



236 Third Street
Greenport NY
11944

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

MAYOR

GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES

JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

**VILLAGE
ADMINISTRATOR**

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

CLERK

SYLVIA PIRILLO, RMC
EXT. 206

TREASURER

ROBERT BRANDT
EXT. 217

October 20, 2016 at 7:00 PM

Mayor and Board of Trustees - Work Session Meeting

Third Street

Firehouse

Greenport, NY 11944

PLEDGE OF ALLEGIANCE

MONTHLY REPORTS FOR THE FOLLOWING:

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

DISCUSSION

- o Public Hearing regarding the Wetlands Permit Application submitted by ELIH for the construction of a seawall / curb
- o Public Hearing regarding the proposed local law of 2016 amending Chapter 132 (Vehicles and Traffic, Section 49, Schedule XI (No Parking at Any Time) of the Village of Greenport Code, to read that there is to be no parking on the east side of Carpenter Street from Bay Avenue North to the "dead end" of Carpenter Street.

MONTHLY REPORTS FOR:

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

REPORTS FROM COMMITTEES

MAYOR AND VILLAGE BOARD OF TRUSTEES

PUBLIC TO ADDRESS THE BOARD



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: October 6, 2016
Meeting: October 20, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Fire Department

Fire Department Work Session Report

Attachments:

Fire Department Work Session report (PDF)

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. CHAPLAIN C. KUMJIAN
TREAS/SECRETARY J. KALIN



Organized 1845

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

Requests and Resolutions

Please accept all monthly reports for the month of September 2016. We would like to request a budget transfer in the amount of \$198,254.00 from the apparatus replacement fund, #A.0221.110 to pay for the new Ambulance. We also request an additional \$1700.00 be transferred from the same account to cover change order work which consisted of an additional 12-volt outlet for the Lucas Device and adjustment to the bench seating in rear of Ambulance.

Firematicly,

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

Wayne D. Miller

Chief Engineer

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. CHAPLAIN C. KUMJIAN
TREAS/SECRETARY J. KALIN



Organized 1845

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

MEETING OF THE BOARD OF WARDENS

Wednesday Sept 21, 2016

OPENING:

Chief Wayne Miller opened the meeting at 7:08 pm with the pledge of allegiance to the flag and a moment of silence for departed members

ATTENDANCE: 2nd Assistant_Chief Susano Jimenez 1st Asst Chief Jeff Weingart in @ 8:07

Wardens Warren Jensen, Joe Milovich, Warden Tony Volinski, Warden Norma Corwin, Warden Joe Barszczewski, Warden David Nyce.

THOSE WISHING TO SPEAK TO THE BOARD: Mary Bess spoke about the Halloween Parade and asked permission for the OLE 33 to be in it once again on Oct 29th @ 11am.

Stan Zurek asked permission to hold darts down in basement again this year starting the 2nd week in Oct.

Bob Corwin spoke about getting the Jr's up and running again and asked if a few pages can be taken out of the application also asked about permission to use the van on Sunday Sept 25th for the Tunnel of Towers.

Ben Heinz Ex GFD member spoke about the Fire Boat and would like to know if the FireDept would like to have a walk through of the boat in case there is ever a reason the Ems or Firedept would need to get in there for a call.

READING OF THE PREVIOUS MINUTES:

Motion made by James Kalin , seconded by Warren Jensen to approve the minutes of the Aug 17, 2016 meeting of the Board of Wardens as printed and distributed. Motion carried.

COMPANY OFFICERS MEETING MINUTES:

Chief Susano Jimenez read the minutes of the Sept 20, 2016 meeting of the company officers for information only.

TREASURER'S REPORT:

The treasurer's report for the period of August 18, 2016 through Sept 21, 2016 was read by Secretary / Treasurer James Kalin. Motion made by _____, seconded by _____, to accept the treasurer's report as read. Motion carried. Not approved until James Kalin looks to see what the BJ's receipt and the IGA receipt are.

BILLS: none

COMMUNICATIONS RECEIVED:

1. Donation of \$100.00 to Greenport Fire Dept in the Memory of Bill Mueller from the Mueller Family ex member of Hook & Ladder.
2. Donation of \$100.00 to Greenport Fire Dept in the Memory of Bill Mueller from the Mueller Family
3. Water Authority would like to come out and do a presentation on the SCWA operations.
4. Thank you letter from Jack Webster for being chosen to go to Boys State.
5. Letter from Greenport School asking for Fire Trucks to standby for BonFire on Wed 10 -05, 2016 @ 6:30 pm and Friday for the Homecoming parade @ 6:00pm.
- 6 Letter from Bea Crimi permission to use the meeting room the day of 10-22 or 10-23 from 1-3 pm for party for her mother.
7. SCVFA Annual Dinner Oct 15th
- 8 Peconic Landing Fire works Standby 10-9-2016 rain date 10-10-2016.
9. Cutchogue Fire Dept Dec 11, 2016 annual stuff a sleigh and 5k race.
10. Oct 20 wild fire management class 8:30 am to 5pm
- 11 Oct 11th Fire Fighter Walk Memorial Cer5emony 11 Am @ Empire Plaza.

Motion made by Tony Volinski accept all communications as read seconded by Joe Milovich. Motion carried.

Joe Milovich asked for the flyer for the Memorial Ceremony to be posted in case any member would like to attend

APPLICATION(S) FOR NEW MEMBERSHIP:

1. Steve Rutkowski to Relief Hose waiting on Arson report. (Ex member of Southold)
2. Greg Morris to standard Hose (Ex member of East Marion) Chief Miller explained why Greg wants to transfer. Tony Volinski heard otherwise.

Motion Made to accept both pending all paper work, Seconded by David Nyce. James Kalin asked why Steve is no longer member of Southold FireDept. Much Discussion on the two applicants.

Joe Milovich rescinded his motion.

Motion made by Joe Milovich to table until next month until the Chief can speak to the Chiefs of Southold and East Marion to find out why members are no longer with their Departments. Seconded by Tony Volinski. Motion Carried

REPORT OF COMMITTEES:

BUILDING AND GROUNDS:

1. Joe Milovich spoke about 3 proposals for the ramps for both buildings Also spoke about the electronic locks for the doors. Much Discussion on the door locks. Outcome.

Motion made by TonyVolinski for Eastern Door as per there proposal and VSS Security for the Door locks to go with lower bid for the doors and the key fobs Seconded by David Nyce. Motion Carried.

2. Joe Milovich also spoke about the estimates he has for new ceiling fans and the estimates for new out lets for the ambulances and 833.

BY-LAWS: David Nyce still waiting to meet with Dr Bono and Jerry Martocchia, David Nyce spoke about what the Different class Fire Fighter there will be.

FINANCE: Report read by Chief Miller for Information only.

834 need new rechargeable lights along with the new Ambulance .

Motion made by Joe Milovich Seconded by Warren Jensen to purchase the new lights, motion carried

Ex Chief Manwaring spoke about the new ambulance will be here next week. Would like to recommend that the board accept the new ambulance upon final approval of the committee.

Motion made by David Nyce to accept the new ambulance with approval of the committee upon delivery. Seconded by Warren Jensen. Motion Carried

Motion, made by Tony Volinski to accept the Finance report Seconded by David Nyce. Motion carried.

FIRE DISTRICT: None

PRE-INCIDENT PLANNING: None

SERVICE AWARDS: Chief Miller read the final report for the low sap year of 2015 , advised the amount to be put in will go up in the next couple years.

RECRUITMENT: None

CASUALTY FUND: None

FUNERAL: None

COMMUNICATION: Grant from Southold town not approved

TRIPS AND TRAVEL: None

COMPANY REQUESTS

EAGLE HOSE CO.# 1 Budget

RELIEF HOSE CO.# 2 Budget

STAR HOSE CO.# 3 Budget

STANDARD HOSE CO.# 4 Budget /New lights

PHENIX HOOK & LADDER CO.# 1 Budget

RESCUE SQUAD Budget

WATER RESCUE Budget

FIRE POLICE Budget

UNFINISHED BUSINESS

REPORT OF DELEGATES none

NEW BUSINESS None

Motion made by James kalin to approve use of Meeting room for Bea Crimi, the Bon Fire Stand by, Holloween Parade the use of the Van for Sept 25th . Seconded by Tony Volinski . motion carried

GOOD OF THE DEPARTMENT

1. motion made by Norma Corwin to shorten the Juniors Applicatoion Seconed by Tony Volinski . Motion carried.
 2. Jim Prillio asked why a crew has to be on scene of an mva so long, Chief Jimenez explained the last call and why he did what he did , as per Chief Miller it is up to the chief in charge on when everyone can leave a call. Also asked now that sports are in session if we have a helicopter landing where do we have it land, as per chief Miller will make that decision at that time of call.
 3. Warren Jensen received a call from Chief Goldsmith to apologize about the call that they were dispatched to in Greenport district.
 4. Joe Barszczewski asked about the tones go in and can not hear anything but static. Cheif Miller states not only us having problems .
 5. Tony Volinski asked if the Fire Prevention is doing anything next month, Chief Miller will ask Pete Harris.
 - 6 John Grilli asked about selling OLE 33 Tee shirts and all Proceeds will go to Bob Jester.
- Ok by the Board
7. John Grilli also mentioned for the juniors on the back of the by laws there should be a copy of the application for them.
 8. Tony Volinski asked about hose testing, As per Chief Miller waiting for second quote.

