



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

July 20, 2017 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 Wetlands Permit Application of North Ferry Company to replace 28 decayed pilings with new pilings and install plastic guards on the pilings
- o Mobi Mats

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



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ROBERT BRANDT
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Submitted: July 12, 2017
Meeting: July 20, 2017 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 July 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

Finance Report 6/13/17

Attendance: Chiefs Miller, Weingart , and Jimenez. Wardens Barszczewski, Kalin, and Nyce.
Administrative assistant Richter.

Reviewed all monthly bills and Fire Prevention account.

Company Requests:

Eagle Hose: Budget items, 1 strobe light for truck in the amount of \$122.00

Relief Hose: Budget items

Star Hose: Budget items

Standard Hose: Dishwasher for the sum of \$6350.00, Collapsible cones, Little Giant ladder,
Helmet shield, Class A uniforms, Hi-Band Batteries, and turnout gear.

Phenix Hook & Ladder: Budget Items

Rescue: Medical supplies for the sum of \$1361.46, 12 lead cable from Zoll for the sum of
\$260.00, 2 Remote temp data logger for the sum of \$170.75, 2 Medication Cases for the sum of
\$81.98, Hook Discs for \$10.99, 2 Individual First Aid Pouches for the sum of \$57.90, 2
Transparent plastic boxes for the sum of \$11.32 and 2 Hard collar cases for the sum of \$179.98.

Fire Police: Budget items.

Water Rescue: Budget items.

Department: Chief Miller requested 2 Class A uniforms for the sum of \$1120.00, 30 Rain Coats
for the sum of \$5398.50, Chief Weingart requested 2 strobe lights for the sum of \$244.00, 3
new 800 band radio's and accessories for the sum of \$11,560.80.

Firematicly,

A handwritten signature in blue 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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Company Officers Meeting June 20 2017

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, Weingart and Jimenez. Officers in attendance were C Hydell, S Hollid, H Reiss, C Johnson, D Nyce, R Purcell, C Hanold and member H Breese.

Reading of Previous Minutes: mm/sec by Reiss-Johnson to dispense.

Communications: Letter from Carolyn Tamin Thanking everyone who helped during the Memorial Day Dock Parade and for the use of the Fire House. Letter for Jamesport Parade. Letter from East Quogue FD for a Seafood Bash fundraiser. Letter from Islip Town FD and EMS Museum for opening event. Letter from North Sea FD Ladies Auxillary For a fundraising raffle. Letter from Brook Haven Town Safty Officers Ass, for a breakfast. Letter from Selden FD for their Motorized Drill and Parade. Letter from County on a Court Assisted Exam, and a letter from SCVF Ass. For a dinner fundraiser.

Committee Reports: Chief Jimenez mentioned Dept Picnic

Company Requests: 8-3-1 2 3 Fire Police Water Rescue- Budget. 8-3-4 Dishwasher, Attic Ladder 8-3-5 Light repair on truck. Rescue Budget Finance

New Business; None

Good of the Department: . Chief Miller mentioned Fire School this Thursday. Capt. Hollid Mentioned Lack of access to hydrant on Silvermere Rd.. Also thanked everyone who assisted during dinner at their Fire House. Capy Hanold mentioned about getting a rack for bottles for air pack refilling.

Reading of Minutes: M/M/S/ Hanold- Hollid to Dispense

Adjourn: M/M/S/ - Hollid Reiss to adjourn @ 19: 24 HRS

Respectfully submitted 2nd Asst Chief

Susano Jimenez

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

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
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MEETING OF THE BOARD OF WARDENS

WEDNESDAY, June 21, 2017

OPENING

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

ATTENDANCE

Chief Wayne Miller

1st Ass't Chief Jeffrey Weingart

2nd Ass't Chief Susano Jimenez

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

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

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

Warden Jerome Martocchia of Standard Hose Co. #4

Wardens James Kalin and John Grilli of Phenix Hook & Ladder Co. #1

Excused: Warden David Nyce of Standard Hose Co. #4

THOSE WISHING TO ADDRESS THE BOARD –

Pete Harris confirming details of funeral services for Curt Davids.

READING OF THE PREVIOUS MINUTES

Motion made by James Kalin, seconded by John Grilli, to approve the minutes of the May 17, 2017 meeting of the Board of Wardens as printed and distributed. Motion Carried.

FINANCE COMMITTEE

The finance committee report was read by Chief Miller. Motion made by Edward Sieban, seconded by Joseph Milovich, to accept the report. Motion Carried.

COMPANY OFFICERS' MEETING MINUTES-

The minutes of the meeting of The Company Officers were read by 2nd Ass't Chief Susano Jimenez, for information only. Motion made by Antone Volinski III, seconded by Jerome Martocchia, to accept the report as read. Motion Carried.

TREASURER'S REPORT

The Treasurer's report for the period of May 18, 2017 through June 21, 2017 was read by Secretary/Treasurer James Kalin. Motion made by J. Grilli, seconded by W. Jensen, to accept the treasurer's report as read. Motion carried. (report attached)

BILLS-

1. 1st Ass't Chief Jeffrey Weingart for Southold Towns Chiefs Council remit dues 2017- \$200.00. Motion made by W. Jensen, seconded by Antone Volinski III, to accept this bill. Motion Carried.

COMMUNICATIONS

1. Quogue F.D Seafood party at East Quogue Firehouse, Aug 12, 2017.
2. Firefighter and Emergency Medical Services Museum and Education Center opening June 24, 2017.
3. Ladies Auxiliary of North Sea Fire Dept. Hosting Lottery raffle. Tickets to be in by August 1, 2017.
4. Letter of resignation from Christopher Hanold.
5. Thank you card from Carolyn & Helen for help with The Memorial Day Dock Service.
6. 1st Annual Safety Officer Forum at Coram F.D, September 23, 2017.
7. Jamesport Fireman's Association Carnival Parade, July 19, 2017.
8. Selden F.D. Suffolk County Annual motorized drill & parade, July 8, 2017.
9. West Islip Letter requesting donations for visiting homeless shelters.
10. Medford 95th Anniversary & 1st Annual Town of Brookhaven Parade, Aug 12, 2017.
11. Court Assistant Exam Oct. 7, 2017. Prep Class \$259 tuition.
12. Annual Dinner of the Suffolk County Volunteer Firemen's Association, Mill Pond Country Club, Oct 14, 2017.

Motion by E. Sieban, seconded by J. Kalin, to accept and support Chris Hanold's resignation and to file and/or forward all communications, Motion carried.

APPLICATIONS FOR MEMBERSHIP- None

REPORTS OF COMMITTEES

Buildings and Grounds

1. Joseph Milovich reported that the doors and key fobs are done. The electrician is coming back this week to finish the lights and check out the problem with the breakers in the back of the building.

2. Antone Volinski III mentioned that there is a problem with the sill to the entrance door, that was recently worked on. It wobbles when stepped on; the corking job needs to be fixed. Much discussion ensued. All agreed to have him address the weather stripping issues, the corking, and the sill. J. Milovich will speak to the guy that did the doors and let him know the Wardens feel it is his responsibility to take care of it.
3. Chief Miller reported that the cement work will be one big bid for the village. It will all be incorporated. W. Jensen asked if it was coming out of GFD budget. 1st Ass't Chief Jeffrey Weingart said that Mayor Hubbard reported to him that they will bond everything and it will not come out of GFD budget.
4. J. Milovich questioned if the overhead doors should be looked at. They were done by Brentwood Doors. Chief Miller asked for a quote to replace one door, but never received one. Chief Miller reported that the county has a contract with Overhead Doors. An assessment will need to be done to see what is needed. J. Milovich will contact Overhead Doors.
5. Chief Miller said most of the cameras are installed. Village is putting a cabinet in the corner of the meeting room for their gear which is holding up the process.
6. The gutters in the back of the GFD need to be cleaned. George Pope will clean both gutters for \$100. James Kalin made a motion, seconded by John Grilli, to pay George pope \$100 to clean the gutters. Motion Carried.
7. Joseph Milovich reported that Paul Galanek hasn't gotten back to him with an estimate on the gutters. He will call him again.

