



236 Third Street  
Greenport NY  
11944

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

**TRUSTEES**  
JACK MARTILOTTA  
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

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

**TREASURER**  
ROBERT BRANDT  
EXT. 217

September 17, 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:**

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

**REPORTS FROM COMMITTEES**

**DISCUSSION**

- o Turret and Leighton Wetlands Permit Application - 746 Main Street
- o Costello Marine Wetlands Permit Application - 210 Carpenter Street

**MAYOR AND VILLAGE BOARD OF TRUSTEES**

**PUBLIC TO ADDRESS THE BOARD**



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ROBERT BRANDT  
EXT. 217

Submitted: September 10, 2015  
Meeting: September 17, 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: Fire Department

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### **Fire Department Work Session Report**

**Attachments:**

Fire Department Work Session Report 9\_11\_2015 (PDF)

CHIEF HARRY BREESE  
1<sup>ST</sup> ASST. CHIEF WAYNE MILLER  
2<sup>ND</sup> ASST. CHIEF JEFFREY L. WEINGART  
CHAPLAIN C. KUMJIAN  
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## MEETING OF THE BOARD OF WARDENS

Wednesday Aug 19, 2015

### OPENING:

Chief Harry Breese opened the meeting at 7:07pm 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, 2<sup>nd</sup> Assistant Chief Jeff Weingart, Wardens Warren Jensen, Joe Milovich, Tony Volinski, Norma Corwin, Ray Corwin, Joe Barszczewski, James J. Pirillo, James A. Pirillo, James Kalin, John Grilli

### THOSE WISHING TO SPEAK TO THE BOARD:

### READING OF THE PREVIOUS MINUTES:

Motion made by John Grilli seconded by James Kalin, to approve the minutes of the July 15, 2015 meeting of the Board of Wardens as printed and distributed. Motion carried.

### COMPANY OFFICERS MEETING MINUTES:

Chief Breese read the minutes of the Aug 18, 2015 meeting of the company officers for information only.

**TREASURER'S REPORT:**

The treasurer's report for the period of July 15, 2015 through Aug 19, 2015 was read by Secretary / Treasurer James Kalin. Motion made by Joe Milovich seconded by John Grilli, to accept the treasurer's report as read. Motion carried.

**BILLS:** none

**COMMUNICATIONS RECEIVED:**

1. Donation from Robert Sonner to Fire Department of \$100.00
2. Suffolk County Fire Bowling tournament Oct 24,2015
3. Thank you letter from Southold Fire Department for the mutual aid CPR call we responded to on 07/18/15.
4. Terrorist attack seminar Hauppauge Fire Dept 09/19/2015 from 9am – 2pm
5. Elite tower Communication structure proposal for cell phone towers. ( request permission to add new tower)

**APPLICATION(S) FOR NEW MEMBERSHIP:**

- 1.
- 2.

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

**REPORT OF COMMITTEES:**

**BUILDING AND GROUNDS:**

1 Milovich stated he has called 3 contractors for quotes, only one that has time to do it is Joel Daly

- 2.

**BY-LAWS:**

**FINANCE:** Read by Chief Breese.

Motion made by James Kalin to make purchases addressed in finance, seconded by James A. Pirillo

FIRE DISTRICT:

PRE-INCIDENT PLANNING:

SERVICE AWARDS:

RECRUITMENT:

CASUALTY FUND:

FUNERAL:

COMMUNICATION:

TRIPS AND TRAVEL:

COMPANY REQUESTS

EAGLE HOSE CO. # 1 Joe Milovich asked what is the status of getting rid of the smell coming from the basement. Chief Breese states he will have Fred go to gallons of aqua chem. to get rid of the smell. Possibly adding a vent downstairs. Joe Also requested permission to hold raffle for 100th Anniversary around Thanks Giving

RELIEF HOSE CO. # 2 Tony Volinski request to hold executive session.

STAR HOSE CO. # 3 Ray Corwin request accountability tags and board

STANDARD HOSE CO. # 4 James J. Pirillo new pagers and accountability tags and board

PHENIX HOOK & LADDER CO. # 1 Bud/ Finance

RESCUE SQUAD Finance /bid specs new ambulance.

WATER RESCUE

FIRE POLICE: Finance

UNFINISHED BUSINESS

## REPORT OF DELEGATES

### NEW BUSINESS

#### GOOD OF THE DEPARTMENT

1. Chief Miller handed out bid spec on Gator for Rescue Squad off of State Bid, what is the board's pleasure. Many questions on where the money will come from, James A. Pirillo requested trying to get money from Maritime. Warren Jensen stated we buy from Peconic Landing funds and to put a Plaque on it stating it came from Peconic Landing. Tony Volinski mentioned that is not what the money is intended for. Much discussion on this. Motion made by Tony Volinski to take money out of Budget seconded by James A. Pirillo. 3 in favor – 7 opposed Motion denied / Motion made by Warren Jensen to purchase utility vehicle out of May mile money Seconded by James Kalin. 8 in favor 3 opposed. Motion carried

2. Air Pack training for new packs Aug 24, 2015 @7pm

3. Chief Wiengart requested all companies to take Hi bands radios from trucks before the Aug 26<sup>th</sup> & 27<sup>th</sup>, as the new ones will be installed. Tony Volinski asked why is the voice not very Clear Chief Wiengart states when repeater was set up as icom it is going from Motorola to icom.

4. Joe Milovich requests a letter to go to San Simeon to request donations from them as we do many calls for them.

5. Joe Milovich asked what is going on with the new building; Chief Breese states have set up another meeting with the engineer, and go over what the board wants. Ray Corwin stated the wardens need to get together on what we want, not what he thinks we need. Warren Jensen mentioned to go look at other Fire Departments get ideas on what the board wants .Set up separate meeting in Sept for wardens. Sept 3<sup>rd</sup> @ 7pm to go over what the board wants.

6. Chief Breese mentioned why the new stove is not installed, the sheet pans do not fit. What are the boards plans to keep the stove and buy new pans or sell the stove.

7. Norman Corwin asked about a schedule to be set up for Maritime to be sent out to the neighboring departments for EMS Standby. Chief Breese mentioned he will fax letter to other Departments.

8. John Grilli reminded everyone about Sept 13<sup>th</sup> for the Dedication @ 1pm for the OL 33 Mack. Stated they will also be having a meeting on Monday Aug 24<sup>th</sup> @ 6:30 pm if The Chiefs would like to sit in on it. Also Mary Bess asked if the OL 33 can lead off the Halloween Parade on Oct 31<sup>st</sup>.

9 James Kalin requested permission to use the meeting room on Sept 29-30 and Oct 27-28 for Defensive Driving class from 6pm to 9pm.

Motion made by Joe Barszczewski to give permission for Defensive Driving Class, Seconded by John Grilli. Motion Carried.

10. Tony Volinski ask how the physicals are going noticed the lists are getting smaller. Chief Breese stated they are going good. But Chief Weingart will start calling people who have not yet gone.

11. Norma Corwin asked when will fit test be, Chief Breese stated he will have to call and set it up.

EXECUTIVE SESSION Motion by Tony Volinski seconded by James Kalin to adjourn to an executive session to discuss personnel. Motion carried. Into an executive session a t7:52 pm.

Motion by James Kalin seconded by John Kalin, to return to the regular meeting. Motion carried. Regular meeting at 8:06 pm.

#### READING OF THE MINUTES

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

#### ADJOURNMENT

Motion made by John Grilli seconded by Ray Corwin, to adjourn.

Motion carried. The meeting was adjourned at 8:10 pm

Respectfully Submitted by,

Jennifer Grilli

  
Recording Secretary

# Greenport Fire Department

## September 2015

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2	3	4	5
		Eagle Hose	Exempts	19:00 Water Rescue		
6	7	8	9	10	11	12
		19:00 Rescue Squad 19:30 Finance	Hook & Ladder			
13	14	15	16	17	18	19
10:00 Juniors 13:00 Old 33 Dedication (St 1)	Relief Hose Standard Hose Star Hose 18:00 Narcan CME (Happague)	19:00 Company Officers (St 2) 19:30 CPR Class (St 1)	19:00 Wardens	18:00 Village Wk Session 19:00 Depr. Training (835)		
20	21	22	23	24	25	26
				18:00 Fire Police (Drossos) 18:00 Village BD Mtg 19:30 Class A 832, 835 & 8316 Depart 1815hrs		09:00 Maritime Festival EMS Standby (1st Street by Colonial)
27	28	29	30	Oct 1	2	3
09:00 Maritime Festival EMS Standby (1st Street by Colonial)		18:00 Defensive Driving (St. 1)	18:00 Defensive Driving (St. 1)			

Chief Breese 8330  
831-0985

Chief Miller 8331  
831-5645

Chief Weingart 8332  
445-0204

Duty Companies 831 & 834  
831 1st Due on 24



CHIEF HARRY BREESE  
1<sup>ST</sup> ASST. CHIEF WAYNE MILLER  
2<sup>ND</sup> ASST. CHIEF JEFFREY L. WEINGART  
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## Finance Meeting August 11, 2015