EXECUTIVE SESSION Motion by _____, seconded by _____, to adjourn to an executive session to discuss personnel. Motion carried. Into an executive session at __: __pm.

Motion by _____, seconded by _____, to return to the regular meeting. Motion carried.
Regular meeting at ____:____pm.

Motion by _____, seconded by _____, to

READING OF THE MINUTES

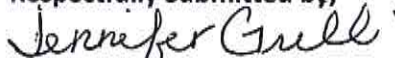
Motion made by James Kalin seconded by John Grilli to dispense with the reading of the minutes of tonight's meeting. Motion carried.

ADJOURNMENT

Motion made by James Kalin seconded by Warren Jensen to adjourn.

Motion carried. The meeting was adjourned at 8:41 pm

Respectfully Submitted by,


Jennifer Grilli

Recording Secretary

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. CHAPLAIN C. KUMJIAN
TREAS/SECRETARY J. KALIN



Organized 1845

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

Company Officers Meeting 9 20 2016

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

Attendance: in attendance were chiefs Miller and Jimenez. Officers in attendance were Hydell Demos and Hanold. Members attending were M Marczewski and P Carey.

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

Communications: Letter from a company that will assist in passing NYC FF exam. Nassau County PD looking to hire Police Medics. Letter from Home Land Security about Fallen Fire Fighter Memorial. Letter from Cutchogue FD about them hosting a Toy Drive. Letter from Cold Spring Harbour for their annual raffle. Letter from Excelsior H & L Co#1 for their cash raffle. SCVF Association Dinner on Oct. 5th, to be held in Patchogue. And notification for Farmingville Parade on Sept 4th.

Committee Reports: None

Company Requests:8-3-1. Budget 8 -3-2. Budget ; 8-3-3/Budget; 8-3-4. Budget Flashlights 8-3-5. Budget; 8-3-17 needs front end alignment and tires; FP none Water Rescue; none

Good of the Department: C Hydell mentioned that Carolyn Tamin ask if there were funds available to decorate the front of Fire House for Xmas. P Demos mentioned the lack of attendance for all Yaphank trainings. C Hydell mentioned someone took his pager and gloves off of 8-3-1 during Dept Training. Gator training on the 22nd. Chief Miller mentioned Maritime Festival Parade and also that Peconic Landing Fireworks were changed to Oct 9th with rain date the 10th. C Hanold asked about the new Ambulance, Chief Miller mentioned it will be here to view on Sept 20th.

➤

Reading of Minutes: M/M/S/ C Hanold – C Hydell to dispense with reading of tonight's minutes,

Adjourn: M/M/S/Hydell/Dimos to adjourn @ 19:17 hrs Respectfully submitted,

Respectfully submitted 2nd Asst Chief

A handwritten signature in black ink, appearing to read 'S Jimenez', written over a white background.

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. CHAPLAIN C. KUMJIAN
TREAS/SECRETARY J. KALIN



Organized 1845

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

Finance Meeting 9/13/16

Attendance: Chiefs Miller, Weingart, and Jimenez.

Wardens: Barszczewski, Jensen, Kalin, Nyce, and Volinski.

Administrative Assistant: Richter.

Reviewed all monthly bills for August and fire prevention account.

Company Requests:

Eagle Hose- Budget Items

Relief Hose- K saw with 14" Blade in the amount of \$1280.00

Star Hose- Budget Items

Standard Hose- Budget Items

Phenix Hook & Ladder- Budget Items

Rescue Squad- Hammer Medical assorted supplies \$922.88, Southeastern
Emergency Equipment \$297.50, and Teleflex Needle sets \$665.00.

Fire Police- Budget Items

Water Rescue- Budget Items

Department- Chief Miller got prices from Fail Safe for Pump Test in the amount of \$1425.00, Aerial Ladder test in the amount of 975.00 and ground ladder testing for approximately 12 ladders in the amount of \$480.00. Department also needs to replace 20 Scott bottles at a cost of \$17,530.20 from Coastal Fire Systems, Inc.



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: October 13, 2016
Meeting: October 20, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Utilities

Work Session Report for Road and Utilities

October 20, 2016

Administrator's Office

Statistics

Work Orders:

Electric = 11 Written, 11 Completed
Water = 9 Written, 9 Completed
Sewer = 17 Written, 17 Completed
Road = 73 Written, 72 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 10-04-2016. The results are detailed below in the Road Department's *Sampling* section.

❖ GADS Data: This is a monthly report about run and usage data for the generators at the Power Plant, it was sent on 10-14-2016.

Resolutions:

Ratify Engine #4 Emergency Repair

Topics of Discussion:

Lavender Farm Request for Parking on Moore's Lane

Road/Water Department

Statistics

Water Distribution:

8,650,600 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: Harbor Front Deli
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.63 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.55 mg/L

The form, DOH-360, was filed with the DOH on October 4, 2016 outlining the above results.

Report

Tasks Accomplished:

- ❖ Performed Water Machine maintenance
- ❖ Cleaned the tops of all storm drains
- ❖ Patched roads and swept streets throughout the Village
- ❖ Removed downed tree branches around the village after some storm activity
- ❖ Cut down and removed three trees on Front Street and Broad Street
- ❖ Repaired cobblestones on Front Street
- ❖ Filled in holes in Mitchell Park by the bulkhead
- ❖ Changed oil in several vehicles and replaced hydraulic lines on the CAT
- ❖ Installed a new motor and repaired spring deck on one of the lawnmowers
- ❖ Removed swimming buoys and checked channel markers in Sterling Basin
- ❖ Replaced signage on Wiggins Street and in other areas around the village
- ❖ Put up hunting signs in Moore's Woods

Projects:

The Road Crew did some clearing and cleaning on Moore's Lane. They installed new signs, cleared and cleaned the shoulders of the road. The light crew assisted with the removal of some larger branches and vines that were impeding safe travel.

The crew also participated in the setup of stages and barricades for the Maritime Festival. They also worked the event both days, keeping up with garbage and maintaining road barriers.

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 = 8,660,000 gallons.

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

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

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

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

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

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

Sludge Removal:

42,000 Gallons of sludge hauled during July.

Report

❖ Treatment Plant:

Installed the crane lift system for the flow gates on the Screw Pump Basins

Painted flooring in the bathroom and the gear room

De-ragged all the Flyght mixers in the No. 1 BNR Basin

Cleaned the algae growth on the east and west clarifier weirs.

❖ Collection System:

Removed rags and floatables from the hospital pump station wet well
Replaced alarm dialer at Cliffside Resort pump station
Installed new sump pump at Ludlum Street pump station
Replaced bad check valve on the Claudio's pump station sump pump

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = September 11 @ 109.00 Mwh
Minimum usage day = September 27 @ 70.76 Mwh
Average usage for the month per day = 84.37 Mwh
Monthly total usage = 2784.20 Mwh

Service calls/call outs = 11
Street light repairs = 22
Customers shut off for none payment = 0
Customers turned on for payment = 0
Customers turned on for the season = 0
New Services/Service Upgrades = 1

Tasks Accomplished:

- ❖ Completed the DMNC tests for all engines
- ❖ We had a new employee start during September. The line crew welcomes Doug Rocco to the Village Team
- ❖ NYPA performed its annual testing of the incoming meter

Projects:

Repairs to Engine No. 4 have been completed. The engine was started on September 6th. We ran it for about 20 minutes, the engine was running very well. On Wednesday September 7th the engine was run for about 12 hours to break in the piston rings. Over several hours the engine speed was increased until it reached normal operating thresholds. We ran it for another 10 hours at the normal operating speeds. All went very well.

The line crew completed a planned outage with the hospital to replace fuses for the primary metering. The original fuses were apparently damaged during an electrical storm event.

