon Hallman in our meeting of August 13, 2013 with regard to his proposal for provide services as Water System Operator in Responsible Charge for the Greenport water Distribution System.

John has offered to provide the required services as follows:

- a) Monthly services as required by SCDHS and applicable regulator agencies including taking and / or supervision of sample collection, preparation / submission of necessary forms and being "on call" for any water related emergencies and responding to regulatory correspondence associated therewith at a cost of \$300 per month.
- b) Yearly services as required by SCDHS and applicable regulator agencies including taking and / or supervision of sample collection, preparation / submission of necessary forms and responding to regulatory correspondence associated therewith at a cost of \$100 additional for each yearly instance.
- c) Triennial services as required by SCDHS and applicable regulator agencies including taking and / or supervision of sample collection, preparation / submission of necessary forms and responding to regulatory correspondence associated therewith at a cost of \$300 additional for each instance in every three year period
- d) Response to "Call Outs" when requested by the Village to supervise field crews in the event of a water emergency and serving in "responsible charge" during same in accordance with applicable regulatory requirements will be billed at \$50 per hour.
- e) Copies of all required insurance certificates will be provided before the initiation of services.



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
DAVID NYCE
Ext. 215

TRUSTEES
GEORGE HUBBARD, JR.
DEPUTY MAYOR
DAVID MURRAY
MARY BESS PHILLIPS
JULIA ROBINS

CLERK
SYLVIA LAZZARI PIRILLO, RMC
Ext. 206

TREASURER
CHARLENE KAGEL, CPA
Ext. 217

VILLAGE ADMINISTRATOR
DAVID ABATELLI
Ext. 209

**UTILITIES DISTRICT
SUPERINTENDENT**
JOHN W. NAYLOR, JR., P.E.
Ext. 202

Submitted: August 16, 2013
Meeting: August 19, 2013 6:00 PM - *Work Session Meeting*
To: Mayor David Nyce / Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: David Abatelli, *Village Administrator*
Department: Village Administrator

Village Administrator Work Session Report
MONTHLY REPORT - July 11- August 14, 2013
DAVID ABATELLI - VILLAGE ADMINISTRATOR

CODE ENFORCEMENT/BUILDING DEPARTMENT

See Eileen's report and attachments.

We are still working on Wetland Fees, and streamlining Code enforcement procedures and associated fees.

Eileen Wingate and I are speaking with many shopkeepers about encumbering sidewalks, aside from some specific notices she addresses in her report. What we are specifically trying to accomplish is keeping the primary walking surface of the public portion of the sidewalk 100% clear, while taking a slightly different approach on the cobblestone, brick and grass areas between the sidewalk and the curb. This should all be discussed at with the Code Committee.

RECREATION PROGRAMS - AFTER SCHOOL PROGRAM

See Cathy Matthews' report.

Recreation Center revenue is up a little this month. Summer Camp has been very popular and generally trouble-free this summer. Credit should be given to the Director and her staff.

GREENHILL CEMETERY

We are still waiting for Robbie Walden and the Boy Scouts to finish painting the fence. (It seems to be wet or too hot on the planned days.)

I have spoken with S.D. Staples Monuments and Peconic Monument Works, and we will be getting repair estimates from them later this month. Both companies repaired Monuments at Greenhill Cemetery in 2008-09.

GREENPORT HOUSING AUTHORITY

See minutes of meeting.

We received a letter from the Division of Local Government and School Accountability from the Office of the State Comptroller, stating that their assessment showed no administrative or program deficiencies, and that they were satisfied with our programs operation.

We thanked them for the comments and advice they provided while on site, and will continue to work to improve efficiency and operations.

MITCHELL PARK MARINA, CAROUSEL, McCann CAMPGROUND & ICE RINK

See Marina Manager's report.

See attached revenue sheets.

The Carousel was a little off from last year, but it was still a good month. Note that there are two columns of income compared to last year. That is because we

implemented a new procedure of completely separating the two shifts to better account for any possible financial discrepancies.

The Marina was up from last year, probably due to the Power Squadron coming in July this year. Hopefully, August will end on a positive note as well.

The Campground numbers were again lower this month. We have less campers, but are not sure why. We should do a multi-year review of the campground and talk about this possible trend, and what direct action we might take to reverse it.

OLD SCHOOL HOUSE RENOVATION

The American Legion Board of Directors continues to meet every other Wednesday at the Schoolhouse.

