



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

October 15, 2015 at 7:00 PM

Mayor and Board of Trustees – Work Session Meeting

Third Street

Firehouse

Greenport, NY 11944

**PLEDGE OF ALLEGIANCE**

**MONTHLY REPORTS FOR THE FOLLOWING:**

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

**REPORTS FROM COMMITTEES**

**DISCUSSION**

**MAYOR AND VILLAGE BOARD OF TRUSTEES**

**PUBLIC TO ADDRESS THE BOARD**



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

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: October 8, 2015  
Meeting: October 15, 2015 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Debbie Boyle, *Assistant*  
From: Debbie Boyle, *Assistant*  
Department: Village Clerk Department

---

## **Fire Department Work Session Report**

### **Attachments:**

Fire Department Work Session Report October (PDF)

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



Organized 1845

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

## Requests/Resolutions

### Month of September 2105

Please accept all the minutes for the  
month.

There are no requests at this time.

# Greenport Fire Dept.

October 2015

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Sept 27</b> 10:00am Juniors (St. 1)	<b>28</b> Relief Hose Standard Hose	<b>29</b> Eagle Hose 7:00pm Rescue Squad 7:30pm Finance	<b>30</b> Heavy Rescue 1 Hook & Ladder	<b>Oct 1</b> 7:00pm Water Rescue Fund Raise 1 Meeting 6pm		
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b> 10:00am Juniors (St. 1)	<b>12</b> Star Hose	<b>13</b> 7:00pm Rescue Squad 7:30pm Finance	<b>14</b> Heavy Rescue 2 Hook & Ladder	<b>15</b> 7:00pm Dept. Training 7:00pm Village Wk Session	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b> 7:00pm Company Officers (St. 2)	<b>21</b> 7:00pm Wardens (St. 1) Heavy Rescue 3	<b>22</b> 7:00pm Village BD Mtg	<b>23</b> Homecoming Parade 1700hrs	<b>24</b>
<b>25</b> Hydrant Testing 9am 831 cookings	<b>26</b>	<b>27</b>	<b>28</b> Heavy Rescue 4	<b>29</b> 6:00pm Fire Police	<b>30</b>	<b>31</b>

8330: 831-0985  
Chief Breese

8331: 831-5645  
Chief Miller

8332: 445-0204  
Chief Weingart

Duty Company 831 & 834 with 834 1st Due on 24

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



Organized 1845

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

## MEETING OF THE BOARD OF WARDENS

Wednesday Sept 16, 2015

### OPENING:

Chief Harry Breese opened the meeting at 7:05 pm with the pledge of allegiance to the flag and a moment of silence for departed members

**ATTENDANCE:** 1<sup>st</sup> Assistant Chief Wayne Miller Wardens Warren Jensen , Joe Milovich , Tony Volinski , Ray Corwin, James J.Pirillo, James A Pirillo, James Kalin, Warden Norma Corwin in @ 7:15 Warden Grilli in @ 7:55

Excused 2<sup>nd</sup> Assistant Chief Jeff Weingart,

Chiefs, Wardens, Officers, Members

**THOSE WISHING TO SPEAK TO THE BOARD:** Sooty Jimenez in to thank Wardens for the use of the meeting room for his daughters Baby shower

Patrick Carey requested use of meeting room on Sept 23 for North Fork Vol Firefighters Association Dinner & meeting also need help for dinner.

Ex Chief Wayde Manwaring spoke on behalf of the Ambulance Committee for the bid specks for new Ambulance, the committee recommends that we go with the higher bid from Pl Custom rather than the lower bid from AVE. Pros and cons were given on why . Board Discussed pros and cons.

Mary Bess Philps requested permission for the OLE 33 Mack to lead off the Halloween Parade on Sat Oct 31<sup>st</sup> @ 11am.

**READING OF THE PREVIOUS MINUTES:**

Motion made by Joe Milovich seconded by Tony Volinski , to approve the minutes of the Aug 18,2015 Board of Wardens with the correction made that the Gator is to be purchased for the Fire Department not just for the Rescue Squad. Motion carried.

COMPANY OFFICERS MEETING MINUTES: Not available

TREASURER'S REPORT:

The treasurer's report for the period of July 16, 2015 through Aug 18, 2015 was read by Secretary / Treasurer James Kalin. Motion made by Warren Jensen seconded by Tony Volinski, to accept the treasurer's report as read. Motion carried.

BILLS: none

COMMUNICATIONS RECEIVED:

1. Cutchogue Fire Dept 4<sup>th</sup> annual stuff a sleigh 5k race Dec 13<sup>th</sup> looking for Donations.
2. Freeport Fire Dept Raffle Nov 9<sup>th</sup>.
3. Thank you Letter from the Tall ship Committee to members of the Fire Department.
4. Letter from Cast to use the Meeting room on Dec 11<sup>th</sup> from 4:30 – 8pm.
5. Maritime parade Sept 26<sup>th</sup> @ 11am

APPLICATION(S) FOR NEW MEMBERSHIP:

- 1.
- 2.

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

REPORT OF COMMITTEES:

BUILDING AND GROUNDS:

1. Joe Milovich spoke on the bid received to do the Bathroom in the basement, Tony Volinski asked if it can be made into a men's/ women's bathroom. Bid is including to redo all new tile over \$9000.00 to

redo bathroom and new tiles for whole basement. Recommendation made to get bid just for the plumbing.

**BY-LAWS:** none

**FINANCE:** Read by Chief Breese

Motion made by Warren Jensen Seconded by James A. Pirillo to accept as read.

**FIRE DISTRICT:**

**PRE-INCIDENT PLANNING:**

**SERVICE AWARDS:**

**RECRUITMENT:**

**CASUALTY FUND:**

**FUNERAL:**

**COMMUNICATION:** Radio committee is waiting to meet with the town

**TRIPS AND TRAVEL:**

**COMPANY REQUESTS**

**EAGLE HOSE CO. # 1** Budget

**RELIEF HOSE CO. #2** Budget, Company wants the stove installed; Company also wants a Computer & Printer

**STAR HOSE CO. # 3** Budgets

**STANDARD HOSE CO. # 4** Budgets

**PHENIX HOOK & LADDER CO. # 1** Budget

**RESCUE SQUAD:** New Ambulance

## WATER RESCUE

### FIRE POLICE Budget

**UNFINISHED BUSINESS :** Tony Volinski asked about the Ems and Fire fighter plaques of the year when will they be updated , asked about month ago was told being worked on still not done Chief Breese stated they are still being worked on its a lot of dates he needs to collect the information for .

## REPORT OF DELEGATES

### NEW BUSINESS

#### GOOD OF THE DEPARTMENT

1. Chief Breese stated that there wills a training on the new air machine, there will be about 25 key fobs given out to those to use the machine.
2. Letter was sent out to all neighboring departments to help with standby for Maritime, East Marion Orient, Mattituck and Riverhead will be here to help out.
3. Chief Wayne Miller received new prices for hose test/ pump test from water way & fail safe. Only about a penny a foot difference. James J. Pirillo asked about if we change the zincs as per Chief Breese no we do not.

Chief Wayne Miller recommends they go with Fail Safe

Motion made by Warren Jensen Seconded by Joe Milovich to go with the recommendation of the Chief to go with Fail safe. Motion Carried.

4. Chief Breese mentioned about a month ago the Company officers asked to have foam purchased , Chief Breese only received one price back from South Shore 10 5gal palls for \$1840.00 no price from Firematic,
5. Chief Breese also mentioned we received permission from FCC to get another channel, need a new repeater cost will be 19,000 also need 12 new portable for \$ 28, 000.

Motion made by Tony Volinski to make the purchase for the new repeater and new Portables, seconded by Warren Jensen.

6 Hydrant test will be Oct 25<sup>th</sup> 9am, Chief Breese believes that company 1 cooks this year.

7. Tony Volinski states his Company would like to see the meeting room gets painted have the floors buffed, fix the roof. Roof not to old and it leaks. To get 3 quotes to have it redone.



8. Joe Milovich asked what are going on with the new building are we going piece meal or new building. Meeting to be held Oct 8<sup>th</sup> @ 7pm

9 James J Pirillo asked what channel do the truck radios need to be on, as per Chief Breese all need to be on repeater. Warren Jensen suggested to have the policy posted so all members know what to be on.

10. Warren Jensen asked about the annual low sap report, been awhile since its been given out, Jessica has been gone for awhile, Chief Breese will have Colleen help with it if Jessica does not return. As per Tony Volinski he wants the secretary to do it, members of the Department should not be doing it.

Motion made by Warren Jensen to allow Pat Carey use of fire house for the North fork Vol Dinner and meeting. Also to accept the recommendations of the Ambulance truck Committee to replace the 02 Ambulance. Seconded by John Grilli. Motion carried

Motion Made by Warren Jensen to make a \$75 donation to Cutchogue for their stuff a sleigh, seconded by Joe Milovich.

Motion made by Joe Milovich to grant permission to cast for use of Fire house, seconded by Ray Corwin. Motion Carried.

11. James Kalin spoke about the settings of the Siren, it is longer and louder, chief to look into it.

12 Chief Breese mentioned to Warden Grilli about Mary Best wanting the OLE 33 to lead off Halloween Parade, Chief Breese asked Wardens how they feel about it , Warren Jensen stated as long as they have a driver for it.

13 Warren Jensen mentioned his company asked about a month ago for permission to sell their annual Raffle ticket not sure if it was made a motion , as per Chief Breese yes it was.

14. Norman Corwin also spoke about the stove, she tried the pans in the stove they do fit. She does not understand who says it is not fit to go in the kitchen. AS per Chief Breese he called Viking and it is not commercial , Chief Breese states that he is not approving to put the stove in the kitchen , so that he gets the blame for it, Norman said she will take the responsibility for the stove she will get the numbers off of it and will see if it is fit to go into the kitchen if not she will make sure it gets sold and give the check back to the Chief.

AS per Chief Breese Mike Richter has already looked into a new Stove and the cost of a new stove will be around 8000.00.

15. Tony Volinski asked about the Secretary, he read her letter and is she coming back and does she need more time to get her work done. AS per Chief Breese he has talked to the Mayor about hiring a full time District Manager. As for now the secretary is back so he will see what happens.

16 Chief Wayne Miller spoke about the smell downstairs and as per Kolb they said to take care of the sewer problem first, much discussion on this matter, talks about the ventilation.

17. Joe Milovich what is status with Peconic landing are they holding up there part of the deal and we need to have another meeting with them , As per Chief Breese we need to have our alarm status up to date and with no secretary it has been hard. As soon as alarms are up to date he will set up meeting the Peconic landing.