Bylaw

1. Chief Miller spoke on the behalf of David Nyce, in his absence from this meeting. D. Nyce proposed a bylaw change for consideration by the Board of Wardens. He wanted to alter the requirements for election as Chief of the department. Much Discussion ensued. A motion made by Antone Volinski III, seconded by John Grilli, to table this request until next meeting when David Nyce can be present to discuss this topic further.

Finance

1. Chief Miller had an invoice, in the amount of \$449.64, from the company that does the GFD website. The amount is for 3 years. This invoice was sent to Kenny White's email to be paid in March of 2017. No one else had access to this email, invoice was not paid, and website was temporarily suspended. J. Milovich brought up the point that all future correspondence should be sent to a GFD email, rather than a specific member. Discussion began about whether GFD should look into other websites to use or not. Antone Volinski III, will ask Bob Jester to explore more possibilities on new websites to use.
2. Chief Miller wanted to discuss the cost for (3) 800 band portable radios for the Chief's cars, county frequency. The total cost is \$11,560 for the 3 radios, 3 year warranty plan, software, different color housings, & 6 carry holsters. Much Discussion ensued. This will come out of the equipment budget. Motion made by J. Milovich, seconded by Antone Volinski III, to accept and support this purchase. Motion Carried.
3. Chief mentioned that on Memorial Day it rained. He got a quote for 30 rain coats with the GFD patch and American Flag. \$179.95 each for a total of \$5,398.50. They are to be left at the fire house and to be used as needed. Motion made by Edward Sieban, seconded by Joseph Barszczewski to purchase the rain coats, money coming from the May Mile Fund. Motion Carried.

Fire District No Report.

Pre-Incident Planning- No Report.

Service Awards- No Report.

Recruitment- No Report.

Casualty Fund- No Report.

Funeral- No Report.

Communications-

W. Jensen reported that the price has come down for the high band installation town wide. Although not ready to officially announce it, Ty Cochran said there is a chance that there may not be any cost to each department.

Trips & Travel- No Report.

COMPANY REQUESTS

Eagle Hose Co.

- 1- The stove broiler seems to have only medium and low settings. No high setting. Susano Jimenez will look to see if it is a defect or if that is what they bought. If there is a problem, Chief Miller will have Mike Richter take care of it.
- 2- Eagles requesting permission to hold their annual raffle and participate in the Maritime festival.
- 3- Requesting permission to use the van for the parade the third weekend in July. 2nd Ass't Chief Susano Jimenez requested use of the Chief's Car.
- 4- Norma Corwin will switch and use the truck that weekend for a class.

Relief Hose Co. #2- Budget items

Star Hose Co. #3- Budget Items

Standard Hose Co. #4- Budget items, as per the finance report.

Phenix Hook & Ladder Co. #1- Budget items, company officers requests.

Rescue Squad- As per finance report.

Fire Police- Budget items

Water Rescue- Budget items.

UNFINISHED BUSINESS –

- 1- Edward Sieban reported that he spoke to Chief Miller about getting new car stickers. He contacted a company & got samples of 5x5 stickers. 250 will be ordered. 200 of them will be standard and 50 of the will be specifically for ex chiefs. This will come out of the May Mile Fund. Motion made by Warren Jensen, seconded by John Grilli, to purchase the stickers.
- 2- John Grilli asked about the stove that is going to be donated. Norma Corwin has a letter from the legion stating that they, gratefully, will accept the donation of the stove.
- 3- Norma asked if the lights on the back of 8-3-2 were fixed. Chief Miller reports that Mike Richter spoke to the guy and he was supposed to make an appointment, he will find out.
- 4- Chief Miller mentioned that Pete asked about the directional arrows on the back of the 8-3-5. 1st Ass't Chief Jeffrey Weingart reported that it is going to be very labor intensive. The job would be about \$8,000. Much discussion ensued. Motion made by James Kalin, seconded by Warren Jensen, to table this request for a month. Motion Carried.

REPORTS OF DELEGATES- No Report.

NEW BUSINESS-

- 1- A. Volinski mentioned that the guy did a great job refurbishing The Bruce & Richie Memorial. The next step will be to refurbish The Bell Monument. The total cost will be \$11,400. They want a \$5,700 deposit and remaining balance upon completion. Antone Volinski III will find out how much the restoration for the bell will be. Next meeting, he will come back with full price. Motion made by J. Milovich, seconded by John Grilli, to table this request for a month. Motion Carried.

- 2- Chief Miller received an estimate for the re-sheathing of the generator room from Charlie Hydell. The total will be 2,000 including labor. Antone Volinski mentioned that it should be Azec siding. W. Jensen brought up the point that the GFD has an account at Riverhead Building Supply and we could have him charge the material to our account and revise the quote for labor only. Chief Miller will have Charlie revise the quote. Motion made by James Kalin, seconded by Antone Volinski, to spend up to \$2,000 on the generator room. Motion Carried.

GOOD OF THE DEPARTMENT

- 1- Chief Miller mentioned that there is fire school Thursday night as well as Curt's services. He wanted to make sure there were enough drivers for all trucks
- 2- Norma Corwin received a text and wanted to let anyone that was available for Honor Guard know that it will be Friday from 4-8pm.
- 3- Warren Jensen questioned if they had enough pallbearers at Curt's funeral. Norma Corwin said that she believes that it is taken care of.
- 4- Discussion began about details of Curt's funeral arrangements.
- 5- Matt Spinozzi and Megan Melly both passed their Firefighter 1.
- 6- A motion made by A. Volinski, seconded by J. Milovich, to accept and support the Eagles holding their raffle and the use of both the van and the Chiefs car for the parade. Motion Carried.
- 7- Chief Miller reported that there is a tree leaning over by a hydrant over by the Silver Sands. A hydrant inspector spoke to one of the owners, Eddie, who is not opposed to having it removed. It needs to be cut down. Vinny will be called to have it taken down.
- 8- Chief Miller requested an executive session.

EXECUTIVE SESSION

Motion made by Antone Volinski III, seconded by Joseph Milovich, to adjourn to an executive session to discuss personnel matters. Motion carried. Adjourned to an executive session at 8:14pm.

Upon returning from the executive session, a motion made by John Grilli, seconded by Antone Volinski III, to resume with the regular meeting. Motion Carried. Regular meeting resumed at 8:38pm.

9. Motion made by James Kalin, seconded by Edward Sieban, for Chief Miller to write a letter of suspension to Bob Lehmann.
10. Motion made by James Kalin, seconded by Edward Sieban, to request Fred Rempe's presence at the next Board of Warden's meeting.
11. W. Jensen mentioned that last month they spoke about radio procedures and proper use of radios. He questioned if there was a written procedure posted anywhere. Weingart said that the policy was updated since the High band radios were added. Warren Jensen requested that it be refreshed and passed out at the next company meeting.
12. Warren Jensen asked if the 3 chiefs were trained on the key fob entries. He wanted to make sure that there was more than one person trained on them. The Chiefs are all trained on how to use them.
13. Joseph Milovich asked if Bob Lehmann has no access to the firehouse during his suspension. 1ST Ass't Chief Jeffrey Weingart said that with any suspension, they lose access to the fire house.
14. Norma Corwin asked if it was possible that when and if someone is being 24'd into a district that they switch into GFD's channel. Chief Wayne Miller said that is the way it is supposed to happen. N. Corwin said there was a situation recently, where it didn't happen when it should have. Much discussion ensued. N. Corwin asked if Chief Miller can take it to Southold Town Chiefs.
15. 1st Ass't Chief Jeffrey Weingart reported that it came up in the Southold Town Chiefs Council that there are only two departments in the 8th district that have Cyanide kits. Mattituck has two and Southold has one. They are trying to come up with a mutual aid policy. W. Jensen said that they were going to have the town council sit with the town police to redo the dispatch procedure. W. Jensen also brought up the point that we should find out how much the Cyanide kits are and purchase some. Much more discussion ensued.