Attendance: Chief Breese, 1<sup>st</sup> Asst. Chief Miller, Wardens Barszczewski, Kalin, Pirillo Sr., & Administrative Asst. Richter. Warden Jensen Excused

All bills reviewed

### Company Requests:

- 831- excused
- 832- absent
- 833- Budget Items
- 834- Budget Items
- 835- Budget Items
- Rescue Squad-
  - Hammer Medical: \$2237.12
  - Bound Tree: \$2235.03
  - Physio Control \$1995.00
  - New Zoll Machine \$32,816.40
  - 2 New EMS Bags 1: \$174.45 2: \$171.95
  - EMS Core Training: \$3,200.00 (Peconic Landing to pay half) our cost \$1,600.00
  - New Containers for Blood Absorber Powder

Respectfully submitted,

Harry R. Breese  
Chief Engineer

CHIEF HARRY BREESE  
1<sup>ST</sup> ASST. CHIEF WAYNE MILLER  
2<sup>ND</sup> ASST. CHIEF JEFFREY L. WEINGART  
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**Company Officers Meeting  
Tuesday August 18, 2015**

Organized 1845

**Opening:** Chief Breese opened the meeting at 1900 hrs with the pledge to the flag and moment of silence for departed members

**Attendance:** Chief Breese, 1<sup>st</sup> Asst. Chief Miller, Captains: Ken Birmingham, Spencer Hays, & Ray Corwin (FP) Lt's: Bob Corwin, Norma Corwin, Ryan Purcell & George Pope & Safety Officer Charles Rand. 2<sup>nd</sup> Asst. Chief Weingart was Excused (Cliff Harris arrived late)

**Reading of Previous Minutes:** MM: R. Purcell MS: S. Hays to accept the previous month's minutes as printed MC

**Communications:** read for information only see wardens report for details

**Report of Committees:** none

**Old Business:** none

**New Business:** discussion held on status of new stove

**Company Requests:**

831: budget items

832: Foam & 1 ½" to 1" male coupling

833: Foam & 200' 3" hose

834: Absent

835: budget items (absent)

**Rescue:** absent

**Fire Pd:** Stop signs, LG vest 2xx or 3xxx, Light wands

**Water Rescue:** none

**Good of Department:**

- Fireworks to be held at Peconic Landing 8/30 832, 833 & Rescue to respond
- Discussion held on accountability

**Reading of Minutes:** MM: B. Corwin MS: R. Corwin to dispense w/reading of minutes MC

**Adjournment:** MM: C. Harris MS: B. Corwin to adjourn at 1919 hrs MC

Submitted by,

Harry R. Breese II,  
Chief Engineer  
clh

CHIEF HARRY BREESE  
1<sup>ST</sup> ASST. CHIEF WAYNE MILLER  
2<sup>ND</sup> ASST. CHIEF JEFFREY L. WEINGART  
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## Requests and resolutions

August 2015

Please accept the minutes for the august meetings.

There are no requests or resolutions at this time.



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**TREASURER**  
ROBERT BRANDT  
EXT. 217

Submitted: September 10, 2015  
Meeting: September 17, 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

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## Work Session Report Village Administrator - Utilities

# Work Session Report for Road and Utilities

September 17, 2015

## Administrator's Office

### Statistics

#### Work Orders:

Electric = 19 Written, 17 Completed  
Water = 15 Written, 14 Completed  
Sewer = 42 Written, 42 Completed  
Road = 142 Written, 138 Completed

### Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 09-01-2015. 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 09-14-2015.

#### Resolutions:

Surplus Technology List

# Road/Water Department

## Statistics

### Water Distribution:

8,954,400 Gallons Sold

### Sampling:

All water samples complied with Department of Health requirements.

#### Locations: Harbor Front Deli

Total Coliform = Negative

E Coli = Absent

Residual Chlorine = 0.61 mg/L

#### Third Street Firehouse

Total Coliform = Negative

E Coli = Absent

Residual Chlorine = 0.47 mg/L

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

## Report

### Tasks Accomplished:

- ❖ Performed Water Machine maintenance.
- ❖ Cleaned the tops of all storm drains.
- ❖ Repaired water main leak on Bay Avenue.
- ❖ Put street sign up at 2<sup>nd</sup> Street and South Street.
- ❖ Put swing back up at 6<sup>th</sup> Street Park
- ❖ Made new hoses for the misters, fixed pumps for misters, and put up misters.
- ❖ Cut up tree at 211 5<sup>th</sup> Street. Cut a limb down at 6<sup>th</sup> Street and Clark. Picked up tree limbs at trailer park.
- ❖ Dropped off 8 yards of dirt for the Circus.
- ❖ Patched roads throughout the village.
- ❖ Picked tree up on Center Street that the line crew cut down.
- ❖ Put "No Parking" sign up by Maritime Museum. Put a "No Parking" sign on Carpenter Street.
- ❖ Re-seeded the area around the basketball court at 5<sup>th</sup> and 6<sup>th</sup> Street Park.

- ❖ Weeded flower beds around the village.
- ❖ Picked up a dead deer and raccoon.
- ❖ Assisted Doug and Bobby tracing out wires.
- ❖ Put new air tank and changed oil in G-55
- ❖ Changed fuel filter in G-9
- ❖ Removed poison ivy from Skate Park. Fixed ramps at Skate Park. Painted Ramps. Brought staging, tables and chairs to Skate Park.
- ❖ Put picnic table up at 3<sup>rd</sup> Street Park.
- ❖ Swept streets throughout the village.
- ❖ Filled in hole by ferry parking lot.
- ❖ Repaired bulk head at the end of Bay Avenue.
- ❖ Brought 6 barricades to the church.
- ❖ Assisted Sewer Department with finding a manhole.
- ❖ Assisted with the installation of the force main on Moore's Lane.

Projects:

Crew worked on rehabbing the misting system in Mitchell Park. We had to order a new water pump and re-make some of the fittings. After several days of repairs and modifications the system is now running in Mitchell Park.

# 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 August, = 9,401,000 gallons.

Average Daily Flow = 0.303 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 = <2 MPN/100 Permit limit = 200 MPN/100

Coliform Total General = 4.6 MPN/100 Permit limit = 700 MPN/100

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

### Sludge Removal:

49,000 Gallons of sludge hauled during August.

## Report

### ❖ Treatment Plant:

Intensive Coliform sampling was done this month.

We changed the belts on screw pumps, the oil in the gear boxes, and the oil in the blowers. Power washed Huber Screen. Mowed, trimmed, and raked plant grounds. Greased clarifier drives, screw pumps, and cleaned the DO probes. Made adjustments to the Trojan UV system sensors. Checked fluid levels on the Jet Rodder. Plant is running well.

Pumped sludge 4 times during August. Crew assisted with operations.

### ❖ Collection System:

We are continuing to clean the collection system once a week.

Pump stations operation was normal.

We had some call outs for backups. The village was not the source of these problems.

## Electric Department

### Statistics

#### Monthly Power Usage:

Maximum usage day = Aug 3 @ 227.20 Mwh  
Minimum usage day = Aug 8 @ 75.66 Mwh  
Average usage for the month per day = 116.07 Mwh  
Monthly total usage = 3365.97 Mwh

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

#### Tasks Accomplished:

- ❖ Hinck Electric was contracted to replace the faulted underground feeder cable at the metering station on Route 25. A&F testing was contracted to test all the underground cables on the circuit that feeds transformer #1
- ❖ It was noted by village staff and Hinck Electric, that several of the cable terminations were showing signs of ozone damage to the rubber on the terminations. After a quick site review it was determined that at least 18 of the terminations needed replacement.
- ❖ Hinck Electric was also instructed to replace all the nuts, bolts and washers on all the connections. It was found that there was a very large portion of bolts that were insufficiently tightened.
- ❖ A&F testing started their testing of the cables at the metering station. The testing involved isolating a section of cable and injecting a low frequency signal with a high voltage AC signal together. By doing this we were able to test the integrity of the cables. Once the cable testing was completed, A&F's technicians started checking and testing the alarm circuits on transformer #1. This involved tracing out wiring, checking the wiring point to point, and also setting up alarm conditions to test both enunciator panels. Relays, switches, pressure switches, and alarm control boards were tested. Some spare parts were ordered to have as stock on hand. It was determined that the alarms are in proper working condition.



- ❖ Hinck and village staff reviewed the switching procedure to re-energize the cable from the metering point to the pad mount switch just before transformer #1. Re-energizing was completed, and phasing was also tested at several locations.
- ❖ Installed and removed banners at two locations.
- ❖ Worked with Verizon to install a new pole in front of 311 Front Street. Tree trimming was done to make way for the new pole.
- ❖ Checked the transformer that feeds the east pier. Boaters were having low voltage issues on the original shore power stations. We checked voltage at the transformer and at all shore power stations on the dock. It was observed that some of the connectors in the base have a fair amount of corrosion. We made adjustments to the voltage taps.