18. John Grilli wants to make sure it is ok for the OLE 33 to sell Tee Shirts at the Maritime, as per the warden's yes. John also thanked everyone who did show up to the dedication.

19 Chief Wayne Miller ordered the Gator.

20. AS per Chief Breese 833 being built, pictures in Chiefs room.

21. Joe Milovich asked about the demonstration for the new air machine to make sure that all members know that it will not fill old bottles.

22 Warren Jensen asked if key fobs will be accountable for all individuals, as per Chief Breese yes they will.

EXECUTIVE SESSION Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn to an executive session to discuss personnel. Motion carried. Into an executive session at \_\_:\_\_pm.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to return to the regular meeting. Motion carried. Regular meeting at \_\_:\_\_pm.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to

### READING OF THE MINUTES

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

**ADJOURNMENT**

Motion made by Warren Jensen seconded by Ray Corwin, to adjourn.

Motion carried. The meeting was adjourned at 8:28 pm

Respectfully Submitted by,

  
Jennifer Grilli

Recording Secretary

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



Organized 1845

**Company Officers Meeting  
September 15, 2015**

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

**Opening:** Chief Breese opened the meeting @ 19:10 with the Pledge to the Flag & moment of silence for departed members.

**Attendance:** Chiefs Breese, Miller & Weingart; Captains Jaime Clark, Lieutenants Charlie Hydell, Ryan Purcell, Pope, Rescue Jen Grilli, Fire Police Ray Corwin and Capon

**Reading of Previous Minutes:** MMSC Clark Purcell to dispense with reading of previous minutes. MC

**Communications:** Read for informational purposes only, see Wardens report for communications

**Committee Reports:** none.

**Company Requests:** 1. Budget, bracket for manifold; 2. Budget; 3. Budget; 4. Budget; 5. Budget, new rope for stokes basket; 16. Budget, new bus; FP. Budget

**Good of the Department:**

- Chief Breese
- Air Machine training 9/17/15 @6pm, Dept Training following at 7pm
- North Fork Vullies Meeting at GFD 9/23/15 6pm help needed
- 9/24/15 Class A 8-3-2,5 & 16
- October 25<sup>th</sup> Hydrant testing
- Chief Miller
- Dept Picnic 2<sup>nd</sup> Lts are in charge and on the committee
- Washingtons Bday/ Cocktail party
- Lt Hydell
- Spoke about the poor attendance from the public from the 9/11 Memorial

**Reading of Minutes:** MMSC Clark/Purcell to dispense with reading of tonight's minutes,

**Adjourn:** MMSC Clark/Purcell to adjourn @ 19:25

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jeffrey L. Weingart', written over a horizontal line.

Jeffrey L. Weingart  
Second Asst. Chief

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



Organized 1845

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

## Finance Meeting September 8, 2015

Attendance: Chief Breese, 1<sup>st</sup> Asst. Chief Miller, 2<sup>nd</sup> Asst. Chief Weingart, Wardens J. Barszczewski, J. Kalin, J. Pirillo Jr., A. Volinski & W. Jensen

All bills reviewed

### Company Requests:

- 831- Budget Items
- 832- Budget Items
- 833- Budget Items
- 834- Budget Items
- 835- Budget Items
- Rescue Squad-
  - Hammer Medical: \$564.43
  - Bound Tree: \$669.50
  - EZ IO Trainer: \$385.35
  - Reimbursement to Squad: \$384.49
- Water Rescue- none
- Fire Police- none
- Chiefs- Split new A/C for Chiefs room: \$2,971.44

Discussion held regarding the stove that was purchased for kitchen. Chief Breese explained that it does not fit large sheet pans and will only fit small roasting pans. Due to the fact that it is a residential stove it does not have enough btu's like a commercial stove does. Decision was made to sell it and buy a new commercial stove.

Respectfully submitted,

Harry R. Breese  
Chief Engineer



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: October 8, 2015  
Meeting: October 15, 2015 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Derryl Baumer, *Engineering Aide*  
From: Paul Pallas, *P.E. Village Administrator*  
Department: Village Administrator

## Work Session Report Village Administrator - Utilities

# Work Session Report for Road and Utilities

October 15, 2015

## Administrator's Office

### Statistics

#### Work Orders:

Electric = 8 Written, 8 Completed  
Water = 7 Written, 7 Completed  
Sewer = 44 Written, 44 Completed  
Road = 113 Written, 110 Completed

### Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 10-01-2015. The results are detailed below in the Road Department's *Sampling* section.

❖ GADS Data: This is a monthly report about run and usage data for the generators at the Power Plant, it was sent on 10-13-2015.

#### Resolutions:

Ratify Acceptance of Laser Industries, Inc. Sidewalks and Curb Bid

Topics of Discussion:

Long Island Diver's Association : Clark's Beach Proposal

Greenport Hockey Club Proposal

Long Island Railroad Museum Property Transfer

## Road/Water Department

### Statistics

Water Distribution:

6,167,600 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: Harbor Front Deli  
Total Coliform = Negative  
E Coli = Absent  
Residual Chlorine = 0.73 mg/L

Third Street Firehouse  
Total Coliform = Negative  
E Coli = Absent  
Residual Chlorine = 0.71 mg/L

The form, DOH-360, was filed with the DOH on October 1, 2015 outlining the above results.

## Report

### Tasks Accomplished:

- ❖ Performed Water Machine maintenance.
- ❖ Cleaned the tops of all storm drains.
- ❖ Fixed ignition switch on street sweeper, repaired hydraulic line on CAT, repaired starter on G-44, changed fuel filters and unclogged fuel system on G-66, repaired hydraulic line on back-hoe, and bought tire for G-9 at Scotty's Tire.
- ❖ Cut up a tree that fell at 415 6<sup>th</sup> Street and removed limb on Bay Avenue.
- ❖ Helped Electric Department with mark-outs.
- ❖ Installed water meter at 302 5<sup>th</sup> Street and checked water leak at 412 Front Street.
- ❖ Removed weeds from Adams Street sidewalks.
- ❖ Repaired swing at 6<sup>th</sup> Street Park.
- ❖ Raked leaves and removed from Cemetary.
- ❖ Put up new stop sign at 2<sup>nd</sup> Street and Broad Street.
- ❖ Leveled tree grates on Front Street
- ❖ Assisted Sewer Department with a back-hoe operator to make repairs to the treatment plant.
- ❖ Packed up the beach ropes and lifeguard chair for the season.
- ❖ Assisted Electric Department with getting the lighted ship out for Maritime Festival's Land and Sea Gala.
- ❖ Leveled/re-graded Ball Field Parking Areas.
- ❖ Patched a large pothole at the north end of Moores Lane.
- ❖ Put up hunting signs around the village.
- ❖ Replaced fence rails at the Turntable and Fifth and Sixth Street Park.

### Projects:

Crew worked on removing bluestone that was too large in Mitchell Park. The larger stones were removed and stored for future use somewhere else in the village. New bluestone screenings were delivered. The team graded, raked and tamped the new stone material.

Crew helped set-up and assisted during the Maritime Festival. This year the crew was not assisted by North Fork Sanitation with garbage removal. The village crew did a great job keeping up with garbage and directing traffic during the street closures.



# 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, = 8,122,000 gallons.

Average Daily Flow = 0.271 million gallons day. (MGD). Permit limit = 0.650 MGD

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

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

Coliform Fecal General = 4 MPN/100 Permit limit = 200 MPN/100

Coliform Total General = 5 MPN/100 Permit limit = 700 MPN/100

Total Nitrogen in effluent = 3.0 mg/L, and 7.5 lbs/day

### Sludge Removal:

14,000 Gallons of sludge hauled during September.

## Report

### ❖ Treatment Plant:

Annual preventative maintenance was done on the Huber head works screen system.

Brushes were replaced on clarifier weir cleaning system. Adjustments were made and any broken parts were replaced.

UV disinfection system channels were drained and cleaned.

### ❖ Collection System:

Annual preventative maintenance was performed on the pumps at the pump stations.

Repairs are scheduled to take place on some of the pumps that required attention.

System generators also had preventative maintenance done.

We have received quotes for replacement of two generators. They are at the end of their useful life.

# Electric Department

## Statistics

### Monthly Power Usage:

Maximum usage day = Sept. 4 @ 170.30 Mwh  
Minimum usage day = Sept. 25 @ 70.04 Mwh  
Average usage for the month per day = 93.51 Mwh  
Monthly total usage = 2711.77 Mwh

Service calls/call outs = 4  
Street light repairs = 5  
Customers shut off for none payment = 6  
Customers turned on for payment = 6  
Customers turned on for the season = 0  
New Services/Service Upgrades = 1

### Tasks Accomplished:

- ❖ The exhaust silencer for engine #6 was removed and replaced
- ❖ Sent as-built drawings for the new sewer main and waste water site management to our engineers that are working on the tank upgrades for the Power Plant.
- ❖ Replaced the battery back-up unit for the Eagle Control Panel. Provided a new circuit to the operations computer.
- ❖ Final touches are being made to an engineering specification for a new fire alarm system at the Power Plant.

### Projects:

Island Pump and Tank is expecting to have the new fuel storage system and tanks installed and ready for use by the end of October. All the preliminary work has been completed.

Final elements of the new force main installation are almost complete. The plant hook-ups are expected to be complete by the end of October.

Upon completion of the two projects above the Power Plant will be in compliance with two SCDHS requirements for proper storage of Hazardous Materials.

### Attachments:



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: October 8, 2015  
Meeting: October 15, 2015 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Derryl Baumer, *Engineering Aide*  
From: Paul Pallas, *P.E. Village Administrator*  
Department: Village Administrator

---

## Work Session Report Village Administrator - Building

# Work Session Report for Building Department

October 15, 2015

## Building Inspector's Office

### Statistics

#### Summary of Transactions:

Building Permits Issued	6
Building Permit Application	6
Fence Permits	0
Use Evaluation Application	0
Wetland Permit Application	1
Wetland Permit Issued	1
HPC Application	4
Zoning Board Applications	0
Planning Board Applications	0
CO Searches	9
CO Fees	4
Yard Sale	3
Road Opening	0
Sewer Inspection Fee	0
Dumpster Permit	0
Sign Permit	0
Rental Permit Fees	1

Total Fees Collected: \$3,008.25

## Reports

- ❖ The Building Department remains busy. We have had an influx of real estate transactions and property research questions.
- ❖ The Planning Board and Zoning Board applications have begun to slow down. Both boards still have full agendas. Historic Preservation Commission has several new applications to review.
- ❖ Letters requesting the registration of residential rental units are complete. Section 2 and 3 were mailed on August 25, 2015. Second Notices were sent to sections 6 and 7 on August 27, 2015. Out of the estimated 260 properties we have received applications for about 25% of them.
- ❖ One of the questions being asked about rental units is in regard to owner occupied units. Although Section 103-11 B & C of the village code waive fees for registration of owner occupied units, it does not waive registration.
- ❖ We are considering what options are available to issue violations to property owners that do not comply with the rental permit law.
- ❖ Due to recent staff changes at the Southold Tax Assessor's office the village will be updating them 3 times a year. Previously we had updated with them every 6 months.