Nothing came from the North Fork Promotion Council potentially staffing the center, which the Greenport BID has been pursuing. But our Greenport Improvement Committee members have been volunteering to staff it for a few hours on weekends.

LWRP UPDATE

We need to make a negative declaration for SEQRA relative to the LWRP amendment.

HARBOR DEPARTMENT

See the marina/ harbor manager report.

Costello Marine has completed the replacement of 91 feet of bulkhead at the Visitors Dock. Originally, the proposal was based on the FEMA approval of repairing (re-sheathing) 70 feet of bulkhead. That cost estimate by Costello was \$17,500. Upon beginning the work, Costello felt strongly that the correct way to complete the job was the total removal of the existing bulkhead and complete replacement, including an additional 21 feet, to meet with the previously repaired southern end of the existing bulkhead. Using the agreed \$250.00 per foot repair cost they agreed to completely replace all 91 feet at the original repair cost,

including disposal of the old bulkhead. As such we need to approve the additional cost of \$5,250.00.

We are proceeding to get repair estimates for the RR Dock from various local sources.

ECONOMIC DEVELOPMENT AND MARINA BULKHEAD STUDY GRANTS

We have received the contracts and are being returned to NYSDOS. We should begin the process of preparing RFP's for both projects.

ROAD and SIDEWALK repairs

I am obtaining price quotes for the replacement and new installations of curbs on Carpenter and adjoining streets using existing and carry-over curbs and sidewalk funds.

The Village Highway crew has begun grinding sidewalks, where there are trip hazards. I expect we will be performing some sidewalk replacement - where grinding isn't possible - in the Fall, either following or at the same time as the curb work.

OTHER MISCELLANEOUS ACTIVITY

RESOLUTION ratifying the hiring, effective August 5, 2013 of the following park and recreation center staff:

- Taylor Hart at a pay rate of \$ 9.00 per hour,
- Shauna Scholl at a pay rate of \$ 9.00 per hour,
- Marianne Naleski at a pay rate of \$ 8.50 per hour,
- Elizabeth Corwin at a pay rate of \$ 7.25 per hour, and
- Courtney Kart at a pay rate of \$ 7.25 per hour.

RESOLUTION ratifying the wage rates for the following:

- \$ 10.00 per hour for Kerstan Pringle, effective June 24, 2013
- \$ 10.00 per hour for Emily Fingerle, effective July 22, 2013 and
- \$ 10.00 per hour for Audre Allen, effective July 22, 2013.

Attended: Carousel, BID, GIC, Greenhill Cemetery, Zoning, Historic Preservation, Housing Authority

Respectfully,

David Abatelli / Village Administrator

Attachments:

- Building Dept. Report 8_19_2013 (PDF)
- Recreation Dept. Report (1) (PDF)
- Recreation Dept. Report 8_19_2013 (2) (PDF)
- Marina Manager Report 8_19_2013 (PDF)
- Housing Authority Report 8_19_2013 (PDF)

July-Monthly Report

The first week in July was the second week of camp. The Orange Group celebrated Super Hero Week and came dressed as their favorite Super Hero. The Purple Group played a rousing game of Minute to Win It. Camp was closed for the Fourth of July.

The second week of July was equally exciting. We attended a Magic Show at the Floyd Memorial Library. The Orange Group attended "SUNWISE" again at the Library where they learned about sun safety and received hats and sunglasses. It was Fairy Tales Week for the youngest group and the Gray and Orange Groups went to a Puppet Show at the Library. The Gray Group had Wild Wild West Day on Friday the 12.

Week three began with an exciting trip to Adventureland. The Gray and Purple Groups had dress up day and spent most of the day downtown shopping.

The last week of July we saw a Reptiles Show at the Library. The Orange Group celebrated Disney Day, the Orange and Gray Groups learned about Fire Safety and the Gray Group had Pirates Day. On Wednesday, the Purple Group transformed the Recreation Center into a "Big Top" and hosted a Carnival replete with games and prizes for the Orange and Gray Groups. The week ended with the Annual Family BBQ at Fifth Street Beach on Friday where the campers showed off the group dances they learned this summer. There was a Bouncy Castle and Dunk Tank and grilled hot dogs and hamburgers in addition to corn on the cob and snacks and desserts.. The month ended with a trip to Stotsky Park in Riverhead Monday Morning and Out East Family Fun in the afternoon.

