



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

September 15, 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:

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

MONTHLY REPORTS FOR:

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

REPORTS FROM COMMITTEES

MAYOR AND VILLAGE BOARD OF TRUSTEES

PUBLIC TO ADDRESS THE BOARD



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ROBERT BRANDT
EXT. 217

Submitted: September 8, 2016
Meeting: September 15, 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 (6) (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



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

Organized 1845

Finance Meeting 8/9/2016

Wardens: Barszczewski, Jensen, Kalin, and Nyce

Administrative Assistant: Richter Attendance: Chief Miller, Weingart, Jimenez.

Reviewed all monthly bills for July and Fire Prevention Safety Acct.

Company Requests:

Eagle Hose: Budget Items, Company Officers Requests

Relief Hose: Budget Items

Star Hose: Budget Items

Standard Hose: Budget Items, Company Officers Requests

Phenix Hook & Ladder: Budget Items

Rescue Squad: Medical supplies from Hammer Medical in the amount of \$409.63

Fire Police: Budget Items

Water Rescue: Budget Items

Department: Multiple antennae's and Hi-Band Radio chargers in the sum of \$1,012.50, Light package for Gator in the amount of \$3493.33

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
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MEETING OF THE BOARD OF WARDENS

Wednesday August 17, 2016

OPENING:

Chief Wayne Miller opened the meeting at 7:03 pm with the pledge of allegiance to the flag and a moment of silence for departed members

ATTENDANCE: 1st Assistant Chief Jeff Weingart, 2nd Assistant Chief Susano Jimenez,

Wardens Warren Jensen, Joe Milovich, Tony Volinski , Norma Corwin, Ray Corwin Joe Barszczewski, David Nyce , James Kalin, John Grilli,

James J. Pirillo excused

THOSE WISHING TO SPEAK TO THE BOARD:

READING OF THE PREVIOUS MINUTES:

Motion made by Warden James Kalin seconded by Warden John Grilli to approve the minutes of the July, 19. 2016 meeting of the Board of Wardens as printed and distributed. Motion carried.

COMPANY OFFICERS MEETING MINUTES:

Chief Miller read the minutes of the Unavailable meeting of the company officers for information only.

TREASURER'S REPORT:

The treasurer's report for the period of July 20 2016 through August 17, 2016 was read by Secretary / Treasurer James Kalin. Motion made by Warden Tony Volinski seconded by Warden Warren Jensen to accept the treasurer's report as read. Motion carried.

As per Warden Tony Volinski can a demonstration be set up to go to Peconic Landing to show the residents what the donation money is buying the Department , as per Chief Wayne Miller he will talk to Bob Serein

BILLS: none

COMMUNICATIONS RECEIVED:

1. Donation from Sandy Beach Property owners for Rescue Squad in the amount of \$100.00
2. Donation from Sandy Beach Property Owners for Fire Department in the amount of \$100.00
3. Donation from Christine & David Bissonelle to Fire Department in Memory of Carl Blasko in the amount of \$50.00
4. Donation from Jeanette Gilson to Rescue Squad in memory of Carl Blasko in the amount of \$50.00.
5. Jamesport Fire Department to hold a Pesh Seminar Sept 29th
6. August 20th Fire Police Field day and training at the fire academy 9AM to 12.
7. North Sea Fire Department Golf outing Sept 19,2016 11am
8. Burn Center looking for Donations tickets available for country line dancing fundraiser Sept 25th 2016.
9. Brookhaven to sponsor range day for First responders to shoot any gun, August 27th from 9am to 4pm.

Motion made by Warden Joe Milovich to forward all donations to correct accounts.
Seconded by Warden John Grilli

APPLICATION(S) FOR NEW MEMBERSHIP:

1. Megan Melly Rescue only

Motion by Warden Tony Volinski seconded by Warden James Kalin to accept application(s). Motion carried

REPORT OF COMMITTEES:

BUILDING AND GROUNDS:

1. Warden Joe Milovich spoke to electrician to fix lights and add extra outlets for Ambulances. Also to meet with VSS Securities to fix locks on doors. .

BY-LAWS: Warden David Nyce spoke on the new by laws, wants to have another by law meeting to discuss, Physicals. Meeting to be held August 31st @ 7pm

FINANCE: Minutes read by Chief Miller for information only. Amended quotes for 2 new regulators, new air conditioner for radio room & Chief Room, 8315 6 Survivor lights.

Motion made by Warden Warren Jensen Seconded by Joe Milovich to except finance report as read.

FIRE DISTRICT: none

PRE-INCIDENT PLANNING: none

SERVICE AWARDS: Chief Miller spoke to the Village, they will approve points from last year at next Thursdays Meeting. Chief Miller also mentioned that some members asked why they did not get there statements. Much Discussion on how statements will be given to members mailed or hand delivered.

Warden Ray Corwin asked about the new point system why Fire Police and Rescue Captains do not get extra points. As per Chief Jeff Weingart read from our by laws that all Officers are listed to get extra points. But does not say from Fire Police and Rescue Much discussion, outcome to amend by laws to read all officers of all companies including Fire Police, Rescue and the Water Rescue to get the extra points.

RECRUITMENT: none

CASUALTY FUND: none

FUNERAL: none

COMMUNICATION: As per 1st Assistant Chief Jeff Weingart no new on the Grants, Discussion about how unclear the pagers are. If the Town gets the grant it will help in clearing up the pagers.

Warden Warren Jensen asked if the town will incorporate the texts messages on the phones? AS per Chief Jeff Weingart it will be a part of it.

TRIPS AND TRAVEL: Warden James Kalin mentioned that a member from the Rescue Squad is planning to go to Vital Signs if he pays for this on his own will he get refunded. As per the Board yes he will.

COMPANY REQUESTS

EAGLE HOSE CO. #1 Budget, to see about the benevolent fund to give fund s to George Vanetten

RELIEF HOSE CO. # 2 Budgets/ Finance

STAR HOSE CO. # 3 Budgets

STANDARD HOSE CO. # 4 Budget Warden David Nyce mentioned the Pressure Switch to get fixed on 834, And Accountability tags

PHENIX HOOK & LADDER CO. # 1 Budget

RESCUE SQUAD Budget as per Chief Weingart new ambulance just waiting on one part then it will be done.

WATER RESCUE Budget

FIRE POLICE Budget

UNFINISHED BUSINESS Chief Wayne Miller mentioned the bids were reopened for the 2 new Chiefs cars Eagle came in for \$96,596 Buzz Chew for \$97,000 North Shore for 104,000. Discussion on who is going to do the lighting,

Motion made by Warden David Nyce to go with the low Bid from Eagle auto for the 2 new Chief cars Seconded by Warden Warren Jensen. Motion Carried.

Warden Tony Volinski asked about the Patch, Chief Miller showed samples.

Warden John Grilli asked about the gift cards that were given out by Peconic Landing when Ex Chief Breese was in office , as per Chief Miller he gave them back to Darryl .