Projects:

Island Pump and Tank completed installation of the underground conduits and other preliminary work. We are waiting for the tanks to be completed by the manufacturer. Once they are completed they will be shipped to our plant for installation.

Skrezec began installing the new Force Main which will tie the Power Plant to the WWTP. The new force main is a 2" schedule 80 pipe with a redundant installed next to it in the same trench. This force mains only purpose is to satisfy a requirement of the Suffolk County Health Department in cooperation with proper storage of hazardous materials. The oil/water mixture which collects in the basement of the power plant will now be sent to our WWTP for final treatment instead of utilizing costly pumping services. The new section of main will pay for itself twice in the course of one year. The village currently has been utilizing Miller Environmental, which can cost as much as \$1700.00 for just one pump-out of the mixture. The village currently utilizes this service on average 6 times a year.

**Attachments:**



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

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## Work Session Report Village Administrator - Building

# Work Session Report for Building Department

September 17, 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 #
8/17/2015	2.-2-10.1	211 Bridge Street	65-2.A(1). Commencing Construction without a Building Permit.	Greenport, NY 11944	15060
8/17/2015	4.-4-11.2	423 Sixth Ave	65-6.A. Certificate of Occupancy Violation.	Deer Park, NY 11729	15062
8/17/2015	4.-4-11.2	423 Sixth Ave	65-6.A. Certificate of Occupancy Violation.	Deer Park, NY 11729	15063
8/17/2015	4.-4-11.2	423 Sixth Ave	65-2.A(1). Commencing Construction without a Building Permit.	Deer Park, NY 11729	15064
8/17/2015	4.-4-11.2	423 Sixth Ave	65-6.A. Certificate of Occupancy Violation.	Deer Park, NY 11729	15065
8/17/2015	4.-4-11.2	423 Sixth Ave	65-6.A. Certificate of Occupancy Violation.	Deer Park, NY 11729	15066
8/17/2015	4.-4-11.2	423 Sixth Ave	65-2.A(1). Commencing Construction without a Building Permit.	Deer Park, NY 11729	15067
8/19/2015	4.-3-26.2	515 Carpenter Street	65-6.A. Certificate of Occupancy Violation.	Brooklyn, NY 11205	15068
8/20/2015		Main Street and Front Street	132-16. No Parking	2008 VW SUV, NY reg # EKV6439	A-3603
8/21/2015	4.-4-28.1	502 Front Street	150-7.C.(8)(d). Yard Sale without a Permit	Greenport, NY 11944	A-3604
8/21/2015	5.-1-1	117 Ludlam Place	112-14. Maintenance of Private Property.	Greenport, NY 11944	15069
8/21/2015	5.-1-1	117 Ludlam Place	112-11. Abandoned or Unlicensed Vehicle	Greenport, NY 11944	15070
8/21/2015	5.-1-1	117 Ludlam Place	90-2. Public Nuisance.	Greenport, NY 11944	15071
8/21/2015	5.-1-1	117 Ludlam Place	90-2. Public Nuisance.	Greenport, NY 11944	15072

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

Date	SCTM #	Address	Nature of Violation	Remediation	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.)	<u>8/13/2015</u> : Notice of Violation posted at the property and sent by certified mail to the owners. <u>8/17/2015</u> : Owners were issued Tickets # 15062, 15063, 15064, 15065, 15066, and 15067.	

**New Complaints**

Date	SCTM#	Address	Nature of Violation	Remediation	Closed:

**Open Cases**

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
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>	
7/14/2015	5.-1-1	117 Ludlam Place	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><u>8/20/2015</u>: Inspected and photographed the property.</p> <p><u>8/21/2015</u>: Issued Tickets 15069, 15070, 15071 and 15072 to the property owner.</p>	
7/17/2015	6.-4-12	319 Wiggins Street	112-11. Abandoned Vehicle.	<p><u>8/14/2015</u>: Inspected the property and observed that the vehicle has been removed.</p>	8/14/2015
7/23/2015	4.-1-28	414 West Street	65-2.A(1). Commence Construction without a Building Permit.		
6/29/2015	2.-5-42	8 Broad Street	115-7.A. Shrubbery obstructing the sidewalk.	<p><u>7/16/2015</u>: Inspected the property and observed that the violation has not yet been corrected.</p> <p><u>8/20/2015</u>: Inspected the property and observed that the shrubbery has been trimmed.</p>	8/20/2015
6/29/2015	2.-6-45	602 First Street	115-7.A. Shrubbery obstructing the sidewalk.	<p><u>7/16/2015</u>: Inspected the property and observed that the violation has not yet been corrected.</p> <p><u>8/20/2015</u>: Inspected the property and observed that the shrubbery has been trimmed.</p>	8/20/2015

5/7/2015	2.-6-50	629 Main Street	Illegal Apartment in Rear Garage.	<p><u>5/8/2015</u>: Telephone interview with the 1st complainant.</p> <p><u>5/11/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/13/2015</u>: Inspected the property from the property line during the evening. No activity observed.</p> <p><u>5/14/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/15/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/18/2015</u>: Inspected the property from the property line. No activity observed.</p> <p>Telephone interview with the 1st complainant. Later the 1st complainant called back and left a message that the tenants were home in the garage at approximately 5:15 PM.</p> <p><u>5/19/2015</u>: The 1st complainant left a message that the male tenant was home in the garage at approximately 5:45 PM.</p> <p><u>5/20/2015</u>: Telephone interview with the 1st Complainant.</p> <p><u>5/21/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/26/2015</u>: Received a written complaint from the 2nd complainant. Inspected the property from the property line. No activity observed.</p> <p><u>5/27/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/28/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/29/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/1/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/3/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/4/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/6/2015</u>: 1025 hrs, Observed a 2011 VW NY reg # FJF7525 parked in front of the garage. Interviewed the property owner who stated that the garage is rented to a husband and wife during the period of April through the end of June, but that the building was used as a cottage long before he purchased the property.</p> <p><u>6/18/2015</u>: Ticket numbers 15054 and 15055 were issued to the property owners for a zoning violation.</p> <p><u>7/10/2015</u>: The owners appeared in Southold Town Justice Court to answer the tickets. The case was adjourned while they seek a zoning variance.</p>	
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5/14/2015	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>	
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.	

1/15/2015	6.-4-10	331 Wiggins Street	112-11. Abandoned or Unlicensed Vehicle.	<p><u>5/29/2015</u>: Inspected the property and observed that the vehicle has not been removed.</p> <p><u>7/21/2015</u>: Photographed the abandoned vehicle and issued Ticket # 15061 to the property owner.</p> <p><u>8/20/2015</u>: Inspected the property and observed that the abandoned vehicle has been removed.</p>	8/20/2015
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 represnative 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 represenatives 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</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>	
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>	
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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.  <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>	
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236 THIRD STREET  
GREENPORT NY 11944

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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: September 10, 2015  
Meeting: September 17, 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

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

# **Work Session Report Recreation Department**

September 17, 2015

## **Marina**

- ❖ The Marina revenue for August was down by \$51,392.25 due to the way the calendar placed Labor Day weekend. September revenue numbers will show the Marina with an increase. Last year Labor Day was on September 1 so the Marina was seeing the revenue increase during August.
- ❖ The carousel was down by \$4,450.53. We can assume this had something to do with temperatures being so hot during August.
- ❖ The campground was up by \$1,510.00. This can be attributed to the carnival and circus that took place during August. The campground has also benefited from an influx of tent patrons. In previous years we lost out on revenue from those sales due to poor site conditions. Our new campground manager has committed to improving conditions for all campground guests.
- ❖ The pump-out boat was up by \$25.00 which amounts to 5 additional pump-outs.
- ❖ The mooring field was down by \$1,312.00 from last year. Camera Obscura was up by \$68.00.
- ❖ The summer season for the Marina is winding down. Labor Day weekend was a big success for the Village. We had a nearly full Marina for the entire weekend. We had to turn boats away because we had no more slips to rent.

Monthly Revenue Reports are attached.



# Recreation Center

## Statistics

Attendance:

Kids =66 Enrolled

## Reports

- ❖ Evaluations for all Department of Labor employees were completed this past month.
- ❖ On August 19<sup>th</sup> “Circus Day” was held at 5<sup>th</sup> Street Beach. All the campers enjoyed the carnival games and prizes. The recreation center staff worked really hard to coordinate this event.
- ❖ We received approval from Department of Social Services (DSS) for our camp to have children enrolled in our program in accordance with the Department of Health (DOH) guidelines. This service offsets the cost for families that meet the requirements for DSS.
- ❖ A Pictorial Keepsake Journal was made for the camp. It memorializes the events, activities, and fun everyone had this year.
- ❖ Kerry Tooker paid us another visit on August 27<sup>th</sup>. All DOH regulations have been met.
- ❖ We would like to extend a Thank You to Joe from the Floyd Memorial Library for providing the Recreation Center and Campers with all the wonderful programs this Summer.
- ❖ Camp ended on August 21<sup>st</sup>.
- ❖ We are getting ready for our After School Program which commences on Tuesday, September 15<sup>th</sup>. Packets with flyers, applications and bus information were made up for distribution to parents and guardians.