READING OF THE MINUTES

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

ADJOURMENT

Motion by James Kalin, seconded by Antone Volinski III, to adjourn. Motion carried. The meeting was adjourned at 8:57pm.

Submitted by,

Rebecca J. Jensen

Recording Secretary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1																								
2	Greenport Fire Department period ending June 30, 2017																							
3																								
4		<u>elect/app</u>	<u># Fire</u>	<u>%</u>	<u>pts</u>	<u># EMS</u>	<u>%</u>	<u>pts</u>	<u>st/by</u>	<u>mtgs</u>	<u>misc</u>	<u>train</u>	<u>drill</u>	<u>pos(dis)</u>	<u>points</u>	<u>haz</u>	<u>bb</u>	<u>wp/sh</u>	<u>yap</u>					
5	Barszczewski, Joseph	W	33	40	%	25	3	1	%	0	0	13	4	0	8	62	X	X	X					
6	Birmingham, Kenneth		1	1.2	%	0	0	0	%	0	0	4	5	0	0	12	X	X	X					
7	Bogardus, William		22	27	%	25	24	8.3	%	0	0	10	0	14	0	49	X	X	X					
8	Breese, Harry		26	32	%	25	2	0.7	%	0	0	8	10	3	0	46	X	X	X					
9	Bumble III, Charles		3	3.7	%	0	2	0.7	%	0	0	5	2	2	0	9		X	X					
10	Bumble, Samantha		0	0	%	0	0	0	%	0	0	1	0	0	0	1								
11	Butler, Michael		31	38	%	25	3	1	%	0	0	4	2	4	0	35	X	X	X					
12	Capon, George		42	51	%	25	95	33	%	25	0	7	15	3	0	75	X	X	X					
13	Carey, Patrick		21	26	%	25	2	0.7	%	0	0	6	9	4	0	44	X	X	X					
14	Carrig, Melinda		0	0	%	0	0	0	%	0	0	0	0	1	0	1		X						
15	Charters, Gary		1	1.2	%	0	0	0	%	0	0	1	0	3	0	4	X	X	X					
16	Clark, Doreen		0	0	%	0	0	0	%	0	0	0	0	0	0	0								
17	Clark III, Henry		0	0	%	0	0	0	%	0	1	2	3	0	0	6	X	X	X					
18	Clark, James	S	13	16	%	25	1	0.3	%	0	0	6	15	2	0	53		X	X					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
		<u>elect/app</u>	<u># Fire</u>	<u>%</u>		<u>pts</u>	<u># EMS</u>	<u>%</u>	<u>pts</u>		<u>st/by</u>	<u>mtgs</u>	<u>misc</u>	<u>train</u>	<u>drill</u>	<u>pos(dis)</u>		<u>points</u>		<u>haz</u>	<u>bb</u>	<u>wp/sh</u>	<u>yap</u>	
4																								
36	Golden, Danielle		1	1.2	%	0	3	1	%	0	0	1	0	0	0	0	0	1						
37	Goldstein, Myron		0	0	%	0	0	0	%	0	0	1	1	1	0	0	0	3			X			
38	Grattan, Timothy		11	13	%	25	0	0	%	0	0	4	0	0	0	0	0	29						
39	Grilli, Jared		0	0	%	0	0	0	%	0	0	5	3	1	0	0	0	9				X		
40	Grilli, Jennifer		2	2.4	%	0	1	0.3	%	0	0	5	9	12	0	0	0	26		X	X	X		
41	Grilli, John	W	1	1.2	%	0	2	0.7	%	0	0	12	10	4	0	8	0	34		X	X	X		
42	Hamilton Jr., Robert	D	33	40	%	25	10	3.5	%	0	0	7	11	8	0	3	0	54		X	X	X		
43	Hanold, Christopher	(L),D,C	18	22	%	25	39	13	%	25	2	9	15	3	0	8	0	87		X	X			
44	Harris, Cliff	C	8	9.8	%	0	9	3.1	%	0	0	6	11	3	0	8	0	28			X			X
45	Harris, Peter	L,T	56	68	%	25	18	6.2	%	0	0	12	15	5	0	10	0	67		X	X	X	X	X
46	Hays, Spencer	(C)	12	15	%	25	1	0.3	%	0	0	5	10	5	0	2	0	47		X	X	X	X	X
47	Hollid, Scott	C	6	7.3	%	0	1	0.3	%	0	0	6	11	2	0	8	0	27				X		
48	Hubbard Jr, George		15	18	%	25	2	0.7	%	0	0	8	10	7	0	0	0	50			X	X		
49	Hughes, Colleen	S	10	12	%	25	30	10	%	25	0	7	7	3	0	5	0	72		X		X		
50	Huzsek, Andrew H		45	55	%	25	7	2.4	%	0	0	9	9	3	0	0	0	46		X	X	X		
51	Hydell, Carol	S	2	2.4	%	0	3	1	%	0	0	6	11	3	0	5	0	25		X	X	X		
52	Hydell, Charles	L	10	12	%	0	9	3.1	%	0	1	8	15	5	0	5	0	34		X	X	X	X	X

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
		elect/app	# Fire	%	pts	# EMS	%	pts	st/by	mtgs	misc	train	drill	pos(dis)	points	haz	bb	wp/sh	yap					
4																								
70	Melly, Megan		20	24 %	25	80	28 %	25	0	7	3	18	0	0	78	X	X	X						
71	Miller, Joseph		0	0 %	0	2	0.7 %	0	0	1	1	2	0	0	4	X	X							
72	Miller, Wayne	CH	37	45 %	25	109	38 %	25	0	17	15	4	0	25	111	X	X	X						
73	Mills, William, III		0	0 %	0	0	0 %	0	0	1	0	3	0	0	4	X	X	X						
74	Milovich Jr., Joseph	W	45	55 %	25	10	3.5 %	0	1	11	12	4	0	8	61	X	X	X						
75	Mims, Ralph		0	0 %	0	0	0 %	0	0	1	0	2	0	0	3	X		X						
76	Morris, Gregory		6	7.3 %	0	0	0 %	0	0	1	1	0	0	0	2									
77	Musto, Francis		40	49 %	25	118	41 %	25	0	11	14	4	0	0	79	X	X	X						
78	Myslorski, Henry		0	0 %	0	0	0 %	0	0	5	3	3	0	0	11	X	X	X						
79	Myslorski, Linda	C,S	19	23 %	25	62	21 %	25	1	4	4	10	0	13	82			X	X					
80	Nedoszytko, William	S	0	0 %	0	0	0 %	0	0	6	0	0	0	5	11									
81	Nyce, David	W,L	48	59 %	25	2	0.7 %	0	2	14	15	5	0	13	74	X	X	X						
82	Parker, Jason	D	27	33 %	25	93	32 %	25	2	5	4	2	0	2.25	65.25	X	X	X						
83	Pirillo, James A. (s)		26	32 %	25	1	0.3 %	0	0	7	11	4	0	0	47	X	X	X						
84	Pirillo, James J. (f)	(W)	9	11 %	25	0	0 %	0	0	5	7	3	0	2	42	X	X	X						
85	Pope, George	L,D	57	70 %	25	136	47 %	25	1	14	5	4	0	7.25	81.25	X	X	X						
86	Purcell, Bernard		80	98 %	25	133	46 %	25	2	6	15	4	0	0	77	X	X	X						