Warden Tony Volinski asked about the Department buying new shirts, Ties and shoes, Chief Miller waiting on a price for them.

Warden Tony Volinski also asked what is going on with the boat, why was it moved without an announcement. Chief Miller stated yes should have been he apologized for that. And why is it on Face book from Gary Detrick asking members who are interested to contact him, was he put in charge as per Chief Miller no he was not. Warden Volinski wants to see it out on the water a little more, much discussion.

Warden John Grilli mentioned that as wardens they shoots down what committees comes back with and that is what discourages the committees .

Warden Joe Milovich asked if the new patches will be put on the shirts when they are ordered. Will have to have a patch made up to see what it will look like on shirts.

REPORT OF DELEGATES none

NEW BUSINESS: Chief Wayne Miller mentioned the agreement from Suffolk County that comes every four years or so for us to run our Ambulances as BLS & ALS.

Motion made by Warden Warren Jensen to have Chief Wayne Miller goes over agreement sign and return. Seconded by Warden James Kalin

GOOD OF THE DEPARTMENT

Warden Warren Jensen asked if they wanted to do anything with the donations to the burn center. Each company gets this letter in there boxes.

Motion Made by Chief Jeff to donate \$200.00 the name of George Vanetten. Seconded by Warden Warren Jensen. Motion Carried.

Warden Joe Milovich asked if the Department should look into insurance for the Dept Physicals instead of paying out of pocket. As per Chief Wayne Miller the village will not pay that much for insurance for each member.

Warden Tony Volinski mentioned that the Van is coming back dirty and ½ tank of gas. Relief hose is in charge of the Van and has cleaned it out.

Warden Warren Jensen asked if the men's room door is going to get fixed?

Warden John Grilli asked about replacing the air fresheners in the men's and ladies room.

911 memorial 15 years on 09-11-2016 from 9am to 10am. Our ladder truck to be used to hold flag. Many other departments wanted to do their own thing after much discussion at the Chiefs council it was decided to do it with the town at the park.

Chief Miller spoke about a call he received from an Attorney to speak to members that were involved in the limo call from last year. Chief Miller advised he would have to call the Village to speak to our Attorney.

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

ADJOURNMENT

Motion made by Warden James Kalin seconded by Warden John Grilli to adjourn.

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

Respectfully Submitted by,


Jennifer Grilli

Recording Secretary



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ROBERT BRANDT
EXT. 217

Submitted: September 9, 2016
Meeting: September 15, 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

September 15, 2016

Administrator's Office

Statistics

Work Orders:

Electric = 20 Written, 20 Completed
Water = 9 Written, 8 Completed
Sewer = 39 Written, 39 Completed
Road = 92 Written, 92 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 09-01-2016. 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 09-12-2016.

Resolutions:
NYAPP Conference October 2016

Topics of Discussion:
Peconic Landing Sewer Meter

Road/Water Department

Statistics

Water Distribution:

8,504,900 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: Harbor Front Deli
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.69 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.76 mg/L

The form, DOH-360, was filed with the DOH on September 1, 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
- ❖ Made repairs to decking in Mitchell Park
- ❖ Installed new swings and repaired fencing at 5th and 6th Street Beach
- ❖ Continued to water and maintain the Village plantings.
- ❖ Repaired a broken hydraulic line on the Caterpillar and changed a starter in G-31.
- ❖ Delivered RCA to Mitchell Park to fill in sink holes near the bulkhead.
- ❖ Assisted the WWTP clean up some debris with the Caterpillar.
- ❖ Fixed an issue with the irrigation system at the ball fields.
- ❖ Repaired a water leak on Central Avenue.

Projects:

The Road Crew continued to update and restore signs throughout the village. The crew has also begun replacing faded stop signs and will be repainting stop bars during September.

The crew completed the installation of the new jungle gym at Third Street Park. Sand and mulch was added inside newly installed borders as part of an initiative to revitalize the 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 = 9,546,000 gallons.

Average Daily Flow = 0.308 million gallons day. (MGD). Permit limit = 0.650 MGD

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

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

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

Coliform Total General = <37.3 MPN/100 Permit limit = 700 MPN/100

Total Nitrogen in effluent = 2.4 mg/L, and 5.7 lbs/day

Mercury = 0.57 ng/L

Sludge Removal:

35,000 Gallons of sludge hauled during July.

Report

❖ Treatment Plant:

Comprehensive mercury sampling was completed in August. Intensive 24 hour Coliform sampling was also completed during August.

The check valve for the No. 2 Effluent Pump was repaired. New hoists were installed on the flow gates in the Screw Pump Basin.

The flooding on August 10th presented some problems. Plant staff was able to make adjustments and rectify issues related to infiltration.

❖ Collection System:

Preventative maintenance was done on the downtown business district. The crew jetrodded the several sewer mains to inhibit blockages in the business district. The main between Washington and Webb Streets was also jetrodded, as preventative maintenance.

A blockage near First and South was cleared.

A manhole riser at 4th Avenue and West Street was replaced

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = August 14 @ 147.00 Mwh
Minimum usage day = August 3 @ 86.69 Mwh
Average usage for the month per day = 115.41 Mwh
Monthly total usage = 3577.76 Mwh

Service calls/call outs = 5

Street light repairs = 17

Customers shut off for none payment = 2

Customers turned on for payment = 1

Customers turned on for the season = 0

New Services/Service Upgrades = 3

Tasks Accomplished:

- ❖ Installed a new service on Main Street after a fire burnt up the original service.
- ❖ Installed a new 200 amp underground service on Central Avenue.
- ❖ Met with cablevision to resolve a wiring issue at the KOA Campground on North Road.

Projects:

The contractor work on the Power Plant upgrade is still ongoing.

Repairs to Engine No. 4 have been facilitated. All parts were delivered and the mechanics worked during August to restore the engine to working order.

Attachments:



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Submitted: September 9, 2016
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To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Building

Work Session Report for Building Department

September 15, 2016
Building Inspector's Office

Statistics

Summary of Transactions:

Building Permits Issued	6
Building Permit Applications	4
Fence Permits	0
Wetland Permit Application	0
Wetland Permit Issued	0
HPC Application	2
Zoning Board Applications	2
Planning Board Applications	3
CO Searches	6
CO Fees	2
Yard Sale	3
Road Opening	0
Sewer Inspection Fee	0
Dumpster Permit	0
Sign Permit	1
Rental Permit Fees	1
Demo Permit	1

Total Fees Collected: \$5,723.95

Reports

- ❖ Construction in the Village continues to progress at an elevated rate. We have several residential projects that will be commencing prior to the Winter.
- ❖ 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. We have begun traffic enforcement activities with the hiring of Greg Morris.

Traffic Enforcement Statistics Worksheet is attached.