## Campground

- ❖ General maintenance items were completed.
- ❖ Installed new EMT sign and post.
- ❖ Painted tent site numbers.
- ❖ Investigated and repaired an issue with the power in the Ladie’s Room.
- ❖ Stock and cleaned bathrooms daily.
- ❖ Made repairs to the old picnic tables.
- ❖ Updated site maps.
- ❖ Collected on all seasonal accounts for September.

### Attachments:

Rec Rev Report (PDF)

Marina

AUGUST 2015  
MONTH/YEAR

DEPARTMENT

AUGUST 2014  
MONTH/YEAR

1	1021.23	5552.02	538.02	6494.57
2	867.15	3500.32	389.08	1740.09
3	463.36	2276.83	98.42	3492.21
4	573.96	2904.22	62.14	6842.72
5	122.44	2344.64	82.25	1549.97
6	103.75	3042.96	317.87	1773.08
7	175.11	2959.11	741.39	494.50
8	1340.06	7628.41	791.54	785.56
9	477.75	2877.42	459.38	7066.47
10	425.04	3870.47 (4/11) 150-	1334.88	1072.48
11	0	1319.21	569.97	17684.37
12	117.90	2190.12	413.90	5697.51
13	420.01	4368.30	40	362.48
14	327.56	6895.37	345.64	7519.20
15	572.10	5893.48	528.45	6128.52
16	659.06	13057.09	835.45	5315.42
17	195.89	9883.61	285.06	6519.83
18	164.91	961.50	309.48	4877.01
19	1481.38	724.42 11.34	192.27	1489.63
20	32.17	1281.46	77.62	1274.59
21	407.67	91.90 7282.63	122.64	1511.73
22	1201.69	7319.38	405.68	13153.78
23	324.64	4807.7	12.17	5142.15
24	292.32	222.576	930.62	5173.07
25	76.70	1236.35 1466.34	511.70	2785.24
26	576.36	4783.08 413.90	139.05	1120.53
27	270.05	5418.76	316.61	6163.50 (50-2015)
28	173.82	6748.36	102.30	2313.36
29	776.10	6706.37	5462.94	32715.13
30	1057.73	2143.79	190.43	13,228.14 (00-2015)
31	81.07	17160.95	292.91	5398.98

166,366.64

218,346.95 150(2015/16)

TOTAL

218,496.95

52,130.31

Administrative

# Carousel

## DEPARTMENT

AUG 2015

AUG 2014

MONTH/YEAR

MONTH/YEAR

1	1031	1168	16 <sup>orm</sup>	24.82	864	910
2	945	1482	20 <sup>orm</sup>		1148	1225
3	936	956	35 <sup>orm</sup>	15.82	1579	1068
4	852	644	30 <sup>orm</sup>	81 donations	926	738
5	906	804	30 <sup>orm</sup>	35 <sup>orm</sup>	573	722
6	1074	612	15 <sup>orm</sup>	7.82	866	834
7	730	816	20 <sup>orm</sup>	20 <sup>orm</sup>	572	769.15
8	1080	1214	20 <sup>orm</sup>	15.82	944	768
9	1024.11	1064	22 <sup>orm</sup>	50 <sup>orm</sup>	1168	993
10	902	1020		90 <sup>orm</sup>	1325	126
11	494	504		(donor 21)	934	1097.25
12	836	788	10 <sup>orm</sup>		1274	667
13	904	552	4 <sup>orm</sup>	7.82	678	1062
14	902	943	70 <sup>orm</sup>		911	814
15	1053	1140	24 <sup>orm</sup>	15	745	1002
16	772	1044	16 <sup>orm</sup>		1162	119
17	766	1086			1080	1927
18	934	720	50 <sup>orm</sup>	30(orm)	1060	118
19	904	905			83.30	1092 8-30
20	1038	612			832	993
21	518	976	20 <sup>orm</sup>	46.80		POWER ON
22	1122 (drucker)		25 <sup>orm</sup>	15	1436	936
23	918	1676	6(orm)	20.55	1416	1480
24	958	803	20(orm)		1120	1182
25	612	934		55(orm)	1000	12-2
26	770	740	55(orm)	7.82	972	728
27	854.00	732	30 <sup>orm</sup>	10 <sup>orm</sup>	924	870
28	1048.00	650	40 <sup>orm</sup>	86(orm)	985	926 51
29	1030	1118	10	10	843	1066
30	1244	960	50	36 <sup>orm</sup>	1252	1416
31	704	540.75	50 <sup>orm</sup>		1436	1170

56, 978.77

61, 429.30

**TOTAL**

- 4,450.53

McCanns

DEPARTMENT

AUG 2015  
MONTH/YEAR

AUG 2014  
MONTH/YEAR

1	2265 - 1650 -		
2	120 - 580 750 -		
3	550 470 -	3570	2180
4	80		
5			
6	-455 Volund 245 - 270	290	
7	120 - 220 -	1975	
8	30 - 260 -	800	
9			
10	120 -	1125	
11	30 - 60 -		
12		415	
13			
14		615	
15	120 - 60		
16	40 - 280 -	385	1122.00
17	235		
18	30		
19	240	340	400
20		610	
21	415 - 550		
22	30 -		
23	60 -		
24	355 80 - 30 -		
25	500 -	590	
26	150 - 1420 -		
27			
28	40 - 1270	280	
29	60 - 300 -	210	
30		435	
31	500 1635 -		

16,760 -

15,250.00

TOTAL

11,180.00

Pump Out Boat

DEPARTMENT

AUG 2015  
MONTH/YEAR

AUG 2011  
MONTH/YEAR

1		
2	85-	
3		
4		
5		
6		
7		
8	90-	
9		
10		125-
11		
12		
13		
14		
15		
16		
17		75-
18		
19	230-	80-
20		
21		
22		
23		
24	90	200-
25		
26		
27		
28		85-
29		
30		
31	95	

590

565-

TOTAL

125

Moorings

DEPARTMENT

AUG 2011  
MONTH/YEAR

AUG 2014  
MONTH/YEAR

1	60 - 64 -	
2	80 -	
3	80 -	
4	84 -	
5	80 -	60 -
6	216 -	70 -
7	144 -	210 -
8	66 -	144 -
9		
10	60 -	132 -
11		80 -
12		112 -
13	152 -	228 -
14		140 -
15		372 -
16	676 -	
17		72 -
18		72 -
19		204 - 72
20		112 -
21		
22	54 -	140 -
23		380 -
24	68 -	
25	144 -	
26	120 -	
27		
28		288 + 174
29		58
30		152
31		328

2148

3460 -

TOTAL

(- 1312.00)

*Camera Obscura*

*Aug 2015*

DEPARTMENT

*Aug 2014*

MONTH/YEAR

MONTH/YEAR

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

68

TOTAL

*J. C. C.*



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: September 10, 2015  
Meeting: September 17, 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

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## TREASURER'S REPORT

### Report from the Treasurer's Office

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

- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 2260, to fund Village wide re-paving projects, and directing that Budget Amendment # 2260 be included as part of the formal meeting minutes for the September 24, 2015 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 2262, to fund the rebuilding of both pumps at Central Pump Station, and directing that Budget Amendment # 2262 be included as part of the formal meeting minutes for the September 24, 2015 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 2263, to fund the emergency repairs at the Light Plant, and directing that Budget Amendment # 2263 be included as part of the formal meeting minutes for the September 24, 2015 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to move the following bank accounts from Chase Bank to Bridgehampton National Bank:  
Consumer Deposit Checking (G/L account E.0244.200), Consumer Deposit Savings (G/L account E.0191.100)
- RESOLUTION authorizing Treasurer Brandt to move the following bank accounts from Chase Bank to Suffolk County National Bank:  
Retirement Savings (G/L account TA.0201.000), NYSEFC (G/L account G.0205.000), T & A Special Escrow (G/L account TA.0201.002),



Concert Fund (G/L account TA.0201.008), Justice Court (G/L account TA.0201.004),  
Water Fund Capital (G/L account F.0200.400)

### **UTILITY BILLING**

Meter reading and billing are on or close to schedule.

### **COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY**

- a) 3 re-certifications 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 - to transfer Chase bank accounts to Bridgehampton National Bank - see attached.