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
4		elect/app	# Fire	%	pts	# EMS	%	pts	st/by	mtgs	misc	train	drill	pos(dis)	points	haz	bb	wp/sh	yap					
104	Thorp, Thomas		17	21 %	25	23	8 %	0	1	3	2	4	0	0	35	X	X	X	X					
105	VanEttten, George		20	24 %	25	5	1.7 %	0	0	5	10	4	0	0	44	X	X	X						
106	Verity, Michael		0	0 %	0	0	0 %	0	0	1	1	0	0	0	2									
107	Volinski, Antone, Jr.		50	61 %	25	26	9 %	0	0	8	9	4	0	0	46	X	X	X						
108	Volinski, Antone, III	W	35	43 %	25	119	41 %	25	0	8	7	11	0	8	84	X	X	X						
109	Volinski, Darryl	L	10	12 %	25	29	10 %	25	0	3	5	6	0	5	69	X	X	X						
110	Walker, David		0	0 %	0	1	0.3 %	0	0	1	0	0	0	0	1									
111	Walters, Joseph		0	0 %	0	0	0 %	0	0	6	0	2	0	0	8	X	X							
112	Weingart, Jeffrey	CH	45	55 %	25	112	39 %	25	7	13	15	17	0	25	127	X	X	X	X					
113	Wright, William		34	41 %	25	6	2.1 %	0	0	5	10	5	0	0	45	X	X	X	X					
114	Zurek, Gregory		14	17 %	25	7	2.4 %	0	0	6	7	2	0	0	40									
115	Zurek Jr, Stanley		18	22 %	25	4	1.4 %	0	0	6	1	4	0	0	36	X	X	X	X					
116																								

Greenport Fire Department July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>CHIEF'S CELLS:</u> 8-3-30: 631-831-5645 8-3-31: 631-445-0204 8-3-32: 631-644-5430	<u>Duty Companies:</u> 831 & 834 831 First due on 24's					1
2	3 Relief Hose Standard Hose	4 Reliefs' & Hooks Carnival Fireworks 10pm 831,833,8317	5 Reliefs' & Hooks Carnival	6 Eagle Hose Reliefs' & Hooks Carnival	7 Reliefs' & Hooks Carnival	8 Reliefs' & Hooks Carnival Fireworks 10pm 831,834,8317
9	10 Star Hose	11 Rescue Finance	12 Phenix H&L	13 Dept Picnic Meeting	14	15
16	17	18 Company Officers ST 2 7pm	19 Wardens ST 1 7pm Jamesport Parade Lv 530pm	20 Department Training 8-3-5	21	22
23	24 CPAP Class St1	25 Defensive Driver ST 1 6-9pm	26 Defensive Driver ST 1 6-9pm	27 Fire Police 6pm	28	29 Department Picnic 6th Street Beach
30	31					



236 THIRD STREET
GREENPORT NY 11944

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SYLVIA PIRILLO, RMC
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TREASURER
ROBERT BRANDT
EXT. 217

Submitted: July 13, 2017
Meeting: July 20, 2017 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

July 20, 2017

Mitchell Park Marina/Parks

- ❖ Mitchell Park Marina has been extremely busy with many long-term reservations and day stays.
- ❖ Public Bathrooms in Mitchell Park are now cleaned and stocked every hour.
- ❖ Mitchell Park employees are now emptying the downtown and park garbage containers as assigned to prevent can overloading.
- ❖ A power pedestal that was malfunctioning has been repaired.
- ❖ The Carousel inspection was conducted on June 19th. Any minor deficiencies have been resolved.
- ❖ Beach inspection was conducted on June 28th. A Beach Bathing Safety Report has been completed and submitted to the DOH.
- ❖ Two lifeguards are scheduled daily to patrol the beach.
- ❖ We continue to keep the staff schedules optimized to ensure a pleasant experience for all our residents and visitors.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =76 Enrolled in Summer Day Camp

Reports

- ❖ The Summer Day Camp program started on June 26th. We had a very successful day with a high enrollment of children. Sign-ups continue into the summer.
- ❖ Pre-operational inspection from the DOH was held on June 12th.
- ❖ Our permit to operate was received on July 5th.
- ❖ 17 of our Camp Counselors received CPR/ First Aid Certifications
- ❖ The Dance Recital was held on June 30th at the Greenport High School.
- ❖ We have many more planned activities; with the Library, day trips, and special events. Trips with the East End Seaport Museum and our annual trip to Adventureland are just some of them.

Campground

Tasks Accomplished

- ❖ Enforced quiet time rules and parking restrictions at the sites.
- ❖ General maintenance and upkeep was done.
- ❖ Updated all site maps and reservations.
- ❖ Cleaned and stocked all bathrooms.

Attachments:

Rec Rev Report 072017(PDF)

Recreation Department Monthly Revenue Carousel

Day	Jun-17		Jun-16	
	Cash	Donations	Group Sale	Purchases
1	\$122.00	\$10.00	\$31.19	\$38.00
2	\$1,468.00		\$192.00	
3	\$1,050.00		\$1,314.00	\$10.00
4			\$584.00	\$35.00
5			\$24.00	
6				
7				
8				
9	\$394.00	\$10.00		\$42.00
10	\$1,360.00	\$10.00	\$327.00	\$125.00
11	\$1,104.28		\$1,484.00	\$30.00
12			\$1,116.00	\$55.00
13				
14				
15				
16	\$42.00			
17	\$695.00		\$455.00	\$35.00
18	\$1,608.00	\$45.00	\$1,850.05	\$25.00
19			\$1,592.00	\$24.48
20			\$20.00	
21				
22	\$470.00			
23	\$1,012.00		\$1,036.00	
24	\$1,891.00	\$64.97	\$1,788.00	
25	\$1,058.00	\$50.00	\$1,800.00	
26	\$1,344.00		\$1,146.00	\$8.00
27	\$1,144.00	\$29.70	\$889.00	\$3.00
28	\$1,187.00	\$30.00	\$846.00	\$25.00
29	\$1,312.00	\$25.00	\$986.00	\$5.00
30				
31				
		\$17,746.95	\$18,061.72	
				YOY
				-\$314.77



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Submitted: July 13, 2017
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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

July 20, 2017

Building Inspector's Office

Statistics

Summary of Transactions:

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

Total Fees Collected: \$6,708.18

Reports

- ❖ The building inspector and code enforcer continue to respond to code complaints.
- ❖ We will be collecting Certificate of Occupancy fees with all new building applications to streamline the process and eliminate having open building permits long after construction is complete.

Code Enforcer's Office

Reports

Traffic Enforcement Statistics Worksheet is attached.

Code Enforcement Worksheet is attached.