Attachments:

Traffic Enforcement Statistics Worksheet August 2016 (PDF)

Southold-GP



Fine Collection

Client: Southold-GP

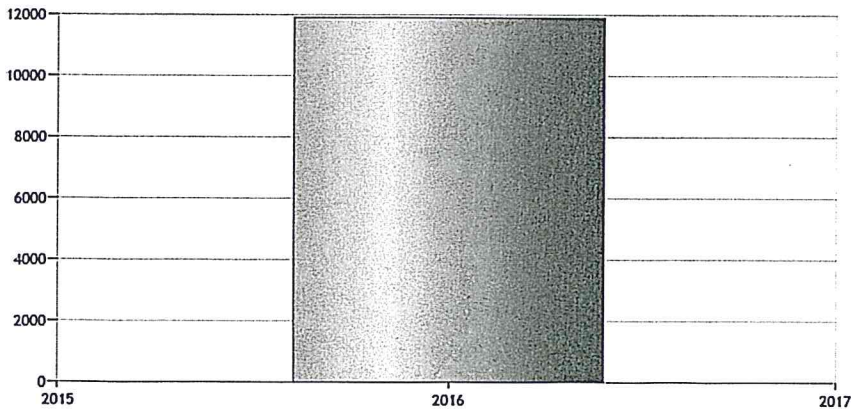
Date Range for Reports: From **August 2016** To August 2016

Calendar to Use: Fiscal Year (Jan-December)

August 1, 2016 through August 31, 2016

Month	2016		Total	
	Case	Amount	Case	Amount
January		\$0.00		\$0.00
February		\$0.00		\$0.00
March		\$0.00		\$0.00
April		\$0.00		\$0.00
May		\$0.00		\$0.00
June		\$0.00		\$0.00
July		\$0.00		\$0.00
August	148	\$11,935.00	148	\$11,935.00
September		\$0.00		\$0.00
October		\$0.00		\$0.00
November		\$0.00		\$0.00
December		\$0.00		\$0.00
TOTAL	148	\$11,935.00	148	\$11,935.00

Annual Case Trend



\$ Collected



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Work Session Report Village Administrator - Recreation

Work Session Report Recreation Department

September 15, 2016

Marina/Mitchell Park

- ❖ The Marina was busy and had steady bookings for the entire month of August. Revenue was boosted up going into the end of the season.
- ❖ The outlook for September is good due to the fact that several of the larger yachts are planning to stay until the end of the season.
- ❖ Park employees filled in some holes along the bulkhead with crushed stone, weeded the flower beds and cleaned the park regularly.
- ❖ We had a minor issue with one of the support members on the Carousel. The beam cracked and needed emergency repair. The Road Department was able to perform the repair. The Carousel opened later that day with no further issues.
- ❖ The Marina revenue was up by \$60,265.19 from last year.
- ❖ Mooring revenue is down by \$1,307.89 from last year. Off Shore Services (pump-out boat) was up by \$5.00.
- ❖ Carousel revenue is down by \$687.96 and Camera Obscura is up by \$130.00.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =93 Enrolled in Summer Camp

Reports

- ❖ Camp Carnival Day was held on Wednesday, August 17th. It was a huge success. Everyone had a great time!
- ❖ Summer Camp went extremely well this season. Our last day was August 19th. The parents and guardians were very pleased with the overall experience. The success is attributed to our great staff and our successful trips and programs.
- ❖ The Department of Health conducted a post operational inspection which went very well. They made some recommendations for improvement, the inspector was very happy with the overall management of the camp.
- ❖ The After Care Program will commence on September 12th. Flyers and applications have been distributed to the Greenport Schools.
- ❖ The rooms at the Recreation Center were freshly painted, carpets were cleaned, and decorations were set in anticipation of the new year.

Campground

Tasks Accomplished

- ❖ Performed general maintenance and dealt with customer needs.
- ❖ The campground revenue is down by \$2,271.50 from last year.

Attachments:

Rec Rev Report 091516(PDF)

Recreation Department Monthly Revenue

Day	Marina		Campground		Offshore Services		Moorings		Camera Obscura			
	Aug-16 Cash	Aug-15 C.C.	Aug-16 Cash	Aug-15 C.C.	Aug-16 Cash	Aug-15 C.C.	Aug-16 Cash	Aug-15 C.C.	Aug-16 Cash	Aug-15 C.C.		
1	\$29.33	\$2,678.12	\$1,021.23	\$5,552.02		\$2,260.00		\$3,915.00				
2	\$37.71	\$2,325.72	\$867.15	\$3,500.32		\$90.00		\$1,450.00				
3	\$227.47	\$8,322.12	\$463.36	\$2,276.83		\$1,590.00		\$1,020.00		\$9.00		
4	\$245.01	\$4,584.65	\$573.96	\$2,904.22		\$1,200.00		\$80.00		\$80.00		
5	\$705.82	\$7,067.39	\$122.44	\$2,344.64		\$60.00			\$58.00	\$80.00		
6	\$343.63	\$3,803.51	\$103.75	\$3,042.96		\$150.00		\$65.00	\$70.00	\$216.00		
7	\$863.09	\$3,852.33	\$175.11	\$2,959.11		\$330.00		\$340.00		\$144.00		
8	\$1,160.34	\$18,367.13	\$1,340.06	\$7,628.41		\$895.00		\$290.00		\$66.00		
9	\$217.70	\$2,847.46	\$477.75	\$2,877.42					\$90.00	\$76.00		
10	\$95.49	\$11,781.40	\$425.04	\$4,020.47		\$60.00		\$120.00		\$60.00		
11	\$579.31	\$33,054.79		\$1,319.21		\$30.00		\$90.00		\$57.00		
12	\$338.94	\$4,573.65	\$117.90	\$2,190.12		\$30.00		\$780.00				
13	\$403.81	\$4,125.65	\$420.01	\$4,368.30		\$130.00		\$120.00		\$152.00		
14	\$1,061.43	\$5,058.94	\$327.56	\$6,895.37		\$60.00		\$90.00		\$22.00		
15	\$248.75	\$4,443.75	\$572.60	\$5,893.48				\$180.00				
16	\$67.57	\$1,634.65	\$659.06	\$13,057.09		\$550.00		\$320.00		\$676.00		
17	\$61.82	\$1,541.29	\$195.89	\$8,883.61		\$270.00		\$335.00				
18	\$147.01	\$2,463.26	\$164.91	\$961.50		\$390.00		\$30.00				
19	\$159.25	\$4,631.55	\$1,481.38	\$835.76				\$240.00				
20	\$622.07	\$6,839.45	\$32.17	\$1,281.46		\$775.00			\$230.00	\$64.00		
21	\$340.34	\$5,469.09	\$407.67	\$7,374.53		\$45.00		\$965.00		\$65.00		
22	\$74.21	\$3,267.63	\$1,201.69	\$7,319.38		-\$300.00		\$30.00				
23	\$231.71	\$7,025.94	\$324.04	\$4,807.89		\$150.00		\$60.00	\$313.11	\$54.00		
24	\$205.48	\$3,152.49	\$292.32	\$2,225.76		\$150.00		\$465.00	\$60.00	\$68.00		
25	\$214.54	\$12,820.78	\$76.70	\$2,692.69		\$60.00		\$500.00	\$60.00	\$144.00		
26	\$207.46	\$3,861.90	\$576.36	\$5,196.98		-\$181.50		\$1,570.00		\$120.00		
27	\$790.37	\$3,016.52	\$270.05	\$5,418.76		\$1,340.00						
28	\$779.32	\$4,517.14	\$173.82	\$6,748.36		\$1,150.00		\$1,310.00				
29	\$228.69	\$9,398.95	\$776.10	\$6,706.37		\$2,110.00		\$360.00				
30	\$180.34	\$2,714.65	\$1,057.73	\$2,143.79		\$530.00						
31	\$243.58	\$26,307.67	\$81.07	\$17,160.95		\$565.00		\$2,135.00	\$130.00	\$95.00		
	\$226,631.83	\$166,366.64	\$14,488.50	\$16,760.00		\$595.00		\$590.00	\$840.11	\$2,148.00	\$198.00	\$68.00
	YOY	\$60,265.19	YOY	-\$2,271.50		YOY		YOY	YOY	-\$1,307.89	YOY	\$130.00