Attachments:



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: October 13, 2016
Meeting: October 20, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Building

Work Session Report for Building Department

October 20, 2016

Building Inspector's Office

Statistics

Summary of Transactions:

Building Permits Issued	6
Building Permit Applications	9
Fence Permits	1
Wetland Permit Application	0
Wetland Permit Issued	0
HPC Application	1
Zoning Board Applications	1
Planning Board Applications	2
CO Searches	1
CO Fees	3
Yard Sale	2
Road Opening	1
Sewer Inspection Fee	0
Dumpster Permit	0
Sign Permit	1
Rental Permit Fees	0
Demo Permit	1

Total Fees Collected: \$8,230.23

Reports

- ❖ Construction of several new houses will be starting before the holiday season. We also have several applications for renovations and additions.
- ❖ The statutory boards all have full agendas.
- ❖ New York State has adopted the International Code with a supplement for the state. These changes become effective October 3, 2016.
- ❖ It is now mandatory in New York State for all commercial building to have Carbon Monoxide detectors. The grace period has now ended.

Code Enforcer's Office

Reports

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

Traffic Enforcement Statistics Worksheet is attached.

Attachments:

Traffic Enf. Report 09_2016 (JPG)

Stats for 9/1/16 - 9/30/16

Top five by Violation Types

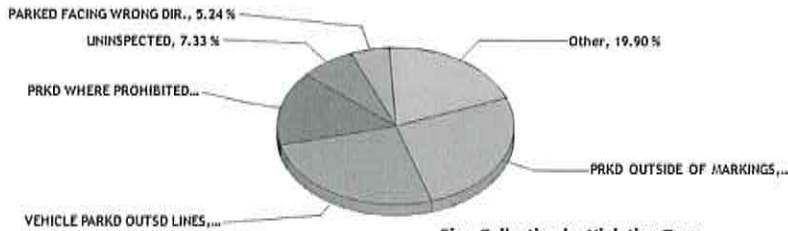
- PRKD OUTSIDE OF MARKINGS
- VEHICLE PARKD OUTSD LINES
- PRKD WHERE PROHIBITED SCHEDULE XI.
- UNINSPECTED
- PARKED FACING WRONG DIR.

**Village of Greenport
Traffic Enforcement
Statistics
September 2016**



These Violations combined represent 79.05% of issuance Town wide.

Frequently Issued Violations



Fine Collection by Violation Type

Month	2016		Total	
	Case	Amount	Case	Amount
January		\$0.00		\$0.00
February		\$0.00		\$0.00
March		\$0.00		\$0.00
April		\$0.00		\$0.00
May		\$0.00		\$0.00
June	4	\$300.00	4	\$300.00
July	115	\$9,025.00	115	\$9,025.00
August	148	\$11,935.00	148	\$11,935.00
September	155	\$13,315.00	155	\$13,315.00
October		\$0.00		\$0.00
November		\$0.00		\$0.00
December		\$0.00		\$0.00
TOTAL	422	\$34,575.00	422	\$34,575.00

VIOLATION	CASE	AMOUNT
DOUBLED PARKED	1	\$75.00
OBSTRUCT DRIVEWAY	3	\$190.00
OVER 12" INCHES FROM CURB	1	\$100.00
PARKED FACING WRONG DIR.	12	\$1,135.00
PARKED ON SIDEWALK	7	\$585.00
PRKD LONGER THAN PERMITTED SCHO XVI.	1	\$125.00
PRKD OBSTR. FIRE HYDRANT	1	\$100.00
PRKD OUTSIDE OF MARKINGS	40	\$3,095.00
PRKD WHERE PROHIBITED SCHEDULE XI.	20	\$1,690.00
PRKD. IN HANDICAPPED SCHED. XIX.	6	\$880.00
STOP OR STAND WHERE PROHIBITED SCH. XII.	2	\$115.00
STOP OR STAND WHERE PROHIBITED XIV.	1	\$75.00
UNDEFINED	1	\$225.00
UNDEFINED	1	\$75.00
UNINSPECTED	11	\$1,175.00
UNREGISTERED	5	\$425.00
VEHICLE PARKD OUTSD LINES	42	\$3,250.00
Totals	155	\$13,315.00



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: October 13, 2016
Meeting: October 20, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Recreation

Work Session Report Recreation Department

October 20, 2016

Marina/Mitchell Park

- ❖ Hours for both the Marina and Carousel changed after Labor Day. We are now following the autumn schedule.
- ❖ The Carousel is now open during the weekends Friday, Saturday and Sunday. In addition, we are open during school closings.
- ❖ The Marina was full during the Labor Day weekend.
- ❖ Dock attendants have been busy keeping the park clean, weeding, checking garbages, filling in and leveling the gravel by the bulkhead.
- ❖ The Maritime Festival was a huge success. The patrons were extremely pleased.
- ❖ We have begun gearing up for the Ice Rink to open in December. Flyers are being made and will be distributed to the schools in the near future.
- ❖ We will be soliciting for additional seasonal employees for the Ice Rink.
- ❖ Applications have been updated and renewal applications for the moorings, Baymen's Dock and Railroad Dock are being mailed out in October.
- ❖ The Marina revenue was down by \$2,937.87 from last year's September revenue.
- ❖ Mooring revenue is down by \$554.00 from last year. Off Shore Services (pump-out boat) is down by \$240.00.
- ❖ Carousel revenue is down by \$1163.10 and Camera Obscura is down by \$120.00.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =27 Enrolled in Afterschool Program

Reports

- ❖ The Afterschool Program began on September 12th.
- ❖ We have coordinated the literacy programs with the Floyd Memorial Library. Homework help began on September 19th and is held 4 times per week. The Read a Recipe program began on September 29th and is held weekly. Every Wednesday is Movie Day with the Pre-K and Kindergarten class.

Campground

Tasks Accomplished

- ❖ Performed general maintenance and dealt with customer needs.
- ❖ The campground revenue is down by \$5,192.00 from last year.

Attachments:

Rec Rev Report 102016(PDF)

Recreation Department Monthly Revenue Carousel

Day	Sep-15				Sep-15				
	Cash	Donations	Group Sale	Purchases	Cash	Donations	Group Sale	Purchases	
1	\$1,446.00			\$25.00	\$1,014.00			\$35.00	
2	\$1,890.00			\$115.00	\$778.00			\$20.00	
3	\$2,938.00			\$10.00	\$692.00			\$45.00	
4	\$2,213.00			\$20.00	\$1,600.00	\$26.76			
5	\$1,030.00				\$2,512.00				
6					\$3,069.00			\$40.00	
7					\$1,354.00			\$65.00	
8									
9	\$90.00	\$18.00							
10	\$1,247.00			\$30.00					
11	\$1,002.00			\$15.00	\$186.00	\$11.00		\$10.00	
12					\$1,258.00			\$25.00	
13					\$1,192.00			\$30.00	
14									
15									
16	\$188.00								
17	\$1,390.00			\$35.00					
18	\$818.00			\$8.00	\$174.00	\$27.00			
19					\$1,182.00			\$10.00	
20					\$802.00			\$65.00	
21									
22									
23	\$186.00								
24	\$3,006.00			\$25.00					
25	\$2,348.00	\$54.66			\$186.00				
26					\$2,786.00	\$20.00		\$30.00	
27					\$2,042.00			\$40.00	
28									
29									
30	\$16.00								
31									
				\$20,163.66					\$21,326.76
				YOY				-\$1,163.10	



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: October 12, 2016
Meeting: October 20, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Robert Brandt, *Treasurer*
From: Robert Brandt, *Treasurer*
Department: Treasurer's Department

TREASURER 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 # 3522, to appropriate Fire Apparatus reserves to fund the purchase of the 2016 PL Medallion ambulance, and directing that Budget Amendment # 3522 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3523, to appropriate Fire Apparatus reserves to fund the change order for the 2016 PL Medallion ambulance, and directing that Budget Amendment # 3523 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3524, to fund the Waste Water Treatment Plant retaining wall engineering plans, and directing that Budget Amendment # 3524 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3525, to fund the repair of the Waste Water Treatment Plant aerator gear drive system, and directing that Budget Amendment # 3524 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3526, to fund the replacement parts for engine

4 repair, and directing that Budget Amendment # 3526 be included as part of the formal meeting minutes for the October 27, 2016 regular meeting of the Board of Trustees.

- RESOLUTION authorizing the Fire Department's capital purchase of replacement doors, totaling \$ 29,564.72, pursuant to Suffolk County contract # DCR-020116, to be expensed from A.3410.412.
- RESOLUTION accepting the proposal as submitted by BST & Co., per the bid opening on October 6, 2016 for a rate study of the Village's sewer and water utilities.

UTILITY BILLING

- Currently reading Sector 3. All sector reads are on time. Sector 2 bills have been mailed.

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- a) 7 re-certifications and 6 interims were performed in the month of September 2016.
- b) 1 voucher leased up and moved in 9/15/16.
- c) 1 unit failed inspection but was corrected within 15 days of notice from the Housing Authority. Damage was tenant caused and tenant paid for said damage.