In addition the children had swimming lessons every week and the Orange and Gray Groups went to the Library every Tuesday and Thursday for a craft activity.

Margarite and I coordinated efforts to get the Camp registered with the American Red Cross so this year the children will receive official Red Cross Cards with their level of ability measured by their standards.

Marina

DEPARTMENT

July 2013

July 2012

MONTH/YEAR

MONTH/YEAR

1	2.50	150-	5319.50	401.84	9875.36
2	10-	1755.86		416.34	1707.76
3	1376.13	11,790.92	200	481.02	7907.83
4	474.78	7045.33		280.40	5865.59
5	568.13	6103.26	100	5340.18	302.12
6	1479.03	7391.97		5658.12	1187.33
7	444.04	2787.02		4206.72	1136.64
8	2437.30	605.15		6809.61	620.84
9	965.42	196.62		128.76	1755.74
10	2937.23	111.14		52.30	1529.37
11	3426.54	55.95		270.15	716.91 2878.69
12	5596.32	12.50		124.82	9102.15
13	8468.93	930.11		213.86	3252.34
14	4689.12	625.27		582.08	3230.14 700.67
15	2026.59	85.58		187.08	2844.43
16	2034.83	89.49		51035.03	109.75
17	1869.32	132.62		912.14	37.50
18	2138.94	118.04		189.16	3518.46
19	4762.47	58.78		50.29	3023.96
20	3977.59	226.96		3975.55	15.00
21	2908.21	1100-		795.39	4499.26
22	4518.89 +	115.91		1175.36	4051.44
23	1333.18 +	17.50		2216.08	109.83
24	2822.07	203.99		538.41	100.18
25	5435.02	79.27		9749.82	141.95
26	2525.87	304.79		4240.27	104.75
27	8248.62	1026.78		3963.48	499.58
28	2282.78	172.27		26.80	4805.46
29	3626.22	69.97		94.95	117.32 4974.21
30	10,909	1625.10	257.25	588.75	1865.75 274.32
31	127.88	3081.57		835.94	86.06

148,369.36

143,376.93

TOTAL

Carousel

DEPARTMENT

July 2013
MONTH/YEAR

July 2012
MONTH/YEAR

1	758	608	1908
2	920	552	1715
3	690	730	1594
4	734	1133.75	2124
5	1398	1301	2176
6	1264	1164	1934
7	988	972	2516
8	818	694	1954
9	603	712	1470
10	688	642	944
11	366	694	1330
12	574	908	1087
13	978	1315	1366
14	784	1154	2214
15	631	418	1848
16	464	390	1015
17	382	380	1090
18	372	480	675
19	505	556	1692
20	970	962	1332
21	1512	1016	2266
22	704	866	2776
23	518	484	1498
24	617	636	1062
25	334	1100	1322
26	1112	664	1194
27	1366	1211	1276
28	1181	949	1932
29	748	672	2800
30	966	610	1335
31	552	890	1746

49,300.75

51,803

TOTAL

McCanns

DEPARTMENT

July 2013
MONTH/YEAR

July 2012
MONTH/YEAR

1	550-		
2		410	875
3	170	550	25
4		575	
5			
6		1380	
7	715- 1535		290
8	550-		50
9			
10			
11	270 275 65		
12			
13		510	900
14			
15	50-		
16			
17		550	
18	325- 105-		
19			
20			
21			
22	55	65	
23			
24			
25	1665-		
26	25-		
27			
28	75		
29		1255	
30	25	640	550
31	550		

7005-

8625

TOTAL

Pump OUT BOAT

DEPARTMENT

July 2013
MONTH/YEAR

July 2012
MONTH/YEAR

1		50
2		105
3		
4		135
5		
6		
7		
8		
9		300
10	465-	
11		
12		
13		
14		
15		
16	185-	195
17		
18		
19		45
20		
21		
22		
23		2100
24	150-	
25		
26		
27		
28		
29	255	
30		210
31	35	

1090-

1320

TOTAL

MODRINGS

DEPARTMENT

July 2013
MONTH/YEAR

July 2012
MONTH/YEAR

1	42		
2	161	98	140
3	21		
4	21	62	
5	35-	38	
6	40-	72	
7	44-	31	
8	36-	233	
9		30	33
10	74- 319	60	
11	68-	118	
12	110-	184	
13	72-	52	
14			
15		700	
16	40-	220	120
17		74	
18			
19	416		
20	36	106	
21	32-		
22		210	
23	116-	142	812
24	150 152-	30	68
25	74	40	
26		34	
27	172-	103	
28	64-	39	
29	189 170	29	39
30			
31		38	