**Recreation Department Monthly Revenue
Carousel**

Day	Aug-16				Aug-15			
	Cash	Donations	Group Sale	Purchases	Cash	Donations	Group Sale	Purchases
1	\$1,524.00			\$15.00	\$2,199.00	\$24.82		\$10.00
2	\$1,536.00			\$25.00	\$2,427.00			\$20.00
3	\$1,448.00	\$34.97			\$1,892.00			\$50.00
4	\$1,434.00			\$50.00	\$1,496.00	\$30.81		
5	\$1,582.00			\$55.00	\$1,710.00			\$65.00
6	\$2,266.00			\$10.00	\$1,686.00			\$15.00
7	\$2,363.75				\$1,546.00			\$20.00
8	\$2,022.00			\$50.00	\$2,294.00	\$20.02		\$35.00
9	\$1,508.00	\$30.42			\$2,688.11			\$75.00
10	\$1,454.00	\$28.00		\$35.00	\$1,922.00	\$22.50		\$90.00
11	\$1,440.00			\$125.00	\$998.00	\$21.11		
12	\$1,388.00			\$70.00	\$1,624.00			\$10.00
13	\$1,678.00			\$50.00	\$1,316.00			\$100.00
14	\$1,548.20				\$1,645.00			\$70.00
15	\$1,840.00	\$31.00		\$10.00	\$2,193.00	\$24.05		\$25.00
16	\$1,330.00	\$34.00		\$15.00	\$2,016.00	\$16.00		
17	\$1,508.00			\$20.00	\$1,852.00			
18	\$1,919.00			\$15.00	\$1,654.00			\$80.00
19	\$1,633.00			\$60.00	\$1,809.00			
20	\$2,570.00			\$30.00	\$1,650.00			
21	\$2,657.00	\$44.00		\$70.00	\$1,494.00	\$46.80		\$20.00
22	\$2,188.00			\$65.00	\$1,122.00			\$40.00
23	\$1,846.00			\$45.00	\$2,594.00	\$20.55		\$60.00
24	\$1,763.00	\$20.41			\$1,761.00			\$20.00
25	\$1,800.00			\$25.00	\$1,546.00			\$55.00
26	\$1,812.00				\$1,510.00			\$55.00
27	\$2,454.00			\$40.00	\$1,586.00			\$80.00
28	\$2,382.00			\$50.00	\$1,698.00	\$36.15		\$40.00
29	\$1,877.00				\$2,148.00			\$20.00
30	\$1,541.00	\$56.06		\$60.00	\$2,204.00	\$36.10		\$50.00
31	\$700.00			\$10.00	\$1,244.75			\$50.00

	\$56,290.81				\$56,978.77			
	YOY				-\$687.96			



236 THIRD STREET
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CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: September 8, 2016
Meeting: September 15, 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

Work Session September 2016 **Report from the Treasurer's Office**

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3517, to fund the Traffic Control Officer full time position, and directing that Budget Amendment # 3517 be included as part of the formal meeting minutes for the September 22, 2016 regular meeting of the Board of Trustees.
- RESOLUTION authorizing the refund of Building Department escrow deposit received on June 24, 2016 for parcel # 1001.-3.-3-6 in the amount of \$ 359.57 due to the application being rescinded.

UTILITY BILLING

- After falling a little behind Meter Reading in July we are fully on schedule for August and September. We have also begun using Robert Walden and has worked out well.

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- a) 2 recertifications and 7 interims were performed for August 2016.
- b) 1 voucher was issued.
- c) 1 voucher was ported and will be billed by Riverhead Housing Development Corp.

SIGNIFICANT PAYMENTS

None made for August.

SIGNIFICANT COLLECTIONS

- Rents Received - August 2016 - \$ 74,476.45
- Property Taxes Received - \$ 1,024,368.88

INFORMATIONAL:

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

Attachments:

BANK ACCT BALANCES AUGUST 2016 (PDF)

BILLING STATISTIC REPORT AUGUST 2016 (PDF)

CD FINANCIALS AUGUST 2016 (PDF)

HA FINANCIALS AUGUST 2016 (PDF)

BUDGET AMENDMENT # 3517 - TCO (PDF)

G	Sewer	G.0200.000	Checking	443,532.70	
G	NYS DEC Consent	G.0201.000	Savings	31,177.51	
G	Sewer Fund I	g.0201.100	Cert of Deposit	360,181.48	
G	Sewer Fund III	G.0201.120	Cert of Deposit	715,728.67	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,117.62	
G	NYSERDA	G.0525.000	Checking	111.01	
				TOTAL SEWER FUND	\$ 1,748,700.60
H	Capital	H.0200.000	Checking	152,626.89	
H	Capital Reserve	H.0200.400	SAVINGS	49,397.24	
				TOTAL CAPITAL FUND	\$ 202,024.13
TA	Trust & Agency	TA.0200.000	Checking	148,213.06	
TA	Retirement Savings	TA.0201.000	Savings	48,761.47	
TA	WWI Memorial Trust	TA.0201.001	Savings	728.18	
TA	T & A Special Escrow	TA.0201.002	Savings	6,577.65	
TA	Justice Court	TA.0201.004	Savings	4,774.44	
TA	Concert Fund	TA.0201.008	Savings	2,277.59	
TA	Global Common	TA.0201.009	Savings	270,975.69	
TA	Accounts Payable	TA.0202.000	Checking	24,744.81	
				TOTAL TRUST & AGENCY FUND	\$ 507,052.89
	Wire Account			1.00	
	Utility Clearing				
					\$ 1.00
				TOTAL VILLAGE WIDE	\$ 11,168,445.40