SIGNIFICANT PAYMENTS

BOND PAYMENT - Total payment - \$ 159,690.63

Principal - Parks - \$ 25,000

- Road Dept - \$ 10,000.00

- Light Dept - \$ 65,000.00

Interest - Parks - \$ 5,675.00

- Road Dept - \$ 2,125.00

- Light Dept - \$ 51,890.63

TCC - 75% PAYMENT of \$500,431.79

SIGNIFICANT COLLECTIONS

- Rents Received - September 2016 - \$ 76,654.67
- Property Taxes Received - \$ 1,040,699.14

INFORMATIONAL:

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

Attachments:

BANK ACCOUNT BALANCES SEPTEMBER 2016 (PDF)

BILLING STATISTIC REPORT SEPTEMBER 2016 (PDF)
CA FINANCIALS SEPT 2016 (PDF)
HA FINANCIALS SEPT 2016 (PDF)
BUDGET AMENDMENT 3522 - AMBULANCE PURCHASE (PDF)
BUDGET AMENDMENT 3523 - AMBULANCE CHANGE ORDER (PDF)
BUDGET AMENDMENT 3524 - WWTP ENGINEERING (PDF)
BUDGET AMENDMENT 3525 - WWTP GEAR DRIVE (PDF)
BUDGET AMENDMENT 3526 - ENGINE 4 PARTS (PDF)

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

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE
A	General	A.0200.000	Checking	256,027.08
A	General Fund III	A.0201.000	Cert of Deposit	352,191.80
A	Greenhill Cemetery	A.0201.100	Savings	33,269.40
A	Clarks Beach Savings	A.0201.120	Savings	82,197.66
A	Clarks Beach Reserve CD	A.0201.120	Cert of Deposit	676,929.78
A	Money Market	A.0201.130	Money Market	1,087,148.49
A	Fire Apparatus	A.0221.110	Money Market	513,827.67
A	General Fund Capital	A.0230.200	Cert of Deposit	213,280.46
A	Bulding Department Escrow	A.0235.101	Checking	9,800.00
A	Parks and Recreation	A.0200.200	Checking	4,732.88
TOTAL GENERAL FUND				\$ 3,229,406.22
CD	Small Cities Rehab.	CD.0200.000	Savings	109,963.75
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21
CD	Moran	CD.0201.000	Savings	5,725.70
CD	Watkins	CD.0201.001	Savings	21,744.28
TOTAL COMMUNITY DEVELOPMENT				\$ 137,659.94
E	Light Depreciation Savings	E.0116.100	Savings	2,506,809.22
E	Light Ban	E.0118.000	Checking	305,013.49
E	Light Fund	E.0121.100	Checking	537,996.31
E	TTC Collections	E.0121.120	Money Market	445,612.05
E	Consumer Deposit Savings	E.0191.100	Savings	127,613.88
E	Consumer Deposit Checking	E.0244.200	Checking	1,904.40
TOTAL LIGHT FUND				\$ 3,924,949.35
F	Water	F.0200.000	Checking	458,070.32
F	Water Fund Capital	F.0200.400	SAVINGS	8,354.40
F	Water Fund CD	F.0201.000	Cert of Deposit	201,087.45
F	Water Fund Money Market	F.0201.130	Money Market	100,571.26
				\$ 768,083.43

G	Sewer	G.0200.000	Checking	402,972.14	
G	NYS DEC Consent	G.0201.000	Savings	31,184.77	
G	Sewer Fund I	g.0201.100	Cert of Deposit	360,181.48	
G	Sewer Fund III	G.0201.120	Cert of Deposit	715,905.15	
G	NYSEFC	G.0205.000	Checking	185,786.25	
G	Sewer Wastewater	G.0220.110	Savings	12,188.62	
G	NYSERDA	G.0525.000	Checking	95.83	
				TOTAL SEWER FUND	\$ 1,708,314.24
H	Capital	H.0200.000	Checking	143,770.94	
H	Capital Reserve	H.0200.400	SAVINGS	49,409.69	
				TOTAL CAPITAL FUND	\$ 193,180.63
TA	Trust & Agency	TA.0200.000	Checking	75,953.88	
TA	Retirement Savings	TA.0201.000	Savings	48,765.48	
TA	WWI Memorial Trust	TA.0201.001	Savings	728.24	
TA	T & A Special Escrow	TA.0201.002	Savings	6,578.19	
TA	Justice Court	TA.0201.004	Savings	4,774.83	
TA	Concert Fund	TA.0201.008	Savings	2,277.59	
TA	Global Common	TA.0201.009	Savings	270,986.83	
TA	Accounts Payable	TA.0202.000	Checking	559,368.40	
				TOTAL TRUST & AGENCY FUND	\$ 969,433.44
	Wire Account			1.00	
	Utility Clearing			46,871.28	
					\$ 46,872.28
				TOTAL VILLAGE WIDE	\$ 10,977,898.53

Rate Summary - All Routes

Financial Statement Report

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	Comm Tax	Res Tax	Total	
Electric	2 - Electric - Flat Charge	14	0	0	0	0		675.38			9.07	684.45	
	9 - Residential (1, 1)	1336	0	934317	103,129.36	0			11,845.96		2,746.72	117,721.04	
	10 - Water Heating (2, 2)	14	0	1856	142.75	0			23.52		4.18	170.45	
	11 - All Electric (3, 3)	333	0	174942	20,095.43	0			2,218.10		555.74	22,869.27	
	13 - Demand - Class 3 (5, 5)	5	0	633950	35,437.81	1010.5	11,873.38		8,274.84	608.60		56,194.43	
	14 - Village St. Lighting (6, 6)	5	0	30702.4	3,533.84	0			389.27			3,923.11	
	15 - Town St Lighting (7, 7)	1	0	2787.2	320.81	0			35.34			356.15	
	19 - Traffic Lights (11, 11)	1	0	1416	146.65	0			17.95			164.60	
	20 - Contract St Lighting (12, 12)	1	0	0	0.00	0						0.00	
	21 - Sterling Harbor (13, 13)	2	0	1349	155.27	0			17.11	14.86		187.24	
	Electric Total		1712	0	1781319.6	162,960.92	1010.5	11,873.38	675.38	22,821.89	623.46	3,315.71	202,270.74
	Sewer	3 - Sewer - Flat Charge	42	0	0	2,213.40	0						2,213.40
		4 - Sewer - Flat Charge	1	0	0	83.70	0						83.70
		23 - Sewer - VILL 3/4" W/SEWER (14, 14)	667	515	4765.5	57,461.88	0						57,461.88
		25 - Sewer - VILL 1" W/SEWER (15, 15)	29	12	389.9	4,009.42	0						4,009.42
		27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	12	4	422.9	4,591.33	0						4,591.33
		29 - Sewer - VILL 2" W/SEWER (17, 17)	28	8	457.2	4,907.66	0						4,907.66
		31 - Sewer - VILL 3" W/SEWER (18, 18)	1	1	0	35.04	0						35.04
		33 - Sewer - VILL 4" W/SEWER (19, 19)	2	2	0	70.08	0						70.08
54 - Sewer - OUTSIDE RES SEWER (50, 50)		75	73	471,259.6	11,202.07	0						11,202.07	
57 - SPLIT SEWER BILLING (52, 52)		1	0	0	0.00	0						0.00	
62 - DRIFTWOOD COVE 52		1	1	141,372	2,735.20	0						2,735.20	
63 - DRIFTWOOD COVE 49		1	1	121,176	2,577.40	0						2,577.40	
64 - PECONIC LANDING 253		1	1	998	13,307.80	0						13,307.80	
65 - CLIFFSIDE CONDOS-SEWER		1	1	98	3,682.00	0						3,682.00	
Sewer Total			1062	619	7446,3076	108,855.98	0						108,855.98
Water	5 - Water - Flat Charge	22	0	0	554.35	0						554.35	
	22 - VILL 3/4" W/SEWER (14, 14)	874	244	5359.6	25,637.84	0						25,637.84	
	24 - VILL 1" W/SEWER (15, 15)	28	5	411	1,619.94	0						1,619.94	
	26 - VILL 1 1/2" W/SEWER (16, 16)	13	5	484	1,914.78	0						1,914.78	
	28 - VILL 2" W/SEWER (17, 17)	29	13	508	1,996.98	0						1,996.98	
	30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0						36.90	
	32 - VILL 4" W/SEWER (19, 19)	2	1	11	79.32	0						79.32	
	46 - VILLAGE 1 1/2" (42, 42)	1	1	0	36.90	0						36.90	
	47 - VILLAGE 2" (43, 43)	8	1	845	3,043.02	0						3,043.02	
	48 - VILLAGE 3/4" (44, 44)	104	44	1032	4,606.86	0						4,606.86	
	49 - VILLAGE SEWER ONLY (45, 45)	4	0	62	0.00	0						0.00	
	52 - FIRE SPRINKLERS (49, 49)	24	0	0	0.00	0						0.00	
	53 - OUTSIDE RES SEWER (50, 50)	71	0	525,844	0.00	0						0.00	
	Water Total		1181	315	9238,444	39,526.89	0						39,526.89
	electric-small commercial	12 - Commercial (4, 4)	371	0	1041336.6	130,150.31	0			13,203.13	10,533.82		153,887.26
16 - Operating Municipal (8, 8)		18	0	59667	7,565.63	0			756.60			8,322.13	
17 - Water Department (9, 9)		3	0	44	42.00	0			0.56			42.56	
18 - Sewer Department (10, 10)		10	0	53041	6,732.60	0			672.52			7,405.12	
electric-small commercial Total		402	0	1154088.6	144,490.54	0			14,632.71	10,533.82		169,657.07	
Grand Total		4357	934	2652092.9516	453,835.33	1010.5	11,873.38	675.38	37,454.60	11,157.28	3,315.71	518,311.68	

