



236 Third Street  
Greenport NY  
11944

Tel: (631)477-0248  
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**MAYOR**

GEORGE W. HUBBARD, JR.  
EXT. 215

**TRUSTEES**

JACK MARTILOTTA  
DEPUTY MAYOR

PETER CLARKE

MARY BESS PHILLIPS

JULIA ROBINS

**VILLAGE**

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

**CLERK**

SYLVIA PIRILLO, RMC  
EXT. 206

**TREASURER**

ROBERT BRANDT  
EXT. 217

February 18, 2021 at 7:00 PM  
Mayor and Board of Trustees – Work Session Meeting

<https://global.gotomeeting.com/join/266122469>

**You can also dial in using your phone.**

United States: +1 (224) 501-3412

**Access Code:** 266-122-469

**PLEDGE OF ALLEGIANCE**

**MONTHLY REPORTS FOR THE FOLLOWING:**

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

**MAYOR AND VILLAGE BOARD OF TRUSTEES**

**PUBLIC TO ADDRESS THE BOARD**



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EXT. 206

**TREASURER**  
ROBERT BRANDT  
EXT. 217

Submitted: February 10, 2021  
Meeting: February 18, 2021 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Debbie Boyle, *Assistant*  
From: Debbie Boyle, *Assistant*  
Department: Fire Department

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## Fire Department February 2021 Work Session Report

### Attachments:

Fire Department February 2021 Work Session Report (PDF)

1ST. CHIEF WAYDE MANWARING  
2<sup>ND</sup> ASST. CHIEF JAMES KALIN  
CHAPLAIN CLAUDE KUMJIAN  
SECRETARY/TREASURER JAMES KALIN



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[www.greenportfd.org](http://www.greenportfd.org)

## Meeting of the Board of Wardens

WEDNESDAY January 20, 2021

### OPENING

Chief Wayde Manwaring opened the meeting at 7:00pm with The Pledge of Allegiance to the Flag and a moment of silence for the departed members.

### ATTENDANCE

Chief Wayde Manwaring

1<sup>st</sup> Ass't Chief James Kalin

2<sup>nd</sup> Ass't Chief Alain de Kerillis

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

Wardens Antone Volinski, III and Norma Corwin of Relief Hose Co. #2

Wardens Joseph Barszczewski and Edward Sieban of Star Hose Co. #3

Warden Wayne Miller of Standard Hose Co. #4

Wardens Peter Harris and John Grilli of Phenix Hook & Ladder Co. #1

Mary Bess Phillips VOG/GFD Liaison

Excused: Warden Scott Hollid of Standard Hose Co. #4

## **THOSE WISHING TO ADDRESS THE BOARD –**

1. Jimmy DeFrancesco wanted to bring up how GFD rolls out for a call. He said that he is trying to understand why we don't go to investigation of fires and the rigs just sit on the apron with everyone dressed. He thinks it hurts the morale, mostly of the young guys who go through the schooling. He thinks the rigs should get out. He said he's not sure if it's because of insurance reasons, but he thinks it needs to be discussed.

## **READING OF THE PREVIOUS MINUTES**

Motion made by Peter Harris, seconded by Antone Volinski III, to approve the minutes of the December 16, 2020 meeting of the Board of Wardens as printed and distributed. Motion Carried.

## **FINANCE COMMITTEE**

The finance committee report was read by Chief Kalin. Motion made by John Grilli, seconded by Wayne Miller, to accept the report. Motion Carried.

**COMPANY OFFICERS' MEETING MINUTES-** No Report.

## **TREASURER'S REPORT**

The Treasurer's report for the period of December 17, 2020 through January 20, 2021 was read by Secretary/Treasurer James Kalin. Motion made by Peter Harris, seconded by Wayne Miller, to accept the treasurer's report as read. Motion carried. (report attached)

**BILLS-** None

## **COMMUNICATIONS**

1. \$200 donation from John and Jane Williams.

2. \$200 donation from Melissa Spiro.
3. \$100 donation from C.T. Male Associates

Motion by Peter Harris, seconded by Warren Jensen, to file and/or forward all communications, Motion carried.

**APPLICATIONS FOR MEMBERSHIP-** None.

**REPORTS OF COMMITTEES**

**Buildings and Grounds**

1. Antone Volinski III reported that the vendor that came for redoing the kitchen called him and said that it is too much work to get done by June so he is not going to take the job. Peter Harris said that if we were to give the job to him and make the P.O. it will be encumbered and the money will be there. Warren Jensen agreed and said Antone Volinski III should still get a quote from him. 2<sup>nd</sup> Asst. Chief Alain de Kerillis will get two other quotes.

**Bylaws-** No Report.

**Finance-** No Report.

**Fire District** – No Report.

**Pre-Incident Planning-** No Report.

**Service Awards-** 1<sup>st</sup> Asst. Chief James Kalin mentioned that an extra 10 points were given that the Governor authorized for the months of November and December. Many members that wouldn't have made it this year did.

**Recruitment-** No Report.

**Casualty Fund-** No Report.

**Funeral** – Wake for Barbara Richter tomorrow 3pm-7pm.

**Communications-** No Report.

Trips & Travel- No Report.

### COMPANY REQUESTS

Eagle Hose Co. #1- As Per Finance report, can of tool fuel.

Relief Hose Co. #2- Small mask for member, gear racks, garage door opener, request for executive session. N. Corwin said that there was a flag given to GFD that was on Richie's casket, there will be a case and plaque made for it. There was another flag that will go over Bruce's photo and a plaque will be made. Relief Hose is in favor for the Washington's Day Parade and one member is still volunteering to make chowder for the members.

Star Hose Co. #3- Budget items.

Standard Hose Co. #4- Roof leaking over meeting room- needs to be replaced, electrical system split AC/Heating unit needs to get done, air compressor leak on 15 is cycling on & off, 4 scott masks for 8-3-4, asked if Richter got the P.O for RIT pack backboard, and the blower that they asked for.

Phenix Hook & Ladder Co. #1- Budget items, cans of tool fuel, new truck, in favor of having the Washington's Day parade.

Rescue Squad- As per finance report.

Fire Police- Budget items.

Water Rescue- Budget items.

UNFINISHED BUSINESS – None.

REPORTS OF DELEGATES- No Report.

NEW BUSINESS- None.

### GOOD OF THE DEPARTMENT-

1. Chief Wayne Manwaring handed out the budget proposal and said that it needs to be in by the 22<sup>nd</sup> of January. He said that half the numbers will end up being shaved down because he used last years numbers on some

things. It came out to \$1,248,050. 8-3-1 is the next truck that needs to be sent out. 8-3-5 will be after that. He put down redoing the kitchen, electrical work at both stations, and sewer systems. Motion made by Warren Jensen, seconded by Wayne Miller, to approve the recommendation of the committee for the budget proposal. Motion Carried.

2. John Grilli asked when the last time we had a ladder test. Warren Jensen said we must be out of compliance if no one remembers. 1<sup>st</sup> Asst. Chief James Kalin said it has probably been 4 years. John Grilli mentioned that we need to look into doing that.
3. Norma Corwin requested that Sam Strickland come off probation as he passed his Fire Fighter 1. Motion made by Chief James Kalin, seconded by Warren Jensen, to take Sam Strickland off of probation. Motion Carried.
4. E. Sieban wanted to thank the Rescue Squad members who showed up to his rescue calls.
5. Warren Jensen asked what the status was on the forceable entry door. Norma Corwin said it was delayed because two of their guys have COVID, she has no new updates.
6. 1<sup>st</sup> Asst. Chief James Kalin would like to request defensive driving dates- February 3<sup>rd</sup> & 4<sup>th</sup>, February 22<sup>nd</sup> & 24<sup>th</sup>, March 3<sup>rd</sup> & 4<sup>th</sup>, and March 22<sup>nd</sup> & 24<sup>th</sup>
7. Norma Corwin mentioned that a few members went through Northwell for the vaccine and are having great difficulties scheduling the second dose. She got an update today that Northwell lost the records for the first dose. She said maybe as a department we can send a list of members that got it. W. Jensen read an email that he received from Joel Vetter of Suffolk County saying he is aware of problem and there will be resolution in 24-48 hours. Jensen also said that there are people that need the first vaccine that can't even get in in Greenport. Mary Bess Phillips asked if she heard correctly that there are people who have not been able to get their first shot and then asked if the Chief knows roughly how many people that is. Chief James Kalin said he knows of 4 and 2<sup>nd</sup> Asst Chief de Kerillis said to add 5 to that list.
8. Norma Corwin said that the Warden's need to consider that morale is going down due to not being able to respond to the Fire alarms. 1<sup>st</sup> Asst Chief James Kalin said if there is a call at Harbor Front Inn for steam coming out of the bathroom- why do we need a fire truck? We don't

need a firetruck to confirm that its steam. Warren Jensen suggested making Harbor Front calls a Chief's investigation. 1<sup>st</sup> Asst Chief James Kalin said one day it isn't going to be a Chiefs investigation, it might be a real fire. Some more discussion ensued. 1<sup>st</sup> Asst Chief James Kalin said that it is going to be brought up at the Company Officer's meeting.

9. 1<sup>st</sup> Asst Chief James Kalin reported that the SBUH paramedic program is going to start overnights on February 22<sup>nd</sup>. The paramedic is going to respond primarily to Greenport, East Marion, and Orient, but will go further west if they need ALS. There will be a meeting with Southold Commissioners to determine if they can utilize the service in Southold. Norma Corwin said that they started to clean the old conference room and they put T- Shirts in a tote. She asked if they could be put in the cages. She said that there is a small nightstand that should be let go of and mentioned that there is a filing cabinet with very old paperwork in it that should be gone through and shredded.

### **EXECUTIVE SESSION**

Motion made Warren Jensen, seconded by Wayne Miller, to adjourn to an executive session to discuss a personnel matter. Motion Carried. Adjourned to executive session at 7:43PM.

Upon returning from executive session, a motion made by Edward Sieban, seconded by Antone Volinski III to resume regular meeting. Regular meeting resumed at 8:18 pm.

### **READING OF THE MINUTES**

Motion by E. Sieban, seconded by W. Miller, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

### **ADJOURMENT**

Motion by J. Kalin, seconded by W. Jensen, to adjourn. Motion carried. The meeting was adjourned at 8:18 pm.