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	14	0	0		0		675.38			9.07	684.45
	9 - Residential (1, 1)	1341	0	963877	108,058.94	0			4,526.84		2,648.38	113,234.16
	10 - Water Heating (2, 2)	14	0	1583	131.63	0			7.46		3.49	142.58
	11 - All Electric (3, 3)	334	0	207871	23,295.61	0			981.77		604.75	24,882.13
	13 - Demand - Class 3 (5, 5)	5	0	187800	10,498.02	1017.1	11,950.93		886.97	830.29		24,166.21
	14 - Village St. Lighting (6, 6)	5	0	32217.25	3,708.20	0			152.16			3,860.36
	15 - Town St Lighting (7, 7)	1	0	4841.75	557.29	0			22.87			580.16
	19 - Traffic Lights (11, 11)	1	0	1716	175.72	0			8.10			183.82
	20 - Contract St Lighting (12, 12)	1	0	0	0.00	0						0.00
	21 - Sterling Harbor (13, 13)	2	0	1375.625	158.33	0			6.49	14.22		179.04
	67 - NSF Fee	1	0	0	0	0		15.00				15.00
Electric Total		1719	0	1401281.625	144,583.74	1017.1	11,950.93	690.38	6,592.66	844.51	3,265.69	167,927.91
Sewer	3 - Sewer - Flat Charge	42	0	0	2,213.40	0						2,213.40
	4 - Sewer - Flat Charge	1	0	0	63.70	0						63.70
	23 - Sewer - VILL 3/4" W/SEWER (14, 14)	869	523	4762.5	57,911.44	0						57,911.44
	25 - Sewer - VILL 1" W/SEWER (15, 15)	29	11	418.5	4,534.93	0						4,534.93
	27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	12	4	340.1	3,740.01	0						3,740.01
	29 - Sewer - VILL 2" W/SEWER (17, 17)	28	8	480.6	5,191.46	0						5,191.46
	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	49	1550.0804	25,498.81	0						25,498.81
	57 - SPLIT SEWER BILLING (52, 52)	1	0	0	0.00	0						0.00
	62 - DRIFTWOOD COVE 52	1	0	380.358	5,451.56	0						5,451.56
	63 - DRIFTWOOD COVE 49	1	0	304.9596	4,294.60	0						4,294.60
	64 - PECONIC LANDING 253	1	1	161	13,307.80	0						13,307.80
	65 - CLIFFSIDE CONDOS-SEWER	1	0	431	6,061.76	0						6,061.76
Sewer Total		1064	599	8829.098	128,374.59	0						128,374.59
Water	5 - Water - Flat Charge	22	0	0	554.35	0						554.35
	22 - VILL 3/4" W/SEWER (14, 14)	876	270	5386.9	25,953.53	0						25,953.53
	24 - VILL 1" W/SEWER (15, 15)	28	6	465	1,825.92	0						1,825.92
	26 - VILL 1 1/2" W/SEWER (16, 16)	13	6	47	219.72	0						219.72
	28 - VILL 2" W/SEWER (17, 17)	29	12	534	2,156.40	0						2,156.40
	30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0						36.90
	32 - VILL 4" W/SEWER (19, 19)	2	1	47	178.68	0						178.68
	46 - VILLAGE 1 1/2" (42, 42)	1	1	0	36.90	0						36.90
	47 - VILLAGE 2" (43, 43)	8	0	843	2,997.72	0						2,997.72
	48 - VILLAGE 3/4" (44, 44)	104	43	1182	5,272.56	0						5,272.56
	49 - VILLAGE SEWER ONLY (45, 45)	4	0	37	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	1697.212	0.00	0						0.00
Water Total		1183	340	10239.112	39,232.68	0						39,232.68
electric-small commercial	12 - Commercial (4, 4)	373	0	1016552.7	127,394.37	0			4,648.96	9,518.16	-75.67	141,485.82
	16 - Operating Municipall (8, 8)	18	0	87391	11,046.52	0			412.75			11,459.27
	17 - Water Department (9, 9)	3	0	1117	156.81	0			5.28			162.09
	18 - Sewer Department (10, 10)	10	0	68484	8,657.78	0			323.45			9,981.23
electric-small commercial Total		404	0	1173544.7	147,255.48	0			5,390.44	9,518.16	-75.67	162,088.41
Grand Total		4370	939	2593894.535	459,446.49	1017.1	11,950.93	690.38	11,983.10	10,362.67	3,190.02	497,623.59

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

\$ 4,615.00

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 8327	UNIT 3	HOUSE		
Rent	\$ 1,125.00	\$ 1,240.00	1,125.00	\$ 1,125.00		
Late Fees/Credits	\$ 75.00	\$ -		\$ (30.00)		
TOTAL REVENUE	\$ 1,200.00	\$ 1,240.00	\$ 1,125.00	\$ 1,095.00	\$ -	\$ 3,460.00
EXPENSES:	EXPENSES: 213 Center 213 CENTER	EXPENSES: 278 2nd Street UNIT 1 - 8124 8327	8328	HOUSE - 8590 RE/8361 SW		
<u>Utilities</u>						
Electric	\$ 94.32			\$ 12.42		
Water/Sewer	\$ 55.92			\$ 173.92		
Propane/Heating Oil	\$ 148.84					
<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	\$ 441.88	\$ -	\$ -	\$ -	\$ 1,614.74	\$ 1,614.74
	MAINTENANCE: 213 Center 213 CENTER	MAINTENANCE: 278 2nd Street UNIT 1	UNIT 2	UNIT 3	HOUSE	
<u>Maintenance Repairs/Other</u>						
C-Cat Company	\$ 232.93					
Flood Insurance	\$ 1,106.00					
VGHA Admin Fee Deficit					81.36	
Mattituck Enviro Srvs					150.00	
Pine Oaks Landscaping						
	\$ 1,338.93	\$ -	\$ -	\$ -	\$ 231.36	
Total Expenses	\$ 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 - AUG 16				82	TOTAL UNITS	TOTAL HAP & PORT PAYMENT	\$ 66,838.00	277.00	\$ -
Account Description						TOTAL HAP, PORT, UTILITIES	\$ 67,115.00		
REVENUE:									
706	PHA HUD Operating Grants	\$	69,992.00						
706a	Admin fee revenues	\$	7,126.00						
711	Interest Earned - HAP	\$	-			Fraud Recovery HAP (714 010)			
714	Interest Earned - ADMIN	\$	-			Fraud Recovery			
714	Fraud recovery	\$	-			Adj'l HAP Offset			
700	TOTAL REVENUE	\$	77,118.00			Admin Fee Supplemental from CD			
EXPENSES:									
912	Administrative								
	Auditing fees								
	Salaries - Asha (\$24.52) Robert Column E 2					Admin Salaries total			
911	payperiods	\$	3,433.44	\$	223.08	\$	3,656.52		
911a	Medical	\$	1,855.09	\$	13.96	\$	1,869.05	Medical Total	PORT IN
911b	Dental	\$	139.24	\$	2.93	\$	142.17	Dental Total	
911c	Pension 18.6% T4/15.3% T5	\$	638.62	\$	34.13	\$	672.75	Pension Total	
914	Payroll Taxes FICA	\$	262.66	\$	3.41	\$	266.07	FICA Total	TOTAL PORT IN
915	Employee Benefit Contribution TOTAL	\$	2,632.95	\$	71.02	\$	2,703.97	Benefits Total	PORT OUT
914	Compensated absenses								
									11/13/2015 \$ 370.00 \$ 67.09
917	Nina JG Stewart, Esq								
	A Gallacher Reimb	\$	25.18						
918	A Gallacher Mileage	\$	30.24	\$	53.42				
916	Office Expenses Total	\$	-						TOTAL PORT OUT
910	Administrative Total	\$	6,749.07	\$	7,176.56	Village of Greenport total			\$ 370.00 \$ 67.09
962	Other General Expenses (Office Rent)	\$	550.00						
969	TOTAL OPERATING EXPENSES	\$	7,299.07						TERMINATED
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES			\$	(173.07)				
973.1	PHA Utility Allowance	\$	277.00						DECEASED
973.2	HAP payments	\$	66,458.00						
	PORT payments	\$	370.00						ABSORBED
973	(HAP, PORT and UTILITY TOTAL)	\$	67,115.00						
	HAP & UTIL less Port payments	\$	66,745.00						
1117	Total Admin Revenue	\$	7,126.00						
1118	Total Hap Revenue	\$	69,992.00						RELINQUISHED
1118-02	Net HAP	\$	2,877.00						
	Net ADMIN	\$	(173.07)						
990	TOTAL EXPENSES	\$	74,414.07	\$	74,414.07	TOTAL CASH DISBURSEMENTS			
1009	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$		\$	2,703.93				