### **SIGNIFICANT PAYMENTS**

- Bond Payment -Sewer 2002 Bond, \$ 52,000.00 total payment

### **SIGNIFICANT COLLECTIONS,**

- Property Taxes Received - \$ 1,005,584.43
- Rents Received - August 2015 - \$ 75,507.91

### **INFORMATIONAL:**

- Report - Cash Holdings - See attached
- Utility Billing - see attached Billing Statistics Report
- CD/HA Monthly Financials - See attached
- Dances in the Park Revenue/ Expense Report - See Attached

### **Attachments:**

BUDGET MOD 2260 - ROAD PAVING (PDF)  
BUDGET MOD 2263 EMERGENCY LIGHT PLANT REPAIRS (PDF)  
BUDGET MOD 2262 - PUMP REPAIRS (PDF)  
BILLING STATISTIC REPORT - AUGUST 2015 (PDF)  
BANK ACCOUNT BALANCES AUGUST 2015 (PDF)  
HOUSING AUTHORITY BOARD MEETING AGENDA - AUGUST 2015 (PDF)  
HA FINANCIALS AUGUST 2015 (PDF)  
CD FINANCIALS AUGUST 2015 (PDF)  
DANCES IN THE PARK 2015 REV EXP REPORT (PDF)

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2016 Period: 9 Trans Type: B2 - Amend Status: Batch  
 Trans No: 2260 Trans Date: 09/10/2015 User Ref: ROBERT  
 Requested: P. PALLAS Approved: Created by: ROBERT 09/10/2015  
 Description: TO USE GENERAL FUND RESERVES TO FUND VARIOUS VILLAGE WIDE  
 REPAVING PROJECTS Account # Order: No  
 Print Parent Account: No

Account No.	Account Description	Amount
A.5990	APPROPRIATED FUND BALANCE	338,061.00
A.8843.900	TRANSFER TO CAPITAL..	338,061.00
H.2816.500	TRANSFER FROM GENERAL..	338,061.00
H.5110.400	ROAD CONSTRUCTION.CONTRACTUAL EXPENSE..	338,061.00
<b>Total Amount:</b>		<b>1,352,244.00</b>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2016 Period: 9 Trans Type: B2 - Amend Status: Batch  
Trans No: 2263 Trans Date: 09/11/2015 User Ref: ROBERT  
Requested: P. PALLAS Approved: Created by: ROBERT 09/11/2015  
Description: FUNDING OF EMERGENCY WORK FOR THE LIGHT PLANT

Account # Order: No  
Print Parent Account: No

Account No.	Account Description	Amount
E.5990	APPROPRIATED FUND BALANCE	31,998.00
E.0742.110	REPAIRS TO DISTRIBUTION SYSTEM..	31,998.00
E.5990	APPROPRIATED FUND BALANCE	23,901.00
E.0742.110	REPAIRS TO DISTRIBUTION SYSTEM..	23,901.00
<b>Total Amount:</b>		<u>111,798.00</u>

# VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2016 Period: 9 Trans Type: B2 - Amend Status: Batch  
 Trans No: 2262 Trans Date: 09/11/2015 User Ref: ROBERT  
 Requested: R. DUNBAR Approved: Created by: ROBERT 09/11/2015  
 Description: TO FUND TWO PUMP REBUILDINGS AT CENTRAL PUMP STATION

Account # Order: No  
 Print Parent Account: No

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	15,000.00
G.8130.203	MAJOR PUMP STATION REPAIR..	15,000.00
<b>Total Amount:</b>		<u>30,000.00</u>

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					8.40	603.78
	9 - Residential (1, 1)	1340	0	936518	103,388.83	0		595.38	19,415.84		3,954.74	125,759.41
	10 - Water Heating (2, 2)	14	0	1581	131.55	0			32.80		4.10	168.45
	11 - All Electric (3, 3)	334	0	197414	22,282.46	0			4,094.25		656.16	27,032.87
	13 - Demand - Class 3 (5, 5)	5	0	447200	24,998.48	941	11,056.75			859.20		46,188.97
	14 - Village St. Lighting (6, 6)	5	0	30947.45	3,562.06	0			641.81			4,203.87
	15 - Town St Lighting (7, 7)	1	0	3752.35	431.90	0			77.82			509.72
	19 - Traffic Lights (11, 11)	1	0	1416	146.65	0			29.37			176.02
	20 - Contract St Lighting (12, 12)	2	0	151	0.00	0						0.00
	21 - Sterling Harbor (13, 13)	2	0	0	0.00	0						0.00
Electric Total		1717	0	1518979.8	154,941.93	941	11,056.75	595.38	33,566.38	859.20	3,623.40	204,643.04
Sewer	3 - Sewer - Flat Charge	41	0	0	2,160.70	0						2,160.70
	4 - Sewer - Flat Charge	1	0	0	63.70	0						63.70
	23 - Sewer - VILL 3/4" W/SEWER (14, 14)	869	475	3326	39,884.32	0						39,884.32
	25 - Sewer - VILL 1" W/SEWER (15, 15)	29	15	607	6,637.58	0						6,637.58
	27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	12	2	443.5	4,604.51	0						4,604.51
	29 - Sewer - VILL 2" W/SEWER (17, 17)	27	7	1078.4	11,352.02	0						11,352.02
	31 - Sewer - VILL 3" W/SEWER (18, 18)	1	1	0	35.04	0						35.04
	33 - Sewer - VILL 4" W/SEWER (19, 19)	2	1	7.6	70.08	0						70.08
	54 - Sewer - OUTSIDE RES SEWER (50, 50)	76	63	1246.3924	21,543.29	0						21,543.29
	57 - SPLIT SEWER BILLING (52, 52)	1	0	21	0.00	0						0.00
	62 - DRIFTWOOD COVE 52	1	1	109.0584	2,735.20	0						2,735.20
	63 - DRIFTWOOD COVE 49	1	1	103.6728	2,577.40	0						2,577.40
	64 - PECONIC LANDING 253	1	1	510	13,307.80	0						13,307.80
	65 - CLIFFSIDE CONDOS-SEWER	1	0	342	4,659.12	0						4,659.12
Sewer Total		1063	567	7792.6236	109,630.76	0						109,630.76
Water	5 - Water - Flat Charge	22	0	0	554.35	0						554.35
	22 - VILL 3/4" W/SEWER (14, 14)	876	190	4735.4	22,298.73	0						22,298.73
	24 - VILL 1" W/SEWER (15, 15)	28	8	540	2,198.70	0						2,198.70
	26 - VILL 1 1/2" W/SEWER (16, 16)	13	4	508	1,930.86	0						1,930.86
	28 - VILL 2" W/SEWER (17, 17)	28	10	1196	4,670.52	0						4,670.52
	30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0						36.90
	32 - VILL 4" W/SEWER (19, 19)	2	1	88	311.04	0						311.04
	46 - VILLAGE 1 1/2" (42, 42)	1	1	0	36.90	0						36.90
	47 - VILLAGE 2" (43, 43)	8	1	943	3,445.98	0						3,445.98
	48 - VILLAGE 3/4" (44, 44)	96	32	944	4,133.82	0						4,133.82
	49 - VILLAGE SEWER ONLY (45, 45)	3	0	180	0.00	0						0.00
	52 - FIRE SPRINKLERS (49, 49)	24	0	0	0.00	0						0.00
	53 - OUTSIDE RES SEWER (50, 50)	72	0	697.884	0.00	0						0.00
Water Total		1174	248	9832.284	39,617.80	0						39,617.80
electric-small commercial	12 - Commercial (4, 4)	372	0	904788.7	112,765.15	0			17,405.23	9,403.88		139,574.06
	16 - Operating Municipalt (8, 8)	18	0	83886	10,639.96	0			1,739.70			12,379.66
	17 - Water Department (9, 9)	3	0	126	50.77	0			2.61			53.36
	18 - Sewer Department (10, 10)	10	0	62111	7,873.73	0			1,288.13			9,161.86
electric-small commercial Total		403	0	1050911.7	131,329.61	0			20,435.67	9,403.88		161,168.96
Grand Total		4357	815	2687516.4076	435,520.10	941	11,056.75	595.38	54,002.05	10,262.88	3,623.40	515,080.56

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

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE
A	General	A.0200.000	Checking	701,078.44
A	General Fund III	A.0201.000	Cert of Deposit	751,329.64
A	Greenhill Cemetery	A.0201.100	Savings	33,203.12
A	Clarks Beach Savings	A.0201.120	Savings	82,108.60
A	Clarks Beach Reserve CD	A.0201.120	Cert of Deposit	675,485.78
A	Money Market	A.0201.130	Money Market	479,125.85
A	Fire Apparatus	A.0221.110	Money Market	788,205.77
A	General Fund Capital	A.0230.200	Cert of Deposit	550,764.68
A	Parks and Recreation	A.0200.200	Checking	219,160.55
<b>TOTAL GENERAL FUND</b>				<b>4,280,462.43</b>
CD	Small Cities Rehab.	CD.0200.000	Savings	71,435.76
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21
CD	Moran	CD.0201.000	Savings	5,722.58
CD	Watkins	CD.0201.001	Savings	20,132.73
<b>TOTAL COMMUNITY DEVELOPMENT</b>				<b>97,517.28</b>
E	Light Depreciation Savings	E.0116.100	Savings	1,149,043.68
E	Light Ban	E.0118.000	Checking	1,026,325.30
E	Light Fund	E.0121.100	Checking	941,713.56
E	TTC Collections	E.0121.120	Money Market	676,077.49
E	Consumer Deposit Savings	E.0191.100	Savings	123,959.51
E	Consumer Deposit Checking	E.0244.200	Checking	1,901.46
<b>TOTAL LIGHT FUND</b>				<b>3,919,021.00</b>
F	Water	F.0200.000	Checking	375,778.82
F	Water Fund Capital	F.0200.400	SAVINGS	8,346.39
F	Water Fund CD	F.0201.000	Cert of Deposit	200,642.04
F	Water Fund Money Market	F.0201.130	Money Market	100,516.73
<b>S</b>				<b>685,283.98</b>