Attachments:

Park Enf Rep 072017 (PDF)

Code Enf Rep 072017 (PDF)



June 2017 Parking Enforcement Statistics (As of July 1, 2017)

June 2017 Collection: \$9,530.00

January 1, 2017 through June 30, 2017

Month	2017		Total	
	Case	Amount	Case	Amount
January	50	\$4,895.00	50	\$4,895.00
February	38	\$3,740.00	38	\$3,740.00
March	40	\$3,375.00	40	\$3,375.00
April	35	\$3,045.00	35	\$3,045.00
May	36	\$2,675.00	36	\$2,675.00
June	124	\$9,530.00	124	\$9,530.00
July		\$0.00		\$0.00
August		\$0.00		\$0.00
September		\$0.00		\$0.00
October		\$0.00		\$0.00
November		\$0.00		\$0.00
December		\$0.00		\$0.00
TOTAL	323	\$27,260.00	323	\$27,260.00

Report reflects ALL parking violations issued in the Village of Greenport INCLUDING violations issued by Southold PD

**** CASE # & AMOUNT REFLECTS SETTLED SUMMONSES CLOSED IN JUNE 2017. THIS INCLUDES COLLECTION FROM PREVIOUS MONTHS, AS WELL CASES SETTLED VIA COURT IN JUNE 2017. ****



June 2017 Parking Enforcement Statistics (As of June 1, 2017)

CONTINUED

Fine Collection by Violation Type

VIOLATION	CASE	AMOUNT
DOUBLED PARKED	1	\$75.00
OBSTRUCT DRIVEWAY	2	\$150.00
OTHER	1	\$50.00
PARKED FACING WRONG DIR.	7	\$525.00
PARKED ON SIDEWALK	2	\$110.00
PKD UPON ANY VILLAGE DOCK,BULKHEAD	1	\$125.00
PRKD LONGER THAN PERMITTED SCHD XVI.	26	\$1,950.00
PRKD OBSTR. FIRE HYDRANT	1	\$100.00
PRKD OUTSIDE OF MARKINGS	7	\$525.00
PRKD WHERE PROHIBITED SCHEDULE XI.	12	\$865.00
PRKD. IN HANDICAPPED SCHD. XIX.	1	\$130.00
STOP OR STAND WHERE PROHIBITED SCH. XII.	2	\$200.00
STOP OR STAND WHERE PROHIBITED XIV.	3	\$225.00
UNINSPECTED	25	\$1,825.00
UNREGISTERED	3	\$225.00
VEHICLE PARKD OUTSD LINES	30	\$2,450.00
Totals	124	\$9,530.00

***Reflects ALL cases CLOSED by plea of guilty (Paid in full WITH or WITHOUT Penalty) OR Court ruling. Table reflects cases closed in June 2017.**

THESE CASES ALSO REFLECT TICKETS WRITTEN IN PREVIOUS MONTHS THAT WERE SETTLED IN JUNE 2017

Summonses ISSUED from June 1, 2017 – June 30, 2017

Case by Violation Type

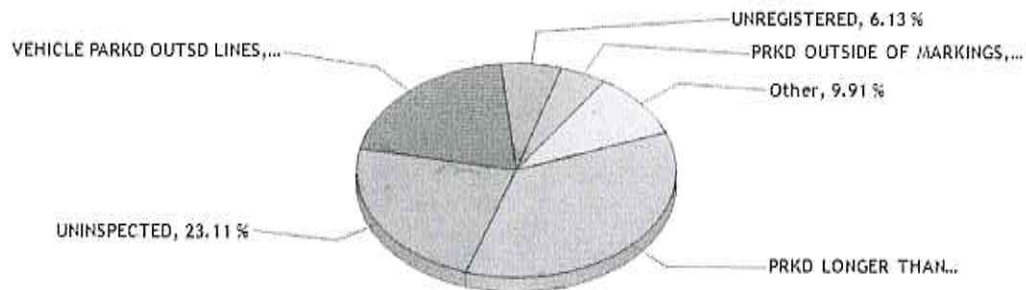
Code	Description	2017	Total
1	VEHICLE PARKD OUTSD LINES	43	43
10	PRKD. IN HANDICAPPED SCHD. XIX.	1	1
13	PARKED ON SIDEWALK	2	2
14	UNREGISTERED	13	13
15	UNINSPECTED	49	49
16	PARKED FACING WRONG DIR.	6	6
17	OBSTRUCT DRIVEWAY	1	1
18	PRKD OUTSIDE OF MARKINGS	10	10
2	PRKD WHERE PROHIBITED SCHEDULE XI.	8	8
23	BLOCKING CURB CUT	1	1
6	STOP OR STAND WHERE PROHIBITED XIV.	1	1
7	PRKD DURING PROHIBITED HRS. SCH XV.	1	1
8	PRKD LONGER THAN PERMITTED SCHD XVI.	76	76
Total		212	212

Top five by Violation Types

- PRKD LONGER THAN PERMITTED SCHD XVI.
- UNINSPECTED
- VEHICLE PARKD OUTSD LINES
- UNREGISTERED
- PRKD OUTSIDE OF MARKINGS

These Violations combined represent 90.09% of issuance Town wide.

Frequently Issued Violations





June 2017 Code/Ordinance Enforcement Report

- **Village Complaints Received: 5 Completed: 2 Open: 3**

**Complaints Received via Online Form, Code Complaint form, Telephone or walk-in.*

- **Inspections done with Building Inspector: 14**

DATE/LOCATION	CHARGE	FACTUAL	ACTION TAKEN	DISPOSITION
June 6, 2017 160 Bay Ave, Greenport, New York, 11944	90-3C Fence in a state of disrepair.	Complaints of a fence missing sections and in need of repair confirmed.	Order to remedy violation issued. Property owner had until June 20 th , 2017 to fix issues.	Have not heard back from property owner. Violations to be issued.
June 10, 2017 719 First Street, Greenport, New York, 11944	COMPLAINTS OF OVER CROWDING	Anonymous complaint of overcrowding.	Spoke with property owner, will allow inspection.	INSPECTION SCHEDULED.
June 16, 2017 238 Fifth Avenue, Greenport, New York, 11944	COMPLAINTS OF OVER CROWDING	Anonymous complaint of overcrowding.	Contacting property owner to schedule inspection of property.	INSPECTION PENDING
June 16, 2017 415 Main Street, Greenport, New York, 11944	COMPLAINT OF A BICYCLE CHAINED TO VILLAGE TREE	Complaints of a bicycle that is continually chained to a Village tree.	Will have bike removed if deemed necessary by Tree Committee.	BEING MONITORED

June 17, 2017 C/O Front Street and Main Street	132 – 6 Prohibited U-turn.	White Lexus SUV made illegal U-turn to obtain parking spot on Front Street.	Summons A-0003 issued to operator of vehicle.	Deft. Must appear in Southold Town Court in late July.
June 19, 2017 130 Sixth Street, Greenport, New York, 11944	AJ604.3 (2016 Uniform Code Supplement) Sprinkler Requirements	Homeowner allowed Bldg. Dept. to inspect property.	After inspection, it was determined a sprinkler system is required as per code.	Building Inspector is in contact with property owner, compliance anticipated.
June 19, 2017 308 Wiggins Street, Greenport, New York, 11944	65-2A1 Building Permits Ch. 150 Zoning Requirements	Reports of construction in basement. Location of shed on prop.	Letter sent out requesting inspection of property.	Pending letter. Property owner has until 7/1/17 to respond.
June 20, 2017 Business District – Village of Greenport	115-2 Encumbrance of streets & public grounds.	Various businesses with sandwich boards on Village property.	Advised businesses signs must not obstruct sidewalks.	BID and Village Hall will determine regulations of sandwich board signs,
June 23, 2017 160 Fifth Street, Greenport, New York, 11944	142 – 4A1 Construction without a Wetlands Permit	Fifth Street Condos has erected a 5' Fence extending south & east.	Originally compliance was expected, but has not happened.	Violation re-issued to property manager. Pending arraignment
June 23, 2017 160 Fifth Street, Greenport, New York, 11944	65 – 2A1 Construction without a Building Permit	Fifth Street Condos has erected a 5' Fence extending south & east.	Originally compliance was expected, but has not happened.	Violation re-issued to property manager. Pending arraignment
June 23, 2017 449 Main Street, Greenport, New York, 11944	150 – 15 Sign Regulations	Sign put up on property in Historic District without going through proper channels.	Spoke with store owner, sign is a temporary sign used for pop-up sales.	Awaiting Historical Preservation & Sign Permit review.