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2017 Period: 9 Trans Type: B2 - Amend Status: Batch
 Trans No: 3517 Trans Date: 09/08/2016 User Ref: ROBERT
 Requested: P. PALLAS Approved: Created by: ROBERT 09/08/2016
 Description: FUNDING OF TCO FULL TIME POSITION Account # Order: No
 Print Parent Account: No

Account No.	Account Description	Amount
A.1113	PARKING VIOLATIONS	33,440.00
A.1113.100	PARKING ENFORCEMENT.PERSONNEL SERVICES	33,440.00
Total Amount:		<u>66,880.00</u>



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CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: September 8, 2016
Meeting: September 15, 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 Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on September 15, 2016
Report of Sylvia Lazzari Pirillo, Village Clerk

Board Discussion Reminders

- The public hearing for Chapter 103 remains open.

Contracts and Agreements

- The Corps Ambulance Services Agreement between the Village and the County was executed on August 25th by the Village.
- Two originals of the contract between the Village and Eagle Auto were mailed to Eagle Auto on August 31st.

Grants

- The contract amendment for the Mitchell Park Bulkhead Feasibility Study was executed on August 25th by the Village. The amendment extends the contract time period to March 31, 2017.

Legal Notices

- The Public Hearing for the ELIH Wetlands Permit Application was noticed in the 9/8 edition of the paper.

Letters

- A letter was directed to Suffolk County, the NYS DOT and Southold Town regarding the traffic situation at Route 48 and Main Street. The letter was mailed to the various parties on September 6th.

Miscellaneous

- Chapter A156 (Listing of Fess) of the Village of Greenport Code was corrected to read "\$ 15,000" for outside sewer fees (instead of \$ 11,694.)

Personnel

- The Power Plant Operator I position was noticed internally on September 6th, with a closing date of September 20th for acceptance of applications.

Requested Resolutions

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, 2016; with not more than five people at one time hunting in the western portion of Moore's Woods.

RESOLUTION approving the attendance of Code Enforcement Officer Morris at the New York State Department of State Code Enforcement Officer classes 9A (Introduction to Code Enforcement Practices, Part 1), 9B (Introduction to Code Enforcement Practices, Part 2) and 9C (Inspection Procedures for Existing Buildings) in Yaphank, New York. Class 9A will be held from 8 a.m. through 4 p.m. from October 18, 2016 through October 20, 2016. Class 9B will be held from 8 a.m. through 4 p.m. from November 15, 2016 through November 17, 2016. Class 9C will be held from 8 a.m. through 4 p.m. from December 6, 2016 through December 8, 2016. There is no charge for these classes, and the standard mileage reimbursement applies.

RESOLUTION authorizing a Request for Proposals for the towing and impounding of vehicles in contravention of New York State Traffic Law or Village of Greenport Code, with proposal specifications to be provided by Village Administrator Pallas.

Attachments:



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CLERK
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EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: September 9, 2016
Meeting: September 15, 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 Martilotta Work Session Report

Trustee Jack Martilotta
Work Session Report

Drafting of a letter to the Southold Town Police Department/Town Supervisor

On August 30th, a group of concerned citizens, to include victims of this serial sexual predator, met to bravely share stories, and demand help. The group expressed very serious concerns, many did not feel safe in their own homes, in some cases homes they share with their children Chief Flatley expressed concern that this suspect has been convicted of serious crimes in the past. Some expressed fear that these incidents were escalating. He is now removing screens and putting his hands inside people's window frames. What is it going to take for us to get protection? Knowing that this suspect is known to stalk his victims at very late hours, residents asked for increased police presence in our neighborhoods. With this said Chief Flatley reported back that their numbers are already stretched thin and they have to often "babysit bars" during the time frame that this suspect usually is out and about. Residents were very firm that this is not acceptable, it has been allowed to continue for well over 17 years and that they are fed up. Residents asked for increased police presence in our neighborhoods from 2am to 6am. It was also suggested that perhaps officers might patrol on bicycle or on foot because patrol cars could alert the suspect. Chief Flatley indicated that he would like to help put these patrols in place. As a village board we should be provided with information concerning when and where these patrols will be activated so that we can then assure our constituents so they can begin to heal and hopefully provide them with peace of mind.

Drafting a letter for surface level lights at our crosswalks
After an unnerving amount of car accidents on the east end this summer, I feel it

is time to revisit Patchogue Village's model for in ground lighting at crosswalks. We have discussed this last year, yet were unable to make real headway. I am proposing that we write a letter as a board to Assemblyman Palumbo and request the lights be installed along our crosswalks downtown. As a board we would be taking an active stand for the safety of our downtown, our residents and our guests.

Attachments:



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Submitted: September 9, 2016
Meeting: September 15, 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 Report

Attachments:

Trustee Roberts Work Session Report (PDF)
Revised Draft Rental Permit Law (PDF)

MEMORANDUM

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

September 8, 2016

1. Rental Permit Law

Revised draft attached. Per last month's discussions:

- A. Removed the "cap" language (for now)
- B. Removed the red tape, including language that unfairly targets and profiles renters vs. homeowners. What's good for the goose is good for the gander.
- C. Focus on safety inspections and fines for non-compliance.

It's time for us to take action and, if we do take action, be prepared to enforce the law, issuing violations for those who do not apply for permits.

Law is 3 years old and the benefits are not tangible.