G	Sewer	G.0200.000	Checking	425,547.85
G	NYS DEC Consent	G.0201.000	Savings	31,122.64
G	Sewer Fund III	G.0201.120	Cert of Deposit	714,407.39
G	NYSEFC	G.0205.000	Checking	185,851.61
G	Sewer Wastewater	G.0220.110	Savings	12,105.48
G	NYSERDA	G.0525.000	Checking	
<b>TOTAL SEWER FUND</b>				<b>1,369,034.97</b>
H	Capital	H.0200.000	Checking	154,552.61
H	Capital Reserve	H.0200.400	SAVINGS	49,356.16
<b>TOTAL CAPITAL FUND</b>				<b>203,908.77</b>
TA	Trust & Agency	TA.0200.000	Checking	46,648.63
TA	Retirement Savings	TA.0201.000	Savings	48,718.78
TA	WWI Memorial Trust	TA.0201.001	Savings	727.45
TA	T & A Special Escrow	TA.0201.002	Savings	6,571.91
TA	Justice Court	TA.0201.004	InvestCheck	4,770.27
TA	Concert Fund	TA.0201.008	Savings	2,275.59
TA	Global Common	TA.0201.009	Savings	270,839.89
TA	Accounts Payable	TA.0202.000	Checking	62,959.95
<b>TOTAL TRUST &amp; AGENCY FUND</b>				<b>443,512.47</b>
	Wire Account			1.00
	Utility Clearing			188,358.33
<b>TOTAL VILLAGE WIDE</b>				<b>11,187,100.23</b>



## VILLAGE OF GREENPORT HOUSING AUTHORITY

236 Third Street • Greenport, NY 11944  
Phone: (631)477-2700 • Fax: (631)477-1877  
HOUSING AUTHORITY BOARD REGULAR MEETING  
August 4, 2015

1. Motion to approve minutes June 30, 2015.
2. Motion to ratify accounts payable for August 2015 totaling \$73,624.07
3. Motion to approve accounts payable for September 2015 totaling \$ (see below):

### September 2015 MONTHLY EXPENSES

HAP & PORT RENTS (81 Units)	\$63,157.00
UTILITY PAYMENTS TO FAMILIES	\$279.00
OFFICE EXPENSES	\$0.00
ATTY FEES	\$1,844.81
PORT FEES	\$61.41
REIMB to VILLAGE (PAYROLL, OFFICE RENT, EMP BENES)	\$7,048.31
<b>TOTAL</b>	<b>\$72,457.06</b>

### 4. 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 – to transfer Chase bank accounts to Bridgehampton National Bank – see attached.

### 5. Affordable Housing Update

- a) MOTION – 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.
- b) MOTION – to approve accounts payable for September 2015 for 213 Center Street totaling \$294.29 and 278 2<sup>nd</sup> Street totaling \$5,620.81 (see below).

### September 2015 MONTHLY EXPENSES

#### 213 Center Street

Beginning Balance 9/1/15	\$37,128.65
Village Electric	\$87.55
Village Water	\$63.94
Salary Reimb	\$142.80
<b>TOTAL EXPENSES</b>	<b>\$294.29</b>
Approx Ending Balance	\$36,834.36

#### 278 2<sup>nd</sup> Street

Beginning Balance 9/1/15	\$62,238.39
Payment for 278 2 <sup>nd</sup> St	\$1,000.00
Electric	\$12.38
Water	\$198.35
Hands Fuel Co.	\$616.70
C-Cal Co.	\$214.98
HA Admin Deficit	\$3000.00
Pine Oaks Landscaping	\$150.00
Salary	\$428.40
<b>TOTAL EXPENSES</b>	<b>\$5,620.81</b>
Approx Ending Balance	\$56,617.58

#### Income

Income	
278 # 1	\$1240.00
278 # 2	\$1125.00
278 # 3	\$1125.00
213 Center	\$1125.00
<b>TOTAL</b>	<b>\$4,615.00</b>

6. Next meeting date: **Tuesday, September 29, 2015** at 5:00 PM.
7. Motion to adjourn.

*If you or anyone in your family is a person with disabilities and you require a reasonable accommodation in order to fully utilize our programs or services, please contact (or have your proxy contact) the Housing Authority office.*



Financial Data Schedule - Monthly Revenue & Expenses - Aug 15				80	TOTAL UNITS	TOTAL HAP & PORT PAYMENT	\$ 44,558.00	279.00	\$ -
						TOTAL HAP, PORT, UTILITIES	\$ 44,837.00		
<b>REVENUE:</b>									
706	PHA HUD Operating Grants	\$ 68,147.00							
709a	Admin fee revenues	\$ 5,911.00							
711	Interest Earned - HAP			Fund Recovery HAP (711-010)					
	Interest Earned - ADMIN			Fund Recovery					
714	Fraud recovery			Admin Fee Supplemental Item CD					
700	<b>TOTAL REVENUE</b>	<b>\$ 75,188.00</b>							
<b>EXPENSES:</b>									
<b>Administrative</b>									
912	Auditing fees	\$ 1,667.00		Rejected Audited FASS 2014, Unaudited FASS 2015					
<b>Admin Salaries Total</b>									
911	Salaries - Asha (\$21.01) Robert Column II	\$ 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	\$ 709.15	\$ 32.70	\$ 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								
<b>Benefits Total</b>									
917	Nina JG Stewart, Esq								
	A Gallacher Reimbr								
918	A Gallacher Mileage	\$ 10.35	\$ 10.35						
916	Office Expenses Total	\$ -							
910	Administrative Total	\$ 6,570.07		7,018.31	Village of Greenport total				
962	Other General Expenses (Office Rent)	\$ 550.00							
969	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 8,787.07</b>							
910	<b>EXCESS OPERATING REVENUE OVER OPERATING EXPENSES</b>			\$ (1,546.07)					
973.1	PHA Utility Allowance	\$ 279.00							
973.2	HAP payments	\$ 63,446.00							
	PORT payments	\$ 1,112.00							
973	(HAP, PORT and UTILITY TOTAL)	\$ 64,837.00							
	HAP & UTIL less Port payments	\$ 63,725.00							
1117	Total Admin Revenue	\$ 7,241.00							
1118	Total Hap Revenue	\$ 68,147.00							
1118-02C	Net HAP	\$ 3,210.00							
	Net ADMIN	\$ (1,546.07)							
900	<b>TOTAL EXPENSES</b>	<b>\$ 73,624.07</b>		\$ 73,624.07	<b>TOTAL CASH DISBURSEMENTS</b>				
1000	<b>EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES</b>			\$ 1,763.93					

DATE	BLIND	ADMIN FEE	ABSORBED
8/1/2013	\$ 1,112.00	\$ 61.41	
<b>TOTAL PORT IN</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL PORT OUT</b>	<b>\$ 1,112.00</b>	<b>\$ 61.41</b>	

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

\$ 4,615.00 75.00

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 8327	UNIT 3	HOUSE		
Rent	\$ 1,125.00	\$ 1,240.00	1,125.00	\$ 1,125.00		
Late Fees	\$ 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>\$ -</b>	<b>\$ 3,490.00</b>
<b>EXPENSES:</b>	<b>EXPENSES: 213 Center 213 CENTER</b>	<b>EXPENSES: 278 2nd Street UNIT 1 - 8124 8327</b>	<b>8328</b>	<b>HOUSE - 8590 RE/8361 SW</b>		
<u>Utilities</u>						
Electric				\$ 15.41		
Water/Sewer				\$ 344.11		
Propane/Heating Oil						
<u>Admin</u>						
Salary (\$4.08 X 2 payperiods 140 hrs=\$571.20 divide by 25% and 75%)	\$ 142.80			\$ 428.40	\$ 571.20	
Payment Agreement to Village				\$ 1,000.00		
Total	\$ 142.80	\$ -	\$ -	\$ -	\$ 1,787.92	
					\$ 1,787.92	
<u>Maintenance Repairs/Other</u>		<b>MAINTENANCE: 278 2nd Street</b>	<b>UNIT 1</b>	<b>UNIT 2</b>	<b>UNIT 3</b>	<b>HOUSE</b>
Mattituck Enviro Svcs						81.36
Harleysville Worcester Ins. Co	\$ 986.00					1,300.00
VGHA Admin Fee Deficit 8/15						
Pine Oaks Landscaping						120.00
Total Expenses	\$ 986.00	\$ -	\$ -	\$ -	\$ -	\$ 1,501.36
	\$ 1,128.80					\$ 1,501.36
<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	\$ 1,128.80			\$ 3,289.28		
NET REVENUE	\$ 71.20			\$ 200.72		
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$ 71.20			\$ 200.72		

