



236 Third Street
Greenport NY
11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS
DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

November 17, 2016 at 7:00 PM
Mayor and Board of Trustees - Work Session Meeting
Third Street
Firehouse
Greenport, NY 11944

PLEDGE OF ALLEGIANCE

MONTHLY REPORTS FOR THE FOLLOWING:

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

DISCUSSION

- o Proposed local law amending Section 132-49 No Parking East Side of Carpenter Street from Bay Avenue north to Ludlum Street.

MONTHLY REPORTS FOR:

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

REPORTS FROM COMMITTEES

MAYOR AND VILLAGE BOARD OF TRUSTEES

PUBLIC TO ADDRESS THE BOARD



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ROBERT BRANDT
EXT. 217

Submitted: November 8, 2016
Meeting: November 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Village Clerk Department

Fire Department Work Session Report

Attachments:

Fire Department Work Session Report (8) (PDF)

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. CHAPLAIN C. KUMJIAN
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Organized 1845

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Requests and Resolutions

Please accept all reports for the month of October 2016. We would like to request a budget transfer in the amount of \$1700.00 from the apparatus replacement fund, #A.0221.110 to pay for the cost of change order work which consisted of an additional 12-Volt outlet to accommodate our new Lucas Device and adjustment to the bench seating in the rear of the Ambulance.

Firematically,

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

Wayne D. Miller

Chief Engineer

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
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MEETING OF THE BOARD OF WARDENS

Wednesday October 19, 2016

OPENING:

Chief Wayne Miller opened the meeting at 7:01 pm with the pledge of allegiance to the flag and a moment of silence for departed members

ATTENDANCE: 1st Assistant Chief Jeff Weingart, 2nd Assistant Susano Jimenez, Wardens Warren Jensen, Joe Milovich, Tony Volinski, Norma Corwin, Ray Corwin, Joe Barszczewski,

Dave Nyce in @ 8:02 Warden James Kalin excused.

Members Bob Corwin, Peter Harris

THOSE WISHING TO SPEAK TO THE BOARD: Peter Harris presented to Chief Miller a plaque received from Fort Lawn South Carolina Fire Department with a story and pictures of the old Star Hose truck that was donated to them from us.

EXECUTIVE SESSION Motion by Chief Wayne Miller seconded by Warden Volinski to adjourn to an executive session to discuss personnel. Motion carried. Into an executive session at 7:04 pm.

Motion by Warden Warren Jensen seconded by Warden Joe Milovich to return to the regular meeting. Motion carried. Regular meeting at 7:17 pm.

READING OF THE PREVIOUS MINUTES:

Motion made by Warden John Grilli, seconded by Warden Joe Milovich to approve the minutes of the September 21, 2016 meeting of the Board of Wardens as printed and distributed. Motion carried.

COMPANY OFFICERS MEETING MINUTES:

Chief Susano Jimenez read the minutes of the October 18, 2016 meeting of the company officers for information only.

Motion made by Warden Ray Corwin, Seconded by Warden Joe Milovich, to except the minutes as read. Motion Carried.

TREASURER'S REPORT:

The treasurer's report for the period of Aug 18,2016 & Sept 22,2016 through Sept 21,2016 & Oct 19,2016 was read by Chief Wayne Miller ..

Receipts tabled from last month were Clarified IGA ,Bill of 178.21 was for District Dinner also the BJ's Bill for 494.66 was also for the district dinner.

Warden Warren Jensen asked what the North ferry refund was, as per Chief Susano Jimenez he spoke to the North Ferry to ask them not to charge us anymore if in Dept Vehicles.

Motion made by Joe Barszczewski seconded by Tony Volinski, to accept the treasurer's report as read. Motion carried.

Chief Wayne Miller read the 2016 Fund Raiser Split, Asked that all warden bring it back to the companies for a vote on what split they would like to have.

Chief Miller mentioned there was a problem with the PO Box that is now corrected. And has 3 Bills received after the Finance Meeting that he will take to the village for payment.

BILLS: 1. Advanced Imaging for the copier \$46.84
2. Prest O Peconic \$ 23.75 for o2 and \$148.00 for New Cylinder for new Ambulance
3. South Shore Gas meters.

Motion Made by Warden Warren Jensen to submit Bills to Village for Payment, Seconded by Warden Tony Volinski. Motion Carried

COMMUNICATIONS RECEIVED:

1. Chief Wayne Miller Scheduled pump test for all trucks on Dec 14, 2016
2. Chief Miller read an email received from the Village Administrator on the engineering proposals for the ramps and to except the lower proposal of all three submitted

3. Chief Miller read a proposal from Fully Involved Mechanic to work on the trucks he is available 24 hrs .

4. Chief Miller opened an account with Riverhead Building.

5. Letter received from SAVE the SOUND offering to do a presentation 11-17-16 from 4pm to 8pm.

6 Donation \$150.00 from Eric Cohen in memory of Joe Carlozzi

7. Thank you Letter from Tracy Orlando for the help provided on 9-11-2016

Motion Made by Warden Warren Jensen to file all communications and deposit donation check in correct account, Seconded by Warden John Grilli. Motion carried.

APPLICATION(S) FOR NEW MEMBERSHIP:

Steve Rutowski & Greg Morris tabled from last month

Motion Made by Warden Tony Volinski to except both applications from last month, Seconded by Warren Jensen , Motion Carried .

1. Shelby Kostal Rescue only
2. Yira Tejada Rescue only
3. Matthew Spinozzi to Eagle hose

Warden Tony Volinski recined his original motion to except the two applications from last month and to now except all applications pending paperwork needed on all applicants, Seconded by Warden Jensen. Motion Carried.

Chief Miller also mentioned that Gary Stoners Daughter would like to join rescue only but no application as of yet.

Warden John Grilli also asked about transfer of Dale Raynor from Eagle hose to Standard Hose , it was mentioned at the wardens meeting that this was done, request a letter from Eagle hose Secretary of this transfer.

REPORT OF COMMITTEES:

BUILDING AND GROUNDS:

Joe Milovich received proposal on the electric for the new ceiling fans. Also going to ask electrician on price for new lanterns with led lights in front of building .And possible new lights with timer for back building.

Motion made by Warden Tony Volinski to purchase the new ceiling fans Seconded by Warden Warren Jensen. Motion Carried

Chief Miller read a proposal from Kolb on replacing the A/C unit for the meeting room.

BY-LAWS: Warden Dave Nyce spoke about the meeting he and Jerry Martocchia had with Dr Buno. He mentioned the different classes of Fire Fighters and that would be determined by the Board of Wardens. Much Discussion, outcome to have Meeting on Wed the 26th @ 7pm.

FINANCE: Chief Wayne Miller read Finance for Information only.

Motion made by Warden Tony Volinski Warden Warren Jensen to except the finance report as read. Motion carried.

FIRE DISTRICT: None

PRE-INCIDENT PLANNING: Chief Wayne Miller received a new map of Peconic Landing, he will give to all companies.

SERVICE AWARDS: None

RECRUITMENT: None

CASUALTY FUND: None

FUNERAL: Warden Grilli requests that all Co officers go over the SOG's for the Bunting and the flags when they should be put up and to come down.

COMMUNICATION: Chief Miller Spoke to Police Chief Flatly about the work to be done on the towers and how will it affect the fire Departments ,because the grant did not go through the districts may have to give money for the new towers.

TRIPS AND TRAVEL: None

COMPANY REQUESTS

EAGLE HOSE CO. # 1 Finance

RELIEF HOSE CO.# 2 Finance/ 6 Stream lights , blade for new Saw

STAR HOSE CO.# 3 Finance

STANDARD HOSE CO.# 4 Finance/ permission to hold Turkey Shoot 11-19-2016 6-10pm

PHENIX HOOK & LADDER CO.# 1 Finance/ Replace hand light lost @ church fire.

RESCUE SQUAD Finance/ Hammer Medical

WATER RESCUE Finance

FIRE POLICE Finance

UNFINISHED BUSINESS Chief Jimenez read the Picnic report

REPORT OF DELEGATES None

NEW BUSINESS Chief Miller spoke to Tim McGowan about using ELI pipe band to lead Greenport in the Washington day Parade. Cost would be \$1500.00 Discussion to use the Peconic landing money.

Warden John Grilli made a motion to have the Pipe Band play for us Seconded by Warden Warren Jensen, Motion Carried.

Motion Made by Warden Joe Milovich to allow Standard Hose have the turkey shoot.

Also a call or letter to go to save the Sound stating that we would not be able to allow them the use of the firehouse. Due to a conflict.

GOOD OF THE DEPARTMENT

1. Letter from Trish O'Brien for permission to use the Fire House on Dec 2nd from 6-9 for Fund Raiser Jewelry show for Danielle Meraz.

Motion Made by Warden Dave Nyce to allow the use of the fire House for Fund Raiser, Seconded by John Grilli. Motion Carried.

2. Warden John Grilli read a letter from Warden James Kalin to Use the House Monday 10-24 and Tuesday 10-25 from 6-9 pm for Defensive Driving class.

3. Warden John Grilli read a request form Warden James Kalin Why was there not another Department standing by for us on Friday night when we only had one ambulance in service? As per Chief Miller it was just an over sight.

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Finance Meeting 10/11/16

Attn: Chiefs Miller and Jimenez.

Wardens: Barszczewski, Kalin, Volinski

Admin Asst: Mike Richter

Review all September monthly bills and review fire prevention account.

Company Requests:

Eagle Hose: Budget Items

Relief Hose: Budget Items

Star Hose: Budget Items

Standard Hose: Budget Items

Phenix Hook & Ladder: Budget Items

Rescue Squad: Supplies from Hammer Medical in the amount of \$1247.11

Fire Police: Budget Items

Water Rescue: Winterize and shrink wrap boat

Department: REP electric for new ceiling fans in truck bays in the amount of \$2450.00

Firematicly,

Wayne D. Miller

Chief Engineer

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Company Officers Meeting OCT 18 2016

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

Attendance: in attendance were Chief Jimenez. Officers in attendance were R Corwin, C Hydell, S Hays, N Corwin, C Hanold, & C Harris.

Reading of Previous Minutes: M/M/S/ Hanold/Hays to dispense with reading of previous minutes.

Communications: Letter read from LI Association of Firemans Benevolent Association looking for Dept's or Companies to join their organization. Letter from Babylon Youth Bureau about Autism risk and safety management awareness class. Letter from John P Brown ladder Company about ladders that would be useful to FireFighters. Donation to the GFD in the sum of \$150 in memory of Joseph Carlozzi.

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

Company Requests: 8-3-1. 6 pr gloves- XL 6 indiv flashlights ; 8-3-2. 6 right angle LED flashlights- 6 pr gloves for interiors; 6 airpack masks , 5LG \$ 1 MED; 8-3-3. Budget; 8-3-4. Budget; 8-3-5. Budget; Rescue, 8-3-17 needs all new tires and front end alignment-Mics not working properly on both HI \$ LO bands ; FP Need to check about refresher class, Budget; Water Rescue, Winterize \$ shrinkwrap boat.

New Buisness; Questions about Jason Parkers status in Rescue, is he in or out? What can he do? Can he drive rig? Discussion about radio procedures. M/M by R Corwin to hold C O Meetings every other month due to lack of participation. Then put off for month to get all chiefs opinion.

Good of the Department: .C Hydell mentioned about back building being in disarray. C Harris mentioned that P harris will be doing Fire Prevention classes on the 26th and 27th for the school kid, need people to move trucks and assist. Times to be announced. R Corwin mentioned that Fit Tests should be in December. He also mentioned about the Dept. buying more Class C uniforms. C Hydell asked if a copy machine could be put in meeting room for members to use when no one is around to get in the chiefs room.

➤

Reading of Minutes: M/M/S/ R Corwin-CHanold dispense with reading of tonight's minutes,

Adjourn: M/M/S/Hydell/ Hays to adjourn @ 19: 33 HRS

Respectfully submitted 2nd Asst Chief

Susana Limenz

CHIEF WAYNE MILLER
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Greenport Fire Department

2016 Hydrant Test Report

On Oct 30th, 2016 the members of the Greenport Fire Department began their annual hydrant test throughout the village of Greenport. Testing began with all companies departing Station 1 @ 0900 hrs.

There are 24 hydrants needing attention and 1 which should be replaced. The one needing to be replaced is # 58 on Washington Ave. Street locations and problems are listed on attached sheets with maps of locations.

After reviewing the attached information ,and there are any questions , please do not hesitate to contact me,you can contact me via email at gfdfire@optonline.net or by cell. My number is 631-644-5430.

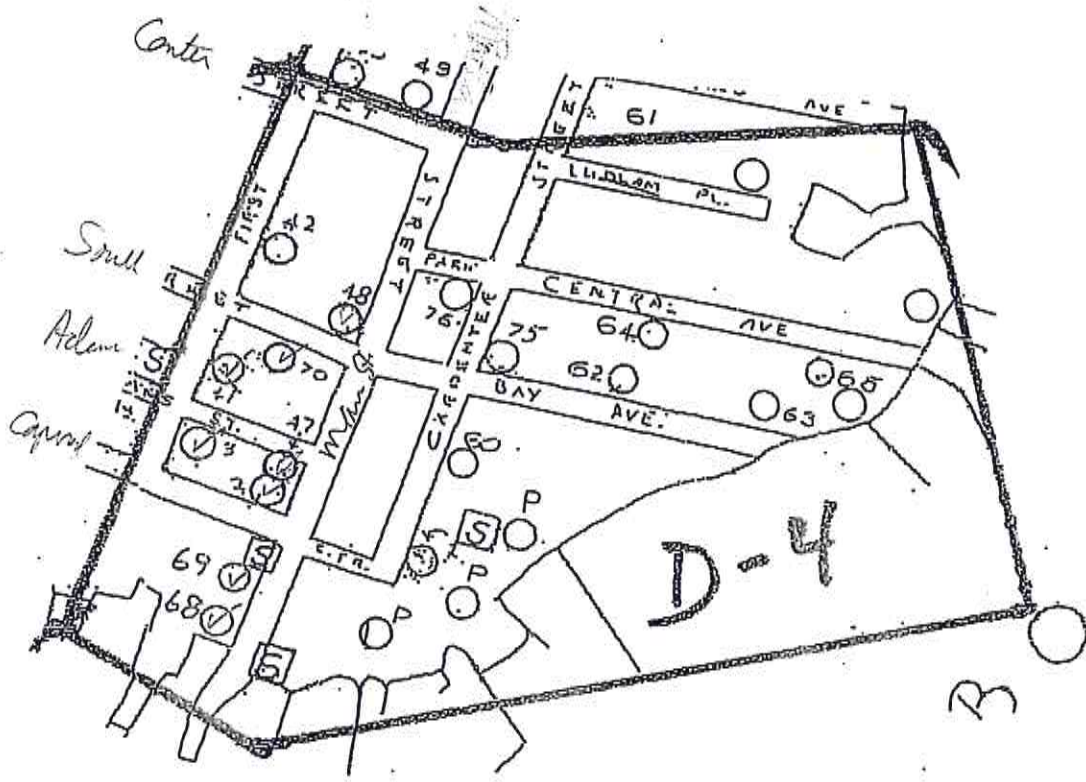
Respectfully Submitted

A handwritten signature in black ink that reads 'Susano Jimenez'. The signature is fluid and cursive.