Request fiscal analysis of costs to implement and enforce RPL. Building Dept is currently 1 FTE. We are not implementing or enforcing. What will this law cost taxpayers?

Am I the new code committee? Or will there be a draft forthcoming for the Board to vote on?

2. PSEG

For good reason, the possible PSEG project on Front and 5th Street to power Shelter Island has taken up much of my time on Village affairs the last month. Several conversations with those who will be most affected by the project, including the meeting you all read about in the paper down at the beach with Mayor Hubbard, have surfaced these requirements from our constituents if the project is to go forward:

- No measurable EMF (less than .4 microtesla) from the sidewalk in perpetuity for the easement. PSEG can never lay a high voltage line in this easement. A distribution line like we have above the street already is OK.
- Work will begin at 8A and end at 6p during the 3 month term of the project.

- \$10K per day penalty they go beyond the 90-day lease and/or violate the work time restrictions
- Specs of the Drill from OSHA, including decibels of noise from beyond 50 feet of the Village property line
- Full compliance with Village Noise and other codes
- References for 3 communities that have survived PSEG contractor's horizontal drilling projects so we can assuage fears of those living close by that this will not be anything like what happened on their previous two attempts in the town of Southold
- Engagement of an environmental consultant, at PSEG expense, to verify that there will be no adverse environmental impacts, including from fluid used in the distribution line itself or in the drill and other equipment used to complete the drilling.
- Cease and desist preparatory work by PSEG contractors, including respect for private property, until there is an agreement between The Village and PSEG.
- A full public presentation from PSEG about the project and their future intentions, with the opportunity for board as well as public Q&A.

People in West Dublin range from cautious but interested in the overall benefits to The Village to 100% opposed, and everything in-between. Almost everyone I've spoken with- which is probably over 30 residents at this point- has been willing to listen and consider all the options on the table. I want to thank the residents of West Dublin for their candor and their willingness to consider a potential project in their neighborhood, and looking forward to learning of any new news from Mayor Hubbard on the status of the negotiations.

3. Turkey Trot

Organizers would like to have the same resolution as last year- access to the streets on Thanksgiving morning for the Turkey Trot race, which last year included over 50 participants in the 5k run and 1 mile walk.

The race is looking for input on a beneficiary for the charity component of the event. Could people bring sports equipment and toys for donation to our rec program? Other ideas?

Also- would it be possible to run the carousel after the race and offer free rides to kids of participants?

4. Planning

It has come to my attention that we have people living in the Village who have experience with the kind of planning work that lies ahead of us if we are to revise our LWRP (what is status?) or look into a rental housing incentive.

We suffer from a lack of planning expertise at Village Hall, yet we are a small village with a small budget.

Propose that we put out an RFP for planning services that is cost-neutral to the village. Essentially, we include as a requirement in the RFP that they need to write a grant to fund their services and/or volunteer their time to support the Mayor, VB, VA, and BI on LWRP and other planning issues.

5. Would like to revisit the discussion about youth recreation and sports. Several months ago, the board consensus was to outsource this. What if this could be accomplished without a significant budget line-item being added? If we can run a successful summer camp program, we can certainly run a little league.
6. Our discussion of the intersection of Rt. 48 and Main Street has had an effect- Town of Southold is doing a new engineering study on it. Nice work! Sending these letters can have an effect.
7. Maritime Fest SOW- do we have a list of requested services and projects from EESM for Maritime? Concerned about scope creep given how busy and overworked everybody on our staff seems to be.
8. Sewer expansion RFP? The clock is ticking. Next CFA deadline is July, and we need to have our act together by end of winter so we don't miss out again.
9. Clark's Beach?
10. 6th Street RR Crossing?
11. McCann's expansion?
12. Lifeguards: Nobody Labor Day Weekend? Need a better plan next year.

Chapter 103: RENTAL PROPERTIES

Chapter 103: RENTAL PROPERTIES

- § 103-1 Legislative intent.
- § 103-2 Applicability.
- § 103-3 Relation to other laws and regulations.
- § 103-4 Definitions.
- § 103-5 Confidential information maintained by owner.
- § 103-6 Rental permit or transient rental permit required.
- § 103-7 Application for rental permit or transient rental permit.
- § 103-8 Review of application; issuance of rental permit or transient rental permit.
- § 103-9 Term of permits and renewal.
- § 103-10 Register of permits.
- § 103-11 Fees.
- § 103-12 General provisions.
- § 103-13 Inspections.
- § 103-14 Application for search warrant authorized.
- § 103-15 Revocation of permit.
- § 103-16 Presumptive evidence dwelling unit is being used as rental property.
- § 103-17 Presumptive evidence of multifamily occupancy.
- § 103-18 Presumptive evidence of owner's residence.
- § 103-19 Presumptive evidence of over-occupancy.
- § 103-20 General applicability of presumptions.
- § 103-21 Appeals of Building Inspector determinations.
- § 103-22 Penalties for offenses.

§ 103-1 Legislative intent.

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

§ 103-2 Applicability.

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

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

§ 103-3 Relation to other laws and regulations.

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

§ 103-4 Definitions.

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

BUILDING DEPARTMENT

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

BUILDING INSPECTOR

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

CODE ENFORCEMENT OFFICER

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

CONVENTIONAL BEDROOM

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

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ventilation, room area, ceiling height and room widths, plumbing, water-heating, electrical receptacles, smoke detectors, and emergency escape requirements.

DWELLING, ONE-FAMILY

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

DWELLING UNIT

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

~~FAMILY~~

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

IMMEDIATE FAMILY

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

KITCHEN

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

~~LICENSING REVIEW BOARD~~

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

MANAGING AGENT

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

MULTIPLE-DWELLING BUILDING

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

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NEW PERMIT

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

NONCONFORMING BUILDING OR USE

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

NONHABITABLE SPACE

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

OWNER

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

OWNER-OCCUPIED

Occupation (other than a multiple-dwelling structure) by the owner and/or his immediate family.

PERSON

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

PRIMARY DOMICILE

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

PRIMARY DOMICILE TRANSIENT RENTAL

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

PUBLISH

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

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RENEWAL RENTAL PERMIT

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

RENT

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

RENTAL PERMIT

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

TRANSIENT RENTAL PERMIT

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

RENTAL PROPERTY

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

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

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

~~SEASONAL RENTAL~~

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

TENANT

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

~~TRANSIENT OR TEMPORARY RENTAL~~

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

TRANSIENT OR TEMPORARY RENTAL

A rental of real property or a portion thereof for a period of 29 days or less. The Board of Trustees shall designate a number of rental properties in the Village of Greenport on an annual basis which shall be permitted to have transient or temporary rentals, provided that the property is owner occupied, and the number of rental properties in which transient or temporary rentals (excluding primary domicile transient rentals) is allowed shall not exceed five percent (5%) of the total number of residential units in the Village. Additionally, after September 1, 2017, a Transient Rental, including a Primary Domicile Rental, may not be established within 1000 feet of the lot containing an existing Transient Rental. The Transient or Temporary Rental of Rental Properties or residential properties shall be prohibited except those with a Transient Rental Permit issued by the Building Inspector.