Submitted by,

Rebecca J. Jensen, Recording Secretary



GREENPORT FIRE DEPARTMENT  
TREASURERS REPORT

12/17/2020 thru 01/20/2021

GENERAL FUND		<u>beginning balance</u>	\$ 12,113.60
	<u>receipts</u>	donations	\$ † 500.00
	<u>expenditures</u>	CallMultiplier	- \$6.99
		Rebecca McKnight - rec sec	- \$472.50
		Em. Med. Products	- \$354.90
		Andy's-gift cert.-Sou Town Ch	- \$100.00
		Sterlington Deli-food-training	- \$87.76
		Post Office-postage	- \$6.40
		Fire Equip Assoc - switch	- \$10.75
		BJ's - supplies	- \$28.20
		Dunkin Donuts-SouTownCh	- \$250.00
		COSTCO - supplies	- \$97.75
			<u>\$11,198.35</u>
WOODS TRUST		<u>beginning balance</u>	\$25,000.00
	<u>expenditures</u>	Giant Ind - cages	- \$4,475.00
		<u>ending balance</u>	<u>\$20,525.00</u>
MEMORIAL FUND		<u>balance unchanged</u>	<u>\$1,576.13</u>
MAY MILE FUND		<u>balance unchanged</u>	<u>\$ 19,195.83</u>
WASH. B'DAY FUND		<u>balance unchanged</u>	<u>\$2,230.92</u>
RESCUE SQUAD 2% FUND		<u>balance unchanged</u>	<u>\$1,789.48</u>

submitted by James H. Kalin, Secretary-Treasurer



1<sup>ST</sup> ASST. CHIEF WAYDE MANWARING  
2<sup>ND</sup> ASST. CHIEF JAMES KALIN  
CHAPLAIN CLAUDE KUMJIAN  
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Special Meeting of the Board of Wardens  
Wednesday, January 27, 2021

### OPENING

Chief Wayde Manwaring opened the meeting at 7:00pm with the Pledge of Allegiance to the Flag and a moment of silence for departed members.

### ATTENDANCE

Chief Wayde Manwaring  
1st. Assistant Chief James Kalin  
2nd. Assistant Chief Alain DeKerillis  
Wardens Warren Jensen and Joseph Milovich of Eagle Hose Co. #1  
Warden Antone Volinski, III of Relief Hose Co. #2  
Warden Joseph Barszczewski of Star Hose Co. #3  
Wardens Wayne Miller and Scott Hollid of Standard Hose Co. #4  
Wardens Peter Harris and John Grilli of Phenix Hook & Ladder Co. #1

Excused: Wardens Norma Corwin of Relief Hose Co. #2 and Edward Sieban of Star Hose Co. #3

Also in attendance George Capon and Jeffrey Weingart.

THOSE WISHING TO ADDRESS THE BOARD

George Capon spoke about Jeffrey Weingart's family.

1st. Assistant Chief James Kalin recused himself from the meeting.

EXECUTIVE SESSION

Motion by Warren Jensen, seconded by Antone Volinski, III to adjourn to an executive session to discuss personnel matters. Motion carried. Adjourned to an executive session at 7:10pm.

Upon return from the executive session, a motion was made by Scott Hollid, seconded by Wayne Miller to resume with the special meeting. Motion Carried. Special meeting resumes at 8:35pm.

Motion by Scott Hollid, seconded by Wayne Miller to adjourn the special meeting. Motion carried. Special meeting adjourned at 8:39pm.

Respectfully submitted by:

James Kalin, 1st. Assistant Chief and  
Alain DeKerillis, 2nd. Assistant Chief.

1<sup>ST</sup> ASST. CHIEF WAYDE MANWARING  
2<sup>ND</sup> ASST. CHIEF JAMES KALIN  
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## Greenport Fire Department Monthly Report For the Month of January, 2021

Number of calls this month: 67

Number of Calls to Date for 2021: 67

### Breakdown of calls by signal numbers:

9 (stand-by):	0
12 (brush fire):	0
13 (auto alarm, smoke, etc.):	11
13-35 (working structure fire):	0
14 (vehicle fire):	0
16 (ambulance/rescue):	51
16-23 (mva, water rescue, misc.):	0
16-59 (routine transport):	1
23 (co detector, medi-vac):	4
24/13-35 (mutual aid; working structure fire):	0
24/16 (mutual aid; ambulance/rescue):	0
24/16-23 (mutual aid; mva):	0
24/23 (mutual aid; misc., water rescue):	0
26 (boat fire):	0

### Breakdown of calls by location

Incorporated Village:	27
East/West Protection District:	40
Other:	0

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1																										
2																										
3																										
4																										
5	Aguilera, Hermogenes		3	20 %	25	25	1	1.9 %	0																	
6	Barszczewski, Joseph	W	4	27 %	25	8	15 %	25	0	0	3	0	3	0	2	5	63						X	X	X	
7	Birmingham, Kenneth		0	0 %	0	0	0	0 %	0																	
8	Breese, Harry	D	4	27 %	25	3	5.8 %	0	0	0	3	0	3	0	0	5	33					X	X	X		
9	Britt, Harley		2	13 %	25	3	5.8 %	0	0	1	0	0	0	0	0	5	31									
10	Bumble III, Charles		0	0 %	0	3	5.8 %	0	0	1	0	0	0	0	0	5	6									
11	Bumble, Samantha		0	0 %	0	3	5.8 %	0	0	1	0	3	0	0	0	5	9					X	X	X		
12	Butler, Michael		4	27 %	25	2	3.8 %	0	0	1	0	0	0	0	0	5	31									
13	Capon, George		12	80 %	25	30	58 %	25	0	0	2	3	0	0	0	5	60					X	X	X		
14	Carey, Patrick		1	6.7 %	0	3	5.8 %	0	0	1	0	3	0	0	0	5	9					X	X	X		
15	Carrig, Melinda		0	0 %	0	0	0 %	0	0	0	0	0	0	0	0	5	5									
16	Charters, Gary		0	0 %	0	0	0 %	0	0	0	0	0	0	0	0	5	5									
17	Clark III, Henry		0	0 %	0	0	0 %	0	0	0	0	0	0	0	0	5	5									
18	Clark, James	S,T	1	6.7 %	0	0	0 %	0	0	1	0	3	0	2.5	5	11.5						X	X	X		
19	Clark, Jeffrey		4	27 %	25	1	1.9 %	0	0	1	0	6	0	0	0	5	37					X	X	X		

Greenport Fire Department period ending January 31, 2021

## maximum points in category  
C19 category = COVID-19 pandemic points

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
4		elect/app	# Fire	%		pts	# EMS	%		pts		st/by	mtgs	misc	train	drill	pos(dis)	C19	points	phys	haz	bb	wp/sh	yap		
20	Corazzini, Jeffrey		0	0	%	0	0	0	%	0		0	0	0	0	0	0	5	5							
21	Corazzini, Warren		0	0	%	0	0	0	%	0		0	0	0	0	0	0	5	5							
22	Corwin, Everett		10	67	%	25	22	42	%	25		0	1	0	3	0	0	5	59			X	X	X		
23	Corwin, Norma	W,C	3	20	%	25	15	29	%	25		0	4	0	3	0	4	5	66			X	X	X		
24	Corwin, Robert E.	L,D	3	20	%	25	28	54	%	25		0	2	0	3	0	1.25	5	61.25			X	X	X		
25	Corwin, Robert J.		5	33	%	25	25	48	%	25		0	2	0	3	0	0	5	60			X	X	X		
26	Corwin, Scott		6	40	%	25	1	1.9	%	0		0	1	0	3	0	0	5	34			X	X	X		
27	Costas, Tom		1	6.7	%	0	6	12	%	25		0	0	0	3	0	0	5	33			X	X	X		
28	Creedon, Daniel	S	14	93	%	25	46	88	%	25		0	2	0	3	0	1.25	5	61.25			X	X	X		
29	DeFrancesco, James	L	6	40	%	25	5	9.6	%	0		0	3	0	3	0	1.25	5	37.25			X	X	X		
30	De Kerillis, Alain	CH	9	60	%	25	27	52	%	25		0	5	0	9	0	6.25	5	75.25			X	X	X		
31	Detrick, Gary		0	0	%	0	0	0	%	0		0	0	0	0	0	0	5	5							
32	Diaz, Juan		1	6.7	%	0	0	0	%	0		0	1	0	6	0	0	5	12							
33	Ellis, Scott		1	6.7	%	0	5	9.6	%	0		0	0	0	3	0	0	5	8			X	X	X		
34	Ferguson, Peter		3	20	%	25	0	0	%	0		0	0	0	3	0	0	5	33			X	X	X		
35	Ferrari, Dakota		0	0	%	0	0	0	%	0		0	0	0	0	0	0	5	5							
36	Ficurilli, Michael		6	40	%	25	0	0	%	0		0	1	0	3	0	0	5	34			X	X	X		
37	Flora, Michael	L	0	0	%	0	0	0	%	0		0	0	0	0	0	1.25	5	6.25							