Susano Jimenez

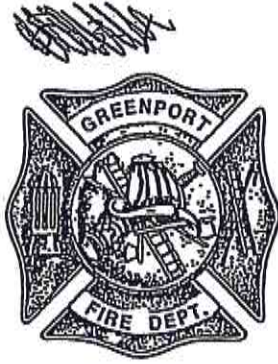
2nd Assistant Chief

Greenport Fire Department



8-3-2

P.O. BOX 58
 THIRD STREET
 GREENPORT, NY 11944



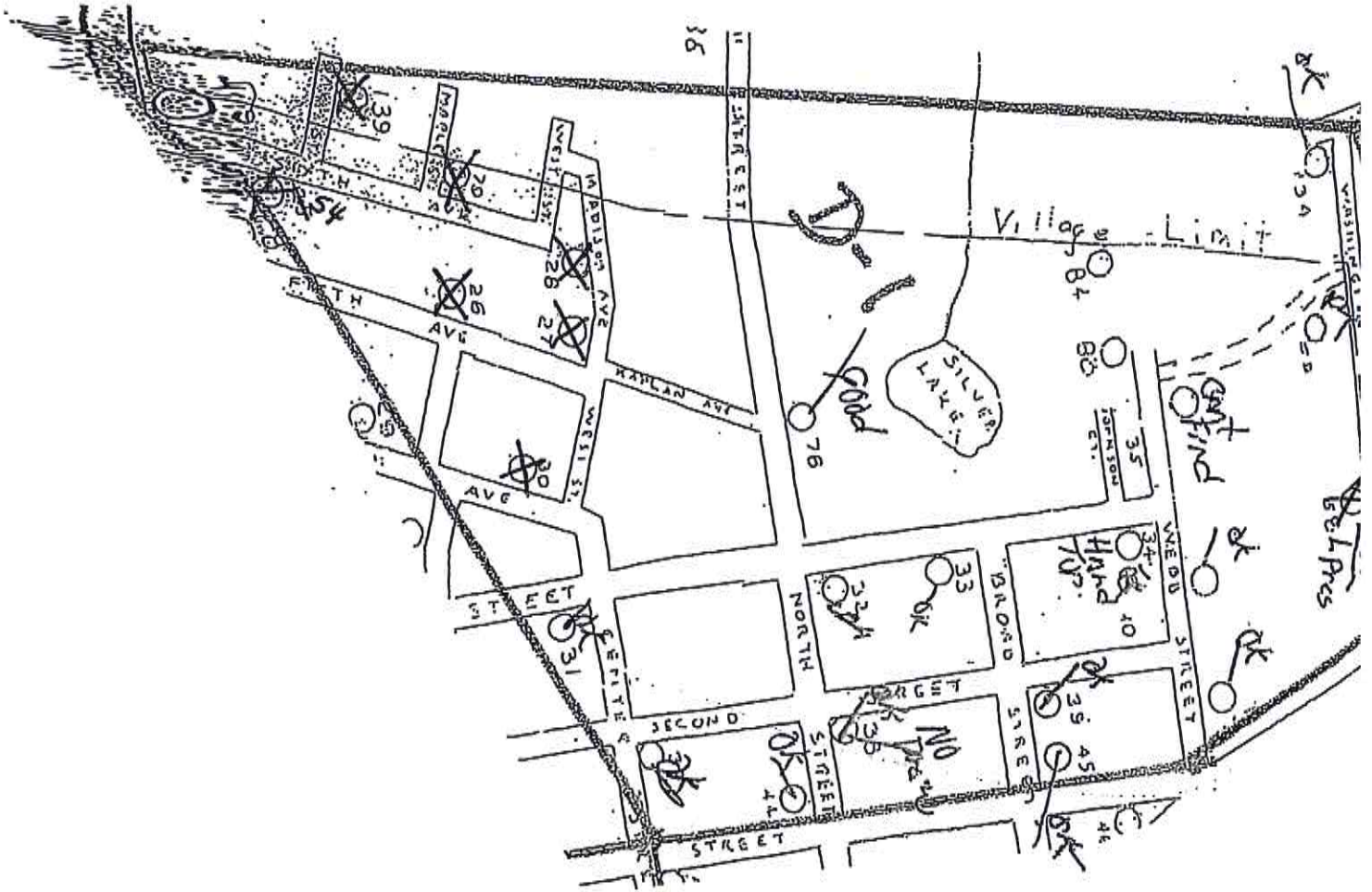
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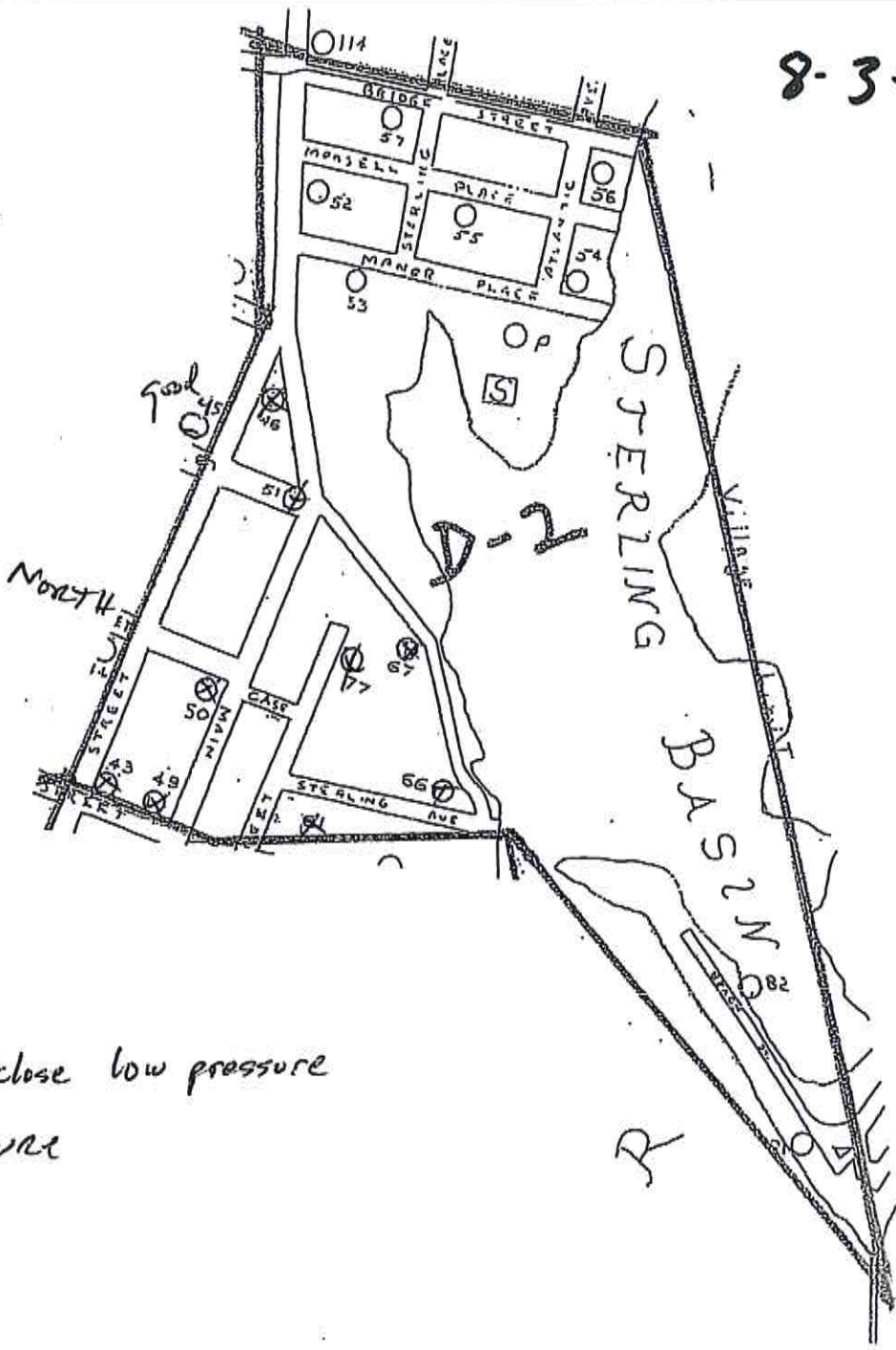
HYDRANT NUMBER	STREET	PROBLEM
84	Webb St.	No longer exists
34	3 rd + N Webb	Hard to close Stem Leaks too low to grow
31	3 rd + Center	Slow to raise drain
27	5 th Ave + Madison Ave	Low Pressure
58	Washington Ave East end	No Pressure
139	OAK ST	Hard open-close
79	Maple St	stem leaking
58	Washington Ave	Low Pressure (Replace)

← Replace

832



8-3-4



- 46 - Hard open/close low pressure
- 51 - Low pressure
- 67 - good
- 66 - good
- 61 - good
- 74 - good low press
- 50 - no drain
- 47 - good

ENLARGE
138X130

8-3-5



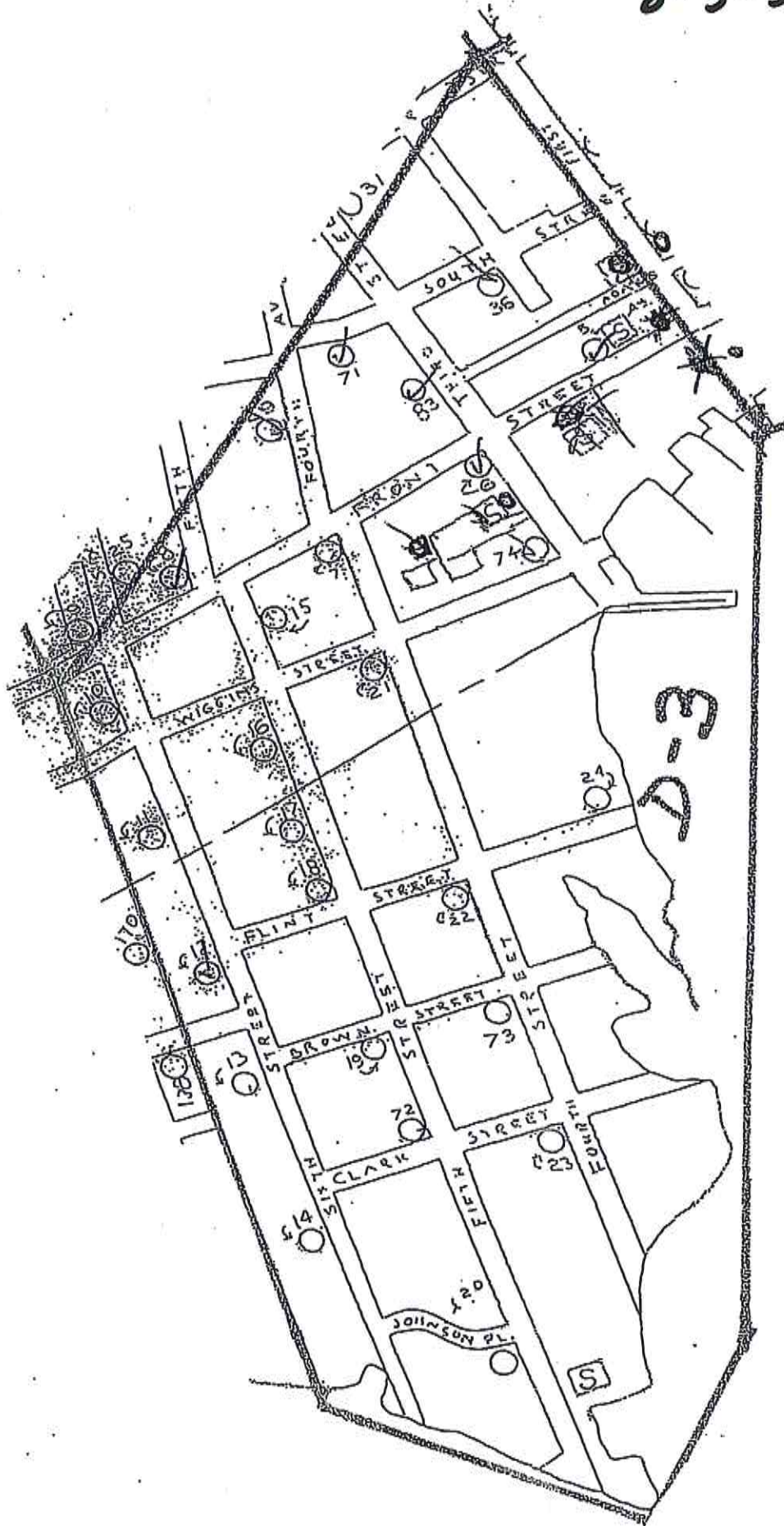
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HYDRANT NUMBER	STREET	PROBLEM
<i>Hydrant in front of</i>	<i>433 Sixth Street</i>	<i>Not Draining</i>
<i>Hydrant in front of</i>	<i>233 Sixth Street</i>	<i>Faulty Stem only 3 turns</i>

8-3-5





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Submitted: November 7, 2016
Meeting: November 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Utilities

Work Session Report for Road and Utilities

November 17, 2016

Administrator's Office

Statistics

Work Orders:

Electric = 21 Written, 21 Completed
Water = 8 Written, 7 Completed
Sewer = 33 Written, 32 Completed
Road = 59 Written, 59 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 11-08-2016. The results are detailed below in the Road Department's *Sampling* section.

❖ GADS Data: This is a monthly report about run and usage data for the generators at the Power Plant, it was sent on 11-11-2016.

Resolutions:

RFP for Central Pump Station Replacement Engineering

Accept Bid for Cooling Tower at Power Plant

Solicit Bids for Manor Place Bio-Retention

Hiring of George Parry

Hiring of Alexander Sinclair

Hiring of Ava Cosby

Rehiring of Sophie Jacobs, Emelia Jacobs, Kevin Izzo, Walter Hildebrandt, Eddie Ferger, Fiona Faherty, Brian Doherty, Anthony Devito, Brendan Flinter, Grace Izzo, and Jordyn Maichin

Topics of Discussion:

New York State Mandated fees added to electric bills

Road/Water Department

Statistics

Water Distribution:

6,580,800 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: Harbor Front Deli
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.50 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.16 mg/L

The form, DOH-360, was filed with the DOH on November 8, 2016 outlining the above results.

Report

Tasks Accomplished:

- ❖ Performed Water Machine maintenance
- ❖ Cleaned the tops of all storm drains
- ❖ Swept streets throughout the village
- ❖ Removed and winterized the misters for Mitchell Park
- ❖ Fixed a broken door on Building No. 10
- ❖ Took down the Dances in the Park sign in Mitchell Park
- ❖ Installed benches at 5th and 6th Street Park
- ❖ Assisted with traffic control during a filming event.
- ❖ Turned off water to the ball fields and parks
- ❖ Installed bike racks for the completion of a grant with Town of Southold
- ❖ Fixed a water leak on Sandy Beach
- ❖ Performed general maintenance and repairs to Road Department vehicles

Projects:

The Road Crew did a comprehensive repair to the drainage system at the end of Sixth Street. They installed 74ft of 10 inch piping and repaired a section of the curbing.

The crew also assisted with the road reconstruction project. In conjunction with the line crew they removed two trees and their stumps near the intersection of Bay Avenue and Carpenter Street.

Assistance has also been provided during this year's tree removal project. The crew has been taking trees down with the line crew. They have also been keeping up with other removal efforts during and after storm events that occurred during October.

Sewer Department

Statistics

Flow and Sampling:

The plant continues to run well, and performs under DEC permit requirements.

Total plant flow for the month of September* = 8,660,000 gallons.

Average Daily Flow = 0.289* million gallons day. (MGD). Permit limit = 0.650 MGD

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

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

Coliform Fecal General = < 1.9* MPN/100 Permit limit = 200 MPN/100

Coliform Total General = <15.4* MPN/100 Permit limit = 700 MPN/100

Total Nitrogen in effluent = 2.7* mg/L, and 6.1* lbs/day

*Results displayed are repeated from September. The laboratory is delayed in processing results due to a systems change. All thresholds for October are within legal operating limits.

Sludge Removal:

28,000 Gallons of sludge hauled during October.

Report

❖ Treatment Plant:

Repairs to a faulty Aerotor on BNR Basin No. 1 are being facilitated.

Repaired plumbing for the polymer distribution system and installed new RPZ valve in the Polymer Room. Put polymer system online.

Removed BNR Basin No. 1 from service for the season

Installed a new pump in the treatment plant sump

Cleaned, greased and replaced 3 faulty bulbs in UV disinfection system.

❖ Collection System:

Cleaned all level and alarm floats system wide

Cleared some downed trees and debris from the nursing home pump station driveway

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = October 12 @ 86.36 Mwh
Minimum usage day = October 13 @ 64.45 Mwh
Average usage for the month per day = 68.59 Mwh
Monthly total usage = 2263.34 Mwh

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

Tasks Accomplished:

- ❖ Prepared for Hurricane Matthew
- ❖ Replaced a pad mount transformer at Brewers Sterling Harbor, for maintenance issues.
- ❖ Removed several trees around the village with the assistance of the Road Department.
- ❖ We had a brief planned outage at ELIH to make repairs to the primary metering at the hospital.