## Code Enforcer's Office

### Reports

- ❖ After failing to respond to a written request to remedy the violation, the owner of a residential property was issued a summons for Commencing Construction without a Building Permit for building a shed that doesn't meet the required property line setbacks.
- ❖ The owners of a single-family residential property, that was observed listed on AirBNB as a two-family residence, were each issued two summonses for Certificate of Occupancy violations and a summons for Commencing Construction without a Building Permit.
- ❖ The owner of a two-family rental property was issued four summonses for Property Maintenance violations after failing to respond to a written request to remedy the violations.
- ❖ In response to a complaint, a residential property owner was issued a summons for conducting a yard sale without a permit.
- ❖ A second summons was issued to the owner of a one-bedroom, residential property that had the Certificate of Occupancy revoked in May, after it was observed listed on AirBNB as a three-bedroom residence, for continuing to use the building without a Certificate of Occupancy.
- ❖ The Code Enforcement Officer issued one parking summons.
- ❖ The Code Enforcement Officer attended three days of New York State, Department of State, Code Enforcement Training, Course 9A, in Westbury, NY.

Code Enforcement Worksheet is attached.

### **Attachments:**

Code Enf Report (PDF)

**Appearances Tickets Issued**

Date	SCTM#	Address of Occurrence:	Charge:	Defendant's Address:	Ticket #
9/10/2015	5.-2-15	148 Bay Ave	125-3. Cutting Village Tree without Consent.	New York, NY 10014	A-3605
9/30/2015	6.-6-18.1	424 Fourth Street	150-6.A. Effect of Establishment of Districts. (Zoning Violation) Renting or offering to rent more than 3 rooms in a B&B.	Greenport, NY 11944	15083
9/30/2015	6.-6-18.1	424 Fourth Street	150-6.A. Effect of Establishment of Districts. (Zoning Violation) Renting or offering to rent rooms with a combined capacity of more than 6 total maximum guests.	Greenport, NY 11944	15084
9/30/2015	6.-6-18.1	424 Fourth Street	65-6.A. Certificate of Occupancy Violation. Using a guestroom without first obtaining a CO for the alterations.	Greenport, NY 11944	15085

**Notice of Violation / Order to Remedy Violation Sent:**

Date	SCTM #	Address	Nature of Violation	Remediation	Closed:

**New Complaints**

Date	SCTM#	Address	Nature of Violation	Remediation	Closed:
9/19/2015	2.-2-13	Triangle Yacht Club 300 Atlantic Ave	Complaint to the Suffolk County Health Department about unsanitary conditions and waste water flowing directly into the harbor.	<u>9/24/2015:</u> Inspected the property with Suffolk County Health Department Inspector Eric Seebeck. No violations were observed. A dye test was performed and no discharge was observed in the harbor.	9/24/2015
9/21/2015	6.-6-18.1	424 Fourth Street	Anonymous reports a Trip Advisor review of the property in which the reviewer writes that they visited as part of a group of 16 persons and stayed in a 3rd floor guest room.	<u>9/24/2015:</u> Investigated the complaint by researching the property and the internet. It was observed that the property's website advertises 4 guest rooms that can accommodate a total of 10 guests. <u>9/30/2015:</u> Investigation determined that the property owner is advertising four rooms for rent with a total occupancy of ten guests. Tickets 15083, 15084 and 15085 were issued to the property owner.	

**Open Cases**

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
8/13/2015	4.-4-11.2	423 Sixth Ave	65-6.A. Certificate of Occupancy Violation. 65-2.A(1). Commencing Construction without a Building Permit. (Property was observed on AirBNB advertising an illegal, attached, rear apartment.)	<p><u>8/13/2015</u>: Notice of Violation posted at the property and sent by certified mail to the owners.</p> <p><u>8/17/2015</u>: Owners were issued Tickets # 15062, 15063, 15064, 15065, 15066, and 15067.</p> <p><u>9/4/2015</u>: Defendants pled guilty in Southold Town Justice Court and were fined \$1250.00.</p>	9/4/2015
7/1/2015	4.-7-1	440 First Street	90-2. Public Nuisance. Potentially unsafe porch.	<p><u>7/13/2015</u>: Telephone message from the property owner.</p> <p><u>7/14/2015</u>: Telephone interview with the property owner who stated that he has received the Notice but that he can't meet the July 16 deadline to remedy the violation. He will remedy the violation asap and will keep the Village up to date on the progress.</p> <p><u>7/15/2015</u>: Telephone interview and email correspondence with the property owner's attorney who stated that they plan to have a contractor inspect the porch, but that they are requesting to subdivide the property and the outcome of that request will determine how they proceed.</p> <p><u>8/20/2015</u>: Inspected the property and no changes were observed.</p> <p><u>9/8/2015</u>: Interviewed the property owner at Village Hall. He stated that temporary bracing has been installed on the porch. He was advised that the Village needs certification from an engineer that the repairs have made the porch safe.</p> <p><u>9/11/2015</u>: Received by email an engineers report stating that the temporary repairs are adequate to eliminate the dangerous condition.</p>	9/11/2015

7/14/2015	5.-1-1	117 Ludlam Place	<p>90-2. Public Nuisance.  Junk and debris in yard,  exterior siding and walls  in a state of disrepair,  and unmaintained porch.  112-11. Abandoned  Vehicle.</p>	<p><u>6/25/2015</u>: Inspected and photographed the property.  <u>7/14/2015</u>: Issued an Order to Remedy Violation Notice to the property owner.  <u>8/20/2015</u>: Inspected and photographed the property.  <u>8/21/2015</u>: Issued Tickets 15069, 15070, 15071 and 15072 to the property owner.  <u>9/8/2015</u>: Inspected the property and observed that the abandoned vehicle has been removed but the debris still remains.  <u>9/24/2015</u>: Received a letter from the property owner stating that the abandoned vehicle has been removed, the yard has been cleaned, and a contractor has been hired to paint the house.  <u>9/25/2015</u>: Inspected the property and observed that some of the debris has been removed but that there is still more work required.</p>	
-----------	--------	------------------	--	--	--



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

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

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

1/16/2015	6.-2-23.2	Meson Ole 131 Third Street	311.2.2 of the Fire Code of NYS. Fail to Maintain Fire Protection System. Numerous violatons of the Property Maintenance Code of NYS.	<p><u>1/16/2015</u>: The Order was sent via regular mail and certified mail to each of the three (3) owners and was also conspicuously posted on the building.</p> <p><u>1/28/2015</u>: Telephone interview with a representative of True Assets, acting on behalf of M &amp; M Mortgage, who states that they have repaired the roof, the eave, and the plumbing, and have requested that the alarm company resume central station monitoring. He states that he will call back when the monitoring is in place.</p> <p><u>2/2/2015</u>: Emailed the represnatie a list of violations at the property.</p> <p><u>2/9/2015</u>: Telephone interview with the representative who stated that they are making progress correcting the violations but that the alarm company had not yet set up the central station monitoring.</p> <p><u>3/2/2015</u>: Telephone interview with representative who stated that M &amp; M Mortgage has failed to approve funding for the Fire Protection System.</p> <p><u>3/4/2015</u>: Telephone interview with bank representatives in reference to getting the fire protection system restored. Request was forwarded to the Asset Maintenance Unit.</p> <p><u>3/6/2015</u>: A property owner and his attorney appeared in Court. They stated that they are in the process of selling the property. They stated that they will repair the Fire Protection System within two weeks. The Court adjourned the case.</p> <p><u>3/27/2015</u>: The property owner and his attorney appeared in Southold Town Justice Court. The Fire Protection System has not been activated. The Court adjourned the case.</p> <p><u>4/23/2015</u>: Issued and conspicuously posted a Notice of Public Nuisance on the building.</p> <p><u>5/21/2015</u>: Village Attorney obtained a Court Order from Supreme Court allowing the Village to remedy the Fire Suppression System Violation.</p> <p><u>7/24/2015</u>: The defendant appeared in Court. Case was adjourned at his request.</p>	
-----------	-----------	-------------------------------	---	---	--

1/29/2015	2.-4-19.2	535 Third Street	115-2.A. Encumbering Village Property, in reference to a firewood business being operated on Village property.	<p><u>1/26/2015</u>: Went to the location and personally spoke to the property owner about the problem.</p> <p><u>1/29/2015</u>: Issued an Order to Remedy Violation to the owner.</p> <p><u>2/4/2015</u>: Telephone interview with the property owner who stated that he has been mowing the lawn on the property for the last ten years and that he now owns the property due to "eminent domain." Village Administrator and Village Attorney advised of the property owner's adverse possession claim.</p> <p><u>3/30/2015</u>: Inspected the property and observed that the firewood has been removed and the Village property is vacant.</p> <p><u>4/13/2015</u>: Inspected the property and observed that a garden is being planted on the Village property.</p> <p><u>4/14/2015</u>: 1235 hrs, Observed the property owner operating a rototiller on the adjacent Village property, preparing to plant a garden. Interviewed the property owner and advised that the property is owned by the Village. The owner again made his "eminent domain" claim. He then stated that he had to remove some trees from the Village property because they were threatening his house and his garage, and he wanted the Village to reimburse him for his expenses. He was encouraged to submit a claim to the Village.</p> <p><u>4/15/2015</u>: Issued ticket # 15043 to the property owner.</p> <p><u>04/22/2015</u>: The Road Department removed a fence that the property owner erected on Village Property.</p> <p><u>7/15/2015</u>: The Village erected a fence around the property.</p> <p><u>7/16/2015</u>: Photographed the garden planted on the Village property by the defendant and forwarded same to the Village Attorney.</p> <p><u>7/24/2015</u>: The defendant appeared in Court and agreed to remove his garden from the Village property after the fall harvest. Case was adjourned.</p> <p><u>9/10/2015</u>: Inspected the property and observed that the garden has been removed from the Village property.</p>	9/10/2015
12/15/2014	7.-4-11	149 Fifth Street	90-2. Public Nuisance. Roof of detached garage has caved in.	<p><u>1/7/2015</u>: Telephone interview with the property owner who stated that her daughter is in the process of buying the house and that the daughter plans on fixing or removing the garage.</p> <p><u>1/8/2015</u>: Telephone interview with the daughter who stated that when they buy the house, they will either repair or remove the garage.</p>	