points as of JANUARY 31, 2021 prepared by James H. Kalin, Secretary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
		elect/app	# Fire	%	pts	# EMS	%	pts	st/by	mtes	misc	train	drill	pos(dis)	C19	points	phys	haz	bb	wp/sh	yal					
4			0	0%	0	0	0%	0	0	0	0	0	0	0	0	0	0	5	5							
38	Golden, Danielle		0	0%	0	0	0%	0	0	0	0	0	0	0	0	0	0	5	5							
39	Grattan, Timothy		2	13%	25	4	7.7%	0	0	1	0	3	0	0	0	0	0	5	34			X	X	X	X	
40	Gray, Sally Anne	L	2	13%	25	7	13%	25	0	0	0	0	0	1.25	5	56.25										
41	Grilli, Jared		0	0%	0	0	0%	0	0	0	0	0	0	0	0	0	0	5	5							
42	Grilli, Jennifer		0	0%	0	0	0%	0	0	1	1	0	0	0	0	0	0	5	7			X				
43	Grilli, John	W	1	6.7%	0	0	0%	0	0	3	0	0	0	2	5	10										
44	Hamilton Jr, Robert	D	13	87%	25	13	25%	25	0	1	0	3	0	0	5	59		X	X	X	X					
45	Hanold, Christopher	C	3	20%	25	3	5.8%	0	0	2	0	3	0	2	5	37		X	X	X						
46	Hanold, Christopher, Jr.		0	0%	0	0	0%	0	0	1	0	0	0	0	5	6										
47	Harris, Cliff	C	6	40%	25	3	5.8%	0	0	2	0	3	0	2	5	37		X	X	X						
48	Harris, Peter	L,T,W	11	73%	25	7	13%	25	0	3	0	3	0	4.5	5	65.5		X	X	X						
49	Harvey, Russell		5	33%	25	4	7.7%	0	0	1	0	0	0	0	5	31										
50	Hollid, Scott	W	2	13%	25	0	0%	0	0	2	0	0	0	2	5	34										
51	Hubbard Jr, George		1	6.7%	0	0	0%	0	0	1	0	3	0	0	5	9		X	X	X						
52	Hughes, Colleen	S	5	33%	25	11	21%	25	0	1	0	9	0	1.25	5	66.25		X	X	X						
53	Huzsek, Andrew H		8	53%	25	4	7.7%	0	0	1	0	3	0	0	5	34		X	X	X						
54	Hydell, Carol	L	1	6.7%	0	4	7.7%	0	0	1	0	3	0	1.25	5	10.25		X	X	X						
55	Hydell, Charles	C	1	6.7%	0	4	7.7%	0	0	1	0	3	0	2	5	11		X	X	X						

points as of JANUARY 31, 2021 prepared by James H. Kallin, Secretary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
4		elect/app	# Fire	%	pts	# EMS	%	pts	st/by	mtgs	misc	train	drill	pos(dis)	C19	points	phys	haz	hb	wp/sh	yap					
56	Jensen, Warren	W	4	27%	25	0	0%	0	0	2	0	3	0	2	5	37	X	X	X	X						
57	Jester, Robert		0	0%	0	0	0%	0	0	1	0	3	0	0	5	9	X	X	X	X						
58	Jimenez, Susano		0	0%	0	0	0%	0	0	1	0	3	0	0	5	9	X	X	X	X						
59	Jobes, Craig		8	53%	25	19	37%	25	0	2	0	3	0	0	5	60	X	X	X	X						
60	Johnson, Craig	L	5	33%	25	13	25%	25	0	2	0	0	0	1.25	5	58.25										
61	Kalim, James	CH,T	13	87%	25	31	60%	25	0	7	0	3	0	7.5	5	72.5	X	X	X	X						
62	Luke, Alexander		8	53%	25	6	12%	25	0	1	0	3	0	0	5	59	X	X	X	X						
63	Maloney, Michael	L	0	0%	0	0	0%	0	0	0	0	0	0	1.25	5	6.25										
64	Manwaring, Julia		5	33%	25	11	21%	25	0	2	0	3	0	0	5	60	X	X	X	X						
65	Manwaring, Wayde	CH	11	73%	25	24	46%	25	0	5	0	3	0	0	5	63	X	X	X	X						
66	Marzewski, Macy		0	0%	0	1	1.9%	0	0	1	0	3	0	0	5	9	X	X	X	X						
67	Martocchia, Jerome		1	6.7%	0	1	1.9%	0	0	0	0	3	0	0	5	8	X	X	X	X						
68	Melly, Megan	(L)	0	0%	0	0	0%	0	0	0	0	0	0	0	5	5										
69	Miller, Wayne	W	0	0%	0	0	0%	0	0	3	0	3	0	0	5	11	X	X	X	X						
70	Mills, William, III		1	6.7%	0	0	0%	0	0	1	0	0	0	0	5	6										
71	Milovich Jr., Joseph	W	4	27%	25	4	7.7%	0	0	3	0	0	0	0	5	33										
72	Morris, Gregory		1	6.7%	0	0	0%	0	0	0	0	0	0	0	5	5										
73	Musto, Francis	S, Ch	8	53%	25	30	58%	25	0	2	1	3	0	0	5	61	X	X	X	X						

points as of JANUARY 31, 2021 prepared by James H. Kalim, Secretary



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
		elect/app	# Fire	%		pts	# EMS	%		pts		st/by	mtgs	misc	train	drill	pos(dis)	C19	points	phys	haz	bb	wp/sh	ye		
4																										
74	Myslowski, Henry		0	0	%	0	0	0	%	0		0	0	0	0	0	0	5	5							
75	Myslowski, Linda		0	0	%	0	1	1.9	%	0		0	0	0	25	0	0	5	30		X	X	X			
76	Narkiewicz, Piotr		9	60	%	25	19	37	%	25		0	1	0	3	0	0	5	59		X	X	X			
77	Nedoszytko, William	S	0	0	%	0	0	0	%	0		0	0	0	0	0	1.25	5	6.25							
78	Nyce, David	C	12	80	%	25	26	50	%	25		0	2	0	3	0	2	5	62		X	X	X			
79	O'Brien, Michael		1	6.7	%	0	0	0	%	0		0	0	0	6	0	0	5	11							
80	Piel, Jeffrey		0	0	%	0	0	0	%	0		0	0	0	0	0	0	5	5							
81	Pirillo, James A.		8	53	%	25	7	13	%	25		0	1	0	3	0	0	5	59		X	X	X			
82	Pope, George		6	40	%	25	10	19	%	25		0	2	0	3	0	0	5	60		X	X	X			

points as of JANUARY 31, 2021 prepared by James H. Kalin, Secretary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
4		elect/app	# Fire	%		pts	# EMS	%		pts		st/by	mtgs	misc	train	drill	pos(dis)	C19	points	phys	haz	hb	wp/sh	Yaf		
83	Purcell, Bernard		15	100%		25	26	50%		25		0	1	0	3	0	0	5	59		X	X	X	X		
84	Purcell, Ryan		0	0%	0	0	0	0%	0	0		0	2	0	3	0	0	5	10		X	X	X	X		
85	Quillin, Michael	D	3	20%	25	1	1.9%	0	0	0		0	1	0	3	0	0	5	34		X	X	X	X		
86	Raynor, Dale		5	33%	25	2	3.8%	0	0	0		0	0	0	0	0	0	5	30							
87	Reed, Taylor		5	33%	25	13	25%	25%	25%	25%		0	2	0	3	0	0	5	60		X	X	X	X		
88	Reiss, Helen	C	5	33%	25	7	13%	25%	25%	25%		0	2	0	3	0	2	5	62		X	X	X	X		
89	Rempe Jr, Fred		1	6.7%	0	11	21%	25%	25%	25%		0	0	0	3	0	0	5	33		X	X	X	X		
90	Richter, Michael	T,T	3	20%	25	16	31%	25%	25%	25%		0	1	0	3	0	2.5	5	61.5		X	X	X	X		
91	Robins, William		1	6.7%	0	0	0	0%	0	0		0	1	0	6	0	0	5	12							
92	Rosa, Lisa		4	27%	25	1	1.9%	0	0	0		0	2	0	3	0	0	5	35		X	X	X	X		
93	Ruffner, William		0	0%	0	0	0	0%	0	0		0	0	0	0	0	0	5	5							
94	Rung, Rosalie	L	2	13%	25	18	35%	25%	25%	25%		0	2	0	2	0	1.25	5	60.25			X				
95	Rutkowski, Stephen	L,D,D	9	60%	25	38	73%	25%	25%	25%		0	3	0	3	0	1.25	5	62.25		X	X	X	X		
96	Sieban, Edward	T,W	0	0%	0	0	0	0%	0	0		0	2	0	3	0	3.25	5	13.25		X	X	X	X		
97	Skrezeec, John		0	0%	0	0	0	0%	0	0		0	0	0	0	0	0	5	5							
98	Spanos, James		1	6.7%	0	4	7.7%	0	0	0		0	1	0	3	0	0	5	9		X	X	X	X		
99	Staples, Halsey		4	27%	25	8	15%	25%	25%	25%		0	1	0	3	0	0	5	59		X	X	X	X		
100	Strickland, Samuel		11	73%	25	19	37%	25%	25%	25%		0	2	0	25	0	0	5	82		X	X	X	X		

points as of JANUARY 31, 2021 prepared by James H. Kalin, Secretary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
		elect/app	# Fire	%	pts	# EMS	%	pts	st/bv	mtgs	misc	train	drill	pos(dis)	C19	points	phys	haz	bb	wp/sh	ye					
101	Sweetland, Jessica		1	6.7 %	0	1	1.9 %	0	0	0	0	0	0	0	0	0	0	5	5	5						
102	Tamin, John		8	53 %	25	12	23 %	25	0	1	1	3	0	0	0	0	5	60		X	X	X	X	X	X	
103	Tejada, Yira		1	6.7 %	0	5	9.6 %	0	0	1	0	3	0	0	0	0	5	9		X	X	X	X	X	X	
104	Thorpe, Thomas		8	53 %	25	5	9.6 %	0	0	1	0	2	0	0	0	0	5	33		X	X	X	X	X	X	
105	VanEtten, George		7	47 %	25	10	19 %	25	0	1	0	3	0	0	0	0	5	59		X	X	X	X	X	X	
106	Verity, Michael		0	0 %	0	0	0 %	0	0	0	0	0	0	0	0	0	5	5								
107	Verley, Joseph, Jr.		0	0 %	0	2	3.8 %	0	0	0	0	0	0	0	0	0	5	5								
108	Volinski, Antone, III	W	5	33 %	25	26	50 %	25	0	4	0	3	0	2	0	0	5	64		X	X	X	X	X	X	
109	Volinski, Darryl		3	20 %	25	9	17 %	25	0	1	0	6	0	0	0	0	5	62		X	X	X	X	X	X	
110	Walters, Joseph		0	0 %	0	0	0 %	0	0	0	0	3	0	0	0	0	5	8		X	X	X	X	X	X	
111	Weingart, Jeffrey		0	0 %	0	0	0 %	0	0	0	0	0	0	0	0	0	0	0								
112	Zaymayar, Elias	L	8	53 %	25	7	13 %	25	0	1	0	3	0	1.25	0	5	60.25		X	X	X	X	X	X	X	
113	Zurek, Gregory		3	20 %	25	1	1.9 %	0	0	1	0	3	0	0	0	5	34		X	X	X	X	X	X	X	
114	Zurek Jr, Stanley		5	33 %	25	0	0 %	0	0	2	1	3	0	0	0	5	36		X	X	X	X	X	X	X	
115																										

points as of JANUARY 31, 2021 prepared by James H. Kalin, Secretary

# GREENPORT FD FEBRUARY 2021

**DUTY COMPANIES 8-3-2 & 8-3-3      FIRST DUE ON SIGNAL 24S = 8-3-3**

OFFICE 631.477.1943      gfdfire@optonline.net  
 FAX 631.477.4012      gfdsec@optonline.net