Projects:

Alarm Tech continues to install conduits and wires, as part of the installation of a complete fire alarm system.

A storm event on the evening of October 22nd caused some local outages throughout the village. Bay Avenue, Corwin Street, and 8th Street had some trees come down on wires, which tripped the power out.

The line crew has been working to relocate two poles on Carpenter Street to make way for new concrete curbing.

Attachments:



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To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Building

Work Session Report for Building Department

November 17, 2016

Building Inspector's Office

Statistics

Summary of Transactions:

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

Total Fees Collected: \$5,176.00

Reports

- ❖ We are reviewing the application and renewal fees process for directional signs throughout the village
- ❖ Construction of several properties continues this season
- ❖ The statutory boards are preparing to meet about some very in depth applications
- ❖ New York State has adopted the International Code with a supplement for the state. These changes become effective October 3, 2016.
- ❖ It is now mandatory in New York State for all commercial building to have Carbon Monoxide detectors. The grace period has now ended.

Code Enforcer's Office

Reports

- ❖ There has been limited general code enforcement due to the resignation of Edward Ward and therefore no code enforcement report is attached. Greg Morris continues to enforce parking violations in the village. He has begun to work on general code violations. Mr. Morris is attending NYS training, which will allow him to perform expanded enforcement activities.

Traffic Enforcement Statistics Worksheet is attached.

Attachments:

Traffic Enf Report 111716 (PDF)



October 2016 Code/Ordinance Enforcement Report

- **Village Complaints Received: 4 Completed: 3 Open: 1**

<i>DATE/LOCATION</i>	<i>CHARGE</i>	<i>FACTUAL</i>	<i>DISPOSITION</i>
10/6/16 – 634 First Street Greenport, NY, 11944	Abandoned Vehicle on property. (112-11)	White Mercury (NO TAGS) located on the N/E side of the property. Order to remedy issued. Owner has until 10/17 to remove vehicle.	Vehicle still on property as of 09:56 on 10/21/2016. Appearance ticket #401 issued in regards.
10/26/2016 – (I/V/O) *210 South Street Greenport, NY, 11944	Illegal Dumping. (112-17)	White couch and debris in front of property. Order to remedy issued. Owner has until 11/9 to remove couch & debris.	Owner of couch located. <u>CLOSED</u>
10/26/2016 – (I/V/O) *206 South Street Greenport, NY, 11944	Illegal Dumping. (112-17)	White couch and debris in front of property. Order to remedy issued. Owner has until 11/9 to remove couch & debris.	Owner of couch located. <u>CLOSED</u>
10/26/16 – 218 South Street Greenport, NY, 11944	Illegal Dumping. (112-17)	White couch and debris in front of property. Order to remedy issued. Owner has until 11/9 to remove couch & debris.	Village forced to remove couch. Appearance ticket #402 Issued in regards.
10/27/2016 327 Fourth Street Greenport, NY, 11944	Prohibited use of artificial lighting. (150-17A-2)	Light fixtures on pole creating glare beyond lot lines. Letter sent in regards.	<u>PENDING</u>

* Order to remedy issued due to proximity of couch and debris to property lines. Upon answers of notices & investigation, owner of couch was located & issued an appearance ticket in regards.



October 2016 Parking Enforcement Statistics (As of November 1, 2016)

Month	2016		Total	
	Case	Amount	Case	Amount
January		\$0.00		\$0.00
February		\$0.00		\$0.00
March		\$0.00		\$0.00
April		\$0.00		\$0.00
May		\$0.00		\$0.00
June	4	\$300.00	4	\$300.00
July	115	\$9,025.00	115	\$9,025.00
August	148	\$11,935.00	148	\$11,935.00
September	159	\$13,715.00	159	\$13,715.00
October	91	\$10,035.00	91	\$10,035.00
November		\$0.00		\$0.00
December		\$0.00		\$0.00
TOTAL	517	\$45,010.00	517	\$45,010.00

Fine Collection by Violation Type

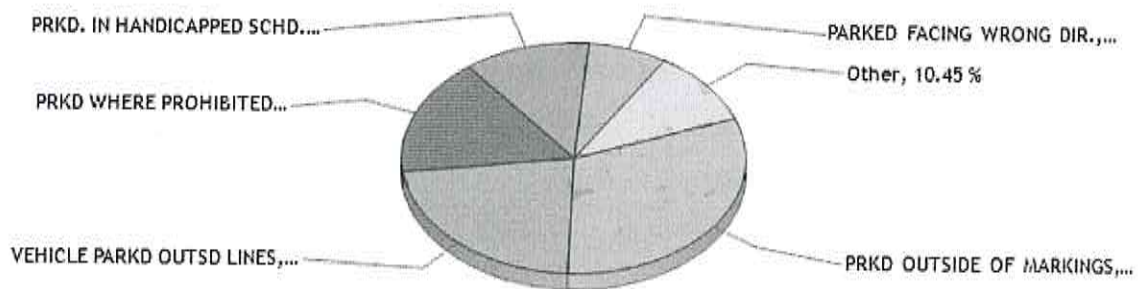
VIOLATION	CASE	AMOUNT
HANDICAPPED PARKING	1	\$75.00
OBSTRUCT DRIVEWAY	3	\$175.00
PARKED FACING WRONG DIR.	8	\$1,000.00
PARKED ON SIDEWALK	1	\$125.00
PRKD IN BUS STOP SCHD. XVII	1	\$125.00
PRKD OBSTR. FIRE HYDRANT	1	\$100.00
PRKD OUTSIDE OF MARKINGS	19	\$1,525.00
PRKD WHERE PROHIBITED SCHEDULE XI.	21	\$2,425.00
PRKD. IN HANDICAPPED SCHD. XIX.	4	\$820.00
STOP OR STAND WHERE PROHIBITED SCH. XII.	2	\$450.00
UNDEFINED	3	\$475.00
UNINSPECTED	9	\$1,175.00
UNREGISTERED	2	\$150.00
VEHICLE PARKD OUTSD LINES	16	\$1,415.00
Totals	91	\$10,035.00

Top five by Violation Types

PRKD OUTSIDE OF MARKINGS
 VEHICLE PARKD OUTSD LINES
 PRKD WHERE PROHIBITED SCHEDULE XI.
 PRKD. IN HANDICAPPED SCHD. XIX.
 PARKED FACING WRONG DIR.

These Violations combined represent 89.55% of issuance Town wide.

Frequently Issued Violations





236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
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EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

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JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: November 7, 2016
Meeting: November 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Recreation

Work Session Report Recreation Department

November 17, 2016

Marina/Mitchell Park

- ❖ Tall ship El Galeon came for a visit in October. They offered tours to the public during their stay in Mitchell Park.
- ❖ The Marina officially closed on Saturday, October 15th. We are now in the process of winterizing the Marina.
- ❖ The power to the East and West Pier has been shut off for the season.
- ❖ We are getting quotes to winterize the Marina work boat, pump out boat and patrol boat.
- ❖ Renewal applications for the Mooring Field, Bayman's Dock and Railroad Dock have been mailed out.
- ❖ The extra dumpsters have been removed for the season.
- ❖ The Road Department began installing the Ice Rink.
- ❖ The flyers for Skate School have been distributed to the local schools for the 2017 season.
- ❖ Schedules for the Hockey Clubs have been made.
- ❖ We continue to hire employees to work the Ice Rink and Carousel for the winter season.
- ❖ The Marina revenue was down by \$9,052.89 from last year's October revenue. Revenue for the entire season was up by \$19,431.86.
- ❖ Mooring revenue is down by \$400.00 and Off Shore Services (pump-out boat) is up by \$10.00 from last year.
- ❖ Carousel revenue is up by \$2,249.67 and Camera Obscura is up by \$1.00.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =27 Enrolled in Afterschool Program

Reports

- ❖ The Afterschool Program continues to run smoothly
- ❖ The programs at the Floyd Memorial Library continue to be a huge success. The kids really enjoy the homework help, movies and special events.
- ❖ We held a Halloween Party on Friday, October 28th. Games, prizes and treats were enjoyed by all.
- ❖ All documentation has been completed for the Department of Social Services from the 2016 Summer Camp.
- ❖ The kids got to take a tour of the El Galeon tall ship while it was in port.

Campground

Tasks Accomplished

- ❖ Performed general maintenance and winterized the campground.
- ❖ The campground revenue is up by \$1,076.50 from last year.
- ❖ The campground is now closed for the season.

Attachments:

Rec Rev Report 112016(PDF)

Recreation Department Monthly Revenue

Day	Marina		Campground		Offshore Services		Moorings		Camera Obscura			
	Cash	Oct-16 C.C.	Cash	Oct-15 C.C.	Cash	Oct-16 C.C.	Cash	Oct-15 C.C.	Cash	Oct-16 C.C.		
1		\$36.90			\$1,565.00	\$2,140.00		\$5.00				
2	\$206.82	\$337.76			\$500.00	\$1,040.00						
3	\$35.85	\$578.33			\$40.00	\$280.00						
4		\$86.90										
5	\$27.16		\$32.59	\$483.58	\$30.00	\$130.00						
6		\$65.18	\$33.67	\$28,870.38								
7	\$127.09	\$544.87			\$735.00	\$380.00			\$602.00			
8	\$348.65	\$1,353.52	\$32.59	\$234.58					\$3.00			
9		\$564.85		\$286.78	\$393.00			\$202.00				
10		\$992.93	\$358.71	\$1,686.75	\$90.00	\$130.00						
11		\$786.45	\$280.22	\$2,905.06	\$103.50	\$1,500.00						
12	\$13,636.76	\$43.99	\$204.22	\$221.05	\$80.00	\$120.00				\$17.00		
13			\$89.07		\$150.00							
14	\$291.16	\$3,000.00			\$40.00		\$5.00					
15	\$172.73	\$864.60			\$30.00							
16	\$82.56	\$27.16		\$293.29	\$1,500.00	\$815.00			\$15.00			
17				\$123.83	\$80.00		\$10.00					
18		\$4,792.53			\$100.00							
19					\$80.00	\$70.00						
20				-\$167.25		\$500.00						
21				\$141.21	\$105.00							
22	\$86.90					\$60.00						
23					\$1,000.00							
24						\$1,285.00						
25												
26												
27	\$2.50				\$1,000.00							
28	\$252.01				\$1,500.00							
29												
30				\$2,288.72								
31					\$1,105.00	\$1,000.00						
	\$29,346.16		\$38,399.05		\$10,526.50	\$9,450.00	\$15.00	\$5.00	\$202.00	\$602.00	\$18.00	\$17.00
	YOY		-\$9,052.89		YOY	\$1,076.50	YOY	\$10.00	YOY	-\$400.00	YOY	\$1.00

**Recreation Department Monthly Revenue
Carousel**

Day	Oct-16				Oct-15			
	Cash	Donations	Group Sale	Purchases	Cash	Donations	Group Sale	Purchases
1	\$756.00			\$10.00				
2	\$626.00	\$15.00		\$30.00				
3	\$800.00			\$30.00	\$290.00			
4					\$400.00			\$15.00
5								
6								
7	\$208.00			\$15.00				
8	\$1,058.00			\$70.00				
9	\$712.00	\$20.00		\$10.00	\$73.00			
10	\$1,021.00			\$70.00	\$1,568.00			\$50.00
11					\$1,600.00			\$30.00
12	\$364.00				\$1,054.00	\$48.33		
13								
14								\$30.00
15	\$748.00							
16	\$817.00	\$19.00						
17					\$612.00			\$20.00
18					\$632.00			\$40.00
19								
20								
21								
22	\$730.00							
23	\$748.00			\$15.00				
24					\$614.00			\$80.00
25					\$448.00	\$19.00		\$15.00
26								
27								
28								
29	\$598.00							
30	\$690.00	\$20.00						
31					\$212.00			
		\$10,100.00					\$7,850.33	
				YOY	\$2,249.67			



236 THIRD STREET
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EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: November 9, 2016
Meeting: November 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Robert Brandt, *Treasurer*
From: Robert Brandt, *Treasurer*
Department: Treasurer's Department

Treasurer's Work Session

Report from the Treasurer's Office

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3523, to appropriate Fire Apparatus reserves to fund the change order for the 2016 PL Medallion ambulance, and directing that Budget Amendment # 3523 be included as part of the formal meeting minutes for the November 28, 2016 regular meeting of the Board of Trustees
- RESOLUTION authorizing the issuance of a check made payable to Paul Pallas as Village Administrator, in the amount of \$ 1,300.00, to be used to set up the required cash drawer/banks for the operation of the Village of Greenport ice skating rink.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3639, to appropriate surplus to fund the repair of WWTP BNR Basin Air Drive Rotor Unit, and directing that Budget Amendment # 3639 be included as part of the formal meeting minutes for the November 28, 2016 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3640, to appropriate surplus to fund the balance of the repair to engine # 4, and directing that Budget Amendment # 3640 be included as part of the formal meeting minutes for the November 28, 2016 regular meeting of the Board of Trustees

UTILITY BILLING

- All meter reading on schedule. Billing is on schedule.

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- a) Fair Hearing was held on 10/18/2016 for voucher #15HAP due to failure to report change in income. Hearing Officer will render a decision by November 11, 2016.
- b) 2 new vouchers were issued this month and both leased up for November 1, 2016.
- c) 5 recertifications and 4 interims were performed in the month of October 2016.
- d) #18VC is relinquishing voucher as of 10/31/16.

SIGNIFICANT PAYMENTS

BOND PAYMENT - Principal payment - Sewer Department - \$ 59,200.00

SIGNIFICANT COLLECTIONS

- Rents Received - October 2016 - \$ 66,083.91
- Property Taxes Received - \$ 1,042,018.66

INFORMATIONAL:

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

Attachments:

BANK ACCT BALANCES OCTOBER 2016 (PDF)

HOUSING AUTHORITY OCTOBER 2016 (PDF)

COMMUNITY DEVELOPMENT OCTOBER 2016 (PDF)

BILLING STATISTICS REPORT - OCTOBER 2016(PDF)

BUDGET AMENDMENT 3523 - AMBULANCE CHANGE ORDER (PDF)

BUDGET AMENDMENT # 3639 - AIR ROTOR REPAIR (PDF)

BUDGET AMENDMENT # 3640 - ENGINE # 4 REPAIR (PDF)

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

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE	
A	General	A.0200.000	Checking	426,631.65	
A	Greenhill Cemetery	A.0201.100	Savings	33,275.32	
A	Clarks Beach Savings	A.0201.120	Savings	82,197.66	
A	Clarks Beach Reserve CD	A.0201.120	Cert of Deposit	676,929.78	
A	Money Market	A.0201.130	Money Market	1,087,239.34	
A	Fire Apparatus	A.0221.110	Money Market	315,595.22	
A	General Fund Capital	A.0230.200	Cert of Deposit	250,611.69	
A	Bulding Department Escrow	A.0235.101	Checking	10,100.00	
A	Parks and Recreation	A.0200.200	Checking	18,666.72	
					TOTAL GENERAL FUND
					\$ 2,901,247.38
CD	Small Cities Rehab.	CD.0200.000	Savings	109,973.09	
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21	
CD	Moran	CD.0201.000	Savings	5,725.94	
CD	Watkins	CD.0201.001	Savings	21,745.20	
					TOTAL COMMUNITY DEVELOPMENT
					\$ 137,670.44
E	Light Depreciation Savings	E.0116.100	Savings	2,506,915.67	
E	Light Ban	E.0118.000	Checking	305,013.49	
E	Light Fund	E.0121.100	Checking	542,873.31	
E	TTC Collections	E.0121.120	Money Market	785.65	
E	Consumer Deposit Savings	E.0191.100	Savings	128,044.31	
E	Consumer Deposit Checking	E.0244.200	Checking	1,904.40	
					TOTAL LIGHT FUND
					\$ 3,485,536.83
F	Water	F.0200.000	Checking	461,568.05	
F	Water Fund Capital	F.0200.400	SAVINGS	8,355.11	
F	Water Fund CD	F.0201.000	Cert of Deposit	201,087.45	
F	Water Fund Money Market	F.0201.130	Money Market	100,575.53	
					\$ 771,586.14