12/26/2014	4.-9-29	100 Front Street	Numerous violations of the Property Maintenance Code of NYS.	<p><u>3/30/2015</u>: Interviewed a company representative who stated that they will be making repairs now that spring has arrived.</p> <p><u>5/29/2015</u>: Telephone interview with the representative who stated that they are having issues with contractors and pricing and that they will get the repairs done as soon as possible.</p> <p><u>6/4/2011</u>: Inspected and photographed the property.</p> <p><u>6/11/2015</u>: Issued Ticket #'s 15051, 15052 and 15053 to the property owner.</p> <p><u>7/9/2015</u>: Inspected the property and observed that some repairs have been made to the front of the building.</p> <p><u>7/10/2015</u>: The property owner appeared in Court. The case was adjourned to allow the defendant to complete the repairs.</p>	
11/12/2014	2.-4-29	507 Third Street	Abandoned vehicles. Debris and junk behind garage. Garage in deteriorated condition.	<p>Notice of Violation sent via USPS certified mail. Returned "Not deliverable as addressed, unable to forward."</p> <p><u>12/04/2014</u>: Researched the property owner and reissued Notice of Violation to his home address.</p> <p><u>12/21/2014</u>: Served the Notice of Violation by conspicuously posting the Notice on the front door of the property.</p> <p><u>1/4/2015</u>: Notice of Violation that was sent to the owner's home address was returned by USPS as unclaimed.</p> <p><u>1/12/2015</u>: Inspected the property and observed that the abandoned vehicles have been removed but not much else has changed. During a telephone interview with the owner, he stated that he is working to get the tenants to clean up.</p> <p><u>2/23/2015</u>: Issued ticket 15006 for Failure to Maintain Accessory Structures and ticket 15007 for Public Nuisance. <u>2/26/2015</u>: Telephone interview with the property owner who stated that he has removed the debris and that he will begin to repair the garage as soon as the weather breaks. Inspected the property and confirmed that the debris has been removed.</p> <p><u>5/29/2015</u>: Inspected the property and observed that no repairs have been made to the garage.</p> <p><u>7/10/2015</u>: The property owner failed to appear in Court to answer the summons.</p>	

11/12/2014	4-4-16	515 Madison Ave	112-11. Abandoned vehicles.	<p><u>11/24/2014</u>: Family representative called and stated that the two cars aren't abandoned. The owner was arrested for DWI, lost his license and can't register the cars. Rep was advised that the Village can be patient while they find a solution but that they can't continue to store the two abandoned cars in a residential driveway.</p> <p><u>1/7/2015</u>: Telephone interview with Family rep who stated that they don't have a plan yet for removing the abandoned cars. I advised that they need to make it a priority.</p> <p><u>3/30/2015</u>: Called the Family Rep who again stated that they don't have any plan for removing the cars. A deadline was set to remove the cars by April 15.</p> <p><u>04/22/2015</u>: Issued Ticket numbers 15045 and 15046 to the property owners.</p> <p><u>6/25/2015</u>: Issued Ticket # 15057 to the owner of the vehicles.</p> <p><u>7/10/2015</u>: The owner of the vehicles failed to appear in Court to answer the summons.</p> <p><u>7/24/2015</u>: The owner of the vehicles failed to appear in Court.</p> <p><u>8/20/2015</u>: Inspected the property and observed that the vehicles still remain.</p>	
------------	--------	-----------------	-----------------------------	--	--

11/15/2014	4.-8-38	229 Third Street	Abandoned Vehicle. Public Nuisance, yard full of junk and debris.	<p><u>11/15/2014</u>: Interviewed the compl and photographed the problem.</p> <p><u>11/19/2014</u>: Issued Tickets 14038, 14039 and 14040 to property owner.</p> <p><u>12/6/2014</u>: Village Attorney Prokop sent the property owner a notice that the Village would be cleaning the property on 12/11/2014.</p> <p><u>12/11/2014</u>: Inspected property and determined that the property owner has been cleaning up the property.</p> <p><u>12/15/2014</u>: Inspected property and observed that the proerty owner has been continuing to clean the property and is still working on the clean up.</p> <p><u>01/02/2015</u>: Inspected and photographed property. Owner has made progress but there is still a lot of debris that needs to be removed from the property. Advised Village Attorney of same. Owner did not show up for her Court date today.</p> <p><u>1/30/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>3/6/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>3/25/2015</u>: Inspected and photographed the property. Issued Ticket 15021 for Abandoned Vehicle and Ticket 15022 for</p> <p><u>3/27/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>4/10/2015</u>: The owner and her attorney appeared in Southold Town Justice Court and agreed to clean the yard and comply by April 30. The case was adjourned until May 8.</p> <p><u>7/9/2015</u>: Inspected and photographed the property. Observed that the owner has made progress cleaning the yard.</p> <p><u>7/10/2015</u>: The property owner appeared in Court. The case was adjourned so that the owner can continue cleaning.</p>	
11/20/2014	4.-6-35	411 First Street	Garage is dilapidated. Roof is falling in and building is leaning to the north.	<p><u>01/21/2015</u>: I went to the property and interviewed the property owner who stated that she is aware of the problem and is considering her options.</p> <p><u>3/30/2015</u>: Issued Ticket # 15025 to the property owner for Public Nuisance.</p> <p><u>5/29/2015</u>: Inspected the property and observed that nothing has changed.</p> <p><u>7/24/2015</u>: The property owner failed to appear in Court.</p>	



8/6/2014	2.-6-6	224 North Street	<p>90-2. Public Nuisance. Hoarder House. House and yard filled with junk and garbage. Numerous violations of the Property Maintenance Code of NYS.</p>	<p><u>8/6/2014</u>: Letter sent.  <u>9/5/2014</u>: Issued Notice of Violation.  <u>10/1/2014</u>: Appearance Tickets issued.  <u>10/22/2014</u>: Dumpster observed in driveway. It appears that some cleaning is taking place.  <u>11/21/2014</u>: Inspected progress at the property and spoke to the owner's grandson. Observed that the building materials required to repair the roof were being delivered.  <u>11/24/2014</u>: A second dumpster was observed in the driveway.  <u>11/26/2014</u>: Property owner called to inquire about my recent visit. She was advised that as long as she keeps making progress, the Village is satisfied with her efforts thus far.  <u>12/22/2014</u>: Observed that the roof has been removed from the rear section of the house.  <u>1/7/2015</u>: Left telephone message for the owner advising that she needed to get a building permit for the work being done at the house and that the Village wants to discuss her progress.  <u>1/8/2015</u>: Observed that major repairs were being made to the rear roof.  <u>1/20/2015</u>: Issued Notice of Violation instructing the property owner to apply for a Building Permit.  <u>1/30/2015</u>: Southold Town Justice Court adjourned the case to give the owner more time to correct the violations.</p> <p><u>2/27/2015</u>: The property owner applied for a Building Permit. No changes were observed at the property during February. The extreme cold and snow is a likely factor.  <u>3/6/2015</u>: The defendant appeared in Court. Not much progress has been made due to the winter weather. The Rotary Club appeared in Court and stated that they will be helping the defendant make the necessary repairs. The Court adjourned the case.  <u>4/29/2015</u>: Inspected the property and observed that nothing has changed during March and April.  <u>5/29/2015</u>: Inspected the property and observed that nothing has changed.  <u>7/14/2015</u>: Inspected the property and observed that the rear roof has been repaired.</p>	
----------	--------	------------------	--	--	--



236 THIRD STREET  
GREENPORT NY 11944

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

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

**TRUSTEES**  
JACK MARTILOTTA  
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

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

**TREASURER**  
ROBERT BRANDT  
EXT. 217

Submitted: October 8, 2015  
Meeting: October 15, 2015 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Derryl Baumer, *Engineering Aide*  
From: Paul Pallas, *P.E. Village Administrator*  
Department: Village Administrator

## **Work Session Report Village Administrator - Recreation**

# **Work Session Report Recreation Department**

October 15, 2015

## **Marina**

❖ The marina revenue was up by \$19,220.69 from last year. The overage was an offset because Labor Day fell on a Monday last year which booked revenue from Labor Day weekend last year to August. The carousel was up by \$5,232.76 for this period. McCann's campground was up by \$1,602.00 for this period while the mooring field was up by \$46.00. The Camera Obscura was up \$153.00 while the pump-out boat was down by \$15.00.

❖ The weekend of September 18<sup>th</sup> the marina was nearly full with over 70 boats coming to stay for the Off Soundings Fall Series Race. Although we were a little short staffed the marina crew persevered and handled all the boats with excellence.

❖ The following weekend was the Maritime Festival. The marina was again full for that event. The marina crew handled the boats with no incidents. The day after the event ended the marina office began fielding phone calls at 8 am for reservations during next year's festival. Less than an hour after opening the office the slips were sold out for the entire weekend. We now have a three page waiting list!

❖ Crew spent off peak time during the month to make repairs and adjustments to power and cable pedestals that needed attention.

❖ The marina took every precaution with the potential for Hurricane Joaquin to make landfall nearby. The marina also faced a Nor'easter which rode in prior to the hurricane and certainly shook things up a bit.

❖ Several customers in the mooring field had their boats pulled for the season due to the potential storm activity.

- ❖ Two larger yachts that were in the harbor over the weekend took extra precautions in response to storm related preparations. This included extra lines and fenders.
- ❖ During the Nor'easter the two yachts went on generator power. Village staff opted to shut down the electric to the East Pier due to high wave action, which could have compromised the electrical equipment.
- ❖ The marina crew has also begun winterizing and preparing for the end of the season.

Monthly Revenue Reports are attached.

## Recreation Center

### Statistics

Attendance:

Kids =48 Enrolled

### Reports

- ❖ The recreation center was busy preparing for the After Care Program which commenced on September 15, 2015.
- ❖ We finished setting up the building and classrooms for the After Care Program.
- ❖ New applications and flyers were made this year. We distributed them to the Elementary School for parents and guardians.
- ❖ Our enrollment this year is higher than last year at this time.
- ❖ The literacy program with the Floyd Memorial Library began on September 16<sup>th</sup>.
- ❖ We are in the process of completing our safety report for the Department of Health.

## Campground

- ❖ General maintenance items were completed.
- ❖ Stock and cleaned bathrooms daily.
- ❖ Updated site maps.
- ❖ Began preparing the campground for the end of the season.