<b>Chief</b> Wayde Manwaring 631.644.5430	<b>1st. Ass't. Chief</b> Jim Kalin 631.466.5294	<b>2nd. Ass't. Chief</b> Alain DeKerillis 631.208.7506
---	---	--

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 EAGLE HOSE mtg STANDARD HOSE mtg	3 DEFENSIVE DRIVING Sta. #1 6-9pm	4 DEFENSIVE DRIVING Sta. #1 6-9pm	5 RELIEF HOSE mtg	6
7	8 STAR HOSE mtg	9 RESCUE SQUAD mtg 7PM FINANCE COMM. mtg 7:30PM	10 PHENIX H&L mtg	11 DEPT. TRAINING Sta #1 7pm	12	13 ANNUAL INSPECTION 12 noon PARADE 1pm
14	15 Dept. Physicals CME Class Sta #1 7pm	16 Fire Police mtg. Sta. #1 6pm	17 WARDENS mtg 7pm Dept. Physicals	18	19	20
21	22 DEFENSIVE DRIVING Sta. #1 6-9pm	23 DEFENSIVE DRIVING Sta. #1 6-9pm	24	25	26	27
28	Important Future Events on Reverse Side !!					

Wed, March 3 & Thurs, March 4, & again Mon, March 22 & Wed, March 24

Defensive Driving Class Sta. #1 6-9PM

Thursday, March 11 Sta. #1 7PM GFD Training

Ground Ladders - FF/Victim Drags

Monday, March 22 and Wednesday, March 24

Department Physicals

Tuesday, March 23 Annual Department Meeting

Sta. #1 7:30PM

Thursday, March 25 Yaphank Training

Forcible Entry - 7:30PM

Wednesdays, March 31, April 7, 14, 21, & 28

Pump Operators Class Sta. #1 7PM

Tuesday, April 6

Company Annual Meetings

Thursday, April 8

Chiefs' Elections



236 THIRD STREET  
GREENPORT NY 11944

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

**MAYOR**  
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EXT. 215

**TRUSTEES**  
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DEPUTY MAYOR

PETER CLARKE

MARY BESS PHILLIPS

JULIA ROBINS

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

**CLERK**  
SYLVIA PIRILLO, RMC  
EXT. 206

**TREASURER**  
ROBERT BRANDT  
EXT. 217

Submitted: February 10, 2021  
Meeting: February 18, 2021 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Paul Pallas, P.E. Village Administrator  
From: Paul Pallas, P.E. Village Administrator  
Department: Village Administrator

## Work Session

# Work Session Report for Road and Utilities

February 18, 2021

## Administrator's Office

### Statistics

#### Work Orders:

Electric = 39 Written 39 Completed  
Water = 1 Written, 1 Completed  
Sewer = 43 Written, 43 Completed  
Road = 74 Written, 74 Completed

### Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 1-05-2020. 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 1-20-2020.

## Discussion

- Ferry Project update
- Microgrid Bid Update - Subrecipient Amendment and Bid
- Effluent Reuse EFC Status Update

## Road/Water Department

### Statistics

Water Distribution:

6,982,000 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations:    419 Sixth Street - Slop Sink  
Total Coliform = Absent  
E Coli = Absent  
Residual Chlorine = 0.56 mg/L

Third Street Firehouse - Kitchen Sink  
Total Coliform = Absent  
E Coli = Absent  
Residual Chlorine = 0.43 mg/L

The form, DOH-360, was filed with the DOH on January 5, 2021 with the above results.

## Report

### Tasks Accomplished:

- ❖ Did all normal highway tasks.
- ❖ Performed water machine maintenance.
- ❖ Installed water service on Main Street.
- ❖ Continuation of Christmas tree removal, Christmas trees removed from transfer station, Moore's Lane and Mitchell park and brought to Orient State park for reuse.
- ❖ Repaired stop sign South and 1<sup>st</sup> street.
- ❖ Continuation of tree removal list.
- ❖ Removed debris and cleaned parks including removal of dirt debris from 3<sup>rd</sup> street park sidewalk.
- ❖ Debris removed from transfer station and brought to Cutchogue Sanitation.
- ❖ Repaired flag Steamboat corner.
- ❖ Removed concrete blocks from Front street.
- ❖ Vehicle maintenance including: rewire G-66 flood and strobe lights, muffler repair on G-66, general maintenance of G-9 salter, G-66 salter and radio repaired, repair G-19 plow hydraulics, new tires installed on G-44 and G-9, and maintenance on snow blowers.
- ❖ Removed Santa and manger from steamboat corner
- ❖ Cleared garbage from dead end of Ludlum Place, garbage and brush removed from Greenhill cemetery and removed household furniture from South street parking lot.
- ❖ Deer removed from Moore's lane.
- ❖ Road repair including: back fill and patched Wiggins street, back fill Moore's Lane fireman's track, removal of broken curb pieces from bus stop at 1<sup>st</sup> street, and patched potholes around village.
- ❖ Removed tree blocking Moore's Lane trail.
- ❖ Salted village 1<sup>st</sup> street, Front street, Main Street, and 3<sup>rd</sup> Street for snow event.
- ❖ Remaining brush piles picked up throughout village.
- ❖ Continues work at Road Barn site including salt storage expansion and new windows installed in new building at road barn.
- ❖ Sidewalks and curbs grinded throughout village.



## Sewer Department

### Flow and Sampling:

The plant continues to run well, exceeding DEC permit requirements.  
Total plant flow for the month of January = 10,741,000 Gallons  
Average Daily Flow = .346 (MGD) Permit Limit = .650 MGD  
Total Suspended Solids percent removal (TSS) = 97% Permit Limit = 75%  
CBOD percent removal = 98% Permit Limit = 75%  
Coliform Fecal General = 6.8 MPN. Permit limit 200 MPN/100  
Coliform Total General = 16.2 MPN. Permit limit 700 MPN/100  
Total Nitrogen = 8.5 LBS/day

### Sludge Removal:

56,000 Gallons of sludge hauled in January.

### Report

#### ❖ Treatment Plant:

Put BNR Basin #1 back in service

East Screw pump not keeping up with flow, switched to West

#### ❖ Collection System:

Checked report of missing manhole cover on Madison Ave.- Water Service cover, notified water dept.

Jet-rod Front St. between 5<sup>th</sup> Ave & 5<sup>th</sup> St. for preventative maintenance

Pump #1 Failed at 6<sup>th</sup> St. Station, Contractor replaced with spare. Took pump back for evaluation.

De-ragged #2 pump at Nursing Home Station

# Electric Department

## Statistics

### Monthly Power Usage:

Maximum usage day = January 29 @ 133.632 Mwh  
Minimum usage day = January 2 @ 86.616 Mwh  
Peak demand for the month = 6.436 MW January 29, 6:30 pm  
Monthly total usage = 3,094,205 Mwh

Service calls/call outs = 5  
Streetlight repairs = 6  
Customers shut off for nonpayment = 0  
Customers turned on for payment = 0  
Customers turned on for the season = 0  
New Services = 1

### Tasks Accomplished:

- ❖ Replaced streetlight pole by Silver Sands, rotted off at ground level
- ❖ Replaced a lube oil circulation pump on engine 6 due to shorted winding
- ❖ Replaced leaking fuel pressure switch on engine 6.
- ❖ Repaired leak in the bottom of the oil heater tank for engine 5 and installed 3 safety disconnect switches by the heater and motor.
- ❖ Responded to report of no power at Silver Sands lift station, found a failed customer owned service panel.
- ❖ Installed new overhead service at 110 Center St.
- ❖ Serviced several streetlights throughout the Village
- ❖ Responded to several flickering light calls.
- ❖ Assisted Wastewater Department with various tasks.
- ❖ Removed the holiday displays and tree lights.
- ❖ Performed service up grade at Driftwood Cove.

### Attachments:

Greenport Meter 1-2021 (PDF)

Total Usage: 3,094,205.0000 KWH  
 Peak Demand: 6436.00 KW  
 Occured On: January 29, 2021 6:30pm  
 Load Factor: 64.62%  
 Date Start: Friday, January 1, 2021  
 Date End: Sunday, January 31, 2021

Period Ending	KWH
1/1/2021	92,262.00
1/2/2021	86,616.00
1/3/2021	96,677.00
1/4/2021	92,219.00
1/5/2021	92,691.00
1/6/2021	92,119.00
1/7/2021	95,554.00
1/8/2021	97,828.00
1/9/2021	98,939.00
1/10/2021	93,034.00
1/11/2021	101,255.00
1/12/2021	94,209.00
1/13/2021	92,186.00
1/14/2021	90,828.00
1/15/2021	95,358.00
1/16/2021	91,005.00
1/17/2021	92,497.00
1/18/2021	89,554.00
1/19/2021	94,027.00
1/20/2021	97,821.00
1/21/2021	102,350.00
1/22/2021	93,819.00
1/23/2021	104,720.00
1/24/2021	114,957.00
1/25/2021	107,380.00
1/26/2021	104,316.00
1/27/2021	99,679.00
1/28/2021	108,870.00
1/29/2021	133,632.00
1/30/2021	126,033.00
1/31/2021	121,770.00



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To: Mayor George W. Hubbard, Jr.  
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Prepared By: Paul Pallas, P.E. Village Administrator  
From: Paul Pallas, P.E. Village Administrator  
Department: Village Administrator

## Building

# Work Session Report for Building Department & Enforcement

February 18, 2021

## Office of Code Enforcement & Fire Prevention

### Reports

- ❖ **Code Enforcement continues to patrol the Village and respond to complaints.**
- ❖ **2021 Fire Safety Inspection applications (for public places of assemblies) have been mailed out and due back April 5, 2021.**
- ❖ **Code Enforcement Continues to support NYS FORWARD Orders. These responsibilities include:**
  - Proactively speaking with business owners to ensure compliance with NYS FORWARD Order during Phased re-openings.
  - Proactively speak with restaurant owners to ensure SLA requirements are met.
  - Ensure masks/face coverings are worn and social distancing is observed on all Village sidewalks, parks, beaches, etc.