**DANCES IN THE PARK**

**REVENUES**

**DONATIONS**

DATE	DONOR	AMOUNT
6/5/2015	CHASUMER (IGA)	8,000.00
6/10/2015	FRIENDS OF MITCHELL PARK	3,500.00
6/10/2015	EDUCATION SOLUTIONS	500.00
6/11/2015	VINO VITTLES	100.00
6/11/2015	RALPHS ROTTEN	500.00
7/2/2015	HAMPTON JITNEY	500.00
7/15/2015	BUSINESS IMPROVEMENT DISTRICT	2,500.00

**TOTAL DONATIONS**

**15,600.00**

**DONATIONS COLLECTED DURING EVENT**

DATE	AMOUNT
7/6/2015	308.62
7/13/2015	603.80
7/20/2015	594.00
7/27/2015	672.25
8/3/2015	446.96
8/10/2015	521.55
8/17/2015	373.00
8/24/2015	174.00
8/31/2015	522.50

**TOTAL DONATIONS COLLECTED**

**4,216.68**

**TOTAL REVENUE \$ 19,816.68**

EXPENSES			
<b>BANDS</b>			
7/6/2015	BOBBY NATHAN BAND	800.00	
7/13/2015	SWINGTIME BIG BAND INC.	800.00	
7/20/2015	JAMES D. SCHOTT	2,300.00	
7/27/2015	JAMES D. SCHOTT	100.00	
8/3/2015	LATINOLOGY LLC	1,300.00	
8/10/2015	MICHAEL DELUCA	1,000.00	
8/17/2015	WINSTON IRIE SUMNER	800.00	
8/24/2015	PAMELA BETTI	800.00	
8/31/2015	EUGENE CASEY	1,200.00	
			<b>9,100.00</b>
<b>MISC</b>			
7/6/15 - 8/31/15	JC PRODUCTIONS	2,700.00	
7/17/2015	INK SPOT PRINTING & COPY CENTER	134.00	
7/6/15 - 8/31/15	PAYROLL	324.00	
			<b>3,158.00</b>
		<b>TOTAL EXPENSE</b>	<b>\$ 12,258.00</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: September 10, 2015  
Meeting: September 17, 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

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## **Village Clerk Work Session Report**

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

to be presented at the meeting held on September 17, 2015

Report of Sylvia Lazzari Pirillo, Village Clerk

#### **Bids & RFP's**

- The RFP for seasonal, weekend taxi services was opened on the 24<sup>th</sup> of August. There was one respondent.

#### **Contracts and Agreements**

- The Settlement Agreement and Release between the Village and BJLA, et al was signed by Mayor Hubbard on August 24<sup>th</sup>.
- The agreement between the Village and the CSEA regarding the Employee Benefit Fund was signed by Mayor Hubbard on August 24<sup>th</sup>.
- The signed and notarized agreement between the Village and Global Common was received by the Village on August 31<sup>st</sup>. The corresponding fully executed copy was directed to Bob Foxen, both electronically and via regular mail, on September 10<sup>th</sup>.

#### **Fire Department**

- As requested, the current LOSAP Investment Policy and proposed changes were received by Dave Rogers of RBC on September 1, 2015.

#### **Grants**

- The Sewer Expansion Feasibility Report for the Eastern Study area - as completed by D&B - was disseminated on September 9<sup>th</sup>.

### **Informational**

- The Constant Contact account for the Village was created, and activated on August 26<sup>th</sup>. The sign-up link was attached to our website on September 9<sup>th</sup>. We welcome feedback regarding the created categories, and encourage all interested parties to sign-up for our Constant Contact information system.

### **Insurance**

- Regarding 3-D art work: NYMIR reported that the 3-D art work is acceptable, as long as some barriers are in place to protect the art work and also provide a safe walking area around it. (The Village sidewalks are narrow, so this may be difficult, as a barrier may force pedestrian traffic off the sidewalk and into parking spaces, or the shoulder of the road.)
- The Marina Liability Policy and Excess Liability Policy application were submitted to McMann-Price. At that time, terrorism coverage was declined, on the advice of the broker.

### **Legal Notices**

- Purchase of used loader for the Road Department (as advertised on 9/10, with a 9/15 opening.)
- Purchase of a used pick-up for the Sewer Department (as advertised on 9/10, with a 9/15 opening.)

### **Letters**

- A letter was faxed and e-mailed to metroPCS regarding the lease termination request as received by the Village.
- A communication was sent on August 31<sup>st</sup> to the NYS Liquor Authority re the liquor license application for the property at 314-316 Main Street.

### **Utilities**

- The Village Administrator has requested that we go out to re-bid for the Cooling Tower project.

**Resolution(s) requested**

RESOLUTION authorizing the Village of Greenport to conduct a lottery for permission to hunt deer, via bow and arrow, as per New York State hunting regulations, in the western portion of Moore’s Woods, beginning October 1, 2015; with not more than five people at one time\_hunting in the western portion of Moore’s Woods.

RESOLUTION approving the attached Service Fee Agreement as proposed by Penflex, Inc. for administrative services and the creation of a “LOSAP Audit Package” related to the Village of Greenport Fire Department Length of Service Award Program, and further authorizing Mayor Hubbard to sign the Service Fee Agreement.

RESOLUTION approving the Certificate of Investment Powers from RBC Wealth Management for the Village of Greenport Fire Department Length of Service Award Program, and further authorizing Mayor Hubbard and Treasurer Brandt to sign the Certificate of Investment Powers from RBC Wealth Management.

RESOLUTION rejecting all bids as received for the Village of Greenport Power Plant Condenser Water System Upgrade of Cooling Water System as opened on October 9, 2014; and authorizing the re-bid of the Upgrade of Cooling Water System, and further authorizing Clerk Pirillo to notice the re-bid accordingly.

**Attachments:**



236 THIRD STREET  
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From: Sylvia Pirillo, *RMC, Village Clerk*  
Department: Mayor and Board of Trustees

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## **Village Trustee Work Session Report**

### **Attachments:**

Trustees Martilotta and Robers Work Session Report (PDF)



## MEMORANDUM

To: Mayor and Board of Trustees  
From: Trustees Martilotta and Roberts  
Re: September Work Session Report

### Village Board Compensation – Health Care Benefits

During the election in March, the public spoke plainly and clearly that they believe we are over-compensated. At \$35K per year for Trustee combined cash and benefits, and approximately \$45K for the mayor, we far outpace villages of similar size, most of whom provide no compensation at all, or modest cash comp and no benefits. Consider:

#### **Village of Hempstead**

- 750,000 residents
- \$75M General Fund Budget
- Roughly 300x the size of Greenport
- Trustees paid ~\$25K/year

#### **Village of Rockville Centre**

- 25,000 residents
- \$42M Budget
- Trustees paid ~\$25K/year

#### **Village of Babylon**

- 12,000 residents
- Trustees paid \$7500 per year

#### **Village of Brightwaters (Town of Babylon)**

- 3,000 residents
- Trustees not paid at all, no benefits

Village Hall staff has declined in terms of numbers over the past several years, and more and more projects get put on the back burner. While we threw quite a party 4<sup>th</sup> of July weekend, we currently have no resources to:

- Enforce housing safety codes in our rental permit law
- Provide a true planning function despite rapid influx of development
- Review and make recommendations for updates to our LWRP
- Review and make recommendations for updates to the rest of our code
- Lead a community development effort that seeks grant funding for capital improvements and new programs
- Pursue an expansion of our sewer to increase revenue and protect the waters

- Develop a comprehensive road and sidewalk repair plan and effort

The other 3 members of this board have all said publicly, on record, that they are pursuing other health care insurance options, indicating that they have heard the public's voice on this issue. A person's health and health care is a private matter and we do not wish to have further discussion about any personal choices around health care with our colleagues on The Board and ask the public to refrain from such questioning.

The open enrollment period for the Affordable Care Act begins in November.

Health insurance is a personal and private matter. As a matter of principle, Trustees Martilotta and Roberts have chosen not to ask the taxpayers to provide us with \$25K/year in healthcare benefits.

It is time for us to stand up, as a Board, on behalf of the taxpayers of this village. It's time to put taxpayer dollars into efforts to protect the village's long-term economic health instead of into our own pockets.

We formally request the following resolution, also proposed at our April Meeting (failing by a 2-3 vote), be put to a vote at the September 24 Regular Meeting of the Board of Trustees:

"Resolution ending the health care benefit for the current Mayor and Board of Trustees and any future persons elected to the office of Mayor or Trustee, effective December 31, 2015, and directing Treasurer Brandt to reserve these funds for increased staffing or capital improvements in each of the funds from which they were drawn."