### Attachments:

Rec Rev Report 101515(PDF)

Marina

SEPT 2015 DEPARTMENT SEPT 2014  
MONTH/YEAR MONTH/YEAR

1	33.67	2316.92	167.84	3118.48	100
2	45.74	2386.33	91.73	776.76	
3	182.49	6882.16	93.42	749.12	
4	200.00	5893.52		652.97	
5	1771.30	10899.72	456.56	5998.14	
6	603.03	3417.88	270.33	6116.03	
7	357.93	10508.22	577.81	1199.85	
8	22.50	810.45		1214.59	
9	39.98	3828.01	127.09	702.34	
10	10 <sup>00</sup>	1006.09	23.90	9811.58	
11	10 <sup>02</sup>	2433.47		1051.42	
12	65.00	3240.81	63.57	5080.19	
13	131.34	1556.56	180.68	5289.06	
14	0	2563.38	200.09	434.56	
15	2.50	10413.01		340.65	
16	64.09	1217.78	5	296	
17	63-	2603.80		482.43	
18	195.22	9330.93	353.01	6151.28	
19	485.30	2741.51	682.11	15032.67	
20	73.77	939.54	386.65	1770.48	
21	0	442.17	1036.69	1986.83	
22	0	625.04		508.36	
23			10	72.68.15	
24	629.99	14044.11		1591.18	
25	721.34	9549.63		6621.79	
26	599.49	9817.56	3469.27	802.70	32.00
27	517.30	1825.52	647.64		5356.52
28	30.42	244.42	111.10		1291.90
29	5-	900-(2014/2011)	25		192.81
30		1200-(2014/2011)	50		169.46
31	0	0			

130,270.69

111,050-

TOTAL

# Carousel

SEPT 2015  
MONTH/YEAR

## DEPARTMENT

SEPT 2014  
MONTH/YEAR

1	398	616	35		1278	
2	354	424	20			
3	408	284.00	45			
4	912	688.00	rest 26.76			
5	1140	1372.00		12	232	
6	1630	1439.00	T-shirt 40 or 40	530	474	
7	1354		T-shirt dia 65 00	856		
8						
9						
10						
11		186	11 rest 10 ord			
12	696	562	\$15 T-shirt 10 or 10	72	40	136
13		1192	30 or 00	254	582	
14				857		
15						
16						
17						
18		174	27 Restorative	592		
19	582	1000	10 or 10	212		
20		802	50 or 15 T-shirt	1314	2182	
21				2292		
22				433		
23						
24						
25		186				
26	1712	1074	Rest 20 or 30	527		
27		2042	T-shirt 30 dia 10	976	802	
28				1258		
29				18	165	
30						
31						

21,326.76

16,094-

**TOTAL**

McCormick

DEPARTMENT  
 SEPT 2015 MONTH/YEAR      SEPT 2014 MONTH/YEAR

1	1500-	1330	
2	500	200	
3	500	1210	3715
4	110 565	750	
5		70	12.55
6		120	565 1050
7	30	80	
8		110	1395
9		90	565
10		100	
11	90		70
12		100	
13		140-	590
14	180-	180	
15			500
16			
17			
18		470	285
19	30-		770
20			560
21			2.00
22	330-	30-	120
23	110-		260
24		80-	
25		300-	-100
26		1,160-	
27		80-	
28		775	220
29			
30		2,125.00	
31			

13,622.00

12,020-

TOTAL

Pump out

DEPARTMENT  
SEPT 2015 MONTH/YEAR      SEPT 2014 MONTH/YEAR

1		
2		215
3		
4		
5		
6		
7	195	
8		
9		150
10		
11		
12	60	
13		
14		
15		
16		85
17		
18		
19		
20		
21	75	
22		
23	20.00	
24	5.00	
25		
26		
27	75	
28		
29		
30		45
31		

430.00

445

TOTAL

# MOORINGS

SEPT 2015
**DEPARTMENT**
SEPT 2014  
 MONTH/YEAR MONTH/YEAR

1	144-	
2		304
3		
4		80
5	298-	160
6		160
7	72-	
8		
9		
10		
11	58-	
12		
13	116-	54
14		
15		
16		
17		
18		78
19		
20		270
21		
22		
23		
24	354-	
25	132-	
26	70-	
27		72
28		
29		
30		
31		

1224.00

1178

**TOTAL**



Camera Absence

SEPT 2015 DEPARTMENT SEPT 2014  
MONTH/YEAR MONTH/YEAR

1		
2		
3		
4		
5		
6		
7	2-	
8		
9		
10		
11	105-	
12	10-	
13		
14		
15		
16	11-	
17		
18		
19		
20		
21	7-	
22		
23		
24	14-	
25	4	
26		
27		
28		
29		
30		
31		

153.00

TOTAL



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: October 8, 2015  
Meeting: October 15, 2015 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Robert Brandt, *Treasurer*  
From: Robert Brandt, *Treasurer*  
Department: Treasurer's Department

## **TREASURER REPORT**

Work Session October 15, 2015

### **Report from the Treasurer's Office**

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

- RESOLUTION to take the unspent balance of \$ 43,375 in the Length of Service Award Program budget expense line and invest it in the Volunteer Firefighter Service Award Program.
- RESOLUTION to restrict the use of the Carousel year end remaining revenue, net of expenses, for carousel repairs/improvements.
- RESOLUTION to restrict the use of the Tall Ships 2015 profit of \$ 58,659 for the purpose of funding repairs at Mitchell Park.
- RESOLUTION to appoint Diana Gordon to the Village of Greenport Housing Authority Board, for a term to expire on April 4, 2016
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 2276 to fund Village sidewalk and curb repair projects at Fourth Street, South and Main Street, Adam Street Gazebo, and Bay and Main Street , and directing that Budget Amendment # 2276 be included as part of the formal meeting minutes for the October 22, 2015 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 2275, to fund the gravel replacement of Mitchell Park pathways, and directing that Budget Amendment # 2275 be included as part of the formal meeting minutes for the October 22, 2015 regular meeting of the Board of Trustees.

## **UTILITY BILLING**

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

- Approx. 2400 surveys went out with the last billing cycle. To date, we have received back approximately 160 completed surveys.

The TCC Payment monthly collection lowers to \$ 55,667 (from current \$ 76,608) with the October NYPA bill, which will appear on the utility bills that are due in January.

## **COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY**

- a) Asha Gallacher attended an ALIHA meeting on 9/24/15 at Patchogue Village Hall. Discussion of nominations of new President and HUD's average 8% drop in Fair Market Rents were discussed.
- b) 7 recertifications and 3 interims were performed.
- c) VC22 will be relinquishing their voucher on 9/30/15. Their over income grace period has ended and the family no longer qualifies as income eligible.
- d) Transfer of the HAP Savings, 278 2<sup>nd</sup> Street Checking, 278 2<sup>nd</sup> St Security Deposits, and HA Admin accounts from Chase Bank to Bridgehampton National Bank was completed.
- e) VC13 Fair Hearing took place on 9/9/15. The HA requested from the Hearing Officer, that the client remain on the program if certain conditions were established to prevent repeat violations from occurring in the future. This included provisions that the family document a visiting schedule and adhere to the visiting policy of the Admin Plan.

## **SIGNIFICANT PAYMENTS**

- Bond Payments -
  - ~ Mitchell Park (Brownfields) - \$ 20,000.00 Principal
  - ~ Marina Electric Upgrade - \$ 25,000.00 Principal, \$ 5,956.26 Interest
  - ~ Street Sweeper - \$ 10,000.00 Principal, \$ 2,237.50 Interest
  - ~ Light Plant (Phase II) - \$ 65,000.00 Principal, \$ 52,621.88 Interest
- TCC Payment - \$ 500,431.79 -scheduled for October 16, 2015

## **SIGNIFICANT COLLECTIONS,**

- Property Taxes Received - \$ 1,019,015.00
- Rents Received - September 2015 - \$ 78,143.33

## **INFORMATIONAL:**

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

**Attachments:**

BANK ACCOUNT BALANCES SEPTEMBER 2015 (PDF)

BILLING STATISTIC REPORT SEPTEMBER 2015 (PDF)

SEPTEMBER 2015 HA MINUTES (PDF)

HA FINANCIALS SEPTEMBER 2015 (PDF)

CD FINANCIALS SEPTEMBER 2015 (PDF)

BUDGET MOD 2276 - SIDEWALKS & CURBS (PDF)

BUDGET MOD 2275 PARK PATHWAYS (PDF)

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

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE
A	General	A.0200.000	Checking	545,299.07
A	General Fund III	A.0201.000	Cert of Deposit	413,361.27
A	Greenhill Cemetery	A.0201.100	Savings	33,211.17
A	Clarks Beach Savings	A.0201.120	Savings	82,115.35
A	Clarks Beach Reserve CD	A.0201.120	Cert of Deposit	675,569.05
A	Money Market	A.0201.130	Money Market	479,145.54
A	Fire Apparatus	A.0221.110	Money Market	880,238.41
A	General Fund Capital	A.0230.200	Cert of Deposit	550,832.59
A	Parks and Recreation	A.0200.200	Checking	219,075.95
<b>TOTAL GENERAL FUND</b>				<b>3,878,848.40</b>
CD	Small Cities Rehab.	CD.0200.000	Savings	71,441.63
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21
CD	Moran	CD.0201.000	Savings	5,722.82
CD	Watkins	CD.0201.001	Savings	20,333.56
<b>TOTAL COMMUNITY DEVELOPMENT</b>				<b>97,724.22</b>
E	Light Depreciation Savings	E.0116.100	Savings	1,149,090.90
E	Light Ban	E.0118.000	Checking	1,026,325.30
E	Light Fund	E.0121.100	Checking	626,594.69
E	TTC Collections	E.0121.120	Money Market	829,327.40
E	Consumer Deposit Savings	E.0191.100	Savings	125,135.52
E	Consumer Deposit Checking	E.0244.200	Checking	1,880.12
<b>TOTAL LIGHT FUND</b>				<b>3,758,353.93</b>
F	Water	F.0200.000	Checking	341,055.74
F	Water Fund Capital	F.0200.400	SAVINGS	8,346.46
F	Water Fund CD	F.0201.000	Cert of Deposit	200,691.52
F	Water Fund Money Market	F.0201.130	Money Market	100,520.86
<b>S</b>				<b>650,614.58</b>