2854

3973

TOTAL

Rec Center

DEPARTMENT

July 2013
MONTH/YEAR

July 2012
MONTH/YEAR

1	1212		
2	600	267	
3	335	486.50	302
4			
5			
6		300	
7			
8	225 350		
9		742	
10	568	1306	
11	65-		
12	426-	21	
13		207	
14			
15			
16	728-	76.44	695
17		676	
18	300- 600-	737	
19	850	460	
20			
21			
22	700 309		
23	280	895	
24	240	280	
25	235	370	
26			
27		1352.50	
28			
29			
30	926 800		
31	400	400	

10,149-

9567.44

TOTAL

ADVENTURE TREKS, LTD.

PO BOX 5, SOUTHOLD, NY. 11971-0005

QMiii@AOL.COM

631-871-2588

08/15/13

Hon. David Nyce
Board of Trustees
Village of Greenport
Work Session Monthly Report From Marina Manager

Dear Mayor and Trustees,

The following is my report for the marina and mooring field.

- Since we put up signs across the entrance to the East Pier and the floating docks closing them off to the public between the hours of 8pm and 8am, it seems that we have had no issues of people trespassing on customer boats. There has been some negative feedback from the public about it, but after explaining the reason for doing this, they understand.
- I was called in by the police one night at 1:30 in the morning for a waterline break on the East Pier. I came in and shut the water down and had it repaired first thing in the morning.
- The electric problem is coming along. I was informed that they are trying to get it finished up by this weekend. All of the pedestals and mega yacht boxes are in place. The transformers at the substation are being wired up today. Tomorrow they want to hook up the substation to the 500kva transformer to power it up and test the system.
- Dancing in the Park seems to be going well this summer. There was an issue where one of the bands drove their big van up onto the boardwalk. I asked the gentleman to please move it off the deck and to bring it around onto the grass behind the boardwalk. He said that he was given permission to drive up on it by the woman in charge of the Dances. I told him no, because the weight of his van was going to damage the deck lighting system, that they weren't designed to be driven on. He moved it.
- Starting this weekend the summer help starts to thin out as they go back to college. I'm going to see if I can find some kids to fill in until the end of August.
- The mooring field seems to be doing well. I had to call a Mr. Lee Nicholson from Brewer Stirling Harbor Marina. He's the man who dragged one of our moorings from the mooring field to his dock. It had to be cut from his shaft and then picked up with a crane and put back in place. I sent him a bill for the damages and cost of replacing it. He told me on the phone that he just received it and that he would review it. I told him that he could review it, but that I expected him to pay what he was billed because that was the cost for correcting his mistake.

This concludes my report for the period.

Jeff Goubeaud
Mitchell Park Marina Manager

Date	Receipt #	Name	Address	Type of Fee	Amount
7/19/2013	29996	robinson	424 fourth st.	co fee	75.00
7/19/2013	29995	kolsby	320 wigglins street	fence permit	75.00
7/18/2013	29994	pope	8 sandy beach	bp	250.00
7/5/2013	29987	rivera	front street	foil	2.00
7/16/2013	29986	abt fire protection	111 main street	bp	200.00
7/14/2013	29985	olinkiewicz	kaplans market	emo/dumpster permit	100.00
7/12/2013	29983	olinkiewicz	center street	2 fence permits	150.00
7/12/2013	29982	winozcar	broad street	yard sale	5.00
7/10/2013	29974	wiesehal	carpenter street	yard sale	5.00
7/5/2013	29970	co fee	monsell place	co fee	75.00
7/8/2013	29969	eric urban	first street	foil	0.75
7/1/2013	29963	kebbon	main street	co fee	75.00
7/4/2013	29961	grilli	216 third street	yard sale	5.00
7/31/2013	30329	keihl	central avenue	bp & co fee	275.00
7/30/2013	30327	superior data	138 central/ 124 fourth st	foil	10.25
7/30/2013	30326	coello	first street	yard sale	5.00
7/26/2013	30320	data trace	assorted	search	15.00
7/25/2013	30314	redvision	main street	search	5.00
7/22/2013	30308	claudios	111 mai street	bp	300.00
7/23/2013	30303	county view homes	413 3rd street	bp	250.00
TOTAL FOR JULY					1,878.00