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

\$ 4,615.00

Account Description

	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 8327	UNIT 3	HOUSE	
Rent	\$ 1,125.00	\$ 1,240.00	1,125.00	\$ 1,125.00	
Late Fees/Credits	\$ 75.00	\$ -		\$ (30.00)	
TOTAL REVENUE	\$ 1,200.00	\$ 1,240.00	\$ 1,125.00	\$ 1,095.00	\$ - \$ 3,460.00

EXPENSES:

Utilities

	EXPENSES: 213 Center 213 CENTER	EXPENSES: 278 2nd Street UNIT 1 - 8124 8327	8328	HOUSE - 8590 RE/8361 SW	
Electric	\$ 94.32			\$ 12.42	
Water/Sewer	\$ 55.92			\$ 173.92	
Propane/Heating Oil	\$ 148.84				

Admin

Salary (\$4.08 X 2 payperiods 140 hrs=\$571.20 divide by 25% and 75%)	\$ 142.80			\$ 428.40	\$ 571.20
Payment Agreement to Village				\$ 1,000.00	
Total	\$ 441.88	\$ -	\$ -	\$ -	\$ 1,614.74

Maintenance Repairs/Other

	MAINTENANCE: 213 Center 213 CENTER	MAINTENANCE: 278 2nd Street UNIT 1	UNIT 2	UNIT 3	HOUSE	
C-Cat Company	\$ 232.93					
Flood Insurance	\$ 1,106.00					
VGHA Admin Fee Deficit						
Mattituck Enviro Svcs						81.36
Pine Oaks Landscaping						150.00
Total Expenses	\$ 1,338.93	\$ -	\$ -	\$ -	\$ 231.36	
	\$ 1,780.81				\$ 231.36	

MONTHLY FINANCIAL SUMMARY

	213 CENTER	278 2nd STREET	
Interest Earned			
Total Revenue	\$ 1,200.00	\$ 3,460.00	
Total Expenses	\$ 1,780.81	\$ 1,846.10	
NET REVENUE	\$ (580.81)	\$ 1,613.90	
EXCESS (DEFICIENCY) OF TOTAL REVENUE			
OVER (UNDER) TOTAL EXPENSES	\$ (580.81)	\$ 1,613.90	

Financial Data Schedule - Monthly Revenue & Expenses - SEP 16

02

TOTAL UNITS

TOTAL HAP & PORT PAYMENT \$ 49,778.00
 TOTAL HAP, PORT, UTILITIES \$ 70,055.00

277.00

\$

Account Description

REVENUE:

700	PHADHD Operating Grants	\$	69,827.00						
700	Admin fee revenues	\$	1,128.00						
711	Revsent earned - HAP	\$							
714	Revsent earned - ADMHC	\$							
720	Fraud recovery	\$							
720	TOTAL REVENUE	\$	71,019.00	\$	1,201.00				

EXPENSES:

Administrative

912	Auditing fees								
911	Salaries - Arha (924 32) Robert Colantuoni E 3	\$	3,149.20	\$	334.82	\$	3,484.02		
911a	Medical	\$	1,819.07	\$	35.26	\$	1,854.33		
911b	Dental	\$	145.23	\$		\$	145.23		
911c	Pension 18.0% 10/15 2% 15	\$	557.75	\$	11.26	\$	569.01		
914	Payroll Taxes/FICA	\$	393.91	\$	5.42	\$	399.33		
912	Employee Benefits Contribution TOTAL	\$	2,958.07	\$	85.16	\$	3,043.23		
914	Compensated absence								

Admin Salaries Total

PORT IN

Medical Total

Dental Total

Pension Total

FICA Total

Benefits Total

TOTAL PORT IN

PORT OUT

11/13/2015

9/1/2014

DATE	BILLED	ADMIN FEE	ABSORBED
		\$ 379.00	\$ 67.09
		\$ 1,021.00	\$ 67.09

917	Academy-Financing	\$	391.41						
917	Sina IG System - Exp	\$	437.50						
918	A Gallacher-Rolab								
918	A Gallacher-Riteleg								
916	Office Expenses Total	\$	99.41						
916	Administrative Total	\$	3,159.67	\$	9,476.03				
902	Other General Expenses (Office Rent)	\$	550.00						
909	TOTAL OPERATING EXPENSES	\$	10,147.17						

TOTAL PORT OUT

Village of Greenport total

TERMINATED

910 EXCESS OPERATING REVENUE OVER OPERATING EXPENSES

921	PHA Utilty Allowance	\$	277.00						
922	HAP payments	\$	68,347.00						
923	PORT payments	\$	1,391.00						
923	(HAP, PORT and UTILITY TOTAL)	\$	70,055.00						
111	HAP & UTIL 18% Port payments	\$	68,664.00						
111	Total Admin Revenue	\$	11,122.00						
118	Total Hap Revenue	\$	69,827.00						
118-00	Net HAP	\$	118,000						
118-00	Net ADMIN	\$	974.53						
909	TOTAL EXPENSES	\$	80,202.17						

DECEASED

ABSORBED

BEING QUISHED

TOTAL CASH DISBURSEMENTS

000 EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES

\$ 810.83

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2017 Period: 10 Trans Type: B2 - Amend Status: Batch
Trans No: 3522 Trans Date: 10/11/2016 User Ref: ROBERT
Requested: W. MILLER Approved: Created by: ROBERT 10/11/2016
Description: TO APPROPRIATE FIRE APPARATUS RESERVES TO FUND THE PURCHASE OF THE 2016 PL MEDALLION AMBULANCE
Account # Order: No
Print Parent Account: No

Account No.	Account Description	Amount
A.5990.341	APPLICATION FIRE APP RESERVE..	198,254.00
A.3410.200	FIRE DEPT.EQUIPMENT	198,254.00
Total Amount:		396,508.00

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2017	Period: 10	Trans Type: B2 - Amend	Status: Batch
Trans No: 3525	Trans Date: 10/12/2016	User Ref: ROBERT	
Requested: A. HUBBARD	Approved:	Created by: ROBERT	10/12/2016
Description: TO APPROPRIATE FUND BALANCE FOR THE REPAIR OF THE WWTP AEROTOR GEAR DRIVE SYSTEM			Account # Order: No
			Print Parent Account: No

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	9,875.00
G.8120.401	EQUIPMENT REPAIR..	9,875.00
Total Amount:		19,750.00

VILLAGE OF GREENPORT

Budget Adjustment Form

Year:	2017	Period:	10	Trans Type:	B2 - Amend	Status:	Batch
Trans No:	3526	Trans Date:	10/12/2016	User Ref:	ROBERT		
Requested:	P. PALLAS	Approved:		Created by:	ROBERT		10/12/2016
Description:	TO APPROPRIATE SURPLUS TO FUND THE PAYMENT OF REPLACEMENT PARTS FOR ENGINE # 4 REPAIR				Account # Order:	No	
					Print Parent Account:	No	

Account No.	Account Description	Amount
E.5990	APPROPRIATED FUND BALANCE	140,000.00
E.0342	MAJOR ENGINE REPAIRS	140,000.00
	Total Amount:	280,000.00



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: October 6, 2016
Meeting: October 20, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Village Clerk Department

Village Clerk Work Session Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on October 20, 2016

Report of Sylvia Lazzari Pirillo, Village Clerk

Board Discussion Reminders

- o Wetlands Permit Application for ELIH - construction of a seawall / curb
- o Public hearing - no parking on the east side of Carpenter from Bay to the "dead end"

Contracts and Agreements

- o The contract between the Village and Eagle Chevrolet, for two new Chiefs' cars, was fully executed on September 19th, with an original contract sent to Eagle Chevrolet.
- o The Change Order for the liquid sludge hauling price increase for the WWTP was fully executed on September 19th.
- o A letter was sent to RBC, directing that a one-time check for standard program services be directed to Penflex.