G	Sewer	G.0200.000	Checking	347,364.32	
G	NYS DEC Consent	G.0201.000	Savings	31,130.18	
G	Sewer Fund III	G.0201.120	Cert of Deposit	714,495.46	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,106.47	
G	NYSERDA	G.0525.000	Checking	111.01	
				<b>TOTAL SEWER FUND</b>	<b>1,291,059.05</b>
H	Capital	H.0200.000	Checking	136,207.46	
H	Capital Reserve	H.0200.400	SAVINGS	49,360.21	
				<b>TOTAL CAPITAL FUND</b>	<b>185,567.67</b>
TA	Trust & Agency	TA.0200.000	Checking	132,829.40	
TA	Retirement Savings	TA.0201.000	Savings	48,719.18	
TA	WWI Memorial Trust	TA.0201.001	Savings	727.51	
TA	T & A Special Escrow	TA.0201.002	Savings	6,571.96	
TA	Justice Court	TA.0201.004	InvestCheck	4,770.31	
TA	Concert Fund	TA.0201.008	Savings	2,275.61	
TA	Global Common	TA.0201.009	Savings	270,851.02	
TA	Accounts Payable	TA.0202.000	Checking	498,924.43	
				<b>TOTAL TRUST &amp; AGENCY FUND</b>	<b>965,669.42</b>
	Wire Account			1.00	
	Utility Clearing			225,562.68	
					<b>225,563.68</b>
				<b>TOTAL VILLAGE WIDE</b>	<b>11,053,400.95</b>

EOM Billing Statistics Report

Rate Summary - All Routes

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	Comm Tax	Res Tax	Total
Electric	2 - Electric - Flat Charge	13	0	0	0	0	0	595.38			8.40	603.78
	9 - Residential (1, 1)	1339	0	994934	109,049.49	0	0		16,544.40		3,011.75	128,605.64
	10 - Water Heating (2, 2)	14	0	1984	147.95	0	0		32.99		4.53	185.47
	11 - All Electric (3, 3)	334	0	202460	22,771.40	0	0		3,358.55		650.07	26,780.02
	13 - Demand - Class 3 (5, 5)	5	0	406000	22,695.40	960	11,280.00		6,751.79	767.98		41,495.17
	14 - Village St. Lighting (6, 6)	5	0	35456.35	4,081.03	0	0		589.64			4,670.67
	15 - Town St Lighting (7, 7)	1	0	4299.05	494.82	0	0		71.49			566.31
	19 - Traffic Lights (11, 11)	1	0	1416	146.65	0	0		23.55			170.20
	20 - Contract St Lighting (12, 12)	2	0	173	0.00	0	0					0.00
	21 - Sterling Harbor (13, 13)	2	0	1535.375	176.72	0	0		25.53	17.45		219.70
Electric Total		1716	0	1648257.775	159,563.46	960	11,280.00	595.38	27,397.94	785.43	3,674.75	203,296.96
Sewer	3 - Sewer - Flat Charge	41	0	0	2,160.70	0	0					2,160.70
	4 - Sewer - Flat Charge	1	0	0	63.70	0	0					63.70
	23 - Sewer - VILL 3/4" W/SEWER (14, 14)	868	416	3359.6	39,312.61	0	0					39,312.61
	25 - Sewer - VILL 1" W/SEWER (15, 15)	29	13	586.6	6,352.78	0	0					6,352.78
	27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	12	2	493	5,130.49	0	0					5,130.49
	29 - Sewer - VILL 2" W/SEWER (17, 17)	27	6	1032.3	10,855.96	0	0					10,855.96
	31 - Sewer - VILL 3" W/SEWER (18, 18)	1	1	0	35.04	0	0					35.04
	33 - Sewer - VILL 4" W/SEWER (19, 19)	2	1	18.6	185.69	0	0					185.69
	54 - Sewer - OUTSIDE RES SEWER (50, 50)	76	50	78.906	2,222.54	0	0					2,222.54
	57 - SPLIT SEWER BILLING (52, 52)	1	0	25	0.00	0	0					0.00
	62 - DRIFTWOOD COVE 52	1	1	152.8164	2,735.20	0	0					2,735.20
	63 - DRIFTWOOD COVE 49	1	1	150.7968	2,577.40	0	0					2,577.40
	64 - PECONIC LANDING 253	1	1	402	13,307.80	0	0					13,307.80
	65 - CLIFFSIDE CONDOS-SEWER	1	1	141	3,682.00	0	0					3,682.00
Sewer Total		1062	493	6440.6192	88,621.91	0	0					88,621.91
Water	5 - Water - Flat Charge	22	0	0	554.35	0	0					554.35
	22 - VILL 3/4" W/SEWER (14, 14)	875	170	2871.6	14,092.73	0	0					14,092.73
	24 - VILL 1" W/SEWER (15, 15)	28	6	544	2,133.42	0	0					2,133.42
	26 - VILL 1 1/2" W/SEWER (16, 16)	13	2	561	2,050.02	0	0					2,050.02
	28 - VILL 2" W/SEWER (17, 17)	28	9	1147	4,445.88	0	0					4,445.88
	30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0	0					36.90
	32 - VILL 4" W/SEWER (19, 19)	2	1	19	90.36	0	0					90.36
	46 - VILLAGE 1 1/2" (42, 42)	1	1	0	36.90	0	0					36.90
	47 - VILLAGE 2" (43, 43)	8	0	72	34.92	0	0					34.92
	48 - VILLAGE 3/4" (44, 44)	97	33	953	4,081.26	0	0					4,081.26
	49 - VILLAGE SEWER ONLY (45, 45)	3	0	165	0.00	0	0					0.00
	52 - FIRE SPRINKLERS (49, 49)	24	0	0	0.00	0	0					0.00
	53 - OUTSIDE RES SEWER (50, 50)	72	0	741.268	0.00	0	0					0.00
Water Total		1174	223	7073.868	27,556.74	0	0					27,556.74
electric-small commercial	12 - Commercial (4, 4)	372	0	1047950.4	130,792.68	0	0		17,427.30	10,953.64		159,173.62
	16 - Operating Municipall (8, 8)	18	0	47257	5,936.14	0	0		785.89			6,722.03
	17 - Water Department (9, 9)	3	0	88	46.71	0	0		1.46			48.17
	18 - Sewer Department (10, 10)	10	0	59637	7,561.20	0	0		991.77			8,552.97
electric-small commercial Total		403	0	1154932.4	144,336.73	0	0		19,206.42	10,953.64		174,496.79
Grand Total		4355	716	2816704.6622	420,078.84	960	11,280.00	595.38	46,604.36	11,739.07	3,674.75	493,972.40



PRESENT: Board Members: Tina Finne, Marilyn Corwin, Anne Reitman  
Staff: Asha Gallacher, Robert Brandt

## MINUTES

### Village of Greenport Housing Authority Regular Board Meeting

9/1/2015

MEETING CALLED at 5:02 pm by Tina Finne

1. MOTION – was made to approve the minutes of June 30, 2015. Tina Finne made motion, Marilyn Corwin carried.
2. MOTION – was made to ratify accounts payable for August 2015 totaling \$73,624.07. Marilyn Corwin made motion, Anne Reitman carried.
3. MOTION – was made to approve accounts payable for September 2015 totaling \$72,457.06. Marilyn Corwin made motion, Anne Reitman carried

#### Section 8 Update:

- a) 3 recertifications and 5 interims were performed.
- b) 23HAP voucher was terminated 7/31/15 for cause – failure to report absence from unit and failure to report change in family composition.
- c) HA has moved to terminate 13VC voucher. HA has received information that participant violated tenant obligations by not reporting changes in family composition. Informal hearing is scheduled for 9/9/2015.
- d) 36VC voucher was relinquished as she moved to nursing home.
- e) New vouchers 36HAP and 44HAP were issued and leased up.
- f) MOTION – was to transfer Chase bank accounts to Bridgehampton National Bank - resolution attached. Tina Finne made motion, Marilyn Corwin carried.
- g) Anne Reitman's letter of resignation was accepted at the previous board meeting held on 9/1/15. She will be stepping down as of 10/31/2015.

#### 4. Affordable Housing Update:

- a) MOTION – was made to ratify accounts payable for August 2015 for 213 Center Street totaling \$1,128.80 and 278 2<sup>nd</sup> Street totaling \$3,289.28. Anne Reitman made motion, Tina Finne carried.
- b) MOTION – was made to approve accounts payable for September 2015 for 213 Center Street totaling \$294.29 and 278 2<sup>nd</sup> Street totaling \$5,620.8. Anne Reitman made motion, Tina Finne carried.

5. Scheduled next meeting for Tuesday September 29, 2015 at 5:00pm.

6. Meeting adjourned at 5:28 pm-----Motion to adjourn by Anne Reitman, Marilyn Corwin, carried.



Financial Data Schedule - Monthly Revenue & Expenses - Sept 15				80	TOTAL UNITS	TOTAL HAP & PORT PAYMENT	\$ 63,141.00	279.00	\$ -
Account Description						TOTAL HAP, PORT, UTILITIES	\$ 63,420.00		
<b>REVENUE:</b>									
706	PHA HUD Operating Grants	\$	68,147.00						
706a	Admin fee revenues	\$	5,941.68						
711	Interest Earned - HAP	\$							
	Interest Earned - ADMIN	\$							
714	Fraud recovery	\$		\$ 3,000.00					
700	TOTAL REVENUE	\$	77,088.00						
<b>EXPENSES:</b>									
912	Administrative Auditing fees								
911	Salaries - Asst (524.04) Robert Colum E	\$	3,366.10	\$ 253.36	\$ 3,619.46				
911a	Medical	\$	1,808.86	\$ 40.25	1,849.11				
911b	Dental	\$		\$ -					
911c	Pension 20.8% of paycheck	\$	700.15	\$ 52.70	752.85				
914	Payroll Taxes FICA	\$	257.51	\$ 19.38	276.89				
915	Employee Benefit Contribution TOTAL	\$	2,509.01	\$ 92.95	2,601.96				
914	Compensated absences								
917	Nina JG Stewart, Esq	\$	1,844.81						
	A Gallacher Reimb	\$	34.33						
918	A Gallacher Mileage	\$	32.78	\$ 67.11					
916	Office Expenses Total	\$							
910	Administrative Total	\$	6,626.83	\$ 7,048.51	Village of Greenport total				
902	Other General Expenses (Office Rent)	\$	550.00						
969	TOTAL OPERATING EXPENSES	\$	9,021.64						
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES			\$ (80.64)					
973.1	PHA Utility Allowance	\$	279.00						
973.2	HAP payments	\$	62,029.00						
	PORT payments	\$	1,112.00						
973	(HAP, PORT and UTILITY TOTAL)	\$	63,420.00						
	HAP & UTIL less Port payments	\$	62,308.00						
1117	Total Admin Revenue	\$	8,941.00						
1118	Total Hap Revenue	\$	68,147.00						
1118-02	Net HAP	\$	4,727.03						
	Net ADMIN	\$	(80.64)						
900	TOTAL EXPENSES	\$	72,441.64	\$ 72,441.64	TOTAL CASH DISBURSEMENTS				
1000	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$		\$ 4,646.36					