June 23, 2017 138 Sterling Avenue Greenport, New York, 11944	Alleged Illegal Apartment	Complaint of an illegal apartment at the location.	Letter sent out to property owner requesting inspection of location.	Property owner has 10 days from letter date to respond to the Building Dept.
June 26, 2017 North Fork Express Bus Company	132 – 22.A Bus receiving/dropping off passengers at unauthorized Location.	Charter bus company "North Fork Express" has busses picking up/dropping off passengers where prohibited, causing traffic.	Spoke with dispatcher, advised that the bus company cannot stop on Front Street, or travel in any direction on Main Street. Advised they must use bus stop on First street & Adams Street.	Advised dispatch that if busses continued to ignore Code, the company, as well as drivers would be issued citations.
June 26, 2017 650 Main Street, Greenport, New York, 11944	1200 (C) NYSVTL Parking where prohibited. (Private property)	Complaint of a vehicle parked in private lot without permission or authorization.	As per request of property management, Summons G2045 issued in regards.	SUMMONS ISSUED
June 27, 2017 317 Third Street, Greenport, NY, 11944	112-17 Illegal Dumping	Complaint of TV dumped on property by unknown individual.	Unable to find source of TV, Road Crew notified to remove TV.	SCHEDULED FOR REMOVAL
June 30, 2017 140 Bay Avenue, Greenport, New York, 11944	AJ604.3 (2016 Uniform Code Supplement) Sprinkler Requirements	Homeowner allowed Bldg. Dept. to inspect property.	After inspection, it was determined a sprinkler system is required as per code.	Building Inspector is in contact with property owner, compliance anticipated.

June 30, 2017 Lower Main Street	Noise Complaint	Complaints of music until 1:30 am on Lower Main Street	Building Inspector spoke with business owners about noise ordinances.	PENDING WEEKEND REPORTS
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COMPLETED Code/Ordinance Enforcement Report

CASES THAT ARE CURRENTLY IN LITIGATION OR HAVE BEEN SENT TO THE COURT ARE NOT AVAILABLE FOR FINAL DISPOSTIONS UNTIL THE CASE HAS BEEN CLOSED BY THE COURT SYSTEM.

*** COMPLAINTS RECTIFIED VIA ORDER TO REMEDY VIOLATION NOTICES ARE NOT INCLUDED ***

LOCATION	SUMMONS #	COMPLAINT	FINAL
327 Fourth Street Greenport, New York, 11944	021701	Prohibited use of artificial lighting.	Dismissed without prejudice by Southold Town Justice Court.
560 Commerce Road, Cutchogue, New York, 11935	170101	Loading/Unloading containers during prohibited hours.	Deft. Plead guilty, paying fine & agreeing to follow Village Code.
320 Front Street, Greenport, New York, 11944	31702 31703 31704	Building permit & International Code Violations.	Deft. To comply with Code as per Southold Town Court. Routine inspections.



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EXT. 217

Submitted: July 13, 2017
Meeting: July 20, 2017 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

July 20, 2017

Administrator's Office

Statistics

Work Orders:

Electric = 13 Written, 13 Completed
Water = 6 Written, 6 Completed
Sewer = 27 Written, 26 Completed
Road = 49 Written, 49 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 07-10-2017. 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 07-14-2017.

Resolutions:

Hiring of Xavier Allen

Hiring of Connor O'neill

Contract for Cleaning and Epoxy Coating of Power Plant Basement Floor

Contract for Third Street Firehouse Apron

Contract for Curb, Sidewalks and Aprons in selected areas

Contract for Road Resurfacing

Road/Water Department

Statistics

Water Distribution:

8,117,700 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: 410 Sixth Street
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.58 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.35 mg/L

The form, DOH-360, was filed with the DOH on July 10, 2017 outlining the above results.

Report

Tasks Accomplished:

- ❖ Performed Water Machine maintenance.
- ❖ Cleaned the tops of all storm drains.
- ❖ Patched roads throughout the village.
- ❖ Rebuilt swim area float ropes and installed. Setup lifeguard chair at the beach.
- ❖ Completed meter orders and performed hydrant flow testing for new fire sprinkler systems.
- ❖ Installed new 4" fire main on Bay Avenue.
- ❖ Re-seeded areas on Carpenter Street
- ❖ Moved rocks by Polo Grounds
- ❖ Installed new stop signs and repaired some that had been knocked down
- ❖ Ground down and made temporary repairs to sidewalks around the village
- ❖ Maintained parks by keeping up on weeds and mulching landscaped areas
- ❖ Trimmed some trees throughout village
- ❖ Installed Doggy Bag Stations at three locations
- ❖ Made repairs to misters in Mitchell Park
- ❖ Cut grass at village locations

Projects:

The Road Crew worked in conjunction with the contractors replacing concrete on Front Street. The team removed several tree grates to make way for sidewalk improvements. During construction, the crew kept the village assets clean and made sure that areas of construction remained safe for pedestrians. Prior to the busy weekend the crew came in early to clean areas to make passable and presentable. After work was completed the road department cleaned and mulched tree boxes and made a final sweep of the area to clean up any remaining debris.

The crew also worked on a campaign to remove all old trash cans and replace them with new ones. They removed over 20 cans and replaced them with 25 new cans that were funded in a joint venture with the Greenport B.I.D.

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 June = 9,747,000 gallons.

Average Daily Flow = 0.325 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 = 43.2 MPN/100 Permit limit = 700 MPN/100

Total Nitrogen in effluent = 5.5 lbs/day

Sludge Removal:

43,000 gallons of sludge was hauled during June.

Report

❖ Treatment Plant:

Removed nitrate recirculation pump #2 for repairs, installed spare.

Front access gate has been replaced

Repaired A/C Unit for BNR control panel

Replaced sump pump on WWTP Catch Basin

Installed injection pump on Return Activated Sludge line

❖ Collection System:

Installed new control panel for McCann Trailer Park sewage pumps

Performed grease trap inspections

Cleared blockage at Townsend Manor

Replaced tires on Jet Rodder

Assisted with Front Street concrete construction project

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = June 24th @ 104.536 Mwh

Minimum usage day = June 7th @ 71.992 Mwh

Peak Demand = June 24th @ 5:30PM 5.484 Mw

Monthly total usage = 2551.773 Mwh

Service calls/call outs = 16

Street light repairs = 10

Customers shut off for non-payment = 5

Customers turned on for payment = 4

Customers turned on for the season = 0

New Services/Service Upgrades = 0

Tasks Accomplished:

- ❖ DMNC testing was completed for Summer operating season
- ❖ Line trucks have been serviced and inspected
- ❖ General plant and grounds maintenance

Projects:

The Oil/Water Separator has been installed in the plant. The system is expected to be completed and put online by the end of July.

The Cooling Tower Project has begun. Contractors have completed on-site preconstruction visits. Demolition has been started.

Attachments:



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Submitted: July 12, 2017
Meeting: July 20, 2017 7:00 PM
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To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Robert Brandt, *Treasurer*
From: Robert Brandt, *Treasurer*
Department: Treasurer's Department

TREASURER REPORT JULY 2017

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Transfer # 3726, for year-end adjustment for Fiscal 2017, and directing that Budget Transfer # 3726 be included as part of the formal meeting minutes for the July 27, 2017 regular meeting of the Board of Trustees.

RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3727, to appropriate capital reserves for the Village paving project not funded from bond proceeds, and directing that Budget Amendment # 3727 be included as part of the formal meeting minutes for the July 27, 2017 regular meeting of the Board of Trustees.