G	Sewer	G.0200.000	Checking	388,829.25	
G	NYS DEC Consent	G.0201.000	Savings	31,190.32	
G	Sewer Fund I	g.0201.100	Cert of Deposit	360,161.48	
G	Sewer Fund III	G.0201.120	Cert of Deposit	716,081.67	
G	NYSEFC	G.0205.000	Checking	185,771.25	
G	Sewer Wastewater	G.0220.110	Savings	12,119.65	
G	NYSERDA	G.0525.000	Checking	95.83	
					TOTAL SEWER FUND \$ 1,694,249.45
H	Capital	H.0200.000	Checking	148,301.95	
H	Capital Reserve	H.0200.400	SAVINGS	49,409.69	
					TOTAL CAPITAL FUND \$ 197,711.64
TA	Trust & Agency	TA.0200.000	Checking	42,075.46	
TA	Retirement Savings	TA.0201.000	Savings	48,769.62	
TA	WWI Memorial Trust	TA.0201.001	Savings	728.30	
TA	T & A Special Escrow	TA.0201.002	Savings	6,578.75	
TA	Justice Court	TA.0201.004	Savings	4,775.24	
TA	Concert Fund	TA.0201.008	Savings	2,277.97	
TA	Global Common	TA.0201.009	Savings	270,998.34	
TA	Accounts Payable	TA.0202.000	Checking	637,958.32	
					TOTAL TRUST & AGENCY FUND \$ 1,014,162.00
	Wire Account			59,200.00	
	Utility Clearing			86,172.13	
					\$ 145,372.13
					TOTAL VILLAGE WIDE \$ 10,347,536.01

Financial Data Schedule - Monthly Revenue & Expenses - OCT 16				83	TOTAL UNITS	TOTAL HAP & PORT PAYMENT	\$ 70,161.00	197.00	\$												
Account Description																					
REVENUE:																					
706	PHA HUD Operating Grants	\$	69,897.00																		
706a	Admin fee revenues	\$	7,126.00																		
711	Interest Earned - HAP			Fraud Recovery HAP (714 010)																	
	Interest Earned - ADMIN			Fraud Recovery																	
714	Fraud recovery	\$		Adult HAP Offset																	
700	TOTAL REVENUE	\$	77,023.00	Admin Fee Supplemental from CP																	
EXPENSES:																					
Administrative																					
912	Auditing fees																				
Salaries - Aaha (\$24.52) Robert Column 0.2				Admin Salaries Total																	
911	payments	\$	3,413.44	\$	223.03	\$	1,656.57														
911a	Medical	\$	1,855.09	\$	33.06	\$	1,889.05	Medical Total	PORT IN												
911b	Dental	\$	145.21	\$		\$	145.23	Dental Total													
911c	Pension 18.6% T4/15.3% T5	\$	638.62	\$	34.13	\$	672.75	Pension Total													
914	Payroll Taxes FICA	\$	262.66	\$	3.41	\$	266.07	FICA Total													
915	Employee Benefit Contribution TOTAL	\$	2,638.94	\$	68.09	\$	2,707.03	Benefits Total	TOTAL PORT IN												
914	Compensated absences								PORT OUT												
				<table border="1"> <thead> <tr> <th>DATE</th> <th>BILLED</th> <th>ADMIN FEE</th> <th>ABSORBED</th> </tr> </thead> <tbody> <tr> <td>11/13/2015</td> <td>\$ 370.00</td> <td>\$ 67.09</td> <td></td> </tr> <tr> <td>9/1/2016</td> <td>\$ 1,021.00</td> <td>\$ 67.09</td> <td></td> </tr> </tbody> </table>						DATE	BILLED	ADMIN FEE	ABSORBED	11/13/2015	\$ 370.00	\$ 67.09		9/1/2016	\$ 1,021.00	\$ 67.09	
DATE	BILLED	ADMIN FEE	ABSORBED																		
11/13/2015	\$ 370.00	\$ 67.09																			
9/1/2016	\$ 1,021.00	\$ 67.09																			
917	Nina Jo Stewart, Esq																				
	A Gallacher Reimb																				
918	A Gallacher Mileage	\$	18.36	\$	18.36																
916	Office Expenses Total	\$		TOTAL PORT OUT																	
910	Administrative Total	\$	6,782.16	\$	7,179.62	Village of Greenport total															
967	Other General Expenses (Office Rent)	\$	550.00																		
969	TOTAL OPERATING EXPENSES	\$	7,332.16	TERMINATED																	
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES			\$	(204.16)	DECEASED															
973.1	PHA Utility Allowance	\$	197.00	ABSORBED																	
973.2	HAP payments	\$	68,770.00																		
	PORT payments	\$	1,191.00																		
973	(HAP, PORT and UTILITY TOTAL)	\$	70,358.00																		
	HAP & UTIL less Port payments	\$	68,967.00																		
1117	Total Admin Revenue	\$	7,126.00	RELINQUISHED																	
1118	Total Hap Revenue	\$	69,897.00	HAP # 13 10/3/16																	
1118-020	Net HAP	\$	(491.00)																		
	Net ADMIN	\$	(204.16)																		
990	TOTAL EXPENSES	\$	77,690.16	\$	77,690.16	TOTAL CASH DISBURSEMENTS															
1000	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$	(665.16)																		

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

\$ 4,615.00

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 8327 UNIT 3 HOUSE			
Rent	\$ 1,125.00	\$ 1,240.00	1,125.00	\$ 1,125.00	
Late Fees/Credits	\$ 75.00	\$ -		\$ (30.00)	
TOTAL REVENUE	\$ 1,200.00	\$ 1,240.00	\$ 1,125.00	\$ 1,095.00	\$ -
					\$ 3,460.00
EXPENSES:	EXPENSES: 213 Center 213 CENTER	EXPENSES: 278 2nd Street UNIT 1 - 8124 8327 8328 HOUSE - 8590 RE/8361 SW			
Utilities					
Electric	\$ 82.64			\$ 12.83	
Water/Sewer	\$ 63.94			\$ 112.82	
Propane/Heating Oil				\$ 342.39	
Admin					
Salary (\$4.08 X 2 payperiods 140 hrs=\$571.20 divide by 25% and 75%)	\$ 142.80			\$ 428.40	\$ 571.20
Payment Agreement to Village				\$ 1,000.00	
Total	\$ 289.38	\$ -	\$ -	\$ -	\$ 1,896.44
					\$ 1,896.44
	MAINTENANCE: 213 Center 213 CENTER	MAINTENANCE: 278 2nd Street UNIT 1 UNIT 2 UNIT 3 HOUSE			
Maintenance Repairs/Other					
VGHA Admin Fee Deficit					
Pine Oaks Landscaping					120.00
	\$ -	\$ -	\$ -	\$ -	\$ 120.00
Total Expenses	\$ 289.38				\$ 120.00
MONTHLY FINANCIAL SUMMARY	213 CENTER	278 2nd STREET			
Interest Earned					
Total Revenue	\$ 1,200.00			\$ 3,460.00	
Total Expenses	\$ 289.38			\$ 2,016.44	
NET REVENUE	\$ 910.62			\$ 1,443.56	
EXCESS (DEFICIENCY) OF TOTAL REVENUE					
OVER (UNDER) TOTAL EXPENSES	\$ 910.62			\$ 1,443.56	

11/3/2016 2:36:06 PM

Rate Summary - All Routes

EOM Billing Statistics Report

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	Comm Tax	Res Tax	Total		
Electric	2 - Electric - Flat Charge	14	0	0		0					9.07	684.45		
	9 - Residential (1, 1)	1343	0	679413	78,512.87	0		675.38			2,072.84	68,551.97		
	10 - Water Heating (2, 2)	14	0	1857	142.78	0			7,966.26		4.12	168.68		
	11 - All Electric (3, 3)	334	0	146295	17,328.93	0			21.78		473.29	10,517.61		
	13 - Demand - Class 3 (5, 5)	5	0	160000	8,944.00	1306.95	15,356.66		1,715.39	562.32		26,738.99		
	14 - Village St. Lighting (6, 6)	5	0	44884.05	5,166.16	0			1,876.01			5,692.41		
	15 - Town St Lighting (7, 7)	1	0	5442.16	626.39	0			526.26			690.20		
	19 - Traffic Lights (11, 11)	1	0	1341	139.38	0			63.81			155.10		
	20 - Contract St Lighting (12, 12)	1	0	0	0.00	0			15.72			0.00		
	21 - Sterling Harbor (13, 13)	2	0	1943.825	223.72	0						267.77		
	67 - NSF Fee	3	0	0	0	0			22.79	21.26		45.00		
	Electric Total		1723	0	1041175.825	111,084.22	1306.95	15,356.66	45.00	720.38	12,208.02	583.56	2,659.32	142,512.18
	Sewer	3 - Sewer - Flat Charge	41	0	0	2,150.70	0						2,150.70	
		4 - Sewer - Flat Charge	1	0	0	63.70	0						63.70	
		23 - Sewer - VILL 3/4" W/SEWER (14, 14)	868	601	3586.3	47,693.25	0						47,693.25	
		25 - Sewer - VILL 1" W/SEWER (15, 15)	29	16	368.1	4,042.67	0						4,042.67	
		27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	12	4	327.6	3,589.71	0						3,589.71	
29 - Sewer - VILL 2" W/SEWER (17, 17)		28	8	392.4	4,207.72	0						4,207.72		
31 - Sewer - VILL 3" W/SEWER (18, 18)		1	1	0	35.04	0						35.04		
33 - Sewer - VILL 4" W/SEWER (19, 19)		2	2	0	70.08	0						70.08		
54 - Sewer - OUTSIDE RES SEWER (50, 50)		75	53	792.8052	13,509.77	0						13,509.77		
57 - SPLIT SEWER BILLING (52, 52)		1	0	0	0.00	0						0.00		
62 - DRIFTWOOD COVE 52		1	1	140.5928	2,735.20	0						2,735.20		
63 - DRIFTWOOD COVE 49		1	1	120.5028	2,577.40	0						2,577.40		
64 - PECONIC LANDING 253		1	1	0	13,307.80	0						13,307.80		
65 - CLIFFSIDE CONDOS-SEWER		1	1	0	3,682.00	0						3,682.00		
Sewer Total			1002	689	5728.4068	97,675.04	0						97,675.04	
Water		5 - Water - Flat Charge	24	0	0	623.45	0						623.45	
		22 - VILL 3/4" W/SEWER (14, 14)	875	303	4064.8	21,790.47	0						21,790.47	
	24 - VILL 1" W/SEWER (15, 15)	28	6	409	1,638.12	0						1,638.12		
	26 - VILL 1 1/2" W/SEWER (16, 16)	13	6	373	1,504.08	0						1,504.08		
	28 - VILL 2" W/SEWER (17, 17)	29	14	438	1,808.82	0						1,808.82		
	30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0						36.90		
	32 - VILL 4" W/SEWER (19, 19)	2	2	5	73.80	0						73.80		
	46 - VILLAGE 1 1/2" (42, 42)	1	1	0	36.90	0						36.90		
	47 - VILLAGE 2" (43, 43)	8	3	445	1,653.72	0						1,653.72		
	48 - VILLAGE 3/4" (44, 44)	104	64	848	4,172.16	0						4,172.16		
	49 - VILLAGE SEWER ONLY (45, 45)	4	0	26	0.00	0						0.00		
	52 - FIRE SPRINKLERS (49, 49)	24	0	0	0.00	0						0.00		
	53 - OUTSIDE RES SEWER (50, 50)	71	0	861.696	0.00	0						0.00		
	Water Total		1184	400	7468.496	33,298.42	0						33,298.42	
	electric-small commercial	12 - Commercial (4, 4)	371	0	780691.4	97,884.37	0			9,153.54	7,568.40		114,605.31	
		16 - Operating Municipal (8, 8)	18	0	20286	2,538.35	0			237.87			2,776.22	
		17 - Water Department (9, 9)	3	0	109	48.95	0			1.28			50.23	
18 - Sewer Department (10, 10)		10	0	62607	7,917.56	0			734.07			8,651.65		
electric-small commercial Total		402	0	863593.4	108,389.25	0			10,126.76	7,568.40		126,084.41		
Grand Total		4371	1089	1915065.1278	350,446.93	1306.95	15,356.66	720.38	22,334.78	8,151.96	2,559.32	399,570.05		

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2017	Period: 10	Trans Type: B2 - Amend	Status: Batch
Trans No: 3523	Trans Date: 10/11/2016	User Ref: ROBERT	
Requested: W. MILLER	Approved:	Created by: ROBERT	10/11/2016
Description: TO APPROPRIATE FIRE APPARATUS RESERVES TO FUND THE CHANGE ORDER FOR THE 2016 PL MEDALLION AMBULANCE			Account # Order: No
			Print Parent Account: No

Account No.	Account Description	Amount
A.5990.341	APPLICATION FIRE APP RESERVE..	1,700.00
A.3410.200	FIRE DEPT.EQUIPMENT	1,700.00
Total Amount:		<u>3,400.00</u>

VILLAGE OF GREENPORT

Budget Adjustment Form

Year:	2017	Period: 11	Trans Type: B2 - Amend	Status: Batch
Trans No:	3639	Trans Date: 11/09/2016	User Ref: ROBERT	
Requested: A. HUBBARD	Approved:	Created by: ROBERT		11/09/2016
Description: TO APPROPRIATE SURPLUS TO FUND THE REPAIR OF THE WWTP BNR BASIN AIR ROTOR DRIVE UNIT			Account # Order: No	
			Print Parent Account: No	

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	16,000.00
G.8120.401	EQUIPMENT REPAIR..	16,000.00
Total Amount:		32,000.00

VILLAGE OF GREENPORT

Budget Adjustment Form

Year:	2017	Period:	11	Trans Type:	B2 - Amend	Status:	Batch
Trans No:	3640	Trans Date:	11/09/2016	User Ref:	ROBERT		
Requested:	P. PALLAS	Approved:		Created by:	ROBERT		11/09/2016
Description:	TO APPROPRIATE SURPLUS TO FUND THE BALANCE OF THE REPAIR OF ENGINE # 4					Account # Order:	No
						Print Parent Account:	No

Account No.	Account Description	Amount
E.5990	APPROPRIATED FUND BALANCE	140,500.00
E.0342	MAJOR ENGINE REPAIRS	140,500.00
	Total Amount:	281,000.00



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: November 8, 2016
Meeting: November 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Village Clerk Department

Village Clerk Work Session Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on November 17, 2016

Report of Sylvia Lazzari Pirillo, Village Clerk

Contracts and Agreements

- o A check in the amount of \$ 5,000 was received on November 4, 2016 from the Friends of Mitchell Park for the 2016 Dances in the Park program.
- o The Service Fee Agreement between the Village of Greenport and Penflex for the administration of the LOSAP Program was signed by the Mayor and returned to Penflex.

Education

- o NYCOM is hosting a four-part webinar series regarding Zoning issues and procedures. Thus far, some or all the webinars have been attended by Trustee Phillips, Clerk Pirillo, Deputy Clerk Odon, Zoning Board Chair Saladino and Zoning Board Member Corwin.

Election 2017

*Please note that all dates as referenced below are per the NYCOM
Calendar of Dates for
Annual Village Elections.*

- November 21, 2016 is the first day that the Village Clerk may accept absentee ballot applications.
- The Village Board Election - to fill the expiring terms of two Trustees - will be held on March 21, 2017.
- The polls will be open from 6 a.m. through 9 p.m. with the polling place to be the Greenport Firehouse at Third Street.
- There will be two Village Voter Registration Days - March 9th from 8:30 a.m. - 5 :00 p.m. and March 11th from 11 a.m. through 5:00 p.m.

Grants

- The MWBE Quarterly Report for July, August and September for GIGP 702 (Bioretention) was completed and sent to EFC.

Legal Notices

- The Special Meeting of the Board of Trustees scheduled for Monday, November 14th was noticed in the November 10th edition of the newspaper.