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

\$ 4,615.00

Account Description

Account Description	REVENUE: 213 Center	REVENUE: 278 2nd Street			
	213 Center	UNIT 1 - 8124	8327	UNIT 3	HOUSE
Rent	\$ 1,125.00	\$ 1,240.00	1,125.00	\$ 1,125.00	
Late Fees	\$ 75.00	\$ -			
<b>TOTAL REVENUE</b>	<b>\$ 1,200.00</b>	<b>\$ 1,240.00</b>	<b>\$ 1,125.00</b>	<b>\$ 1,125.00</b>	<b>\$ - \$ 3,490.00</b>
<b>EXPENSES:</b>	<b>EXPENSES: 213 Center</b>	<b>EXPENSES: 278 2nd Street</b>			
	<b>213 CENTER</b>	<b>UNIT 1 - 8124</b>	<b>8327</b>	<b>8328</b>	<b>HOUSE - 8590 RE/8361 SW</b>
<u>Utilities</u>					
Electric	\$ 87.55				\$ 12.38
Water/Sewer	\$ 63.94				\$ 198.35
Propane/Heating Oil					\$ 369.95
<u>Admin</u>					
Salary (\$4.08 X 2 payperiods 140 hrs=\$571.20 divide by 25% and 75%)	\$ 142.80				\$ 428.40
Payment Agreement to Village					\$ 1,000.00
<b>Total</b>	<b>\$ 294.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,009.08</b>
					<b>\$ 2,009.08</b>
	<b>MAINTENANCE: 213 Center</b>	<b>MAINTENANCE: 278 2nd Street</b>			
	<b>213 CENTER</b>	<b>UNIT 1</b>	<b>UNIT 2</b>	<b>UNIT 3</b>	<b>HOUSE</b>
<u>Maintenance Repairs/Other</u>					
Hands Fuel Co					246.75
C-Cat Co.					214.98
VGHA Admin Fee Deficit					3,000.00
Pine Oaks Landscaping					150.00
	\$ -	\$ -	\$ -	\$ -	\$ 3,611.73
Total Expenses	\$ 294.29				\$ 3,611.73
<b>MONTHLY FINANCIAL SUMMARY</b>	<b>213 CENTER</b>	<b>278 2nd STREET</b>			
Interest Earned					
Total Revenue	\$ 1,200.00		\$ 3,490.00		
Total Expenses	\$ 294.29		\$ 5,620.81		
NET REVENUE	\$ 905.71		\$ (2,130.81)		
EXCESS (DEFICIENCY) OF TOTAL REVENUE					
1000 OVER (UNDER) TOTAL EXPENSES	\$ 905.71		\$ (2,130.81)		



## VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2016 Period: 10 Trans Type: B2 - Amend Status: Batch  
Trans No: 2276 Trans Date: 10/07/2015 User Ref: ROBERT  
Requested: P. PALLAS Approved: Created by: ROBERT 10/07/2015

Description: TO APPROPRIATE CAPITAL RESERVE FOR VILLAGE SIDEWALK AND CURB  
REPAIRS AT FOURTH STREET, SOUTH AND MAIN STREET, ADAM STREET  
GAZEBO, AND BAY AND MAIN STREET. Account # Order: No  
Print Parent Account: No

Account No.	Account Description	Amount
A.5990	APPROPRIATED FUND BALANCE	88,600.00
A.8843.900	TRANSFER TO CAPITAL..	88,600.00
H.2816.500	TRANSFER FROM GENERAL..	88,600.00
H.5110.200	ROAD CONSTRUCTION..	88,600.00
<b>Total Amount:</b>		<b>354,400.00</b>



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: October 9, 2015  
Meeting: October 15, 2015 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Debbie Boyle, *Assistant*  
From: Debbie Boyle, *Assistant*  
Department: Village Clerk Department

---

## Village Clerk Work Session Report

### VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on October 15, 2015

Report of Sylvia Lazzari Pirillo, Village Clerk

#### Bids & RFP's

○ The bid for the repairs to sidewalks and curbs was noticed in the September 25<sup>th</sup> edition of "Newsday". The two bids as received were opened on October 1<sup>st</sup>. The selected respondent was Laser Industries.

#### Contracts and Agreements

- The contract between the Village and Lila's Cleaning was mailed to Lila's on September 25<sup>th</sup>.
- The Service Fee agreement between the Village and Penflex was signed and mailed to Penflex on September 25<sup>th</sup>.
- The Certification of Investment Powers was signed and mailed to RBC Wealth Management on September 25<sup>th</sup>.
- The proposed contract between the Village and Laser Industries was created on October 2<sup>nd</sup>. The project was registered with the NYS DOL on the same day. The contract was relayed to Laser Industries on October 8<sup>th</sup>. A representative from Laser Industries physically reviewed the work to be performed in the Village on October 9<sup>th</sup>.

## **Fire Department**

- Thank you to the Fire Department for approving the Village's request to utilize Station One for the annual Recreation Center Charity Christmas event.

## **Grants**

- The M/WBE Quarterly report for GIGP 702 was submitted to the NYSEFC on October 2<sup>nd</sup>.

## **Informational**

- The application sent to DASNY for road paving on the 28<sup>th</sup> of September.
- The selected deer lottery permit recipients were duly notified, after which all visited Village Hall to obtain permits and corresponding parking passes.
- Chairman McMahon received an e-mail advising that the Board of Trustees did not make formal comments regarding 300-308 Main Street.

## **Legal Notices**

- Local Law re Chapter 150 - Bed and Breakfast
- Local Law re Chapter 132 - Vehicles and Traffic

## **Tall Ships**

- The completion of the Port of the Year self-nominating packet is in progress.

## **Resolution(s) requested**

RESOLUTION appointing Marjory Stevens as a member of the Village of Greenport Carousel Committee.

RESOLUTION directing Clerk Pirillo to schedule, and notice accordingly, a public hearing for November 30, 2015 at 7:00 p.m. at the Third Street Firehouse, Greenport, New York, 11944 regarding the Wetlands Permit Application submitted by Costello Marine Contracting as applicant for Nathaniel and Emily Ewing for the property at 230 Fourth Street, Greenport, NY, 11944 to construct a dock consisting of a 4' x 28' catwalk decked

with open-grate decking leading to a 3'x 16' seasonal ramp and 8' x 24' seasonal floating dock with a 4' x 6' access platform.

RESOLUTION directing the Conservation Advisory Council to review the Wetlands Permit Application submitted by Costello Marine Contracting as applicant for Nathaniel and Emily Ewing for the property at 230 Fourth Street, Greenport, NY, 11944 to construct a dock consisting of a 4' x 28' catwalk decked with open-grate decking leading to a 3'x 16' seasonal ramp and 8' x 24' seasonal floating dock with a 4' x 6' access platform, and directing the Conservation Advisory Council to provide the corresponding report to the Village of Greenport Board of Trustees by November 12, 2015.

RESOLUTION amending Resolution # 07-2015-23 from the July 23, 2015 regular meeting of the Village of Greenport Board of Trustees, to amend the start time of the annual Homecoming Parade to 4:30 pm. instead of 5:30 p.m., as requested by the Greenport High School on October 8, 2015.

**Attachments:**



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: October 8, 2015  
Meeting: October 15, 2015 7:00 PM  
*Work Session Meeting*  
To: Mayor George W. Hubbard, Jr.  
Board of Trustees  
Prepared By: Debbie Boyle, *Assistant*  
From: Sylvia Pirillo, *RMC, Village Clerk*  
Department: Mayor and Board of Trustees

---

### **Trustees Martilotta and Roberts Work Session Report**

**Attachments:**

Trustees Martilotta and Roberts Work Session Report (PDF)



## MEMORANDUM

TO: Mayor and Village Board of Trustees  
FROM: Trustees Martilotta and Roberts  
RE: October Work Session Report

Firstly, apologies to all that Trustee Roberts has to miss this month's work session for a months-ago booked conference he is hosting with clients and school superintendents in Georgia.

### **Accomplished since last work session:**

1. Requested documentation of FOIL process for building department and other files (no response).
2. Provided comments/feedback on Short Term Rental law draft (not included in the draft sent to the VBOT)
3. Outreach to Margo DeVito re: Carousel and other youth programs for the winter
4. Proposed amendments to Adventure Treks contract to focus work on increased marina revenue and capacity (no response)
5. Visited with Lamb and Barnosky re: employee investigations and protocols
6. Reviewed Southold Town Court records to check in on process of cases, including house across from Village Hall and Smoked Fish (both adjourned again)
7. Reached out to Red Cross to ensure preparedness for hurricanes
8. Reached out to the NYS OEM office to ensure preparedness for hurricanes
9. Requested documentation of current Village Emergency Response Protocols (no response)
10. Reviewed voucher report, found several voucher payments without proper paper backup, including \$10K invoice from Attorney that has still not been explained to our satisfaction
11. Visited with Robert Cicale, outside counsel on Smoked Fish case, to learn update and next steps. He is waiting on determination from Planning and/or Code Enforcement that conditions of permit have been met. Request Mayor follow-up on next steps before 10/23 court date.
12. Visited with Sterling Street neighborhood association leadership about their ideas for 123 Sterling and history of plans for the site.
13. Visited with Ms. Spiro at Town Hall about possible uses of Community Preservation Fund "2% tax" monies in the village.
14. Visited with Planning Board Chair
  - a. Who owns management of coordinated review process? Clerk's office?
  - b. We need volunteers on the Planning Board desperately

### **Summary of Resolutions Requested:**

1. Resolution permitting the 2<sup>nd</sup> Annual Greenport Turkey Trot to begin in Mitchell Park on Thanksgiving morning, November 26, at 7:30AM, with the 5 KM race course to wind through the streets of the Village of Greenport and end in the Sterlington Commons Shopping Plaza by 10:30 AM.
2. Resolution to schedule a public hearing on the proposed new traffic pattern by the ferry dock, including converting Third Street between the MTA lot and Front Street to one way heading north.
3. Resolution to schedule a public hearing on the current Rental Permit Law for the purposes of considering a repeal of the law.
4. Resolution directing the road department to remove snow from the business district: Front Street from 3<sup>rd</sup> to Main and Main Street from Central to wherever Claudio's property begins.
5. Request Resolution directing the Treasurer to provide detailed fiscal plan for funding the Senior Building Inspector position.