### Housing

With winter fast approaching, it is time for us to deliver on our responsibilities to those who live in our community year-round to enforce codes to protect tenants from absentee landlords.

1. Progress on hiring additional staff member in the building department?
2. Code Enforcement Officer and Building Inspector should be directed to focus on housing safety, with a specific focus on:
  - a. Over-crowding
  - b. Safe means of egress
  - c. Children living in safe spaces
  - d. Fire hazards
3. Work with the building department and Sister Margaret, the Board's liaison to the Latino community, to set up a tenant housing safety hotline with bilingual support that will feed information directly to the building department from tenants and neighbors.

4. Ensure that Village Attorney has resources at his disposal to pursue rapid judgments against land lords who put tenants in harm's way
5. Request a Board review of the Rental Permit Law to consider:
  - a. Extension of its regulations to short-term rentals and potential implications
  - b. Review permitting fees and waivers provided- is the revenue from long-term rental permits significant enough to make a difference in our enforcement efforts @ \$100/unit with many exemptions available? Can or should we provide financial incentives to land lords who rent to year-round residents?
  - c. Is a permit necessary? Current law does not provide any specific consequence for landlords who fail to respond. Our building department could spend considerable cycles chasing down permitting paperwork which could take away from time spent cracking down on land lords who create unsafe conditions for families.

We cannot effectively manage the short-term rental situation in the Village if we can't first implement the regulations passed by the previous board with regard to year-round rental housing safety.

Additionally, before the Board enacts any sort of Short Term Rental policy, we propose to gather additional data about the short-term rental market and its implications for the Village from a socio-economic perspective. Key questions to be answered:

- What potential long-term economic impacts, positive or negative, do short-term rentals and short-term renters provide for The Village?
- What have other communities done to regulate ST Rentals and what have been the results?
- Who are the short-term renters and land lords, and why do they choose Greenport?
- What have been quality of life impacts, measured statistically, of the short-term rental industry vs. year round residents and homeowners? Are these part and parcel to an increased tourism boom or are they separate issues entirely?

Like any major undertaking, the Village Board should have all the information at its disposal before making a major decision. We ask the board's consent to pursue opportunities to conduct market and demographic research on the short-term rental market research, and will provide updates each month as progress unfolds.

That said, the board should also consider a "stop gap" measure to cap ST rentals for the 2016 summer season. We propose a simple registration process requiring ST land lords to register for a permit at a \$1000 fee, eligible for the 2016 season ONLY. There may be no more than 1 ST rental per block, and no two ST rentals may be

contiguous. Priority will be given to owner-occupied rentals and rentals owned by village residents (must be the official domicile on tax return), and then those living outside the village, in that order. Any permits issued for a density greater than 1 per block or contiguous homes requires a resolution of the VBOT.

### Parks

- Carousel staffing and condition
- Standard Operating Procedure Draft to ensure upkeep and maintenance standards (attached for your review)
- Monday Night Dances final financial report and ideas for expanding next season
- Season wrap-up report on 5<sup>th</sup> Street/Herzog Park
  - Bathroom consistency
  - Life Guard – lessons learned?
- Marina financial performance and next steps re: 201

### Follow-up Items from Last Month

- Road and sidewalk improvement plan
- Winter snow emergency plan
- Power Plant upgrade timeline and next steps. Are we still unable to generate in the case of an emergency?
- Traffic routing at Shelter Island Ferry/MTA lot

### A Cappella Event Date Change

Last month we requested the wrong date, believing Mothers' Day was the following weekend when in fact we requested the event to take place Mothers' Day Weekend. In addition, there is an administration of the SAT that weekend which will make it more difficult for high school students to participate. As such, we request a resolution revising the date to May 14 with a rain date of May 15 and offer our apologies for the confusion.

## **Proposed Carousel Standard Operating Procedures**

### Cash

- Cash is collected in the morning from the drop box in the carousel for the prior afternoon's proceeds and at around 4pm the cashier brings the proceeds for the early part of the day to the marina office. The "bank" is brought over to the carousel first thing in the morning and at the same time as the early proceeds are brought to the office.
- Carousel staff will stay put in the carousel complex

### Rings

- Rings replenished and available for children at beginning of every carousel ride
- Ring supply is sufficient to provide 3 cycles of rings at any given time such that rings are available throughout each ride
- Throughout each ride, one staff person will stand with the bucket and collect rings from children as the carousel rotates
- The rings will be replenished during the carousel ride as needed
- As much as possible, there will always be rings available for children to grab throughout every carousel ride

### Music

- Traditional carousel music will be playing at all times when the carousel is open
- The volume of the music will be such that it may be heard from the sidewalk on Front Street
- The staff will be instructed to leave the controls set as indicated on the amplifier and not change the volume or music selection.
- There will be no additional music played at the carousel (i.e. Top 40 music)

### Customer Service

- Staff will all be trained in proper customer service practices for a facility serving children (source of training to be identified by Village Administrator and funded by carousel budget)
- Any staff who are rude to customers will be warned once and dismissed upon second offense
- Any staff who willingly menace, scare, or aggressively touch children will be removed immediately
- All staff required to be fingerprinted for criminal background checks

- There will always be at least three staff members working during operating hours (cashier, operator, ring person) so that the rings are available for riders. If any staff member does not show up for work, the manager or another member of the staff will step in to ensure the carousel is fully functioning, including the ring feature.

### Cleanliness

- No tools or other materials will be stored in the carousel structure
- The carousel will be kept clean and neat at all times. Staff are responsible for maintaining cleanliness throughout the day
- Signage will be attractive and laminated
- The horses and benches will be cleaned and wiped down at the end of each shift
- Decorations and furniture in the center of the carousel will be tasteful, clean, and appropriate
- No signs will be hung from the carousel windows or doors
- The Carousel stand-up sign will be placed on the sidewalk at Front Street during hours of operation
- Carousel t-shirts will not be sold at the carousel

### Maintenance and repairs

- All doors will be operational at all times
- Should the doors require maintenance, repair crews will be on site within 48 hours of the discovery of a door failure
- Roof fan and louvers will be operational or an alternative method of ventilation will be implemented
- The carousel itself will undergo routine maintenance before each season, once during the middle of the season, and once at the end of each season. This maintenance will include ensuring that all moving parts are fully functional, joints are oiled, horses are solid and intact
- Once every two years during the winter the carousel will be fully disassembled to ensure that all parts are in full working order
- Horses will be inspected for safety by staff at the beginning of each shift

### Oversight and Management

- Parks manager will be held accountable for all carousel activities and staff performance
- During peak times, parks manager should be on-site supporting and managing carousel staff
- Parks manager should spend a minimum of one hour per day of elapsed time on-site in the carousel ensuring that the SOP is followed and that staff are performing appropriately

## **Proposed Standard Operating Procedures for all parks**

### Grounds Maintenance

- Lawn mowed once per week or as needed
- Flower beds weeded a minimum of once per month or as needed
- When necessary, grass watered daily before 9am and after 7pm to avoid grass or plants dying
- All lights checked nightly to ensure they are working. Lights that are out are replaced as quickly as possible, with required parts ordered immediately
- Parks manager will ensure an adequate supply of light bulbs are on site to make light bulb changes immediately (there should never be a several-days wait to replace a lightbulb)
- Lights that are not functioning will be fixed ASAP, including all boardwalk lights
- All park features checked for function, operation, and safety once per day
- In winter, all walkways, including the boardwalk, are to be kept clear of snow and ice within 2 hours of the end of any weather event. If unavoidable icing occurs, access to walkways will be blocked off for safety.
- Sweeps for trash once per 3 hours during peak season at all parks
- All trash bins will be emptied twice during each day

### Bathroom Maintenance

- Bathrooms open 7A-7P at beach
- Bathrooms open 7A-10P at Mitchell Park on event evenings, 8PM on non-event evenings
- All bathrooms cleaned a minimum of once every 3 hours during peak summer days, and twice per day in the offseason
- All bathrooms fully supplied with paper supplies, soap, etc.

### Life Guards

- Life Guards on site at the beach from 11-5
  - Every day beginning with the last day of school through the end of Labor Day weekend
  - Memorial Day weekend

### Mitchell Park Features

- Misters will be operational every day from July 1 – Labor Day, and on weekends from Memorial Day to July and Labor Day to 9/21 (weather permitting)
- Monday Night Dances
  - 2 marina staff will be available to collect donations from audience members from 7:30-8:30, with cash boxes delivered to the marina office by 8:45
  - All electrical outlets and lights under the “bandshell” will be operational and in use
  - All trash will be cleaned up after the event and the park ready for use by visitors the next morning
- Skateboarding and bicycling is forbidden in Mitchell Park, and marina staff are responsible for enforcing this policy. If offenders are consistently not compliant, Southold Town Police Department needs to get involved.
- Mitchell Park mass assembly policy is to be enforced by the marina staff. Any known violations of this policy should be reported to the Mayor and Southold Town PD.