Building Department Report for June 2013

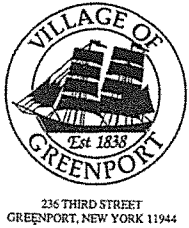
1. The Building Dept. issued 7 letters requesting the maintenance of hedges, almost all have been completed. This is an ongoing problem and with the help of neighbors the building dept. continues to identify problem hedges and contact the property owners.
2. Noah's restaurant has completed the installation of the fire suppression system. Next step to completion of the CO application, which is in the works.
3. The fire suppression system for 429 Main Street is near completion the RPZ has been approved by the county and the application is going to Holzmacher for review and the owner is waiting for the Village to schedule a water tap.
4. The building dept has scheduled a meeting with Richard Smith of the DOS to review the plans for 407 Kaplan Avenue.
5. There has been a lot of focus on the commercial district. Complaints from the commercial district include, dirty sidewalks, sandwich boards and obstructions on the sidewalk. All complaints are being handled expeditiously with cooperation from the property tenants.

Notices of violation

Date	SCTM #	Address	Nature of violation	Remediation
6/7/13	1001-4.-8-38	229 Third Street	Continuous hoarding, property unkempt.	Ongoing conversation, appearance ticket has been issued for 9/6/13
8/8/13	4.-3-9	126 center street	Property unkempt.	Ongoing derelict property. Last letter issued 5/31 requesting "ongoing maintenance" had the grass mowed once. Building Dept issued an appearance ticket for 9/6/13
3/22/13 7/2/13 7/26/13	1001-5.-1-17. And 3.-5-28.1	Ludlam Place rental properties	Village employee reported a hazardous condition in basement of rental property, while installing new water meters.	Received a letter from PE stating that he completed an inspection and found the property to be sound.
8/8/13	1001-5.-4-27	27 front street	Encumbrance of sidewalk	Spoke to restaurant owner and copied property owner. Restaurateur said he would comply.

New Complaints

6/6/13	1001-4.-2-11	213 North Street	Property Maintenance	Order to remedy was mailed to owner. Dumpster arrived and clean up started. Spoke to owner, clean up continues. She will get back to me on when the dumpster will be removed. Reminded her about mowing the grass.
8/9/13				
7/19/13	1001-3.-4-8	624 Main Street	Illegal use of attic space	Spoke to owner and he said would discontinue use of the attic immediately, inspection was scheduled for August 1, owner was a no show, next scheduled inspection august 20.
7/22/13	1001-4.-6-2	223 Center Street	Property maintenance	Called owner, email photos. The property was picked up next day. This rental is an ongoing problem.
8/7/13	1001-7.-5-16	139 fourth street	Maintenance of structure and property exterior	Follow up letter to owner after old complaint



PRESENT: Board Members: Tina Finne, Marilyn Corwin, Valerie Shelby
Staff: Asha Gallacher

MINUTES

Village of Greenport Housing Authority Regular Board Meeting

5/30/2013

MEETING CALLED at 4:34 pm by Tina Finne

1. Motion was made to approve minutes of May 30, 2013. made motion, carried.
2. Motion was made to ratify
3. Motion was made to approve accounts payable for June 2013 totaling \$79,835.77. Tina Finne made motion, Marilyn Corwin carried.

Section 8 Update:

- a) The Office of the State Comptroller conducted their risk assessment of the VGHA on July 8th and 9th. They will notify the VGHA of their final determination.
- b) VGHA will need to request set-aside funding from HUD as there is no more NRA to use for HAP costs. Additional cost-cutting measures may need to be implemented to fund the remaining vouchers.

4. Affordable Housing Update:

- a) Motion to ratify the July 2013 accounts payable for 213 Center Street totaling \$932.87.
- b) Motion to ratify the July 2013 accounts payable for 278 2nd Street totaling \$1,836.93.
- c) Motion to approve the August 2013 accounts payable for 213 Center Street totaling \$924.33.
- d) Motion to approve the August 2013 accounts payable for 278 2nd Street totaling \$2,256.73.

5. **Scheduled next meeting for Tuesday July 2, 2012 at 5:00pm.**

6. **Meeting adjourned at 5:02 pm-----Motion to adjourn by Tina Finne. Valerie Shelby carried.**