**NOTES & TIPS:**

**Please remember that parking on Village Streets is prohibited when 2” of snow has fallen. We ask residents and guests to be proactive when snow is forecasted and have vehicles placed in driveways, or in any municipal lot prior to the snow event.**

Code Enforcement Report is attached.

Building Permit Report is attached.

Traffic Enforcement Statistics Report is attached.

**Attachments:**

January 2021 Building (PDF)

January 2021 CODE (PDF)

January 2021 TRAFFIC (PDF)



## PERMIT REPORT

From: 01/01/2021 To: 01/31/2021

Permit Number	Permit Date	Type	ParcelID	LegalAddress	Status
02851	1/8/2021	VG RESIDENTIAL - Alterations and Repair	2.-1-4	59 Washington Ave	OPEN
02852	1/8/2021	VG RESIDENTIAL - Alterations and Repair	3.1-1-32	Stirling Cove Unit 32-C	OPEN
02853	1/14/2021	VG DECKS	2.-3-10	714 Main St	OPEN
02854	1/21/2021	VG POOLS	7.-1-2	241 Sixth St	OPEN
02855	1/21/2021	VG ACCESSORY STRUCTURES	4.-1-17.1	428 Kaplan Ave	OPEN
02856	1/27/2021	VG RESIDENTIAL - Alterations and Repair	5.-2-6	161 Central Ave	OPEN



# Village of Greenport Enforcement Report

## CODE ENFORCEMENT & FIRE PREVENTION

February 1, 2021

### Monthly Report

Incorporated Village

REPORT COVERING  
1/01/2021 through 1/31/2021

LOCATION	DATE	FACTUAL	DISPOSITION
535 Third Street Greenport, New York 11944	1/11/2021	Illegal Dumping	Property has illegally placed garbage and furniture on the curb. Notice of Violation issued, garbage and furniture removed.
602 First Street Greenport, New York 11944	1/21/2021	HPC Approval Required	Work on roof has commenced to property located within the Historic District. The property owner was advised a Certificate of Appropriateness was needed prior the work. The work was classified as "Emergency" and an HPC application has been received.
407 Main Street Greenport, New York 11944	1/22/2021	Violation of Stop Work Order	Property owner and tenant issued appearance tickets for violating Stop Work Order at location.
123 Sterling Avenue Greenport, New York 11944	1/26/2021	Landscaping Wall Constructed on Site.	Property owner has installed a landscaping wall on property. Notice of Violation issued. Property owner has since applied to several Village statutory Boards for approval.

## RENTAL PERMIT INFORMATION

### INFORMATION

*The following statistics represent the status of rental permits and rental permit violations from  
January 1, 2018 – January 1, 2021*

**Applications Received: 225**

**Incomplete Applications** (Missing fees, docs, etc.): **1**

**Applications Pending Inspection: 0**

**Applications Pending Re-Inspection** (Corrections needed to be made to rental unit): **0**

**Applications Completed/Permits Issued: 226**



# Village of Greenport Enforcement Report

## TRAFFIC ENFORCEMENT (PARKING)

February 1, 2021

**Monthly Report**  
 REPORT COVERING  
 01/01/2021 through 01/31/2021

Incorporated Village

### FINE COLLECTION BY MONTH: 2021

MONTH	No. OF TICKETS PAID	AMOUNT COLLECTED (VIA PLEA OF GUILTY OR COURT RULING)
<b>January</b>	<b>16</b>	<b>\$2,195.00</b>
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>YTD</b>	<b>16</b>	<b>\$2,195.00</b>

### Fine Collection by Violation Type: **JANUARY 2021**

VIOLATION	CASE	AMOUNT
PARKED FACING WRONG DIR.	1	\$75.00
PRKD LONGER THAN PERMITTED SCHD XVI.	3	\$295.00
PRKD OBSTR. FIRE HYDRANT	1	\$200.00
PRKD ON VILLAGE ST. DURING SNOW STORM	5	\$550.00
PRKD WHERE PROHIBITED SCHEDULE XI.	5	\$725.00
STOPPING/PARKING AT CHARGING STATION	1	\$350.00
<b>Totals</b>	<b>16</b>	<b>\$2,195.00</b>



**Summary Case Stats: TICKETS ISSUED: JANUARY 2021**

High	1	Jan 2021
Low	1	Jan 2021
Average	1	
Median	1	

**Case by Violation Type**

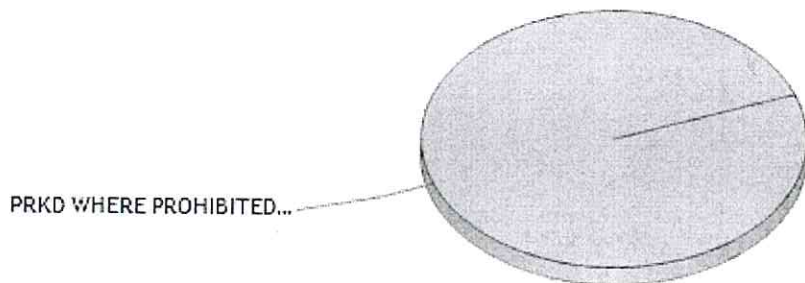
Code	Description	2021	Total
2	PRKD WHERE PROHIBITED SCHEDULE XI.	1	1
Total		1	1

**Top five by Violation Types**

PRKD WHERE PROHIBITED SCHEDULE XI.

These Violations combined represent 100% of issuance Village wide.

**Frequently Issued Violations**





236 THIRD STREET  
GREENPORT NY 11944

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

**MAYOR**  
GEORGE W. HUBBARD, JR.  
EXT. 215

**TRUSTEES**  
JACK MARTILLOTTA  
DEPUTY MAYOR

PETER CLARKE

MARY BESS PHILLIPS

JULIA ROBINS

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

**CLERK**  
SYLVIA PIRILLO, RMC  
EXT. 206

**TREASURER**  
ROBERT BRANDT  
EXT. 217

Submitted: February 10, 2021  
Meeting: February 18, 2021 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Paul Pallas, P.E. Village Administrator  
From: Paul Pallas, P.E. Village Administrator  
Department: Village Administrator

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## Recreation

# Work Session Report Recreation Department

February 18, 2021

## Mitchell Park Marina/Parks

- ❖ Christmas decorations were taken down and stored.
- ❖ Snow removal from Nor'easter storm.
- ❖ East pier wave wall damage mitigation.
- ❖ Dockwa reservations have shown growing interest with yachts and smaller vessels for the 2021 season.
- ❖ East Pier wave wall damage removal.
- ❖ Mooring and Bayman Dock renewal applications continue to be received through the month of January.

Monthly Revenue Reports are attached.

# Recreation Center

## Statistics

Attendance:

After School Program = 14 children enrolled in After School Program

## Reports

- ❖ The After-School Program is going well. The Literacy Program with Ms. Julie Eister from Floyd Memorial Library resumed on January 6<sup>th</sup> after the holiday break at the Recreation Center. The children are enjoying creative writing, Arts & Craft Projects, drawing, games and reading short stories and books.
- ❖ Ms. Vicky Kutola, the Children's Librarian from Floyd Memorial Library continues to come to the Recreation Center every Monday. The children enjoy reading, taking out their favorite books, individual games and crafts.
- ❖ All COVID-19 protocols continue to be strictly enforced.

## Campground

### Tasks Accomplished

- ❖ New site maps were created for the 2021 season.
- ❖ Fifteen new reservations were processed for the 2021 season.
- ❖ All sites are currently full. A waiting list has been created for the upcoming season.

### Attachments:

RECREATION MONTHLY REVENUE REPORT 21821 (PDF)





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**TREASURER**  
ROBERT BRANDT  
EXT. 217

Submitted: February 10, 2021  
Meeting: February 18, 2021 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Robert Brandt, *Treasurer*  
From: Robert Brandt, *Treasurer*  
Department: Treasurer's Department

## FEBRUARY 2021 REPORT

Work Session January 2020

### REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Transfer # 4767, to fund repairs, service and mandated D.O.T. inspections on units # 831, 8315, 833 and 834, and directing that Budget Transfer # 4767 be included as part of the formal meeting minutes of the February 25, 2021 Regular Meeting of the Board of Trustees.

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 4768, to appropriate reserves to fund the balance of engineering services for the Mini Railroad Project, and directing that Budget Amendment # 4768 be included as part of the formal meeting minutes of the February 25, 2021 Regular Meeting of the Board of Trustees.

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 4769, to appropriate reserves to fund the purchase of a new pump for the Nursing Home Pump Station, and directing that Budget Amendment # 4769 be included as part of the formal meeting minutes of the February 25, 2021 Regular Meeting of the Board of Trustees.

## **UTILITY BILLING**

Billing Statistic Reports for January 2021 are completed. Sector 1 bills have been calculated and are being produced. Sector 2 is currently being read. Expected completion on or around February 12, 2021.

## **COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY**

10 recertifications and 2 interims were performed for February 2021.  
1 voucher was voluntarily relinquished.  
1 family is still searching for housing.