### **Announcements (for inclusion in regular meeting agenda):**

Greenport's homecoming football game will be played at 7PM at our football field on Friday October 23. Please come and support your Porters!

### **Initiatives this month:**

1. 2<sup>nd</sup> Annual Greenport Turkey Trot

**Request resolution permitting the 2<sup>nd</sup> Annual Greenport Turkey Trot to begin in Mitchell Park on Thanksgiving morning, November 26, at 7:30AM, with the 5 KM race course to wind through the streets of the Village of Greenport and end in the Sterlington Commons Shopping Plaza by 10:30 AM.**

This race is organized by Liz Smith and Noah Thomas, whose other volunteer efforts with the village include the CAC, Monday Night Dances, and Tall Ships. The entire race will take less than three hours, including the meeting time before the race's start. Last year approximately 40-50 runners and walkers attended the event, which raised funds and gathered food donations for CAST. The race does not require any road closures, and there is nothing required at Mitchell Park in the way of materials or staff beyond just the Board's approval for a mass assembly permit for a group of runners and

walkers to convene there beginning around 8:00 AM. Any water stations or other tables and chairs set up throughout the village by volunteers will be taken down and any residual mess cleaned up by noon. The race organizers request permission to put up signs at Village Hall, on Village bulletin boards and lamp posts, and also request that the Village post information about the event on its website and in the regular meeting agenda as a community announcement.

This is a harmless and fun event to get families out of the house for a couple of hours on Thanksgiving day while raising money for a great cause. There will be a walking course for those not able to run the full 5K, and the course will be fully ADA accessible. Kids can come, too. Strollers welcome.

2. Propose North Ferry Traffic Pattern Revision: We've heard about this from the public for months. Let's take the issue on. What goes on down there now is not working and causes all sorts of problems, including road rage.

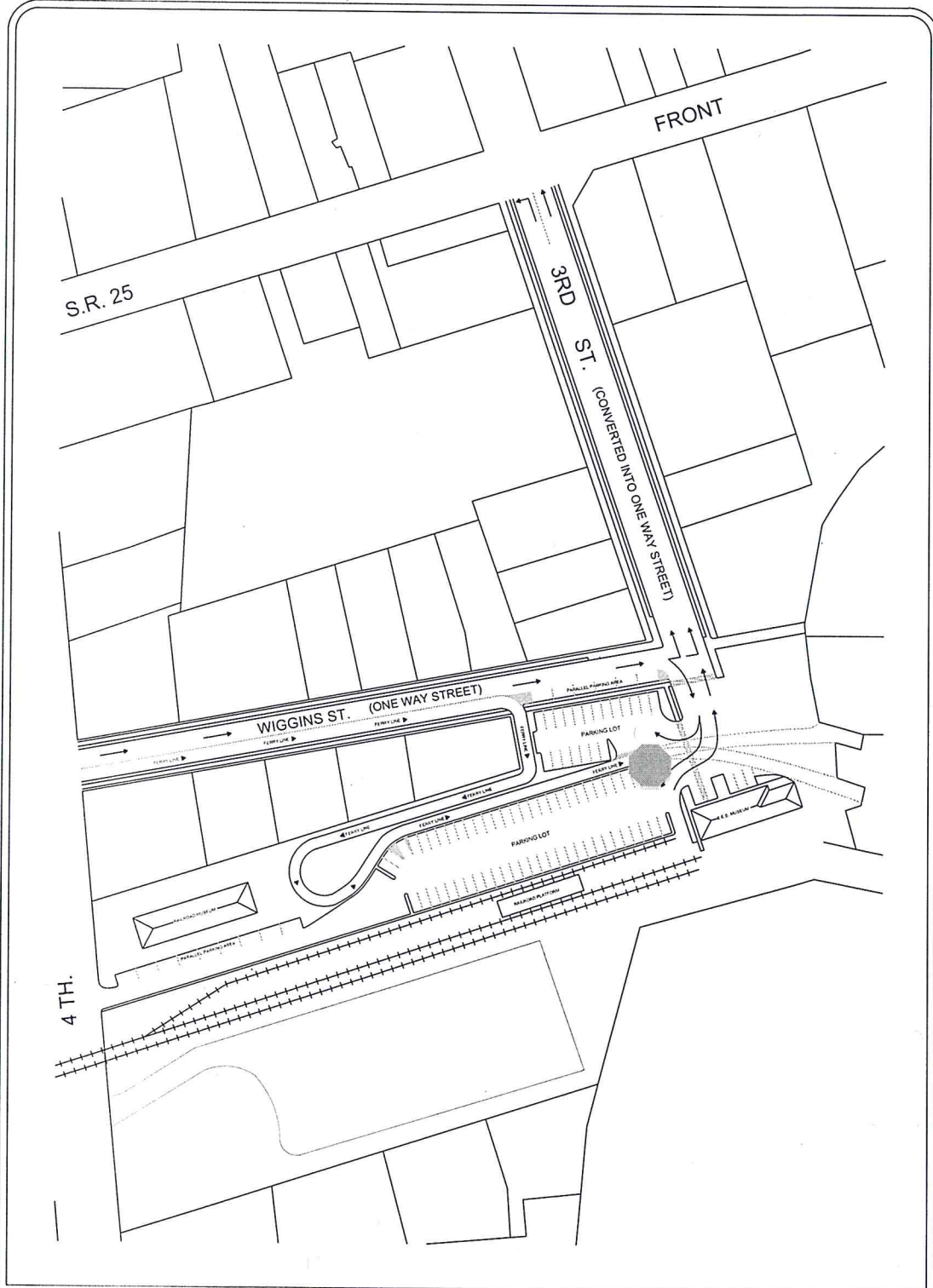
Third Street needs to be one way heading north and signage needs to be updated appropriately.

**Request resolution to schedule a public hearing on this proposed new traffic pattern by the ferry dock.**

This is how it works now:



The cones are not effective. The Ferry company is not interested in our traffic management problems. We can't forget about this issue when the crowds disappear this winter. We need to fix this issue for good. We propose this traffic flow drawing for your consideration and discussion.



PROPOSED CHANGES TO L.I.R.R. PROPERTY AND FERRY LINE ROUTE

LOWER THIRD STREET GREENPORT, NY 11944

DATE: SEPTEMBER 15, 2015

DRAWN BY: DLB

APPROVED BY:

REVISION #:

### 3. Rental Permit Law

- a. There seems to be little to no support on the Board for the Rental Permit Law as it exists today
- b. There has been almost no progress in 2+ years since the previous board passed the legislation
- c. We can protect tenants and ensure housing safety without this law
- d. The fact that the Rental Permit Law has been unsuccessful is making it difficult for us to move forward with any sort of permitting policy on Short-Term Rentals
- e. Current Rental Permit Law dis-incentivizes landlords from providing year-round rentals. We need to be encouraging year-round rentals by clearing the path.
- f. **Request resolution to schedule a public hearing on the current Rental Permit Law for the purposes of considering a repeal of the law.**

### 4. Snow removal: Suggestions for SOP for snow

- Sidewalks – Sidewalks are to be maintained by the property owners.
  - Property owners that do not clean the sidewalk within 24 hours from the end of the snow will have their sidewalks cleared by the Village.
  - Individuals that are infirmed or elderly may be able to establish a flat rate through our hired company and the Village office. The cost will be added to the tax bill.
  - IMPLIED TASK – Add Snow Removal from residential district sidewalks to list of Annual Bids
- Towing – vehicles that are left on the street during a snow storm may become a hazard to both plows and emergency service vehicles.
  - In the event of a snowstorm, vehicles are to be removed from the street as per our code.
  - Those vehicles in the street will receive a warning, and if they remain in the street will be towed at owner's expense.
  - This is for the safety of our residents and our emergency services personnel.
- Business District – It is imperative that the business district remains open and walkable throughout the winter.
  - The Village will remove snow from the business district.
  - Business owners are responsible for maintaining the sidewalks, but we can not allow the snow to build up and become ice along the edge of the curb/roadway.

- **Request resolution directing the road department to remove snow from the business district: Front Street from 3<sup>rd</sup> to Main and Main Street from Central to wherever Claudio's property begins.**
5. Parking Enforcement: Mayor Hubbard was going to ask Southold Town for a TCO to focus on parking violations in the village of Greenport in their budget. What is the status?
  6. Scanning of the Village documents into Laserfiche – What is the status?
  7. Rollout of the rental permit law – What is the status?
  8. Building Department Investigation: What is the status?
  9. Senior Building Inspector Hire: What is the status? Will this be funded by a tax increase?

**Request Resolution directing the Treasurer to provide detailed fiscal plan for funding the Senior Building Inspector position.**

10. Department work plans and roadmaps posted on IQM2, per Trustee Phillips' recommendations. - What is the status?
11. Sewer Department Pump Stations: Are these ready for a big hurricane? Do we need to look into capital improvements?
12. Emergency Protocol: We dodged a bullet with Joaquin. What are the Village's Emergency Protocols? Are they documented? Where? We propose that they include:
  - Communication strategy with the public: Before the storm, the village should communicate out using all available channels about evacuation notices and weather preparedness tips. Mayor Hubbard communicates to the public every 3 hours throughout the storm via the following channels:
    - Website
    - Suffolk Times/Southold Local
    - WLNG
    - Twitter
    - Constant Contact
    - MBP and DR Facebook pages (both should commit to publishing Mayor's updates verbatim)
      - Even if there's not much of an update to provide, just hearing from the mayor will help calm folks. "We're working on getting the plant up and running" or "We have a surge on Front Street so please stay in your homes" will go a long way.

- Communication strategy internally: Clerk will set up a group text list including Mayor, Trustees, Village Administrator, Clerk, Power Plant Manager and Sewer Plant Manager. This list will be tested out two days before storm. This list should be used for emergency communication only. Updates should come from Mayor, Administrator, and Utility managers primarily. Others are included for informational purposes and to ask questions administrators. Every attempt will be made to limit text conversation to emergency only. Text messaging is likely to be the best means of communication, aside from two-way radio, in a severe emergency.
  
- Neighborhood Captains: If a severe emergency happens, each Board Member is assigned a section of the Village. Responsibilities will be to:
  - Encourage those ordered to evacuate to heed the warning
  - Look in on elderly, ill, or disabled people and make sure they are OK.
  - Locate neighbors who have generators in case of a power outage
  - Locate sources of clean water
  - Look out for severe damage and tree limb situations and report them to the utility department using the text group