Election

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

- The date of the upcoming Village election is: March 21, 2017.
- There will be two open trustee positions.
- Each Trustee term is four years.
- The Third Street Firehouse will be the polling place.
- Voting hours will be 6 a.m. - 9 p.m.
- Assuming that there will be two Village voter registration days:
 - Thursday, March 9th will be the first Village voter registration day, and
 - Saturday, March 11th will be the second Village voter registration day.
- November 21, 2016 is the first day that the Village Clerk may accept absentee ballot applications.

Financial

- A check in the amount of \$ 3,507.21 was received on October 4th from the BID, as a contribution toward the construction of the flower boxes.
- A check in the amount of \$ 3,000.00 was received on October 5th from the East End Seaport Museum, as a contribution toward the clean-up and garbage expenses for the Maritime Festival.

Grants

- A fully executed copy of the Bulkhead Feasibility Study grant document was received by the Village on September 19, 2016.

Legal Notices

- The Sewer and Water Rate Study RFP Notice was published on 9/22, with a return date of October 6th.
- The advertisement for a Zoning Board member was noticed in the 9/29 edition of the paper, with a return date of 10/13.
- The advertisement for a Housing Authority Board member was noticed in the 10/6 edition of the paper, with a return date of 10/20.
- The ZBA hearing notice for Caouette was published in the 10/6 edition of the paper.
- The sewer main extension at Beach Street engineering design services RFP was noticed in the 10/6 edition of the paper, with a return date of October 20th.
- The public notice regarding the annual hydrant testing is scheduled to be published on October 20th.

Letters

- A letter was directed on September 20th to Micah Kotch at NYSERDA regarding the Stage 2 application by Global Common for the NY Microgrid Prize.

Personnel

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

Requested Resolutions

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

RESOLUTION approving a Change Order in the amount of \$ 1,700.00 to the contract between the Village of Greenport and Hendrickson Fire Rescue Equipment for the purchase of a new ambulance for the Greenport Fire Department. This Change Order was approved by the Greenport Fire Department Board of Wardens on October 19, 2016. The \$ 1,700.00 pertaining to the Change Order will be expensed from account A.3410.200 (Fire Department Equipment).

RESOLUTION amending the agreement between the Village of Greenport and Webster Productions, Inc. to include an hourly fee of \$ 35 for professional services.

RESOLUTION approving the request of David Berson, on behalf of Glory Going Green, to use the Village of Greenport facility known as "The Old Schoolhouse" for the annual "Glory Going Green" children's educational classes, to be held every Saturday, beginning in October 2016; and continuing through June 2017.

RESOLUTION approving the Public Assembly Permit Application submitted by Thomas J. Pilek on behalf of the United States Power Squadrons to use a portion of Mitchell Park from July 27, 2017 through July 30, 2017 for the Rendezvous for District 3.

RESOLUTION whereby the Board of Trustees adopts lead agency status for purposes of SEQRA, determines that the approval of the Wetlands Permit Application submitted by Elmer Tuthill to construct a 20' x 30' in-ground pool landward of an existing bulkhead on

the property at 129 Bay Avenue, Greenport, NY, 11944 is a Type II action for purposes of SEQRA, and that therefore no further environmental review s required for purposes of SEQRA.

RESOLUTION approving the Wetlands Permit Application as submitted by Elmer Tuthill to construct a 20' x 30' in-ground pool landward of an existing bulkhead on the property at 129 Bay Avenue, Greenport, NY, 11944 per the public hearing held on July 28, 2016 and per the Zoning Board of Appeals meeting of September 20, 2016. The following Conservation Advisory Council conditions apply to this approval: the pool must drain into a sanitary sewer, containment barriers must be installed during construction, and the corresponding drawing must indicate elevations.

RESOLUTION establishing March 21, 2017 as the Village of Greenport election day, to fill the expiring terms of two Trustees.

RESOLUTION setting the date and times of the 2017 Village Board Election as March 21, 2017 from 6:00 a.m. - 9:00 p.m. and setting the polling place of the Village election on March 21, 2017 to be the Greenport Firehouse at Third Street in Greenport, New York.

RESOLUTION setting two Village Voter Registration Days, as follows:

- o Thursday, the 9th of March, from 8:30 a.m. - 5:00 p.m. and
- o Saturday, the 11th of March, from 11:00 a.m. - 5:00 p.m.

RESOLUTION allowing a non-Village resident to serve as an Election Inspector for the upcoming Village Election on March 21, 2017.

Attachments:

Village Clerk Work Session Attachments (PDF)

PENFLEX, INC.

SERVICE AWARD PROGRAM SPECIALISTS

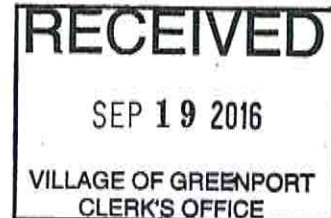
www.penflexinc.com

Penflex, Inc.
50 Century Hill Dr., Suite 3
Latham, NY 12110

Phone: 800.742.1409
Fax: 518.783.6915
Email: info@penflexinc.com

September 2016

Ms. Sylvia Pirillo
Village of Greenport
236 Third Street
Greenport, NY 11944



Re: Service Award Program 2016-2017 Service Fee Agreement

Dear Ms. Pirillo:

Enclosed is our Service Fee Agreement, which sets forth the fees we will charge to provide actuarial and administration services described on the back of the agreement. An Annual Statement detailing fees billed and paid to Penflex over the last 12-month period and a Penflex directory are also enclosed.

2016 has been our busiest year ever. During 2014 and 2015 the New York State Comptroller's Office (OSC) issued reports on 21 point systems they had audited. We obtained copies of these reports, scrutinized them, and prepared a booklet of these audit findings for all of our clients. We presented seminars on our audit findings. We met with and helped many of our clients amend their point systems in light of these OSC audits. We expect to be helping many more clients as they contemplate amending their point systems.

For many of our clients, the investment return on their Service Award Program Trust Fund has not met expectations in the last several years. As a consequence, with few exceptions, the costs of defined benefit Service Award Programs have increased. While that in itself presents problems for almost all our defined benefit clients, factoring in the Property Tax Cap created a significant problem for the majority. To help our clients, we have prepared cost estimates of proposed changes to their Service Award Programs with the intention of lowering program costs. We've also refined our actuarial cost calculation methodology to mitigate cost fluctuations due to investment performance, and to amortize unfunded actuarial liability over a specific number of years. Our actuarial staff (we now have three actuaries on staff and one actuarial student) as well as our LOSAP specialists have attended an unprecedented number of meetings in 2016 to help our clients with funding and investment issues. We expect to attend even more meetings in 2017.

Since I started Penflex in 1990, I have rarely charged our clients for these kinds of non-standard services. We have always encouraged our clients to reach out to us for help without concern about incurring additional fees. The meter isn't running when a client contacts us. Except for formal cost studies (i.e., not approximate cost estimates) or preparing formal plan document drafts for review by a client's legal advisor, we generally do not charge additional fees. What we have historically done when we need to step up our efforts to be responsive to all our client common needs is to increase our standard services fees for all our clients. You will see that I have done that in the attached standard services agreement for 2016/2017.

Any questions about the fees set forth in the attached agreement or the services we provide should be directed to me at eholohan@penflexinc.com. You can also speak to me directly by calling our office. If it has been several years since we met with you or the municipal Board, please contact us to set-up a meeting.

Ms. Sylvia Pirillo
September 2016
Page 2

Please return a signed copy of the Service Fee Agreement (be sure to indicate YES or NO regarding the LOSAP Audit Package). If an invoice is attached, please also include a check for the amount invoiced. Otherwise, we will bill you for administrative fees at the agreed upon time. If applicable, enclosed is a directive letter to have the fee paid from the Trust Fund.

All of us at Penflex sincerely look forward to working with you for another year. Thank you for your continued business.

Serving your Volunteers,

A handwritten signature in cursive script, reading "Edward J. Holohan". The signature is written in black ink and is positioned above the printed name and title.

Edward J. Holohan
President & Actuary

PENFLEX, INC.

SERVICE AWARD PROGRAM SPECIALISTS
50 Century Hill Dr., Suite 3 • Latham, NY 12110

Annual Statement

Date

9/12/2016

To:

Village of Greenport
236 Third Street
Greenport, NY 11944

RETAIN FOR YOUR RECORDS
NOT AN INVOICE

Date	Transaction	Amount	Balance
08/30/2015	Balance forward		0.00

Phone #

800 742-1409

Fax #

518 783-6915

Web Site

www.penflexinc.com

Open Balance

\$0.00

PENFLEX, INC.