Personnel

- The open Power Plant Operator I position was noticed in the October 6th and October 20th editions of the paper, with a return date of October 27th.

Public Assembly Permit Applications

- As requested, the Clerk spoke with a representative of the Power Squadrons to reiterate the importance of adherence to the rules of use for events held in Mitchell Park.

Requested Resolutions

RESOLUTION approving a Change Order in the amount of \$ 1,700.00 to the contract between the Village of Greenport and Hendrickson Fire Rescue Equipment for the purchase of a new ambulance for the Greenport Fire Department. This Change Order was approved by the Greenport Fire Department Board of Wardens on November 16, 2016. The \$ 1,700.00 pertaining to the Change Order will be expensed from account A.3410.200 (Fire Department Equipment).

Attachments:



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EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: November 10, 2016
Meeting: November 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Mayor and Board of Trustees

Trustee Roberts Work Session Report

Attachments:

Trustee Roberts November 2016 Work Session Report (PDF)

MEMORANDUM

To: Mayor and Board of Trustees
From: Trustee Douglas Roberts

Re: November 2016 Work Session Report

November 10, 2016

1. Short-Term Rentals

After listening to NYCOM's webinar on STRs I engaged with them in a brief email dialogue asking the question "Do you recommend merging a rental permit law with a STR law?" The response was that we should separate these two functions.

We've been avoiding doing the work required to act on this for many months.

I am attaching a proposed draft of a STR-only rental permit law, based on the draft that I proposed two months ago. Highlighted changes:

- \$750 biannual fee
- No waiving of fees
- STRS may only be 5% of residential units
- No STRs may be within 1000 feet of another STR (owner-occupied and primary domicile are exempt- in other words these can be anywhere in The Village)
- STRs must be inspected by BI
- STR = 90 days or less

At this point, to not take action is an abdication of our responsibility. We have an election coming up and STRs will surely be an issue to be discussed. Let's take action.

In the meantime, we've now had our Rental Permit Law on the books for almost 4 years. It's clear from the testimony at recent ZBA hearings that this law is a failure. The same concerns are still being discussed. Several land lords are not in compliance and we're not issuing any violations.

We don't have the resources in our building department to handle the onerous processes and procedures. Instead of targeting and profiling our Village's tenants, we should put all available building department resources toward compliance with the new NY Uniform Fire Code and ensuring that all our dwellings are safe for the residents, and improving our efficiency and responsiveness to our applicants.

Chapter 103 discourages land lords from renting to year-round tenants and hurts our housing market. We need less red tape, not more. We need to focus precious resources on improving the building department not on a law that fails land lords, tenants, and neighbors.

Moreover, the more roadblocks we throw up for people who want to develop residential properties for rental, the more we will create a marketplace that can be dominated by a few "insiders" who are familiar with our code and processes. If you want to cede the residential rental market to one or two builders, the rental permit law is your friend. If you want a diversity of property owners to be able to provide rental housing, then join me in this effort.

It's time to repeal Chapter 103.

2. Rec Sports for Village kids

Our rec program is cost-neutral and successful.

In the warm weather months there are kids playing soccer in many of our parks.

Currently, to play organized sports, kids must drive past beautiful, unused village fields to go to East Marion and Southold. Yet we have the higher population density.

Growing up on LI, my village had sports leagues fueled in part by parent volunteers but ultimately organized and managed by The Village. The commissioner was also our Village Justice.

I would like to see next year's budget include a \$15K half-time Rec employee, reporting to our Rec Director, focused on youth sports. Parents would be asked to contribute a fee on par with what our rec center charges- \$70 per month. Several local businesses would chip in to sponsor teams. There is an easy path to making this operation cost-neutral.

Several grant opportunities exist for munis looking to start little league or soccer leagues that can help us get the \$20K or so we'd need for the capital purchases to get started- balls, bats, goals, line machine.

If you approve the .5 FTE sports coordinator, I'll get the capital funding and the sponsors.

We'd focus on K-6 kids as the school sports programs take over in middle school. I've spoken with the Orient/East Marion and Southold leagues, and they would be willing to play against our teams and partner with us- which will help with what might be low enrollment numbers in the first years. Our kids could play on their fields and they could come here.

Let's do this for our kids. Let's make this this board's Skate Park project.

3. Off-street parking requirements in the CR and WC.

Our current off-street parking requirements were written into the code in 1990. This is before Greenport became a tourist destination. Moreover, this was written during a time when the primary means of tourist transportation to Greenport was by car.

This has changed. All demographic signs point to a significant shift away from cars to the LIRR and Hampton Jitney being the primary means of transport for our visitors. The weekend trains and buses in the summer are packed to the gills. The Hampton Jitney VP told me that business has never been better for them. We all watch them walk by our homes on their way to their hotel or AirBNB with their roller bags. It's a weekly happening on Fridays and Sundays during the peak season.

Why would we continue to restrict new projects from being built because of off-street parking requirements?

Moreover, on Monday nights in the summer literally hundreds of people come to Mitchell Park for the Monday Night Dances concerts. Somehow everybody is able to make it there without there being 1 parking spot for every attendees.

Parking is a seasonal problem for 10-15 weekends each year. This time of year there simply is no parking problem. We need to work on a solution for those peak weekends. In the meantime, I proposed that we strike section 150-16 from our code to clear hurdles for those who want to invest in building here in the village.

If our code continues to use outdated restrictions, we will lose the eclectic, homegrown nature of our commercial district as only the chains and box stores will have the deep pockets and lawyers to afford building here.

§ 150-16 Parking and loading regulations.

A.

Off-street parking requirements. Off-street parking spaces, open or enclosed, are permitted accessory to any use, subject to the following provisions:

(1)

Schedule of parking requirements. Accessory off-street parking spaces, open or enclosed, shall be provided for any use as specified below, for

land which is unimproved within the CR and WC Districts, and for all other land in all other districts, improved or unimproved. Land within the CR and WC Districts which is improved as of January 1, 1991, shall be entirely exempt from off-street parking requirements and from payments in lieu thereof. Any land which is developed as a unit under single ownership and control shall be considered a single lot for the purpose of these parking regulations. Reasonable and appropriate off-street parking requirements for structures and uses which do not fall within the categories listed below shall be determined by the Planning Board upon consideration of all factors entering into the parking needs of each such use.

[Amended 11-15-1990 by L.L. No. 4-1990]

Use	Required Parking Spaces
places of worship, libraries and other public buildings	1 space for each 200 square feet of floor area, but not less than 1 space for where provided
Golf courses and other country clubs	1 space for each 2 members or 2 accommodations, such as lockers, whichever
Secondary schools	4 spaces per classroom, plus 1 space for each 5 seats in any auditorium assembly
Elementary schools	2 spaces per classroom, plus 1 space for each 5 seats in any auditorium or assembly
Hospitals, sanatoriums, nursing homes, philanthropic or eleemosynary institutions	1 space for each 3 beds
Rooming houses	1 space for each guest room
Eating and drinking places	1 space for each 5 seats
Undertakers and funeral homes	1 space for each 2 employees, plus 5 spaces for each chapel
Hotels and motels	1 space for each guest room, plus 1 space for each employee
Bowling alleys	1 space for each 1/5 alley
Home occupation or accessory professional office except physicians and dentists	3 spaces per each home occupation or accessory professional office
Professional offices of physicians and dentists	5 spaces per each physician or dentist

Chapter ??: TRANSIENT RENTAL PROPERTIES

Chapter ??: TRANSIENT RENTAL PROPERTIES

- § ??-1 Legislative intent.
- § ??-2 Applicability.
- § ??-3 Relation to other laws and regulations.
- § ??-4 Definitions.
- § ??-5 Confidential information maintained by owner.
- § ??-6 Rental permit or transient rental permit required.
- § ??-7 Application for rental permit or transient rental permit.
- § ??-8 Review of application; issuance of rental permit or transient rental permit.
- § ??-9 Term of permits and renewal.
- § ??-10 Register of permits.
- § ??-11 Fees.
- § ??-12 General provisions.
- § ??-13 Inspections.
- § ??-14 Application for search warrant authorized.
- § ??-15 Revocation of permit.
- § ??-16 Presumptive evidence dwelling unit is being used as rental property.
- § ??-17 Presumptive evidence of multifamily occupancy.
- § ??-18 Presumptive evidence of owner's residence.
- § ??-19 Presumptive evidence of over-occupancy.
- § ??-20 General applicability of presumptions.
- § ??-21 Appeals of Building Inspector determinations.
- § ??-22 Penalties for offenses.

§ ??-1 Legislative intent.

The Village Board of the Village of Greenport hereby finds that it is in the public interest to prevent unsafe conditions and nuisances arising from the transient rental of dwelling units that are substandard or in violation of the New York State Code or Rules and Regulations or the Greenport Village Code, and any other code or regulation applicable within the Village of Greenport, and dwelling units that are inadequate in size, overcrowded and dangerous; or which pose hazards to life, limb and property of residents of the Village of Greenport and that tend to promote and encourage reduction deterioration of the year-round rental housing stock of the Village of Greenport; create blight, and excessive vehicle traffic and parking problems in the residential zones; and overburden municipal services. ~~The Board of Trustees further finds that additional Code provisions are required to halt the proliferation of such conditions and that the public health, safety, welfare and good order governance of the Village of Greenport will be enhanced by enactment of the regulations set forth in this chapter.~~

§ ??-2 Applicability.

This chapter shall apply to all transient rental dwelling units located within the Village of Greenport, whether or not the use and occupancy thereof shall be permitted under the applicable use regulations for the zoning district in which such rental dwelling unit is located, ~~except that this chapter shall not apply to a seasonal rental or legal transient or temporary rentals.~~ Any dwelling

unit, rooming house unit, boardinghouse unit or any other premises subject to this chapter shall be presumed to be rented for a fee and a charge if said premises are not occupied by the legal owner thereof.

§ ??-3 Relation to other laws and regulations.

The provisions of this chapter shall be deemed to supplement applicable state and local laws, codes and regulations. Nothing in this chapter shall be deemed to abolish, impair, supersede or replace existing remedies or existing requirements of any other provision of state or local law or code or regulation. In case of conflict between any provision of this chapter and any applicable state or local law, code or regulation, the more restrictive or stringent provision or requirement shall prevail, except that in the event that any provision of this chapter is inconsistent with a provision of a New York State law or regulation, the New York State law or regulation will prevail. The issuance of any permit or the filing of any form under this chapter does not make legal any action or state of facts that is otherwise illegal, unlawful or unpermitted, or otherwise in contravention of any other applicable law, code, rule or regulation.

§ ??-4 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BUILDING DEPARTMENT

The Building Department of the Village of Greenport or any agent or officer of such department.

BUILDING INSPECTOR

The Building Inspector of the Village of Greenport or any person duly appointed as such Inspector by the Mayor and approved by the Board of Trustees.

CODE ENFORCEMENT OFFICER

Any officer of the Village of Greenport that is authorized to act as a Code Enforcement Officer by the New York State Uniform Building and Fire Prevention Code. For purposes of this chapter, "Code Enforcement Officer" shall also include those officers and employees of the Village of Greenport that are designated to enforce the Greenport Village Code and issue violations under this chapter, which shall include the Building Inspector, Housing Inspector, any Fire Marshal, Fire Inspector or Chief of the Fire Department, or their designees that may be appointed by the Mayor and approved by the Board of Trustees.

CONVENTIONAL BEDROOM

A room designed as a bedroom or, as in the case of a studio apartment, a common room used for sleeping purposes. Rooms having other purposes, such as dens, kitchens, living rooms or hallways, are not to be interpreted or used as conventional bedrooms. ~~A room may not be converted to a conventional bedroom without the permission of the Building Department.~~ The definition and interpretation of the use of a room as a bedroom shall be as provided in the New York State Code and Rules and Regulations, including but not limited to that a bedroom shall have a minimum of 70 square feet if used by one person and 50 square feet per person if used by two or more persons, a bedroom may not constitute the only means of access to other bedrooms or habitable space and cannot serve as the only means of egress; bedroom shall have access to a water closet and lavatory

without passing through another bedroom; and bedrooms shall comply with requirements for light, ventilation, room area, ceiling height and room widths, plumbing, water-heating, electrical receptacles, smoke detectors, and emergency escape requirements.

DWELLING, ONE-FAMILY

A unit designed and authorized for exclusive occupancy as a home or residence for not more than one family, which building shall have not more than one kitchen.

DWELLING UNIT

A building or entirely self-contained portion thereof containing complete housekeeping facilities for only one family, and having no enclosed space (other than vestibules, entranceways, or other hallways or porches) or cooking or sanitary facilities in common with any other dwelling unit and which contains at least and not more than one kitchen.

FAMILY

~~Two or more persons that are related by blood, adoption, civil union or marriage, or up to five persons that are not related by blood, adoption, civil union or marriage, that are occupying one dwelling unit and living together as a family or the functional equivalent of a family. There shall be a presumption that more than five persons that are not related by blood, adoption, civil union or marriage occupying one dwelling unit are not a family, which presumption may be rebutted by proof presented to the Building Inspector of the Village of Greenport.~~

IMMEDIATE FAMILY

~~The owner's spouse, children, parents, siblings, grandparents or grandchildren.~~

KITCHEN

Any assembly of cabinets, appliances, countertops or plumbing used in connection with the storage, preparation or cooking of food.

LICENSING REVIEW BOARD

~~A board which will be comprised of up to five individuals who will be appointed by the Mayor and approved by the Board of Trustees and who will undertake the responsibilities outlined in this chapter. In the event that a Licensing Review Board has not been appointed by the Mayor and approved by the Board of Trustees, the Board of Trustees shall act as the Licensing Review Board.~~

MANAGING AGENT

Any individual, business, partnership, firm, corporation, enterprise, trustee, company, industry, association, public entity or other legal entity responsible for the maintenance or operation of any rental property as defined within this chapter.

MULTIPLE-DWELLING BUILDING

A building or portion thereof containing three or more dwelling units and designed for, or occupied by, three or more families living independently of each other.

NEW PERMIT

A permit that is issued to the owner of an intended rental dwelling unit where such premises does not possess a rental permit or transient rental permit that is valid and in force prior to the date that the application is submitted for said rental permit or transient rental permit.

NONCONFORMING BUILDING OR USE

A building or use that does not conform to the applicable building, zoning or other relevant regulations of the district in which it is situated.

NONHABITABLE SPACE

Space used as kitchenettes, pantries, bath, toilet, laundry, rest, dressing, locker, storage, utility, heater, boiler and recreation rooms, closets and other space for service and maintenance of the building, and those spaces used for access and vertical travel between stories, and specifically excluding any rooms used for sleeping, eating and cooking, other than kitchenettes and as may otherwise be designated by the New York State Uniform Fire Prevention and Building Code or the other codes and regulations of the State of New York. The presence of a bed or bed frame, crib or other sleeping provisions in a room is presumptive evidence that the room is being used for sleeping purposes.

OWNER

Any person, partnership, corporation or other entity who alone, or jointly with others, has legal title to any premises, with or without accompanying actual possession thereof, or who shall have charge, care or control of any dwelling unit as a cooperative shareholder or as executor, administrator, trustee, receiver or guardian of the estate or as a mortgagee in possession, title or control, including but not limited to a bank or lending institution, regardless of how such possession, title or control was obtained.

OWNER-OCCUPIED

Occupation (other than a multiple-dwelling structure) by the owner and/or his immediate family of one residential unit in a two-family or multiple-family dwelling while transient rental tenants occupy one or more residential units in the same dwelling.

PERSON

Includes any individual, business, partnership, firm, corporation, enterprise, trustee, company, industry, association, public entity or other legal entity.

PRIMARY DOMICILE

A person, group of people, or family's primary place of residence as declared on federal tax returns and voter registration.

PRIMARY DOMICILE TRANSIENT RENTAL

A transient rental of one's primary domicile while not physically on-premises.

PUBLISH

Promulgation of an available rental property to the general public or to selected segments of the general public in a newspaper, magazine, flyer, handbill, mailed circular, bulletin board, sign or electronic media, including online home rental apps and marketplace websites.