## **SIGNIFICANT COLLECTIONS**

Rents for January 2021 - \$ 22,955.65  
Property Tax Collected - \$ 1,136,543.29

## **INFORMATIONAL:**

Cash Holdings Report - See attached  
Utility Billing Statistics Report - See attached  
Property Tax Collections Report - See attached

### **Attachments:**

BILLING STATISTICS REPORT JANUARY 2021 (PDF)  
BANK BALANCES JANUARY 2021 (PDF)  
PROPERTY TAX COLLECTED THROUGH JANUARY 2021 (PDF)  
CD FINANCIALS JANUARY 2021(PDF)  
HA FINANCIALS JANUARY 2021(PDF)  
BUDGET TRANSFER 4767 (PDF)  
BUDGET AMENDMENT 4768 (PDF)  
BUDGET AMENDMENT 4769 (PDF)

### EOM Billing Statistics Report

Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	NYSCEs	Comm Tax	Res Tax
2 - Electric - Flat Charge	12	0	0	0	0	0	0	0	0	0	0
9 - Residential (1, 1)	1373	0	983353	111,628.69	0	0	556.16	6,613.07	4,057.20	2,963.64	9.61
10 - Water Heating (2, 2)	12	0	2108	143.39	0	0	0	14.18	8.68	4.16	0
11 - All Electric (3, 3)	334	0	369026	40,686.97	0	0	0	2,481.67	1,522.58	1,109.56	0
13 - Demand - Class 3 (5, 5)	5	0	272000	15,204.80	962	11,303.51	0	1,829.21	1,122.27	774.53	0
14 - Village St. Lighting (6, 6)	5	0	43648.125	5,023.89	0	0	0	293.53	180.10	0	0
15 - Town St Lighting (7, 7)	1	0	1662.455	191.35	0	0	0	11.18	6.86	0	0
19 - Traffic Lights (11, 11)	1	0	1416	146.65	0	0	0	9.52	5.84	0	0
20 - Contract St Lighting (12, 12)	2	0	233	0.00	0	0	0	0	0	0	0
21 - Sterling Harbor (13, 13)	2	0	2067.875	238.02	0	0	0	13.91	8.53	22.47	0
<b>Electric Total</b>	1747	0	1675514.455	173,263.76	962	11,303.51	556.16	11,266.27	6,912.06	797.00	4,086.97
3 - Sewer - INSIDE Flat Charge	35	0	0	1,844.50	0	0	0	0	0	0	0
4 - Sewer - OUTSIDE Flat Charge	1	0	0	63.70	0	0	0	0	0	0	0
23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)	892	552	4065.6	60,368.70	0	0	0	0	0	0	0
25 - Sewer - IN VILL 1" W/SEWER (15, 15)	30	9	311.9	3,970.84	0	0	0	0	0	0	0
27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16)	12	3	198.9	2,892.15	0	0	0	0	0	0	0
29 - Sewer - IN VILL 2" W/SEWER (17, 17)	28	8	219.1	3,082.00	0	0	0	0	0	0	0
31 - Sewer - IN VILL 3" W/SEWER (18, 18)	1	1	1.8	42.00	0	0	0	0	0	0	0
33 - Sewer - IN VILL 4" W/SEWER (19, 19)	3	2	113.6	1,710.90	0	0	0	0	0	0	0
54 - Sewer - OUTSIDE RES SEWER (50, 50)	80	53	582.57	11,746.20	0	0	0	0	0	0	0
57 - SPLIT SEWER BILLING (52, 52)	1	0	16	0.00	0	0	0	0	0	0	0
62 - O/S DRIFTWOOD COVE 52	1	1	117.81	3,276.00	0	0	0	0	0	0	0
63 - O/S DRIFTWOOD COVE 49	1	1	106.3656	3,087.00	0	0	0	0	0	0	0
64 - O/S PECONIC LANDING 301	1	1	449	18,963.00	0	0	0	0	0	0	0
65 - O/S CLIFFSIDE CONDOS-SEWER	1	1	27	4,410.00	0	0	0	0	0	0	0
<b>Sewer Total</b>	1087	632	6209.6456	115,456.99	0	0	0	0	0	0	0
5 - Water - Flat Charge	31	0	0	866.95	0	0	0	0	0	0	0
22 - RES VILL 3/4" W/SEWER (14, 14)	903	296	4523	29,129.02	0	0	0	0	0	0	0
24 - RES VILL 1" W/SEWER (15, 15)	31	6	362	1,765.55	0	0	0	0	0	0	0
26 - COMM VILL 1 1/2" W/SEWER (16, 16)	13	8	221	1,205.87	0	0	0	0	0	0	0
28 - COMM VILL 2" W/SEWER (17, 17)	30	18	243	1,620.18	0	0	0	0	0	0	0
30 - COMM VILL 3" W/SEWER (18, 18)	1	1	2	44.46	0	0	0	0	0	0	0
32 - COMM VILL 4" W/SEWER (19, 19)	3	2	125	598.45	0	0	0	0	0	0	0
46 - COMM VILLAGE 1 1/2" (42, 42)	1	1	0	44.46	0	0	0	0	0	0	0
47 - COMM VILLAGE 2" (43, 43)	7	6	91	631.09	0	0	0	0	0	0	0
48 - RES VILLAGE 3/4" (44, 44)	119	107	1415	8,814.02	0	0	0	0	0	0	0
49 - RES VILLAGE SEWER ONLY (45, 45)	8	0	0	0.00	0	0	0	0	0	0	0
52 - FLAT-FIRE SPRINKLERS (49, 49)	32	0	0	0.00	0	0	0	0	0	0	0
53 - OUTSIDE RES SEWER (50, 50)	75	0	607.628	0.00	0	0	0	0	0	0	0
<b>Water Total</b>	1254	445	7589.628	44,720.05	0	0	0	0	0	0	0
12 - Commercial (4, 4)	366	0	75070.41	84,875.00	0	0	0	5,048.44	3,097.33	6,587.99	0
15 - Operating Municipalt (8, 8)	34	0	52526	6,042.93	0	0	0	353.23	216.71	0	0
17 - Water Department (9, 9)	2	0	0	24.86	0	0	0	567.02	347.87	0	0
18 - Sewer Department (10, 10)	10	0	84313	9,145.79	0	0	0	0	0	0	0
73 - Electric Power Plant	6	0	74522	0.00	0	0	0	0	0	0	0
<b>electric-small commercial</b>	418	0	962065.1	100,088.56	0	0	0	5,968.69	3,661.91	6,587.99	0
<b>Grand Total</b>	4506	1077	2651378.8286	433,529.38	962	11,303.51	556.16	17,234.95	10,573.97	7,384.99	4,086.97

**BANK ACCOUNT BALANCES  
FOR THE MONTH OF JANUARY 2021**

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE	
A	General	A.0200.000	Checking	56,111.94	
A	Repair & Maintenance	A.0200.400	Checking	84,908.77	
A	Greenhill Cemetery	A.0201.100	Savings	33,595.20	
A	Money Market	A.0201.130	Money Market	1,306,678.48	
A	Fire Apparatus	A.0221.110	Savings	120,042.60	
A	Bulding Department Escrow	A.0235.101	Checking	44,326.59	
A	Parks and Recreation	A.0200.200	Checking	24,121.55	
				<b>TOTAL GENERAL FUND</b>	<b>\$ 1,669,785.13</b>
CD	Small Cities Rehab	CD.0200.000	Savings	74,516.23	
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21	
CD	Moran	CD.0201.000	Savings	5,738.12	
CD	Watkins	CD.0201.001	Savings	21,791.35	
				<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$ 102,271.91</b>
E	Light Fund	E.0121.100	Checking	507,418.69	
E	Light Depreciation Savings	E.0116.100	Savings	2,226,823.69	
E	TTC Collections	E.0121.120	Savings	116,205.08	
E	Renewable Energy Savings	E.0121.130	Savings	102,165.49	
E	Consumer Deposit Savings	E.0191.100	Savings	129,124.72	
E	Consumer Deposit Checking	E.0244.200	Checking	3,879.44	
				<b>TOTAL LIGHT FUND</b>	<b>\$ 3,085,617.11</b>
F	Water	F.0200.000	Checking	492,183.03	
F	Water Fund Capital	F.0200.400	Savings	8,387.77	
F	Water Fund CD (MM)	F.0201.000	Money Market	203,162.29	
F	Water Fund Money Market	F.0201.130	Money Market	386,255.63	
					<b>\$ 1,089,988.72</b>



G	Sewer	G.0200.000	Checking	492,062.05	
G	NYS DEC Consent	G.0201.000	Savings	31,490.03	
G	Sewer Fund I	G.0201.100	Money Market	364,153.13	
G	Sewer Fund III	G.0201.120	Money Market	1,379,979.22	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,167.02	
G	NYSERDA	G.0525.000	Checking	111.01	
				<b>TOTAL SEWER FUND</b>	<b>\$ 2,465,814.07</b>
H	Capital	H.0200.000	Checking	216,263.49	
H	Capital Reserve	H.0200.400	Savings	49,632.16	
				<b>TOTAL CAPITAL FUND</b>	<b>\$ 265,895.65</b>
TA	Trust & Agency	TA.0200.000	Checking	25,579.24	
TA	Retirement Savings	TA.0201.000	Savings	48,985.06	
TA	WWI Memorial Trust	TA.0201.001	Savings	731.14	
TA	T & A Special Escrow	TA.0201.002	Savings	6,604.46	
TA	Justice Court	TA.0201.004	Savings	4,793.91	
TA	Global Common	TA.0201.009	Savings	271,575.58	
TA	Basketball Court Donations	TA.0600.101	Checking	1,992.00	
TA	Tree Committee	TA.0600.102	Checking	4,213.23	
TA	Summer Day Camp Donations	TA.0600.103	Checking	1,200.00	
TA	Recreation Center Donations	TA.0600.104	Checking	24,121.55	
TA	Friends of Fifth Street	TA.0600.106	Checking	113.00	
TA	American Legion Bldg	TA.0600.107	Checking	200.00	
TA	Fifth Street Rehab	TA.0600.120	Checking	125,000.00	
TA	Carousel Committee	TA.0600.113	Checking	13,216.94	
TA	Accounts Payable	TA.0202.000	Checking	546,744.75	
				<b>TOTAL TRUST &amp; AGENCY FUND</b>	<b>\$ 1,075,070.86</b>
	Wire Account			557.00	
	Utility Clearing			146,592.63	
					<b>\$ 147,149.63</b>
				<b>TOTAL VILLAGE WIDE</b>	<b>\$ 9,901,593.08</b>

# VILLAGE OF GREENPORT

## Payment to 01/31/2021, Balance as of 01/31/2021

Grand Totals		Count	Balance Amt	Count	Paid Amt	Count	Refunds	Payment Total	Writeoff
BID	MT	11	3,501.72	106	46,988.28			46,988.28	
SEWER	MT	10	3,291.02	30	38,080.59			38,080.59	
VILLT		44	46,109.90	985	1,029,335.30			1,029,335.30	
WATER	MT	10	1,494.42	29	15,877.74			15,877.74	
<b>Total PRINCIPAL</b>			<u>54,397.06</u>		<u>1,130,281.91</u>			<u>1,130,281.91</u>	
PEN				43	6,261.38			6,261.38	
<b>Total PENALTY</b>					<u>6,261.38</u>			<u>6,261.38</u>	
<b>Total</b>			<u>54,397.06</u>		<u>1,136,543.29</u>			<u>1,136,543.29</u>	

**FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - January 2021**

Account Description \$ 4,800.00 75.00

REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 UNIT 2 - 8327 UNIT 3	HOUSE
\$ 1,125.00	\$ 1,350.00	1,125.00 \$ 1,175.00
<b>TOTAL REVENUE</b>	<b>\$ 1,350.00</b>	<b>\$ 1,175.00</b>

<b>EXPENSES:</b>		
EXPENSES: 213 Center 213 CENTER	EXPENSES: 278 2nd Street UNIT 1 - 8124 UNIT 2 - 8327 8328	HOUSE - 8590 RE/8361 SW
\$ 78.03		\$ 22.07
\$ 64.17		\$ 296.31
\$ 87.80		
Salary (\$6.50 X 2 payperiods 140 hrs=\$910.00 divide by 25% and 75%) [\$26.01 x 25%=\$6.50]		\$ 682.50
Payment Agreement to Village		\$ 1,000.00
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,000.88</b>

MAINTENANCE: 213 Center	MAINTENANCE: 278 2nd Street	HOUSE
213 CENTER	UNIT 1 UNIT 2 UNIT 3	
\$ 3,238.05		\$ 429.73
		\$ 5,180.85
		\$ 39.49
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 5,650.07</b>

<b>MONTHLY FINANCIAL SUMMARY</b>		
Interest Earned	278 2nd STREET	\$ 5,650.07
Total Revenue		\$ 3,650.00
Total Expenses		\$ 7,650.95
<b>NET REVENUE</b>		<b>\$ (4,000.95)</b>

EXCESS (DEFICIENCY) OF TOTAL REVENUE		\$ (4,000.95)
<b>1000 OVER (UNDER) TOTAL EXPENSES</b>		<b>\$ (2,570.55)</b>

Financial Data Schedule - Monthly Revenue & Expenses (HAP REGISTER) - January 2021										
Account Description	REVENUE:			79	TOTAL VOUCHERS	TOTAL HAP, PORT, UTILITIES	81,481.00	167.00	\$	\$
					Vouchers Leased on last day of month					
					New Vouchers Issued/No Lease/Searching					
706 PHA HUD Operating Grants	\$ 84,782.00				1					
706a Admin fee revenues	\$ 8,288.00				1					
711 Interest Earned - HAP	\$				1					
Interest Earned - ADMIN										
714 Fraud recovery	\$									
700 TOTAL REVENUE	\$ 93,070.00			79						
<b>EXPENSES:</b>										
912 Administrative Auditing fees										
911 Salaries - Asha (\$26.02), Robert Column E, Paul Column F 2 payperiods	\$ 3,792.82	\$ 264.24	\$ 576.92	4,633.98	Admin Salaries total					
911a Medical	\$ 2,049.84	\$ 43.38	\$ 111.02	2,204.24	Medical Total					
911b Dental	\$ 151.52		\$ 7.58	159.10	Dental Total					
911c Pension T4 15.7%, T5 12.9%	\$ 595.47	\$ 34.09	\$ 74.42	703.98	Pension Total					
914 Payroll Taxes FICA	\$ 290.15	\$ 20.21	\$ 44.13	354.50	FICA Total					
915 Employee Benefit Contribution TOTAL	\$ 2,796.83	\$ 77.47	\$ 2,874.30	5,748.59	Benefits Total					
914 Compensated absences										
917 Nina JG Stewart, Esq										
916 A Gallacher-Reimb										
918 A Gallacher Mileage										
916 Office Expenses Total	\$									
910 Administrative Total	\$ 8,055.80		\$ 8,605.80	Village of Greenport total						
952 Other General Expenses (Office Rent)	\$ 550.00									
969 TOTAL OPERATING EXPENSES	\$ 8,605.80									
970 EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	\$									
973.1 PHA Utility Allowance	\$ 167.00		\$ (317.80)		TERMINATED					
973.2 HAP payments	\$ 81,314.00				DECEASED					
973 PORT payments	\$				ABSORBED					
HAP & UTIL less PORT payments	\$ 81,481.00	(VMS - HAP TOTAL)								
1117-C Total Admin Revenue	\$ 8,288.00	(VMS- ALL OTHER VOUCHERS HAP)								
1117 Net ADMIN	\$ (317.80)									
1118- Total Hap Revenue	\$ 8,782.00				REINQUISHED					
1118-C Net HAP	\$ 3,301.00				VC#241/31					
900 TOTAL EXPENSES	\$ 90,086.80		\$ 90,086.80		TOTAL CASH DISBURSEMENTS					
1000 EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$		\$ 2,983.20							

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2021 Period: 2 Trans Type: B1 - Transfer Status: Batch  
Trans No: 4767 Trans Date: 02/09/2021 User Ref: ROBERT  
Requested: W. MANWARING Approved: Created by: ROBERT 02/09/2021  
Description: BUDGET TRANSFER TO FUND REPAIRS, SERVICE AND MANDATED D.O. T. INSPECTIONS ON UNITS 831, 8315, 833 AND 834  
Account # Order: No  
Print Parent Account: No

Account No.	Account Description	Amount
A.3410.412	FIRE.REPAIR & MAINT - BUILD..	-20,000.00
A.3410.415	FIRE.REPAIR & MAINT - TRANS EQUIP..	20,000.00
<b>Total Amount:</b>		<u>0.00</u>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2021 Period: 2 Trans Type: B2 - Amend Status: Batch  
 Trans No: 4768 Trans Date: 02/09/2021 User Ref: ROBERT  
 Requested: P. PALLAS Approved: Created by: ROBERT 02/09/2021

Description: TO APPROPRIATE RESERVES TO FUND THE BALANCE OF ENGINEERING COSTS FOR THE MIN RAILROAD Account # Order: No  
 Print Parent Account: No

Account No.	Account Description	Amount
A.5990	APPROPRIATED FUND BALANCE	4,260.00
A.8843.900	TRANSFER TO CAPITAL..	4,260.00
H.2816.500	TRANSFER FROM GENERAL..	4,260.00
H.7111.293	PARK IMPROVEMENTS..	4,260.00
<b>Total Amount:</b>		<b>17,040.00</b>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2021 Period: 2 Trans Type: B2 - Amend Status: Batch  
 Trans No: 4769 Trans Date: 02/10/2021 User Ref: ROBERT  
 Requested: A. HUBBARD Approved: Created by: ROBERT 02/10/2021  
 Description: TO APPROPRIATE RESERVES TO FUND THE PURCHASE OF A NEW PUMP  
 FOR THE NURSING HOME PUMP STATION Account # Order: No  
 Print Parent Account: No

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	6,280.00
G.8130.204	MAJOR EQUIP REPAIRS/PURCHASES..	6,280.00
<b>Total Amount:</b>		12,560.00



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

PETER CLARKE

MARY BESS PHILLIPS

JULIA ROBINS

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

**CLERK**  
SYLVIA PIRILLO, RMC  
EXT. 206

**TREASURER**  
ROBERT BRANDT  
EXT. 217

Submitted: February 12, 2021  
Meeting: February 18, 2021 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 February 2021**  
**VILLAGE of GREENPORT - BOARD of TRUSTEES WORK  
SESSION**

to be presented at the meeting held on February 18, 2021  
Report of Sylvia Lazzari Pirillo, Village Clerk

**Agreements and Contracts**

The fully executed annual agreement for the Clean Vessel Assistance Operation and Maintenance Grant Program (2020) was received on January 25, 2021.

The Memorandum of Understanding between the Village and the County regarding the communications site for upgraded radio equipment was fully executed on January 27<sup>th</sup>.

The contract for the removal of specified trees was sent to Johnson Tree Company for execution on January 29<sup>th</sup>. It was fully executed on February 4<sup>th</sup>, and work began on February 5<sup>th</sup>.

The Contractor Services contract was sent to Skrezec for execution on January 29<sup>th</sup>.

The snow removal contract was sent to Skrezec for execution on January 29<sup>th</sup>.



The proposal from J.R. Holzmacher for geologic investigation services at the WWTP was signed by the Mayor on February 1<sup>st</sup>.

The executed Effluent Re-use grant paperwork was executed and sent to NYS DOS for signature on February 1<sup>st</sup>.

The contract for the central sewer pump replacement was sent to Merrick Utilities for execution on February 4<sup>th</sup>. It was received on February 9<sup>th</sup>.

### **Election 2021**

Independent Nominating Petitions for two open Trustee seats were received from Mary Bess Phillips and Julia Robins, both of whom are incumbents.

### **Employment**

The Village is seeking an Office Assistant (Spanish Speaking), with resumes or applications due by March 4<sup>th</sup>.

### **Executive Orders**

The Order requiring the wearing of masks continues to be extended every five days.

A Declaration of a State of Emergency (regarding the snowstorm) was signed by Mayor Hubbard on the 31<sup>st</sup> of January.

A Declaration of a State of Emergency (regarding the snowstorm) was signed by Mayor Hubbard on the 6<sup>th</sup> of February.

### **Financial**

A check in the amount of \$ 1,131 was received from Southold Town as payment for pump-out boat effluent fees.

## **Legal Notices Published**

The RFP for the repair and maintenance of the WWTP sewage pumping stations was noticed in the February 4<sup>th</sup> edition of the paper. [I also noticed this RFP in the NYS Contract Reporter, on the same date.] It is returnable on the 17<sup>th</sup> of February.

The public hearing notice regarding a proposed amendment to the Noise Code was published in the February 11<sup>th</sup> edition of the paper, and was posted to the website [in two places] on the 3<sup>rd</sup> of February. The redlined version was posted on the website, in two places, on the 9<sup>th</sup> of February.

## **Liquor License Applications**

New application for 314 Main Street - published in the January 14<sup>th</sup> edition of the paper

Alteration application for Claudio's Clam Bar - published in the January 28<sup>th</sup> edition of the paper

Alteration application for Claudio's Restaurant - published in the January 28<sup>th</sup> edition of the paper

New application for FMK Management LLC - published in the February 11<sup>th</sup> edition of the paper

## **Resolutions**

RESOLUTION accepting the resignation of Richard Morabito as an alternate Election Inspector for the Village General Election to be held on March 16, 2021.