SERVICE AWARD PROGRAM STANDARD SERVICES

1. For each Service Award Program participant (including the persons who are being paid monthly Service Awards), prepare an annual Service Award Program individual participant statement.
2. Prepare for the record and for audit purposes an annual Service Award Program report which:
 - a. shows and completely documents the calculation of the annual Program cost.
 - b. accounts for changes in the Program's assets.
 - c. by individual volunteer, lists their earned Service Awards, death and disability benefits, (defined benefit plans) or accounts for changes in their Program accounts (defined contribution plans).
 - d. summarizes the major provisions of the Program.
 - e. lists current payment recipients.
 - f. includes a service credit listing for current participants.
 - g. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs (defined benefit plans).
 - h. For members of the Sponsor's Governing Board or Officials, prepare:
 - i. "Fact Sheet" which includes current year important information about their Program.
 - ii. "Special Commentary" correspondence which alerts officials about emerging issues or problems and/or which explains changes in the Program (such as an increase in Program funding costs).
3. Meet (one meeting) upon request, first with officials and then with volunteers to review the Annual Report, to answer questions from volunteers about their annual statements and to update officials and the volunteers on Service Award Program related legislation and on their own Program.
4. Provide forms and instructions to enroll new volunteers, change beneficiaries, file for benefit payments, etc.
5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and fire company officials and posted by the fire company and to be sent to Penflex, Inc.
6. Project the Program's cash flow needs in order to plan and formulate investment strategy.
7. Prepare written notification/explanation to be sent to persons who cease to participate in the Program.
8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
9. Throughout the year, receive, review and reconcile financial statements from custodian and/or investment and/or insurance providers.
10. Process Service Award payment applications, certify payment amounts and eligibility, prepare payment directives and communicate directly with the payment recipient and/or custodian and/or paying agent when necessary.
11. Answer routine questions from client's auditors about the Program and the annual report.
12. When required, prepare vouchers for payments to the Program Trust Fund.
13. Prepare and communicate to clients preliminary cost estimates of proposed changes to Program.
14. Help clients resolve Program funding issues.
15. Advise clients about potential Program non-compliance with applicable laws.

Penflex, Inc. 11/1/2016-10/31/2017 Service Fee Agreement
VILLAGE OF GREENPORT
SERVICE AWARD PROGRAM

Standard Services Fee Schedule

Base Fee: \$3,400, \$200 change from 2015

Per-Participant Fee: \$17, \$1 change from 2015

Payment certification and trustee directive letters: \$75 per letter, \$0 change from 2015

Total Estimated Standard and Distribution Services Fees: \$6,000

Optional Services Fee Schedule

PLEASE CHECK ONE BOX:

- COMPLETE the 'LOSAP Audit Package' for a fee of \$495.

Auditing Firm: _____

Contact Name: _____

Email Address: _____

Please note: the LOSAP Audit Package does not satisfy the LOSAP audit requirement, but it assists the accounting firm performing the audit.

- DO NOT COMPLETE the 'LOSAP Audit Package' and bill us for the cost of Penflex services for preparing and communicating information we direct you to prepare and forward to the accounting firm which will audit our Service Award Program.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Mayor sign and return this Service Fee Agreement. Keep a copy for your records.

Edward J. Holohan

Edward J. Holohan, ASA
President, Penflex, Inc.

Mayor

Village of Greenport

PENFLEX, INC.

SERVICE AWARD PROGRAM SPECIALISTS
50 Century Hill Dr. Suite 3 Latham, NY 12110

(800) 742-1409
(518) 783-6933

Edward J. Holohan, ASA – Ext. 11
President & Actuary

eholohan@penflexinc.com

Anthony L. Hill – Ext. 13
Director of Operations

ahill@penflexinc.com

Tony Fiorillo – Ext. 12
Senior Actuary

tfiorillo@penflexinc.com

Kati Buccinna – Ext. 17
Enrolled Actuary

kbuccinna@penflexinc.com

Lisa Leahey – Ext. 15
Senior LOSAP Specialist

lleahey@penflexinc.com

Jennifer Landers – Ext. 20
Senior LOSAP Specialist

jlanders@penflexinc.com

Donna Armitstead – Ext. 14
Managing LOSAP Specialist

darmitstead@penflexinc.com

Craig T. Relyea – Ext. 18
Actuarial Specialist

crelyea@penflexinc.com

Paul Maceli – Ext. 19
Benefits Specialist

pmaceli@penflexinc.com

Karen Kenyon – Ext. 10
Office Manager

kkenyon@penflexinc.com

Lynne Wright – Ext. 16
Administrative Assistant

lwright@penflexinc.com

www.penflexinc.com

Serving your Volunteers



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: October 13, 2016
Meeting: October 20, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Mayor and Board of Trustees

Trustee Roberts Work Session Report

Attachments:
Trustee Roberts Work Session Report (2) (PDF)

MEMORANDUM

To: Mayor and Board of Trustees
From: Trustee Roberts
Re: October Work Session

October 13, 2016

Apologies to the Mayor, Board, and Village Citizens that I must miss the October Work Session again. I host an event for my business in Athens, GA, each year on this date, and have been unable to change the date but will try to do so in the future.

1. Letter to Southold Town Supervisor and Board re: Police protection for our Greenport residents

I unequivocally and whole-heartedly support Trustee Martilotta's proposed letter to be sent by the Mayor as written on behalf of this board to the Town Supervisor and Board requesting that they increase foot and bike patrols in our neighborhoods. We need to advocate that the Town PD ensure the safety of our residents from the rash of home intrusions and harassment assaults (described as "peeping" in the press) we've seen over the last several years in Greenport. Our residents have asked for help and I encourage this board to hear their requests.

2. Mitchell Park Solicitation Policy

Propose that we add a clause to our Mitchell Park policy allowing for solicitation by accredited non-profit organizations, such as the Greenport UFSD PTO, one of the Fire Companies, or other local charities. Proposed language:

Non-profit organizations are invited to use the area between the Flag Pole, Misters/Ice Rink, and Aldo's for solicitation only under the following conditions:

- *Non-profit organization submits a completed application to the Clerk's office, including proof of 501(c)3 incorporation, 30 days in advance of requested solicitation date*
- *Only one solicitation opportunity is available per week for a total of 6 hours during regular business hours of 8AM-6PM*
- *Solicitation is prohibited during Monday Night Dances and other Village-sponsored events*

- *Solicitors are allowed to set up one 6 foot long table and chairs and a small popup tent. Signage must be either in the form of a table cloth, or must be smaller than 2 feet wide and 4 feet tall*
- *Solicitors are limited to the area of Mitchell Park between Aldo's, the Misters or Ice Rink, and the Flag pole, and are not permitted to wander into the sidewalk and disturb the flow of pedestrian traffic.*
- *Solicitation applications will be reviewed by the Clerk's office and are subject to approval by the Mayor.*
- *Solicitors who violate the terms of this policy will be asked to leave Mitchell Park and will not be allowed to solicit for donations on Village property in the future.*
- *Solicitation Applications require a \$250 application fee, but will be fully refundable to non-profits who provide acceptable proof of 501c3 incorporation.*
- *Solicitors seeking a "rushed" application review- within 30 days of the requested solicitation date- will need to pay a non-refundable "rush fee" of \$250*
- *Solicitation is not allowed at any other Village parks or properties*

3. Late fees for rushed permit requests

As the popularity of our Village as a tourist destination grows, we have seen an increase in requests for public assembly permits, road closures, filming permits, and other requests that require VBOT approval because they will have a temporary impact on the lives of Village residents.

In general, this Mayor and Board have tried to accommodate as many of these requests as possible. Thank you to those who submit these requests weeks or months in advance as you make it very easy for us to support your event.

The last minute requests create additional work for our staff because they don't fall conveniently into the regular VBOT meeting schedules, requiring lengthy emails to be sent around to the Mayor and Board, often with very quick turnarounds that require the Clerk and her staff to send out reminders. I applaud the Mayor for prioritizing getting VBOT input on these requests, particularly those requiring road closures or mass assembly in our parks, and I propose that we support his efforts with a "rush fee" policy.

Any applicant who requests a Public Mass Assembly Permit, Road Closure, Film Permit, or any other inconvenience on Village property that will impact residents is required to make this application at least 30 days in advance of their target date for the event. Applicants who are within the 30-day window will be offered the opportunity to pay a \$1,000 "Rush Fee" for the processing of this request on a short timeline between regular VBOT meeting cycles. Hopefully this will encourage

applicants either to get their requests in early OR to revise their requests to a different date that is outside of a 30-day window.