RENEWAL TRANSIENT RENTAL PERMIT

A permit which is to be issued to the owner of the rental property where such dwelling unit has been the subject of a rental permit or transient rental permit continuously prior to the date of the application for the permit.

RENT

A return, in money, property or other valuable consideration (including payout in kind or services or other thing of value), for the use and occupancy or the right to the use and occupancy of a rental property, whether or not a legal relationship of landlord and tenant exists between the owner and the occupant or occupants thereof.

RENTAL PERMIT

A permit issued by the Building Inspector to the owner to allow the use or occupancy of a rental property to the same tenant for 29 days or more.

TRANSIENT RENTAL PERMIT

A permit issued by the Building Inspector to the owner to allow the use or occupancy of a rental property to the same tenant for less than 29 days.

RENTAL PROPERTY

A dwelling unit which is occupied for habitation as a residence by persons, other than the owner or the owner's immediate family, and for which rent is received by the owner, directly or indirectly, in exchange for such residential occupation. For purposes of this chapter, the term "rental property" shall mean all non-owner-occupied single-family residences, two-family residences (where neither of the dwelling units is owner-occupied), multifamily residences, and townhouses, and shall exclude:

A. Properties used exclusively for nonresidential commercial purposes in any zoning district; or

B. Any legally operating commercial hotel/motel business or bed-and-breakfast establishment operating exclusively and catering to transient clientele, that is, customers who customarily reside at these establishments for short durations for the purpose of vacationing, travel, business, recreational activities, conventions, emergencies and other activities that are customary to a commercial hotel/motel business; or

C. Properties being used for a seasonal rental or for a transient or temporary rental.

SEASONAL RENTAL

~~Use or occupancy of a one-family dwelling for residential purposes under an agreement for a term of less than four months for which compensation is paid, directly or indirectly, where such term includes the summer or any part of the summer.~~

TENANT

An individual who leases, uses or occupies a rental property.

~~TRANSIENT OR TEMPORARY RENTAL~~

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

TRANSIENT OR TEMPORARY RENTAL

~~A rental of real property or a portion thereof for a period of 9029 days or less. The Board of Trustees shall designate a number of rental properties in the Village of Greenport on an annual basis which shall be permitted to have transient or temporary rentals, provided that the property is owner occupied, and the number of rental properties in which transient or temporary rentals (excluding primary domicile transient rentals) is allowed shall not exceed five percent (5%) of the total number of residential units in the Village. Additionally, after September 1, 2017, Transient Rentals that are not Owner-Occupied or Primary Domicile Rentals a Transient Rental, including a Primary Domicile Rental, may not be established within 1000 feet of the lot containing an existing Transient Rental with a valid Transient Rental Permit.~~

Comment [DR1]: Primary Domicile Rentals have no effect on the available rental housing stock and therefore are exempt from the cap. They are simply a family renting a home out while out of town. These are, later in this draft, limited to a maximum of 2 rental stays per year. Primary Domicile rentals do need to stick to the 1000 foot density limit.

~~The Transient or Temporary Rental of Rental Properties or residential properties shall be prohibited except those with a Transient Rental Permit issued by the Building Inspector.~~

~~TRANSIENT OR TEMPORARY RENTAL~~

~~A rental of real property or a portion thereof for a period of 29 days or less. (current language).~~

TWO-FAMILY BUILDING

A building containing two dwelling units and designed and authorized for exclusive occupancy as a home or residence for not more than two families living independently of each other, which building shall have at least, but not more than, one kitchen per dwelling unit.

§ ??-5 Confidential information maintained by owner.

The owner shall maintain a confidential record of the names and telephone numbers of the tenants.

§ ??-6 ~~Rental permit or Transient rental permit~~ required.

Effective the date of the filing of this chapter with the New York State Department of State, no owner shall cause, permit or allow the occupancy or use of a dwelling unit as a rental property without a valid rental permit ~~or transient rental permit~~, and no person shall occupy or otherwise use a dwelling unit as a rental property without a valid rental permit ~~or transient rental permit~~ being issued for the dwelling unit. A rental permit ~~or transient rental permit~~ issued under this chapter shall only be issued to the owner(s) of the real property at issue.

§ ??-7 Application for rental permit ~~or transient rental permit~~.

A. Where a dwelling unit is to be used as a rental property or transient rental property, an application for a ~~rental permit or transient rental permit~~ that has been signed and sworn to by the owner and the managing agent, where applicable, shall be filed with the Building Inspector before the term of the rental is to commence. The application shall contain the following:

- (1) The legal residence of each owner.
- (2) ~~In the event that the owner of the rental property is a corporation, partnership, limited liability company, or other business entity, the name, proof of legal residence, and telephone number of each owner, officer, principal shareholder, partner and/or member of such business entity shall be provided.~~
- (3) ~~A copy of the last deed of record for the rental property, as recorded with the Suffolk County Clerk, confirming the ownership of record of the rental property.~~
- (4) The name, address and telephone number of the managing agent, if applicable.
- (5) The location of the transient rental property, ~~including the street address and the Suffolk County Tax Map parcel number.~~
- (6) The period of the proposed occupancy.
- (7) A floor plan of each rental unit.
- (8) ~~A copy of the certificate of occupancy or similar certificate of approval for the rental property.~~
- (9) Inspection by the Village of Greenport, written certification from a licensed architect or licensed engineer, or proof of inspection or report by a governmental agency or representative that states confirming that the transient rental property fully complies with all of the provisions of the Greenport Village Code, the New York Uniform Fire Prevention and Building Code, and the other codes and regulations of the State of New York.

Comment [DR2]: Village should have or be able to get

Comment [DR3]: Village already has this

Comment [DR4]: Village should already have this in the building file

B. The owner(s) of the premises and the managing agent, if applicable, shall submit an application that is signed, sworn to and notarized.

§ ??-8 ~~Review of application; issuance of rental permit or transient rental permit.~~

The Building Inspector shall review each application for completeness and accuracy and shall make an on-site inspection of the proposed rental property, unless the owner has elected to provide a certification from a licensed architect or a licensed engineer, or from a governmental agency complying with § ??-7A(9) above. The Building Inspector shall issue a ~~rental permit or transient rental permit~~ when the application is complete and fee paid, and when the Building Inspector, based on an inspection or on the paperwork submitted, is satisfied that the proposed rental property fully complies with the Greenport Village Code, the New York State Uniform Fire Prevention and Building Code, and the other codes and regulations of New York State.

§ ??-9 ~~Term of permits and renewal.~~

All permits issued pursuant to this chapter shall have a term of two years. A renewal rental permit or transient rental permit application signed by the owner shall be completed and filed with the Building Inspector not later than 30 days prior to the expiration of any valid rental permit or transient rental permit. The renewal rental permit or transient rental permit application shall contain the following:

A. ~~An official copy of the prior valid rental permit or transient rental permit;~~

~~B. Either:~~

~~(1) A signed and sworn affidavit by the owner affirming that the rental property, to the best of his/her knowledge, fully complies with all of the provisions of the Greenport Village Code and the New York State Code and Rules and Regulations that the structure has not been physically altered in any way, except in full conformance with a valid building permit, and the owner is not aware of the property being in violation of the Greenport Village Code or the New York State Uniform Fire Prevention and Building Code; or~~

~~(2) An inspection by the Building Inspector of the Village of Greenport.~~

§ ??-9-A Term of transient rental permits and renewal.

All permits issued pursuant to this chapter shall have a term of ~~two~~ years. A renewal transient rental permit application signed by the owner shall be completed and filed with the Building Inspector not later than 30 days prior to the expiration of any valid rental permit. The renewal transient rental permit application shall contain the following:

Comment [DR5]: Transient permits must be inspected each year

A. An official copy of the prior valid transient rental permit;

B. Either:

~~(1) A signed and sworn affidavit by the owner affirming that the rental property, to the best of his/her knowledge, fully complies with all of the provisions of the Greenport Village Code and the New York State Code and Rules and Regulations that the structure has not been physically altered in any way, except in full conformance with a valid building permit, and the owner is not aware of the property being in violation of the Greenport Village Code or the New York State Uniform Fire Prevention and Building Code; or~~

~~(2) An inspection by the Building Inspector of the Village of Greenport.~~

§ ??-10 Register of permits.

It shall be the duty of the Building Inspector to maintain a register of permits issued pursuant to this chapter. Such register shall be kept by street address, showing the name and address of the permittee, the number of rooms in the rental property, and the date of expiration of the ~~rental permit~~ or transient rental permit.

§ ??-11 Fees.

~~A. Rental Permits: A nonrefundable biannual permit application fee, in the amount of \$100, shall be paid upon the filing of an application for a rental permit or a renewal rental permit.~~

B.A. Transient Rental Permits: A nonrefundable biannual permit application fee, in the amount of \$750, shall be paid upon the filing of an application for a rental permit or a renewal rental permit. Permit Fees will be refunded if the applicant is not eligible for a transient rental permit lottery as a result of a lottery.

Comment [DR6]: Due to their transient nature, STRs will require much more code enforcement

~~C. The nonrefundable annual permit application fee shall be waived on RENTAL PERMITS ONLY if the owner of a rental property leases for the entire rental term to low-income households, and in such rental amounts as adopted by the Board of Trustees through the~~

~~annual resolution which updates the rental formula multipliers for units reserved for income-eligible households pursuant to the Greenport Village Code.~~

~~D. The nonrefundable biannual rental permit application fee shall be waived if the owner of a rental property qualifies for any of the following real property tax exemptions at his or her primary residence located in the Village of Greenport:~~

~~(1) Enhanced STAR;~~

~~(2) Veterans exemption; or~~

~~(3) Senior citizens exemption.~~

~~(4) The owner of a rental property submits a sworn affidavit affirming that the rental property will be leased to any active member of a volunteer fire department or ambulance corps and/or if the owner is qualified for a volunteer firefighters and ambulance workers real property tax exemption.~~

~~(5) The nonrefundable biannual rental permit application fee shall be waived if the owner of a rental property submits a sworn affidavit affirming that the rental property will be leased to a senior citizen or a qualified disabled person.~~

~~E.B. If an owner of a rental property is found by any court of competent jurisdiction to have violated this chapter, within a two-year period preceding the date of the commencement of the renewal period, the nonrefundable biannual rental permit application fee for the property involved will be \$500.~~

~~F. Transient Rental Permits are not eligible for a fee waiver under any circumstances.~~

§ ??-12 General provisions.

~~A. A rental property shall only be leased, occupied or used by one person or a family.~~

~~B. No transient rental property shall be occupied by more than the number of persons permitted to occupy the rental property under the New York Uniform Fire Prevention and Building Code and the other codes and regulations of the State of New York.~~

~~C. No more than two bedrooms shall be permitted in the basement of a transient rental property.~~

~~D. The selling of shares to subtenants where they obtain rights for use and/or occupancy in a dwelling shall be prohibited.~~

~~E. The leasing, subleasing, occupancy or use by a tenant of less than the entire rental property is prohibited.~~

~~DF. The owner(s) and tenant(s) shall ensure that all applicable parking regulations provided for in the Greenport Village Code are satisfied.~~

~~EG. A transient rental property shall only be occupied or otherwise utilized in accordance with the certificate of occupancy issued for the rental property.~~

~~H. The owner(s) and tenant(s) shall ensure that all property maintenance regulations provided for in the Greenport Village Code, the codes and regulations of the State of New York, and the United States Department of Housing and Urban Development Section 8 Housing Quality Standard Inspection Checklist standards are satisfied.~~

~~I. Dumpsters are prohibited on residential property for anything other than incidental short-term use.~~

§ ??-13 Inspections.

The Building Inspector and Village personnel or agents for the Village who are engaged in the enforcement of the provisions of this chapter and the New York State Uniform Fire Prevention and Building Code are authorized to make or cause to be made inspections to determine the condition of transient rental properties to safeguard the health, safety, and welfare of the public. The owner of a transient rental property may request assistance from the Village with regard to an eviction that is related to a dangerous, hazardous or unsafe condition at a premises, and the Village can go to an owner for the assistance in the inspection or removal of a dangerous, hazardous of unsafe condition.

§ ??-14 Application for search warrant authorized.

The Village is authorized to make application for the issuance of a search warrant in order to conduct an inspection of any transient rental property where the owner or tenant refuses or fails to allow an inspection of its premises and where there is reasonable cause to believe that a violation of this chapter or the New York State Uniform Fire Prevention and Building Code or the other codes and regulations of the State of New York.

§ ??-15 Revocation of permit.

A. The Building Inspector shall revoke a rental permit ~~or transient rental permit~~ when the Building Inspector finds that the permit holder has caused, permitted or allowed to exist and remain upon the rental property a violation of any provision of the Greenport Village Code for a period of 14 days or more after written notice has been given to the permit holder, owner, managing agent, or tenant of the rental property.

B. An appeal from such revocation may be made, in writing, by the permit holder to the Village Board of Trustees ~~Licensing-Review-Board~~. The Village Board of Trustees shall hold a public hearing on such appeal within 30 days after receipt of written notice of such appeal and, after such hearing, shall make written findings and a decision either sustaining such permit revocation or reinstating such permit within 30 days after the close of such public hearing.

§ ??-16 Presumptive evidence dwelling unit is being used as rental property.

A. The presence or existence of any of the following shall create a presumption that a dwelling unit is being used as a transient rental property:

- (1) The property is occupied by someone other than the owner or his/her immediate family.
- (2) Voter registration, motor vehicle registration, a driver's license, or any other document filed with a public or private entity which states that the owner of the rental property resides at an address other than the rental property.
- ~~(3) Utilities, cable, phone or other services are in place or requested to be installed or used at the premises in the name of someone other than the record owner.~~
- (34) Persons residing in the dwelling unit represent that they pay rent to occupy the premises.
- (45) A dwelling unit which has been published as being available for rent in newspapers or online rental transient marketplace websites (such as VRBO and AirBNB).
- (5) There is frequent turnover of residents at the property.

B. The foregoing may be rebutted by evidence presented to the Building Inspector or any court of competent jurisdiction.

§??-17 Additional Transient-Rental Requirements

Transient Rentals will be required to meet these additional requirements:

- A. No more than 2 adults for each bedroom in the house plus 4 additional adults may be on premises between 11:00 PM and 5:00 AM
- B. A licensee or guest may not use or allow another to use a transient rental for an outside assembly of more than ten adults.
 - a. For purposes of this section, an assembly includes a wedding, party, reception, concert, sponsored event, or any similar group activity.
- C. A transient rental may not be occupied by more than:
 - a. ten adults at one time, unless a stricter limit applies;
 - b. 6 unrelated adults.

~~D. A transient rental may not rent a portion of a residential unit under any circumstances.~~

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E.D. Upon receiving a Transient Rental Permit, the Village Clerk will issue to the permittee a packet of materials detailing local codes and regulations, including regulations in this section, waste disposal and recycling information, Village of Greenport noise ordinances, and other applicable Village, County, and State laws. This packet will be posted conspicuously in the common room of the transient rental and tenants must be advised of these regulations by transient rental land lords.

F.E. Transient Rentals of a homeowner's primary domicile while the owner is not occupying the residential unit are limited to two rentals per year. Homeowners must show proof of primary domicile on federal tax returns to be eligible. All other sections of this chapter apply to primary domicile transient rentals except as noted.

Comment [DR7]: This allows residents to rent their own homes while away, but limits them to doing so only twice per year to avoid high turnover for neighbors.