RESOLUTION allowing the Clerk's Office to appoint Brian Q. Smith as an alternate Election Inspector for the Village General Election on March 16, 2021. The alternate Election Inspector is to be paid \$ 14.00 per hour if required to work, and further authorizing the Inspector to work on the two Village Voter registration days if required, as well as on the day of the election, if required. This will be expensed from Account A.1450.100 (Election Personnel Services).

RESOLUTION approving the attached retainer agreement from Messina Perillo Hill for legal consulting services related to the March 16, 2021 Village General Election, and authorizing Mayor Hubbard to sign the retainer agreement between the Village of Greenport and Messina Perillo Hill.

RESOLUTION ratifying the approval of attendance of any Trustee or management staff member at the New York Conference of Mayors Winter Legislative Meeting, held virtually on February 11, 2021. The registration fee of \$ 50.00 per person will be expensed from the corresponding account numbers.

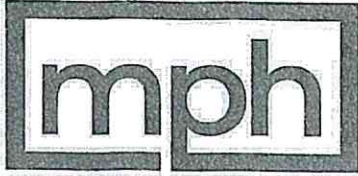
RESOLUTION accepting the resignation of Account Clerk Karen Rotan, effective February 19, 2021 per the resignation letter from Karen Rotan dated February 8, 2021.

### **Placeholder Resolution**

RESOLUTION approving the Public Assembly Permit Application submitted by John A. Yeamans on behalf of the United States Power Squadrons for the use of a portion of Mitchell Park from 9:00 a.m. through 11:00 p.m. on July 30, 2021 and July 31, 2021 for the annual District 3 Rendezvous.

#### **Attachments:**

Retainer Agreement - Messina Perillo Hill - Legal Consulting Services - Village General Election (PDF)



MESSINA PERILLO HILL

Vincent J. Messina Jr.  
Partner  
vmessina@mphlawgroup.com

February 11, 2021

VIA EMAIL: [spirillo@greenportvillage.org](mailto:spirillo@greenportvillage.org)

Sylvia Pirillo, Village Clerk  
Village of Greenport  
236 Third Street  
Greenport, New York 11944

Re: 2021 Village Election

Dear Ms. Pirillo:

This will confirm that you have agreed to retain and authorize Messina Perillo & Hill, LLP (“MPH”), hereinafter known as the “Firm”, to represent you as counsel in connection with the above-referenced matter.

#### BILLING

##### **A. Fees**

Our representation will be billed at our regular hourly fees charged by the Firm. Our rates for services rendered are \$250.00 hourly for Partners and Of Counsel and \$75.00 for Paralegals, for services including but not limited to, training poll watchers; availability on election day; review election returns and advise on impoundment, attend any canvass of ballots, and litigation related to same. All time expended shall be recorded at one-tenth (0.1) of an hour and billing shall so indicate. All phone calls shall be billed at a minimum of one-tenth (0.10) of any hour.

##### **B. Disbursements**

In addition to our hourly charges, you understand and agree that you will be responsible for our customary and reasonable out-of-pocket disbursements, including such items as filing fees, travel expenses, mileage, postage, messengers, duplicating costs, secretarial overtime, legal computer research, transcript charges, etc.

### **C. Retainer**

No retainer is required at this time. If, during the course of our services, we should determine that a retainer has become necessary, we shall notify you promptly of same.

We will keep you informed of developments in the case. If we have given you an initial estimate of fees, we will advise you promptly if it appears our legal fees will be more than the initial estimate.

### **D. Billing Procedures**

It is further understood that the Firm will issue statements for our professional services and related costs and disbursements at such intervals as we deem appropriate, usually monthly, and you agree to remit payment immediately upon receipt thereof. You understand that if statements rendered are not fully paid within forty-five (45) days of your receipt of same, it will serve as grounds for the Firm to make an application to withdraw to the appropriate tribunal, if such application is necessary. In such event however, you will pay for the work and services performed by the Firm and will reimburse it for all costs and disbursements incurred to the point of withdrawal.

### **E. Rights Upon Termination**

You may terminate our services at any time. Correspondingly, we may terminate the relationship at any time upon due notice to you, except that in some circumstances, we may only terminate the relationship if we have obtained permission from a court or tribunal. However, in no event may we terminate the relationship without taking those steps that are reasonably practicable to avoid foreseeable prejudice to your rights. In the event of termination by you or by us, we are entitled to be compensated for costs advanced and for services rendered as of the time of termination. In some instances, we are also entitled to be compensated for any additional costs or services required to effectuate the termination. Following termination, upon request, and upon payment of the balance of the fees and expenses, of our firm or as otherwise provided by law where your rights would be irreparably prejudiced by not obtaining certain papers and property that we hold, we will deliver to you or to substitute counsel, all papers and property you are entitled to receive.

### **F. Additional Services**

If we undertake to perform other services for you, these provisions shall apply to that work in the absence of a separate written agreement.

**G. Dispute Resolution**

In the event of a dispute concerning our fees, you may have a right to seek arbitration of such dispute. The Rules of the Chief Judge gives clients the right to seek arbitration of fee disputes, except in certain limited circumstances. A copy of the Clients Rights and Responsibilities is enclosed for your review.

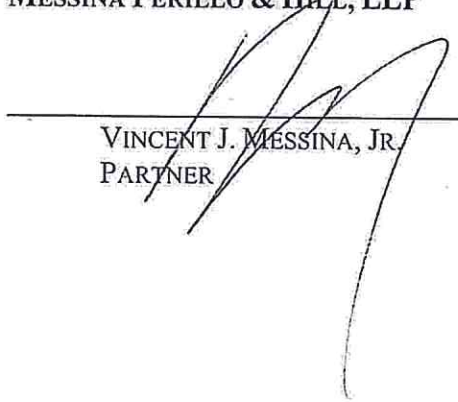
No representation or promises have been made to the Client as to the outcome of the matter or any phase of the matter, and results are not guaranteed by the Firm.

This agreement shall be governed by the laws of the State of New York without regard to New York's choice of law provisions. This constitutes the entire agreement between the undersigned and the Firm and no other agreements or understandings have been made and same cannot be changed, amended or modified, except in writing, signed by the Firm and by you.

Thank you for selecting us to represent you in connection with this matter. By your signature below, you agree that you have read this agreement and understand it fully and a copy has been furnished to you. Kindly signify your agreement to these terms by signing and returning this letter at your earliest convenience.

Very truly yours,

**MESSINA PERILLO & HILL, LLP**



VINCENT J. MESSINA, JR.  
PARTNER

**ACCEPTED AND AGREED TO:**

VILLAGE OF GREENPORT

By: \_\_\_\_\_  
GEORGE W. HUBBARD, JR.  
MAYOR

## Statement of Client's Rights

Section 1210.1 of the Joint Rules of the Appellate Division amended June 1, 2018  
(22 NYCRR §1210.1)

1. You are entitled to be treated with courtesy and consideration at all times by your lawyer and the other lawyers and nonlawyer personnel in your lawyer's office.
2. You are entitled to have your attorney handle your legal matter competently and diligently, in accordance with the highest standards of the profession. If you are not satisfied with how your matter is being handled, you have the right to discharge your attorney and terminate the attorney-client relationship at any time. Court approval may be required in some matters, and your attorney may have a claim against you for the value of services rendered to you up to the point of discharge.
3. You are entitled to your lawyer's independent professional judgment and undivided loyalty uncompromised by conflicts of interest.
4. You are entitled to be charged reasonable fees and expenses and to have your lawyer explain before or within a reasonable time after commencement of the representation how the fees and expenses will be computed and the manner and frequency of billing. You are entitled to request and receive a written itemized bill from your attorney at reasonable intervals. You may refuse to enter into any arrangement for fees and expenses that you find unsatisfactory. In the event of a fee dispute, you may have the right to seek arbitration; your attorney will provide you with the necessary information regarding arbitration in the event of a fee dispute, or upon your request.
5. You are entitled to have your questions and concerns addressed promptly and to receive a prompt reply to your letters, telephone calls, emails, faxes, and other communications.
6. You are entitled to be kept reasonably informed as to the status of your matter and are entitled to have your attorney promptly comply with your reasonable requests for information, including your requests for copies of papers relevant to the matter. You are entitled to sufficient information to allow you to participate meaningfully in the development of your matter and make informed decisions regarding the representation.
7. You are entitled to have your legitimate objectives respected by your attorney. In particular, the decision of whether to settle your matter is yours and not your lawyer's. Court approval of a settlement is required in some matters.
8. You have the right to privacy in your communications with your lawyer and to have your confidential information preserved by your lawyer to the extent required by law.
9. You are entitled to have your attorney conduct himself or herself ethically in accordance with the New York Rules of Professional Conduct.
10. You may not be refused representation on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin or disability.

## Statement of Client's Responsibilities

(Informational Statement Adopted by the New York State Bar Association)

1. The client is expected to treat the lawyer and the lawyer's staff with courtesy and consideration.
2. The client's relationship with the lawyer should be one of complete candor and the client should apprise the lawyer of all facts or circumstances of the matter being handled by the lawyer even if the client believes that those facts may be detrimental to the client's cause or unflattering to the client.
3. The client must honor the fee arrangement as agreed to with the lawyer to the extent required by law.
4. All bills tendered to the client for services rendered pursuant to the agreed upon arrangement regarding fees and expenses should be paid when due.
5. A client who discharges the attorney and terminates the attorney-client relationship must nevertheless honor financial commitments under the agreed to arrangement regarding fees and expenses to the extent required by law.
6. Although the client should expect that his or her letters, telephone calls, emails, faxes, and other communications to the lawyer will be answered within a reasonable time, the client should recognize that the lawyer has other clients who may be equally deserving of the lawyer's time and attention.
7. The client should maintain contact with the lawyer, promptly notify the lawyer of any change in telephone number, address, email, or other electronic contact information, and respond promptly to a request by the lawyer for information and cooperation.
8. The client must realize that the lawyer is required to respect only legitimate objectives of the client and that the lawyer will not advocate or propose positions that are unprofessional or contrary to law or the New York Rules of Professional Conduct.
9. The lawyer may decline to accept a matter if the lawyer has previous personal or professional commitments that will prohibit the lawyer from devoting adequate time to representing the client competently and diligently.
10. A lawyer is under no obligation to accept a client if the lawyer determines that the cause of the client is without merit, a conflict of interest would exist or a suitable working relationship with the client is not likely.