The Mayor and Board have been very generous, granting many of these last-minute requests. Unfortunately, if we never draw a line and say “no,” even well-meaning community members and partner organizations will continue to take advantage of our generosity.

4. Expand Rec Department to include Youth Sports

Our summer day camp and after school program receive rave reviews. Great job by Margo DeVito, JoJo Jackson and the whole staff there deserve high praise.

These programs provide affordable services to local youth. While the collected fees don't pay for all the services associated with them, they make these very inexpensive programs for us to run.

We need more.

I am asking the Mayor and Board to consider increasing the rec budget next year to include village sponsored athletics: A soccer league in the fall, some sort of indoor sports in the winter (will require partnership with American Legion, School, or some other facility), Little League in the spring, and sailing/paddling in the summer in partnership with the EESM.

There are several details to be worked out, and we would certainly hope to build partnerships with existing private leagues and offer them field space in exchange for including more village kids and having their activities right here in the heart of Greenport.

I am requesting that the Mayor allow me, as rec liaison, to sit down with the Village Administrator and Treasurer to map out a comprehensive rec department youth sports plan for presentation to The Board at our December meeting, including budget requests for the 2017 Fiscal Year.

I am willing to do the work, but can't get anything done without our management team being part of the process. I anticipate needing a maximum of 4 person-hours of time from both the VA and Treasurer, 8 person-hours of total staff time, over the next month.

5. Ice Rink:

Are we upgrading the compressor?

Are we ready for the hockey club season to begin?

6. ZBA Alternates

I have listened to the ideas shared by several citizens and appreciate the recent increased interest in volunteering to help the Village on our statutory boards.

I also appreciate that many of our volunteers lead robust lives outside of their volunteer work and have to miss meetings from time to time. You can't ask too much of volunteers and in a tiny village like this we need to do everything we can to make the volunteer experience positive.

Now that we have video recordings of each meeting on the Village website, there is no reason that an alternate could not step into a particular meeting and offer an opinion informed by all the public testimony and prior board discussion and participate actively in a meeting if a permanent board member must be absent.

As such, I propose that this board consider a revision to the code to allow for alternate members of ZBA and Planning who may step in for members who will miss meetings. Our code currently only allows for alternates in the case of a recusal by a board member. This would allow us to get more of those in the public who want to participate involved, and it would ensure that our applicants are more likely to have their applications decided by 5 Village residents instead of 4 or 3. I believe this will make our process stronger and improve our customer service to applicants. We'd need to set some parameters for volunteer participation, including that there is at least 7 days' notice to the board members, applicant, and alternate that the alternate will be sitting on the board for a particular meeting. Alternates would also have to fulfill all the requirements of regular board members to be eligible to participate and would be requested to attend all meetings of the board in-person when possible.



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: October 12, 2016
Meeting: October 20, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Mayor and Board of Trustees

Trustee Robins Work Session Report

Attachments:

Trustee Robins October Work Session Report (PDF)

Trustee Julia Robins
Work session Report
BID 9/29/16

John Kramer will write a check to pay for extra planter construction materials

Webmaster Katherine Schroeder requests \$300-\$400 for 3-4 hours of work from Bastian who created new webpage to deal with issues and updates with the website.
The Facebook page has received 74,000 page views.

John Kramer and Katherine Schroeder are working on a database of all businesses and owners.
When complete, it will be used to distribute the Natural Gas Survey.
It will need monitoring and updating.

Rich Vandenburg – The Bid Board needs an administrative assistant.
Discussion as to whether Katherine Schroeder should fill that role.
Katherine wrote a description of the tasks she performs.
Should Katherine be at events to do photos for us?
Rich is going to send us her summary

The next meeting will be an extended meeting on 10/20/16 to plan the agenda for the annual meeting and voting of officers.
Check procedure for online voting in by-laws.
Kim Loper made copies of the by-laws distributed them to the board members.

Natural Gas survey
John Kramer and Katherine Schroeder are working on a database of all businesses and owners.
When complete, it will be used to distribute the Natural Gas Survey.
Once completed – it will need monitoring and updating

Ralph's
John Kramer met with owner to discuss trash problem.
Check with village about code enforcement.
Extra trash cans by village or owner
If BID purchased extra cans
Will village empty them?

The BID Beautification committee discussed having businesses sponsor projects they are working on.
Some additional businesses would like to have planters.

Parking discussion

I asked for input on the summer parking management

The consensus at the meeting was for consistency that there should be 2 hour parking throughout the business district and adequate signage.

The BID Board has appointed interim officers:

Rich Vandenburg - President

John Kramer - Vice President

Sarah Phillips resigned as president

There is a need for a secretary and treasurer.

John Kramer would like to ask Cindy Cusati from Capital One to join as treasurer.

Rich Vandenburg asked that John Kramer continue as treasurer to educate Cindy Cusati.

John Kramer referred back to the report from Marco Limandri, the BID consultant who recommended an administrative assistant.

An admin can perform duties of secretary and record minutes.

\$20 hr

Voted on and approved.

John Kramer has obtained insurance quotes to be discussed at the next meeting.

Dances in the Park

Several members asked me to inquire about Dances in the Park.

They reported not seeing collection boxes and no \$ collected.

They said the band was collecting money and asked why they were allowed to do that when the money should be going to the Village.

Members also said that they knew many local bands that would love to perform for very reasonable rates which could result in less money expended for the event overall.

Caroline Waloski links BID promotion with NF Chamber of Commerce

Caroline requested \$165 for a Halloween Event Promotion Poster - Approved

She is working with Trustee Phillips Sylvia Pirillo on the details of the event

Linda Kessler - Mentioned the poor condition of the sidewalks on Main Street

BID Annual Meeting

12/1/16

5:00 - 8:00

GH Brewery

Trustee Julia Robins
Work Session Report
Carousel Committee Meeting
October 4, 2016

Attending were Gail Horton, Dave Abatelli, Arlene Klein, Bob Wissmann, Victor Brown and Marjory Stevens. Julia Robins and Margo DeVito representing the Village.

The Carousel is now consistently using traditional carousel music.

Bob Wissmann has returned from Florida. He has been involved with Carousel maintenance since it was first brought to Greenport. He has been updated on a regular basis.

It was reported that a repair was made to a broken 4x4 beam that supports a row of horses. The 4x4 was replaced in about 2 hours. I was advised by Paul Pallas that the 4x4 had a considerable amount of dry rot which caused it to break. I suggested to Paul Pallas that we do a full inspection of all framing members during the winter to make sure there are not other beams with this problem. Painted wood can cover dry rot and make it difficult to see. The wood need to be probed to make sure it is sound.

It was emphasized that staff should be reminded to stop the ride if patrons get a little overzealous. John Fuginski is now working with the Road Department. He is still in charge of lubricating the gears on a weekly basis as well as other maintenance.

Margo Devito reports that staffing at the carousel has been manageable this season. Dave Abatelli mentioned that the upcoming Christmas Schedule when the Carousel will be open for the week can present some staffing problems.

The Village is now in possession of the 13 inner scenic panels removed from Victor Browns basement. I have asked Paul Pallas to provide find a protective container and safe place to store them.

We viewed the 6 completed panels: *Circus Parade*, *Rocky Point Life Saving Team & Booth House* by Keith Martell. *Early Fishing* by Marla Milne. *Ice Boating & Bug Light* by Enid Hutton. All were received enthusiastically by the committee. Still to come are 1 each from Enid Hutton & Keith Martell, 2 from Marla Milne and 4 from Cindy Roe.

The photographer, Kathleen Bifulco has worked with Bill Von Eiff to produce the digital reproductions of the Rounding Board paintings. The committee would like to prepare a press release in coordination with the Village when the first panel is ready to be installed.

The idea of having a silent auction for the original paintings was discussed. It was proposed the paintings could be exhibited at Floyd Memorial Library.

I suggested that it would be best if fundraising for the Carousel be organized by a group rather than by the Committee/Village. Gail Horton will check with the Friends of Mitchell Park about the possibility of having them oversee this part of the project.

Plans for the holiday decorations at the carousel were made. Margo Devito will ask John to bring the decorations to the Carousel the week after Halloween.

Arlene Klein and Marjory Stevens will review the existing decorations and provide a list of additional items needed to Margo and Marjory. I was asked to confirm the holiday event dates with Sylvia Pirillo.

The Christmas Tree Lighting will be Saturday Dec. 3 at 6:00. The Christmas Parade will be Sunday Dec. 11 at 1:00. The Menorah Lighting will be Dec. 24 (time to be determined).

It would be appreciated if committee members participate in the decorating on November 21st at 10:00 am. This schedule will insure that the job will be completed by Dec 2nd for the annual tree lighting.