~~§ ??-17 Presumptive evidence of multifamily occupancy.~~

~~A.—It shall be presumed that a single- or one-family dwelling unit is occupied by more than one family if any two or more of the following features are found to exist on the premises:~~

- ~~(1) More than one mailbox, mail slot or post office address.~~
- ~~(2) More than one electric meter annexed to the exterior of the premises.~~
- ~~(3) More than one doorbell or doorway on the same side of the dwelling unit;~~
- ~~(4) More than one connecting line for cable television service.~~
- ~~(5) More than one antenna, satellite dish, or related receiving equipment.~~
- ~~(6) There are three or more motor vehicles registered to the dwelling and each vehicle owner has a different surname.~~
- ~~(7) There are more than three waste receptacles, cans, containers, bags or boxes containing waste from the premises placed for pickup at least twice during a weekly garbage pickup area.~~
- ~~(8) There are separate entrances for segregated parts of the dwelling.~~

Comment [DR8]: Profiles renters unfairly

~~(9) There are partitions or internal doors which may serve to bar access between segregated portions of the dwelling, including but not limited to bedrooms.~~

~~(10) There exists a separate written or oral lease or rental arrangement, payment or agreement for portions of the dwelling among the owner and/or occupants and/or persons in possession thereof.~~

~~(11) Any occupant or person in possession thereof does not have unimpeded and/or lawful access to all parts of the dwelling unit.~~

~~(12) Two or more kitchens, each containing one or more of the following: a range, oven, hotplate, microwave or other similar device customarily used for cooking or preparation of food and/or a refrigerator.~~

~~(13) There are bedrooms that are separately locked.~~

B. If any two violations of the provisions of the Greenport Village Code, the laws and sanitary and housing regulations of the County of Suffolk, and the laws of the State of New York are observed by the Building Inspector or other Village Officials, set forth in Subsection A(1) through (13) are found to exist on the premises by the Building Inspector or Village personnel engaged in the enforcement of the provisions of this chapter, an inspection-verified statement will be requested from the owner of the dwelling unit by the Building Inspector that the dwelling unit is in compliance with NY State law and Village will be requested in compliance with all of. If the owner fails allow the to submit such verified statement, in writing, to the Building Inspector access to the property within 10 days of such request, such shall be deemed a violation of this chapter.

§ ??-18 Presumptive evidence of owner's residence.

A. ~~It shall be presumed that an owner of a rental property does not reside within said rental property if two or more of the following sets forth an address other than that of the rental property:~~

~~(1) Voter registration.~~

~~(2) Motor vehicle registration.~~

~~(3) Driver's license.~~

~~(4) Utility bill.~~

~~(5) Any other document filed with a public or private entity.~~

B. ~~The foregoing may be rebutted by evidence presented to the Building Inspector or any court of competent jurisdiction.~~

§ ??-19 Presumptive evidence of over-occupancy.

A. It shall be presumed that a bedroom is over-occupied if more than two mattresses or sleeping provisions for more than two persons exist in a bedroom.

B. The existence of a number of motor vehicles present between 11:00PM and 5:00AM at the premises may be used by the Village as a presumption of the number of individuals occupying the premises.

§ ??-20 General applicability of presumptions.

The presumptions set forth in this chapter, subject to the limitations contained therein, shall also be

applicable to the enforcement and the prosecution of building and zoning Greenport Village Code violations.

§ ??-21 Appeals of Building Inspector determinations.

An appeal from the Building Inspector's determination may be taken to the Licensing Review Board, by written request, within 30 days of such determination. The Licensing Review Board shall hold a public hearing on such appeal within 60 days after receipt of written notice of such appeal and, after such hearing, shall make written findings and a decision either sustaining or reversing such determination within 30 days after close of such public hearing.

§ ??-22 Penalties for offenses.

- A. The first violation of this chapter within an six-eighteen-month period by the owner(s) and/or tenant(s) shall be punishable by a fine of not less than \$500 nor more than \$1,500.
- B. The second violation of this chapter within a ~~six~~- eighteen-month period shall be punishable by a fine of not less than \$1,000 nor more than \$2,500.

- C. ~~C.~~ The third violation of this chapter within an six-eighteen-month period shall be punishable by a fine of not less than \$1,500 nor more than \$5,000 as well as the revocation of the transient rental permit for a minimum period of 6 months, at the end of which the owner may re-apply for a new rental permit.
~~Additionally, the third violation of this chapter for a transient rental permit within a six-month period by the owner(s) and/or tenant(s) shall also result in the revocation of the transient rental permit~~

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- D. Each day that a violation of this chapter should exist shall constitute a separate violation of this chapter.
- E. For the purpose of conferring jurisdiction upon courts and judicial officers in general, violations of this chapter shall be deemed misdemeanors, and, for such purpose only, all provisions of law relating to misdemeanors shall apply. Each day's continued violation shall constitute a separate additional violation.
- F. A violation existing at the premises shall be a violation by both the tenant and the owner. Said owner, and at the sole discretion of the Village, either the tenant or the owner, or both the tenant and the owner, may be charged with and prosecuted for the existence of a violation.
- G. Additionally, in lieu of imposing the fine authorized by this chapter, in accordance with Penal Law § 80.05(5), the court may sentence the defendant(s) to pay an amount, fixed by the court, not exceeding double the amount of the rent collected over the term of the occupancy.
- H. The court may dismiss the violation or reduce the minimum fine imposed where it finds that the defendant has cooperated with the Village of Greenport in the investigation and prosecution of a violation of this chapter.

I. Where authorized by a duly adopted resolution of the Board of Trustees, the Village Attorney may bring and maintain a civil proceeding, in the name of the Village, in the Supreme Court, to permanently enjoin the person or persons conducting, maintaining or permitting said violation or for other relief as may be appropriate or to take such other civil action as may be necessary to correct, prevent or remove a violation or unsafe and hazardous condition. The owner and tenants of the residence wherein the violation is conducted, maintained or permitted may be made defendants in the action. The commencement of a civil proceeding by the Village shall not be deemed or construed to be a waiver by the Village of the right to bring an action for prosecution or enforcement of the violation and the fines and penalties under this section or as otherwise may be applicable under the law, and the election of either a prosecution or civil proceeding by the Village shall not be exclusive of any other remedy. The Village shall be entitled to an award of all costs in the proceeding, including but not limited to administrative, engineering, filing, and other costs and legal fees, and to bring a separate action for those costs as may be necessary.

J. The Village shall have the right, after the determination by the Building Inspector, or other appropriate official or employee of the Village, that a dangerous, hazardous or unsafe condition exists on a premises that is subject to this chapter, after the expiration of 10 days from the date of the mailing of written notice to the owner and the occupant served by regular and certified mail, return receipt requested, to enter the premises and cure, correct or repair the dangerous, hazardous or unsafe condition, and all costs and expenses associated with that action by the Village (including administrative, engineering and professional fees in the amount of 25% of the actual costs and expenses incurred in curing, correcting or repairing the condition), shall be reimbursed by the owner of the property to the Village, and in the event that the amount has not been paid to the Village within 10 days of the date of billing, the amount shall become a lien on the property and billable in the next Village real estate tax bill for that property. The notice required in this section shall not prejudice or affect any other right that the Village may have under the law to address or remedy a dangerous, hazardous or unsafe condition, including the right to immediately enter the property to correct a condition that is an imminent danger to life, property or public safety.

Chapter ??: TRANSIENT RENTAL PROPERTIES

Chapter ??: TRANSIENT RENTAL PROPERTIES

§ ??-1 Legislative intent.

The Village Board of the Village of Greenport hereby finds that it is in the public interest to prevent unsafe conditions and nuisances arising from the transient rental of dwelling units that are substandard or in violation of the New York State Code or Rules and Regulations or the Greenport Village Code, and any other code or regulation applicable within the Village of Greenport, and dwelling units that are inadequate in size, overcrowded and dangerous; or which pose hazards to life, limb and property of residents of the Village of Greenport and that tend to promote and encourage reduction of the year-round rental housing stock of the Village of Greenport; and excessive parking problems in the residential zones..

§ ??-2 Applicability.

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

§ ??-3 Relation to other laws and regulations.

The provisions of this chapter shall be deemed to supplement applicable state and local laws, codes and regulations. Nothing in this chapter shall be deemed to abolish, impair, supersede or replace existing remedies or existing requirements of any other provision of state or local law or code or regulation. In case of conflict between any provision of this chapter and any applicable state or local law, code or regulation, the more restrictive or stringent provision or requirement shall prevail, except that in the event that any provision of this chapter is inconsistent with a provision of a New York State law or regulation, the New York State law or regulation will prevail. The issuance of any permit or the filing of any form under this chapter does not make legal any action or state of facts that is otherwise illegal, unlawful or unpermitted, or otherwise in contravention of any other applicable law, code, rule or regulation.

§ ??-4 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BUILDING DEPARTMENT

The Building Department of the Village of Greenport or any agent or officer of such department.

BUILDING INSPECTOR

The Building Inspector of the Village of Greenport or any person duly appointed as such Inspector by the Mayor and approved by the Board of Trustees.

CODE ENFORCEMENT OFFICER

Any officer of the Village of Greenport that is authorized to act as a Code Enforcement Officer by the New York State Uniform Building and Fire Prevention Code. For purposes of this chapter, "Code Enforcement Officer" shall also include those officers and employees of the Village of Greenport that are designated to enforce the Greenport Village Code and issue violations under this chapter, which shall include the Building Inspector, Housing Inspector, any Fire Marshal, Fire Inspector or Chief of the Fire Department, or their designees that may be appointed by the Mayor and approved by the Board of Trustees.

CONVENTIONAL BEDROOM

A room designed as a bedroom or, as in the case of a studio apartment, a common room used for sleeping purposes. Rooms having other purposes, such as dens, kitchens, living rooms or hallways, are not to be interpreted or used as conventional bedrooms. The definition and interpretation of the use of a room as a bedroom shall be as provided in the New York State Code and Rules and Regulations, including but not limited to that a bedroom shall have a minimum of 70 square feet if used by one person and 50 square feet per person if used by two or more persons, a bedroom may not constitute the only means of access to other bedrooms or habitable space and cannot serve as the only means of egress; bedroom shall have access to a water closet and lavatory without passing through another bedroom; and bedrooms shall comply with requirements for light, ventilation, room area, ceiling height and room widths, plumbing, water-heating, electrical receptacles, smoke detectors, and emergency escape requirements.

DWELLING, ONE-FAMILY

A unit designed and authorized for exclusive occupancy as a home or residence for not more than one family, which building shall have not more than one kitchen.

DWELLING UNIT

A building or entirely self-contained portion thereof containing complete housekeeping facilities for only one family, and having no enclosed space (other than vestibules, entranceways, or other hallways or porches) or cooking or sanitary facilities in common with any other dwelling unit and which contains at least and not more than one kitchen.

KITCHEN

Any assembly of cabinets, appliances, countertops or plumbing used in connection with the storage, preparation or cooking of food.

MANAGING AGENT

Any individual, business, partnership, firm, corporation, enterprise, trustee, company, industry, association, public entity or other legal entity responsible for the maintenance or operation of any rental property as defined within this chapter.

MULTIPLE-DWELLING BUILDING

A building or portion thereof containing three or more dwelling units and designed for, or occupied by, three or more families living independently of each other.

NEW PERMIT

A permit that is issued to the owner of an intended rental dwelling unit where such premises does not possess a transient rental permit that is valid and in force prior to the date that the application is submitted for said transient rental permit.

NONCONFORMING BUILDING OR USE

A building or use that does not conform to the applicable building, zoning or other relevant regulations of the district in which it is situated.

NONHABITABLE SPACE

Space used as kitchenettes, pantries, bath, toilet, laundry, rest, dressing, locker, storage, utility, heater, boiler and recreation rooms, closets and other space for service and maintenance of the building, and those spaces used for access and vertical travel between stories, and specifically excluding any rooms used for sleeping, eating and cooking, other than kitchenettes and as may otherwise be designated by the New York State Uniform Fire Prevention and Building Code or the other codes and regulations of the State of New York. The presence of a bed or bed frame, crib or other sleeping provisions in a room is presumptive evidence that the room is being used for sleeping purposes.

OWNER

Any person, partnership, corporation or other entity who alone, or jointly with others, has legal title to any premises, with or without accompanying actual possession thereof, or who shall have charge, care or control of any dwelling unit as a cooperative shareholder or as executor, administrator, trustee, receiver or guardian of the estate or as a mortgagee in possession, title or control, including but not limited to a bank or lending institution, regardless of how such possession, title or control was obtained.

OWNER-OCCUPIED

Occupation by the owner and/or his immediate family of one residential unit in a two-family or multiple-family dwelling while transient rental tenants occupy one or more residential units in the same dwelling.

PERSON

Includes any individual, business, partnership, firm, corporation, enterprise, trustee, company, industry, association, public entity or other legal entity.

PRIMARY DOMICILE

A person, group of people, or family's primary place of residence as declared on federal tax returns and voter registration.

PRIMARY DOMICILE TRANSIENT RENTAL

A transient rental of one's primary domicile while not physically on-premises.

PUBLISH

Promulgation of an available rental property to the general public or to selected segments of the general public in a newspaper, magazine, flyer, handbill, mailed circular, bulletin board, sign or electronic media, including online home rental apps and marketplace websites.

RENEWAL TRANSIENT RENTAL PERMIT

A permit which is to be issued to the owner of the rental property where such dwelling unit has been the subject of a transient rental permit continuously prior to the date of the application for the permit.

RENT

A return, in money, property or other valuable consideration (including payout in kind or services or other thing of value), for the use and occupancy or the right to the use and occupancy of a rental property, whether or not a legal relationship of landlord and tenant exists between the owner and the occupant or occupants thereof.

TRANSIENT RENTAL PERMIT

A permit issued by the Building Inspector to the owner to allow the use or occupancy of a rental property to the same tenant for less than 90 days.

TENANT

An individual who leases, uses or occupies a rental property.

TRANSIENT OR TEMPORARY RENTAL

A rental of real property or a portion thereof for a period of 90 days or less. The Board of Trustees shall designate a number of properties in the Village of Greenport on an annual basis which shall be permitted to have transient or temporary rentals, and the number of rental properties in which transient or temporary rentals (excluding primary domicile transient rentals) is allowed shall not exceed five percent (5%) of the total number of residential units in the Village. Additionally, after September 1, 2017, Transient Rentals that are not Owner-Occupied or Primary Domicile Rentals may not be established within 1000 feet of the lot containing an existing Transient Rental with a valid Transient Rental Permit.

The Transient or Temporary Rental of Rental Properties or residential properties shall be prohibited except those with a Transient Rental Permit issued by the Building Inspector.

TWO-FAMILY BUILDING

A building containing two dwelling units and designed and authorized for exclusive occupancy as a home or residence for not more than two families living independently of each other, which building shall have at least, but not more than, one kitchen per dwelling unit.

§ ??-5 Confidential information maintained by owner.

The owner shall maintain a confidential record of the names and telephone numbers of the tenants.

§ ??-6 Transient rental permit required.

Effective the date of the filing of this chapter with the New York State Department of State, no owner shall cause, permit or allow the occupancy or use of a dwelling unit as a rental property without a valid transient rental permit, and no person shall occupy or otherwise use a dwelling unit as a rental property without a valid transient rental permit being issued for the dwelling unit. A transient rental permit issued under this chapter shall only be issued to the owner(s) of the real property at issue.

§ ??-7 Application for transient rental permit.

A. Where a dwelling unit is to be used as a transient rental property, an application for a transient rental permit that has been signed and sworn to by the owner and the managing agent, where applicable, shall be filed with the Building Inspector before the term of the rental is to commence. The application shall contain the following:

- (1) The legal residence of each owner.
 - (4) The name, address and telephone number of the managing agent, if applicable.
 - (5) The location of the transient rental property,
 - (6) The period of the proposed occupancy.
 - (9) Inspection by the Village of Greenport-confirming that the transient rental property fully complies with all of the provisions of the Greenport Village Code, the New York Uniform Fire Prevention and Building Code, and the other codes and regulations of the State of New York.
- B. The owner(s) of the premises and the managing agent, if applicable, shall submit an application that is signed, sworn to and notarized.

§ ??-8 Review of application; issuance of transient rental permit.

The Building Inspector shall review each application for completeness and accuracy and shall make an on-site inspection of the proposed rental property, unless the owner has elected to provide a certification from a licensed architect or a licensed engineer, or from a governmental agency complying with § ??-7A(9) above. The Building Inspector shall issue a transient rental permit when the application is complete and fee paid, and when the Building Inspector, based on an inspection or on the paperwork submitted, is satisfied that the proposed rental property fully complies with the Greenport Village Code, the New York State Uniform Fire Prevention and Building Code, and the other codes and regulations of New York State.

§ ??-9-A Term of transient rental permits and renewal.