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

~~TRANSIENT OR TEMPORARY RENTAL~~

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

TWO-FAMILY BUILDING

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

§ 103-5 Confidential information maintained by owner.

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

§ 103-6 Rental permit or transient rental permit required.

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

§ 103-7 Application for rental permit or transient rental permit.

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

- (1) The legal residence of each owner.

~~(2) In the event that the owner of the rental property is a corporation, partnership, limited-liability company, or other business entity, the name, proof of legal residence, and telephone number of each owner, officer, principal shareholder, partner and/or member of such business entity shall be provided.~~

~~(3) A copy of the last deed of record for the rental property, as recorded with the Suffolk County Clerk, confirming the ownership of record of the rental property.~~

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

(4) The name, address and telephone number of the managing agent, if applicable.

(5) The location of the rental property, ~~including the street address and the Suffolk County Tax Map parcel number.~~

Comment [DR3]: Village already has this

(6) The period of the proposed occupancy.

~~(7) A floor plan of each rental unit.~~

~~(8) A copy of the certificate of occupancy or similar certificate of approval for the rental property.~~

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

(9) Inspection by the Village of Greenport, written certification from a licensed architect or licensed engineer, or proof of inspection or report by a governmental agency or representative that states confirming that the rental property fully complies with all of the provisions of the Greenport Village Code, the New York Uniform Fire Prevention and Building Code, and the other codes and regulations of the State of New York.

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

§ 103-8 Review of application; issuance of rental permit or transient rental permit.

The Building Inspector shall review each application for completeness and accuracy and shall make an on-site inspection of the proposed rental property, unless the owner has elected to provide a certification from a licensed architect or a licensed engineer, or from a governmental agency complying with § 103-7A(9) above. The Building Inspector shall issue a or transient rental permit when the application is complete and fee paid, and when the Building Inspector, based on an inspection or on the paperwork submitted, is satisfied that the proposed rental property fully complies with the Greenport Village Code, the New York State Uniform Fire Prevention and Building Code, and the other codes and regulations of New York State.

§ 103-9 Term of permits and renewal.

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

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

B. Either:

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

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

§ 103-9-A Term of transient rental permits and renewal.

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

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

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

B. Either:

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

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

§ 103-10 Register of permits.

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

§ 103-11 Fees.

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

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

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

C. The nonrefundable annual permit application fee shall be waived on RENTAL PERMITS ONLY if the owner of a rental property leases for the entire rental term to low-income households, and in such rental amounts as adopted by the Board of Trustees through the annual resolution which updates the rental formula multipliers for units reserved for income-eligible households pursuant to the Greenport Village Code.

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

(1) Enhanced STAR;

- (2) Veterans exemption; or
- (3) Senior citizens exemption.
- (4) The owner of a rental property submits a sworn affidavit affirming that the rental property will be leased to any active member of a volunteer fire department or ambulance corps and/or if the owner is qualified for a volunteer firefighters and ambulance workers real property tax exemption.
- (5) The nonrefundable biannual rental permit application fee shall be waived if the owner of a rental property submits a sworn affidavit affirming that the rental property will be leased to a senior citizen or a qualified disabled person.

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

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

§ 103-12 General provisions.

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

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

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

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

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

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

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

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

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

§ 103-13 Inspections.

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

§ 103-14 Application for search warrant authorized.

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

§ 103-15 Revocation of permit.

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

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

§ 103-16 Presumptive evidence dwelling unit is being used as rental property.

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

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

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

§103-17 Transient Rental Requirements

Transient Rentals will be required to meet these additional requirements:

- A. No more than 2 adults for each bedroom in the house plus 4 additional adults may be on premises between 11:00 PM and 5:00 AM
- B. A licensee or guest may not use or allow another to use a transient rental for an outside assembly of more than ten adults.

- a. For purposes of this section, an assembly includes a wedding, party, reception, concert, sponsored event, or any similar group activity.
- C. A transient rental may not be occupied by more than:
 - a. ten adults at one time, unless a stricter limit applies;
 - b. 6 unrelated adults.
- D. A transient rental may not rent a portion of a residential unit under any circumstances.
- E. Upon receiving a Transient Rental Permit, the Village Clerk will issue to the permittee a packet of materials detailing local codes and regulations, including regulations in this section, waste disposal and recycling information, Village of Greenport noise ordinances, and other applicable Village, County, and State laws. This packet will be posted conspicuously in the common room of the transient rental and tenants must be advised of these regulations by transient rental land lords.
- F. Transient Rentals of a homeowner's primary domicile while the owner is not occupying the residential unit are limited to two rentals per year. Homeowners must show proof of primary domicile on federal tax returns to be eligible. All other sections of this chapter apply to primary domicile transient rentals except as noted.

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

~~§-103-17—Presumptive evidence of multifamily occupancy.~~

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

- ~~(1)—More than one mailbox, mail slot or post office address.~~
- ~~(2)—More than one electric meter annexed to the exterior of the premises.~~
- ~~(3)—More than one doorbell or doorway on the same side of the dwelling unit;~~
- ~~(4)—More than one connecting line for cable television service.~~
- ~~(5)—More than one antenna, satellite dish, or related receiving equipment.~~
- ~~(6)—There are three or more motor vehicles registered to the dwelling and each vehicle owner has a different surname.~~
- ~~(7)—There are more than three waste receptacles, cans, containers, bags or boxes containing waste from the premises placed for pickup at least twice during a weekly garbage pickup area.~~
- ~~(8)—There are separate entrances for segregated parts of the dwelling.~~
- ~~(9)—There are partitions or internal doors which may serve to bar access between segregated portions of the dwelling, including but not limited to bedrooms.~~
- ~~(10)—There exists a separate written or oral lease or rental arrangement, payment or agreement for portions of the dwelling among the owner and/or occupants and/or persons in possession thereof.~~
- ~~(11)—Any occupant or person in possession thereof does not have unimpeded and/or lawful access to all parts of the dwelling unit.~~
- ~~(12)—Two or more kitchens, each containing one or more of the following: a range, oven, hotplate, microwave or other similar device customarily used for cooking or preparation of food and/or a refrigerator.~~

Comment [DR8]: Profiles renters unfairly

Draft July 14, 2016

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

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

~~§103-18 Presumptive evidence of owner's residence.~~

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

- ~~(1) Voter registration.~~
- ~~(2) Motor vehicle registration.~~
- ~~(3) Driver's license.~~
- ~~(4) Utility bill.~~
- ~~(5) Any other document filed with a public or private entity.~~

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

§ 103-19 Presumptive evidence of over-occupancy.

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

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

§ 103-20 General applicability of presumptions.

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

~~§103-21 Appeals of Building Inspector determinations.~~

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

§ 103-22 Penalties for offenses.

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

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