All permits issued pursuant to this chapter shall have a term of two years. A renewal transient rental permit application signed by the owner shall be completed and filed with the Building Inspector not later than 30 days prior to the expiration of any valid rental permit. The renewal transient rental permit application shall contain the following:

- A. An official copy of the prior valid transient rental permit;
- B. An inspection by the Building Inspector of the Village of Greenport.

§ ??-10 Register of permits.

It shall be the duty of the Building Inspector to maintain a register of permits issued pursuant to this chapter. Such register shall be kept by street address, showing the name and address of the permittee, the number of rooms in the rental property, and the date of expiration of the transient rental permit.

§ ??-11 Fees.

- A. Transient Rental Permits: A nonrefundable biannual permit application fee, in the amount of \$750, shall be paid upon the filing of an application for a rental permit or a renewal rental permit. Permit Fees will be refunded if the applicant is not eligible for a transient rental permit lottery as a result of a lottery.
- B. If an owner of a rental property is found by any court of competent jurisdiction to have violated this chapter, within a two-year period preceding the date of the commencement of the renewal period, the nonrefundable biannual rental permit application fee for the property involved will be \$500.

§ ??-12 General provisions.

- B. No transient rental property shall be occupied by more than the number of persons permitted to occupy the rental property under the New York Uniform Fire Prevention and Building Code and the other codes and regulations of the State of New York.
- C. No more than two bedrooms shall be permitted in the basement of a transient rental property..
- D. The owner(s) and tenant(s) shall ensure that all applicable parking regulations provided for in the Greenport Village Code are satisfied.
- E. A transient rental property shall only be occupied or otherwise utilized in accordance with the certificate of occupancy issued for the rental property.
- H. The owner(s) and tenant(s) shall ensure that all property maintenance regulations provided for in the Greenport Village Code, the codes and regulations of the State of New York, and the United States Department of Housing and Urban Development Section 8 Housing Quality Standard Inspection Checklist standards are satisfied.

§ ??-13 Inspections.

The Building Inspector and Village personnel or agents for the Village who are engaged in the enforcement of the provisions of this chapter and the New York State Uniform Fire Prevention and Building Code are authorized to make or cause to be made inspections to determine the condition of transient rental properties to safeguard the health, safety, and welfare of the public. The owner of a transient rental property may request assistance from the Village with regard to an eviction that is related to a dangerous, hazardous or unsafe condition at a premises, and the Village can go to an owner for the assistance in the inspection or removal of a dangerous, hazardous of unsafe condition.

§ ??-14 Application for search warrant authorized.

The Village is authorized to make application for the issuance of a search warrant in order to conduct an inspection of any transient rental property where the owner or tenant refuses or fails to allow an inspection of its premises and where there is reasonable cause to believe that a violation of this chapter or the New York State Uniform Fire Prevention and Building Code or the other codes and regulations of the State of New York.

§ ??-15 Revocation of permit.

A. The Building Inspector shall revoke a transient rental permit when the Building Inspector finds that the permit holder has caused, permitted or allowed to exist and remain upon the rental property a violation of any provision of the Greenport Village Code for a period of 14 days or more after written notice has been given to the permit holder, owner, managing agent, or tenant of the rental property.

B. An appeal from such revocation may be made, in writing, by the permit holder to the Village Board of Trustees. The Village Board of Trustees shall hold a public hearing on such appeal within 30 days after receipt of written notice of such appeal and, after such hearing, shall make written findings and a decision either sustaining such permit revocation or reinstating such permit within 30 days after the close of such public hearing.

§ ??-16 Presumptive evidence dwelling unit is being used as rental property.

A. The presence or existence of any of the following shall create a presumption that a dwelling unit is being used as a transient rental property:

- (1) The property is occupied by someone other than the owner or his/her immediate family.
- (2) Voter registration, motor vehicle registration, a driver's license, or any other document filed with a public or private entity which states that the owner of the rental property resides at an address other than the rental property.
- (3) Persons residing in the dwelling unit represent that they pay rent to occupy the premises.
- (4) A dwelling unit which has been published as being available for rent in newspapers or online rental transient marketplace websites (such as VRBO and AirBNB).
- (5) There is frequent turnover of residents at the property.

B. The foregoing may be rebutted by evidence presented to the Building Inspector or any court of competent jurisdiction.

§??-17 Additional Rental Requirements

Transient Rentals will be required to meet these additional requirements:

- A. No more than 2 adults for each bedroom in the house plus 4 additional adults may be on premises between 11:00 PM and 5:00 AM
- B. A licensee or guest may not use or allow another to use a transient rental for an outside assembly of more than ten adults.
 - a. For purposes of this section, an assembly includes a wedding, party, reception, concert, sponsored event, or any similar group activity.

- C. A transient rental may not be occupied by more than:
 - a. ten adults at one time, unless a stricter limit applies;
 - b. 6 unrelated adults.

- D. Upon receiving a Transient Rental Permit, the Village Clerk will issue to the permittee a packet of materials detailing local codes and regulations, including regulations in this section, waste disposal and recycling information, Village of Greenport noise ordinances, and other applicable Village, County, and State laws. This packet will be posted conspicuously in the common room of the transient rental and tenants must be advised of these regulations by transient rental land lords.

- E. Transient Rentals of a homeowner's primary domicile while the owner is not occupying the residential unit are limited to two rentals per year. Homeowners must show proof of primary domicile on federal tax returns to be eligible. All other sections of this chapter apply to primary domicile transient rentals except as noted.

B. If any two violations of the provisions of the Greenport Village Code, the laws and sanitary and housing regulations of the County of Suffolk, and the laws of the State of New York are observed by the Building Inspector or other Village Officials, an inspection by the Building Inspector that the dwelling unit is in compliance with NY State law and Village will be requested. If the owner fails allow the Building Inspector access to the property within 10 days of such request, such shall be deemed a violation of this chapter.

§ ??-19 Presumptive evidence of over-occupancy.

A. It shall be presumed that a bedroom is over-occupied if more than two mattresses or sleeping provisions for more than two persons exist in a bedroom.

B. The existence of a number of motor vehicles present between 11:00PM and 5:00AM at the premises may be used by the Village as a presumption of the number of individuals occupying the premises.

§ ??-20 General applicability of presumptions.

The presumptions set forth in this chapter, subject to the limitations contained therein, shall also be applicable to the enforcement and the prosecution of building and zoning Greenport Village Code violations.

§ ??-22 Penalties for offenses.

- A. The first violation of this chapter within a six-month period by the owner(s) and/or tenant(s) shall be punishable by a fine of not less than \$500 nor more than \$1,500.
- B. The second violation of this chapter within a six-month period shall be punishable by a fine of not less than \$1,000 nor more than \$2,500.
- C. The third violation of this chapter within a six-month period shall be punishable by a fine of not less than \$1,500 nor more than \$5,000 as well as the revocation of the transient rental permit for a minimum period of 6 months, at the end of which the owner may re-apply for a new rental permit..
- D. Each day that a violation of this chapter should exist shall constitute a separate violation of this chapter.
- E. For the purpose of conferring jurisdiction upon courts and judicial officers in general, violations of this chapter shall be deemed misdemeanors, and, for such purpose only, all provisions of law relating to misdemeanors shall apply. Each day's continued violation shall constitute a separate additional violation.
- F. A violation existing at the premises shall be a violation by the owner. Said owner may be charged with and prosecuted for the existence of a violation.
- G. Additionally, in lieu of imposing the fine authorized by this chapter, in accordance with Penal Law § 80.05(5), the court may sentence the defendant(s) to pay an amount, fixed by the court, not exceeding double the amount of the rent collected over the term of the occupancy.
- H. The court may dismiss the violation or reduce the minimum fine imposed where it finds that the defendant has cooperated with the Village of Greenport in the investigation and prosecution of a violation of this chapter.
- I. Where authorized by a duly adopted resolution of the Board of Trustees, the Village Attorney may bring and maintain a civil proceeding, in the name of the Village, in the Supreme Court, to permanently enjoin the person or persons conducting, maintaining or permitting said violation or for other relief as may be appropriate or to take such other civil action as may be necessary to correct, prevent or remove a violation or unsafe and hazardous condition. The owner and tenants of the residence wherein the violation is conducted, maintained or permitted may be made defendants in the action. The commencement of a civil proceeding by the Village shall not be deemed or construed to be a waiver by the Village of the right to bring an action for prosecution or enforcement of the violation and the fines and penalties under this section or as otherwise may be applicable under the law, and the election of either a prosecution or civil proceeding by the Village shall not be exclusive of any other remedy. The Village shall be entitled to an award of all costs in the proceeding, including but not limited to administrative, engineering, filing, and other costs and legal fees, and to bring a separate action for those costs as may be necessary.
- J. The Village shall have the right, after the determination by the Building Inspector, or other appropriate official or employee of the Village, that a dangerous, hazardous or unsafe condition

exists on a premises that is subject to this chapter, after the expiration of 10 days from the date of the mailing of written notice to the owner and the occupant served by regular and certified mail, return receipt requested, to enter the premises and cure, correct or repair the dangerous, hazardous or unsafe condition, and all costs and expenses associated with that action by the Village (including administrative, engineering and professional fees in the amount of 25% of the actual costs and expenses incurred in curing, correcting or repairing the condition), shall be reimbursed by the owner of the property to the Village, and in the event that the amount has not been paid to the Village within 10 days of the date of billing, the amount shall become a lien on the property and billable in the next Village real estate tax bill for that property. The notice required in this section shall not prejudice or affect any other right that the Village may have under the law to address or remedy a dangerous, hazardous or unsafe condition, including the right to immediately enter the property to correct a condition that is an imminent danger to life, property or public safety.



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MAYOR

GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES

JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR

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

CLERK

SYLVIA PIRILLO, RMC
EXT. 206

TREASURER

ROBERT BRANDT
EXT. 217

Submitted: November 9, 2016
Meeting: November 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Mayor and Board of Trustees

Julia Robins Work Session Report

Attachments:

Julia Robins Work Session Report Carousel Meeting 11-1-2016 (PDF)
Julia Robins Work Session Report Bid Meeting 10-27-2016 (PDF)

Debra Boyle

From: Sylvia Pirillo [spirillo@greenportvillage.org]
Sent: Wednesday, November 09, 2016 8:47 AM
To: 'Debra Boyle'
Cc: 'Jeanmarie Odden'
Subject: Work Session Reports - Carousel and BID
Attachments: Carousel Meeting 11-1-16 Trustee Julia Robins.doc; BID Meeting 10-27-2016 Trustee Julia Robins.doc

Carousel Meeting 11/1/16

Trustee Julia Robins

Installation event and rounding boards

Bob Wissman and Bill Von Eiff are working on preparations for the installation of the first four Rounding Boards

Margo

Reports that there are no staffing issues

John Fujinski had been keeping up with scheduled maintenance

Decoration Committee Events Schedule

Monday Nov 7 12:00 to inventory decorations

Monday 11/21 begin decorating @10:00 am with the entire committee

Margo sent reminder to John to bring the decorations to the Carousel this week

The committee viewed three new rounding board paintings

View three RB paintings

Booth House by Keith Mantell

Bug Light by Enid Hatton

Front Street Winter Scene by Marla Milne

They are ready to be photographed

There are 7 additional paintings pending

Gail spoke with Poppy Johnson about exhibiting paintings at the library in the spring

Gail will decide on a date with her

Marjory suggests late spring for the show and silent auction

The idea of a perpetual calendar for fundraising was discussed

Ask Sylvia Pirillo to work with the treasurer to maintain a designated budget line for Carousel fundraising

Gail said we have 13 inner panels and we will have to fabricate one more

Follow up with Paul

Wednesday 11/2/16

Installation event @ 3:00 for the first 4 Rounding Board digitized panels

Sylvia to notify press

Friends of Mitchell Park

Judges and Artists

Need a professionally created sign about the project as a work in progress for installation at the Carousel

Carousel maintenance

Report on structural concerns that I discussed with Paul Pallas

Bob Wissman recommends that an extension cord for the fan and heater near the ring bar should be enclosed

The Rounding Board Installation Event was held on Nov, 2 and it was a very nice event. The event was moderated by Committee Chair and local historian Gail Horton, who was a Village Board member when the Village first acquired the Carousel from Grumman Corp. Gail gave a brief background of the Carousel history and of the photographs and themes for the Rounding Board painting project.

There were several members of the original Carousel Committee in attendance, including former Mayor David Kapell; representatives of the Friends of Mitchell Park were in attendance, as were reporters from our three local news sources, current Carousel Committee members, artist Marla Milne, Trustees Phillips and myself; and Margo, Paul and Sylvia from the Village Hall Staff.

Thank you to the Friends of Mitchell Park for providing the funding for this project.

Next meeting is 12/6/16 @ Village Hall

BID Meeting 10/27/16
Trustee Julia Robins

John Kramer - budget report
Created spending categories
John confirmed that Cindy Cusati will serve as treasurer and will come to the next meeting
Cindy Cusati will categorize money in budget

Trustee Mary Bess Phillips
Trash and dumpster complaints from residents
Marketing or communication with business community to take care of streets
Dumpsters over full
Fence in dumpsters?
Rich Vandenberg
What does code allow?
Revise code for dumpsters?
Rich says there should be enforcement of code

Paul Pallas
Dumpster discussion
Trash Cans Discussion
Paul Pallas
Rich Vandenberg
Topic - quality of cans
Jamestown Products
Vinyl Coated Metal
Movable but heavy enough
Rich asked how many receptacles we currently have? 53
The plan is to replace all of them, probably in stages
Question - Can the Village handle recycling?
Use Mattituck Sanitation?
Linda asked if there are more trash collections in summer
Rich suggests BID may contribute extra containers to Village
Discuss how BID can deal with dumpsters
Force businesses to follow code
Up to BID to educate members to follow code

Dave Abatelli
Committee Reports
SOBO (Sidewalk Beautification)
Planters - cost increase for plantings due to there are now 36 planters (up from 16)
Winter plantings will cost an additional \$3,534
Labor \$1,200
Removal of summer plants
Rich and John will determine how much is budgeted for plantings and come up with a specific budget request

Dave Abatelli will email estimate for plantings and labor including cost for storage of seasonal plantings from June to November
District Identity and Promotion Committee was renamed from District Identity and Streetscape

Shellabration is Dec 3 & 4
Rich suggests contact EHM radio
Website up and tickets for sale 1,000 tickets
All sold last year
1,250 wristbands were ordered
How to expand and get restaurants to offer specials to return for dinner
Are the merchants benefiting from event?
John suggests saving wristbands to return for a discount at stores

Long term planning and management goals

Goals

1. Garbage removal and control
2. Greenport Holiday Festival 11/28 - 12/31

Beautification Priorities

Cherry Blossoms blooming during Mothers Day Week

Develop Pop Culture

Duck Race - rubber duck race

Free skate for Village

Welcome E-packet / map

Halloween Event

Achievements

Sidewalk Beautification - Additional planters over 100% increase in planters

Continued Village visibility and awareness

Katherine Schroeder to provide metrics from website

Press Notoriety – Forbes press and Newsday Fun Book

Travel Show - successful touch points – NY and Boston – world visitors

NYC and Boston (World)

Website metrics

Events Coordination

Shellabration - sold out

Egg Roll

Mom-a-thon (Mother's Day sidewalk sale)

Maritime Support and coordination from Business members

Budget

Events \$11.5

Website Development and Administration: \$9K

Advertising and Promotion: \$11K

Operating Expenses: \$3K

District Beautification: \$15K

Annual Meeting

4 tenant positions are open

Can appoint an interim board members and then elect

John to ask Maureen Gonzales and Dale Suter to step down from the Board

Cynthia Cusati tenant

Rob and Jen - Spirited

Voting for Officers will be via email ballot

Engage Steve Benthall to email voting announcement using last year's electronic ballot format

There will be no voting for officers at the annual meeting

Budget to be voted on at Annual Meeting

Meetings

Annual Meeting

December 1 @ 5:00 pm at Greenport Harbor

BID Mission Statement

The Greenport BID is an elected board of diverse business owners and renters decided upon by their peers to establish long term growth and management tools for our downtown area where all businesses, residents and visitors can harmoniously enjoy the assets of Greenport Village.

Sent from my iPhone