RESOLUTION approving the attached Municipal Advisor Services agreement between the Village of Greenport and Munistat Services Inc. in the amount of \$ 3,500.00 to be expensed from account A.1325.433 (BOND COUNSEL/FINANCIAL ADVISOR), and authorizing Mayor Hubbard to sign the Municipal Advisor Services Agreement.

UTILITY BILLING

All monthly reports submitted. Meter reading of Sector 3 completed. Sector 1 red tags are being processed.

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- a) There are 5 issued vouchers where all families have requested extensions because there is no available housing.
- b) 5 recertifications and 11 interims were performed for June 2017.
- c) Nina J. Greenfield Stewart has submitted a Legal Services Agreement for 2017. All terms and conditions remain the same.
- d) An informal hearing was conducted for #HAP45. Due to a reasonable accommodation for medical reasons, an agreement was reached, and the Hearing Officer will be writing a Letter of Understanding to allow the client to remain on the program as long as certain conditions are met.

SIGNIFICANT PAYMENTS

Annual TCC Renewal deposit (25%) - \$ 166,810.60

SIGNIFICANT COLLECTIONS

Rents Received for June 2017 - \$ 73,360.13

Property Tax (including sewer and water re-levy) for June 2017 - \$ 981,134.57

INFORMATIONAL:

Report - Cash Holdings - See attached

Utility Billing - see attached Billing Statistics Report

CD/HA Monthly Financials - See attached

Attachments:

BANK ACCOUNT BALANCES JUNE 2017 (PDF)

BILLING STATISTIC REPORT FOR JUNE 2017 (PDF)

HA FINANCIALS JUNE 2017 (PDF)

CD FINANCIALS JUNE 2017 (PDF)

BUDGET TRANSFER # 3726 (PDF)

BUDGET AMENDMENT # 3727 (PDF)

MUNISTAT BOND SALE AGREEMENT (PDF)

**BANK ACCOUNT BALANCES
FOR THE MONTH OF JUNE 2017**

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE	
A	General	A.0200.000	Checking	737,300.10	
A	Greenhill Cemetery	A.0201.100	Savings	33,325.96	
A	Clarks Beach Savings	A.0201.120	Savings	82,259.17	
A	Clarks Beach Reserve CD	A.0201.120	Cert of Deposit	678,099.85	
A	Money Market	A.0201.130	Money Market	1,172,469.87	
A	Fire Apparatus	A.0221.110	Money Market	264,149.80	
A	General Fund Capital	A.0230.200	Cert of Deposit	250,992.04	
A	Bulding Department Escrow	A.0235.101	Checking	16,242.60	
A	Parks and Recreation	A.0200.200	Checking	71,085.66	
			TOTAL GENERAL FUND		\$ 3,305,925.05
CD	Small Cities Rehab.	CD.0200.000	Savings	152,548.35	
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21	
CD	Moran	CD.0201.000	Savings	5,727.85	
CD	Watkins	CD.0201.001	Savings	21,752.38	
			TOTAL COMMUNITY DEVELOPMENT		\$ 180,254.79
E	Light Fund	E.0121.100	Checking	367,190.76	
E	Light Depreciation Savings	E.0116.100	Savings	2,650,095.20	
E	TTC Collections	E.0121.120	Money Market	278,866.69	
E	Consumer Deposit Savings	E.0191.100	Savings	134,155.42	
E	Consumer Deposit Checking	E.0244.200	Checking	2,009.73	
			TOTAL LIGHT FUND		\$ 3,432,317.80
F	Water	F.0200.000	Checking	344,797.90	
F	Water Fund Capital	F.0200.400	SAVINGS	8,360.66	
F	Water Fund CD	F.0201.000	Cert of Deposit	201,485.12	
F	Water Fund Money Market	F.0201.130	Money Market	200,628.45	
					\$ 755,272.13

EOM Billing Statistics Report

Rate Summary - All Routes

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	NYSSES	Comm Tax	Res Tax	
Electric	2 - Electric - Flat Charge	14	0	0	0	0	0	675.38				9.34	
	9 - Residential (1, 1)	1346	0	704215	80,932.20	0	0		14,533.57	2,189.28		2,353.57	
	10 - Water Heating (2, 2)	13	0	2352	158.12	0	0		48.45	7.45		5.37	
	11 - All Electric (3, 3)	334	0	139028	16,291.72	0	0		3,003.59	502.79		484.91	
	13 - Demand - Class 3 (5, 5)	5	0	382000	21,353.80	1104	12,972.00		7,859.59	1,210.94	593.10		
	14 - Village St. Lighting (6, 6)	5	0	27873.2	3,208.20	0	0		574.21	88.36			
	15 - Town St. Lighting (7, 7)	1	0	3379.6	388.99	0	0		59.62	10.71			
	19 - Traffic Lights (11, 11)	1	0	1341	139.38	0	0		27.63	4.25			
	20 - Contract St Lighting (12, 12)	1	0	0	0.00	0	0						
	21 - Sterling Harbor (13, 13)	2	0	1207	138.92	0	0		24.87	3.82	14.45		
	66 - Reconnection Fee - Residential	4	0	0	0	0	0	300.00					
	Electric Total		1726	0	1261395.8	122,611.33	1104	12,972.00	975.38	26,151.53	4,017.60	607.55	2,853.19
	Sewer	3 - Sewer - Flat Charge	41	0	0	0	0	0					
		4 - Sewer - Flat Charge	1	0	0	0	0	0					
		23 - Sewer - VILL 3/4" W/SEWER (14, 14)	877	566	4090.8	49,230.90	0	0					
		25 - Sewer - VILL 1" W/SEWER (15, 15)	29	12	324.1	3,479.33	0	0					
		27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	12	4	431	4,595.59	0	0					
		29 - Sewer - VILL 2" W/SEWER (17, 17)	28	8	624.6	6,409.55	0	0					
		31 - Sewer - VILL 3" W/SEWER (18, 18)	1	1	0	35.04	0	0					
		33 - Sewer - VILL 4" W/SEWER (19, 19)	2	1	34	385.38	0	0					
		54 - Sewer - OUTSIDE RES SEWER (50, 50)	75	54	707.8324	12,424.60	0	0					
		57 - SPLIT SEWER BILLING (52, 52)	1	0	10	0.00	0	0					
		62 - DRIFTWOOD COVE 52	1	1	168.9732	2,735.20	0	0					
63 - DRIFTWOOD COVE 49		1	1	166.2804	2,577.40	0	0						
64 - PECONIC LANDING 301		1	1	538	15,832.60	0	0						
65 - CLIFFSIDE CONDOS-SEWER		1	1	149	3,682.00	0	0						
Sewer Total			1071	650	7244.586	103,601.99	0	0					
Water		5 - Water - Flat Charge	24	0	0	625.10	0	0					
		22 - VILL 3/4" W/SEWER (14, 14)	883	249	4616.7	22,703.53	0	0					
	24 - VILL 1" W/SEWER (15, 15)	28	4	349	1,395.42	0	0						
	26 - VILL 1 1/2" W/SEWER (16, 16)	13	5	489	1,871.64	0	0						
	28 - VILL 2" W/SEWER (17, 17)	29	15	719	2,806.86	0	0						
	30 - VILL 3" W/SEWER (18, 18)	1	1	0	36.90	0	0						
	32 - VILL 4" W/SEWER (19, 19)	2	2	1	73.80	0	0						
	46 - VILLAGE 1 1/2" (42, 42)	1	1	0	36.90	0	0						
	47 - VILLAGE 2" (43, 43)	8	1	810	2,892.42	0	0						
	48 - VILLAGE 3/4" (44, 44)	104	48	1134	5,189.94	0	0						
	49 - VILLAGE SEWER ONLY (45, 45)	5	0	37	0.00	0	0						
	52 - FIRE SPRINKLERS (49, 49)	24	0	0	0.00	0	0						
	53 - OUTSIDE RES SEWER (50, 50)	71	0	756.976	0.00	0	0						
	Water Total		1193	326	8912.676	37,632.51	0	0					
	electric-small commercial		370	0	744943.3	84,308.14	0	0		15,346.61	2,361.44	6,878.25	
	16 - Operating Municipal (8, 8)		17	0	19576	2,305.95	0	0		403.30	62.07		
	17 - Water Department (9, 9)		3	0	0	37.29	0	0					
18 - Sewer Department (10, 10)		10	0	61136	6,665.87	0	0		1,259.46	193.80			
electric-small commercial Total		400	0	825655.3	93,317.25	0	0		17,009.37	2,617.31	6,878.25		
Grand Total		4390	976	2103208.362	357,163.08	1104	12,972.00	975.38	43,160.90	6,634.91	7,485.80	2,853.19	

FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - June 2017

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 8327	UNIT 3 HOUSE	\$ 4,615.00	75.00
Rent	\$ 1,125.00	\$ 1,300.00	\$ 1,125.00		
Late Fees/Credits	\$ 75.00	\$ -	\$ (30.00)		
TOTAL REVENUE	\$ 1,200.00	\$ 1,300.00	\$ 1,095.00	\$ -	\$ 3,520.00
EXPENSES:	EXPENSES: 213 Center	EXPENSES: 278 2nd Street			
<u>Utilities</u>	213 CENTER	UNIT 1 - 8124 8327	8328	HOUSE - 8590 RE/8361 SW	
Electric	\$ 73.26			\$ 15.38	
Water/Sewer	\$ 55.92			\$ 76.15	
Propane/Heating Oil				\$ 401.30	
Admin					
Salary (\$4.32 X 2 payperiods 140 hrs=\$604.80 divide by 25% and 75%)	\$ 151.20			\$ 453.60	\$ 604.80
Payment Agreement to Village				\$ 1,000.00	
Total	\$ 280.38	\$ -	\$ -	\$ 1,946.43	\$ 1,946.43
<u>Maintenance Repairs/Other</u>	MAINTENANCE: 213 Center	MAINTENANCE: 278 2nd Street			
Mattituck Enviro Srvs		UNIT 1	UNIT 2	UNIT 3	HOUSE
2017 Village Taxes	\$ 491.00				81.36
					785.60
Pine Oaks Landscaping					30.00
Total Expenses	\$ 491.00	\$ -	\$ -	\$ 896.96	\$ 896.96
MONTHLY FINANCIAL SUMMARY	213 CENTER	278 2nd STREET			
Interest Earned	\$ 771.38				
Total Revenue	\$ 1,200.00			\$ 3,520.00	
Total Expenses	\$ 771.38			\$ 2,843.39	
NET REVENUE	\$ 428.62			\$ 676.61	
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$ 428.62			\$ 676.61	

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2017	Period: 5	Trans Type: B1 - Transfer	Status: Batch
Trans No: 3726	Trans Date: 05/31/2017	User Ref: ROBERT	
Requested: R. BRANDT	Approved:	Created by: ROBERT	07/10/2017
Description: YEAR END ADJUSTMENT			Account # Order: No
			Print Parent Account: No

Account No.	Account Description	Amount
F.8320.401	SCWA - WATER PURCHASE..	11,300.00
F.9030.800	FICA & PERMA.EMPLOYEE BENEFITS	-6,900.00
F.9060.800	HOSPITALIZATION.EMPLOYEE BENEFITS	-4,400.00
A.3410.455	FIRE.EMS TRAINING..	10.00
A.3410.458	FIRE.MEDICAL EXAMS..	2,762.00
A.3410.452	FIRE.SECRETARY SERV. EXP..	-2,772.00
E.0781.300	LEGAL FEES..	3,763.00
E.0721	POWER PURCHASED	-3,763.00
Total Amount:		0.00

Phone: (631) 331-8888
Fax: (631) 331-8834

MUNISTAT SERVICES INC.

Municipal Finance Advisory Service

Website: www.munistat.com

• *Serving Municipalities and School Districts in New York State Since 1977* •

12 Roosevelt Avenue
Port Jefferson Station, New York 11776



MUNICIPAL ADVISOR SERVICES AGREEMENT

THIS MUNICIPAL ADVISOR SERVICES AGREEMENT (the "Agreement") is entered into as of, June 11, 2017 (the "Effective Date") between the Village of Greenport, ("Village") and Munistat Services, Inc. ("Munistat") (collectively referred to herein as the "Parties").

RECITALS

WHEREAS, Munistat is a Municipal Advisory firm specializing in municipal finance and municipal government related matters; and

WHEREAS, the Village desires to engage Munistat to provide certain services relative to the issuance of the certain obligations as set forth in **Appendix A** ("Work Orders"), and Munistat desires to provide services to the Village in connection with such Work Orders.

AGREEMENT

NOW THEREFOR, the Parties agree as follows:

1. Municipal Advisory Services. The Parties hereto agree that Munistat shall provide those services set forth in the Work Orders, and Munistat's services as the Village's Municipal Advisor shall be expressly limited to the services noted therein.
2. Term and Termination. This Agreement shall be effective as of the Effective Date and shall remain in effect until each Work Order is completed or until terminated by either party upon (30) days written notice; provided, however, that in the event of termination of any such engagement, Munistat reserves that right to assess fees for any work performed pursuant to a Work Order in accordance with the Fee Schedule set forth in **Appendix B**.
3. Agreement to Provide Information. The Village agrees to provide Munistat with factual, not misleading information as shall be required by Munistat in furtherance of the services set forth herein, including financial statements, budgets, and other relevant documents. The Village further agrees to not intentionally omit any material information relevant to Munistat's provision of services. Munistat agrees to promptly amend or supplement this Agreement to reflect any material changes or additions to this Agreement, including material changes to the information provided in Sections 1, 2, 4, 6 and 7.
4. Compensation. Munistat shall receive a fee for any services rendered to the Village pursuant to this Agreement in accordance with the fee schedule set forth in Appendix B attached hereto and incorporated herein by reference.
5. Indemnity. Each party shall defend, indemnify and hold harmless the other from and

against any and all claims, demands, expenses, cost or causes, arising out of or in connection with any claim, suit, action, or proceeding for personal injury, death or property damage sustained or incurred as a result of any act, failure, or default by the other party's employee while acting within the scope of their duties as determined by this Agreement.

6. Dodd-Frank Compliance. Munistat is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission ("SEC") (Registration #867-00429) and the Municipal Securities Rulemaking Board ("MSRB") (Registration #K0114). As part of this registration Munistat is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Munistat. Pursuant to MSRB Rule G-42, Munistat is required to disclose any legal or disciplinary event that is material to the Village's evaluation of Munistat or the integrity of its management or advisory personnel. Munistat has determined that no such event exists. Copies of Munistat's filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either "Munistat Services Inc." or for our CIK number which is 0001608472

7. Disclosure of Conflicts of Interest. The Village acknowledges that it has received those disclosures set forth and contained within **Appendix C** attached hereto and incorporated herein by reference. The Village further acknowledges that it has been given the opportunity to raise questions and discuss such disclosures with Munistat and that it fully appreciates the nature of such disclosures and any and all conflicts noted therein. The Village hereby waives such conflicts and authorizes Munistat to provide services pursuant to this Agreement. From time to time, Munistat may provide additional conflict of interest disclosures to the Village as noted in Appendix C. In this regard, Village hereby authorizes the Village Treasurer to acknowledge and/or waive any such additional conflict of interest disclosures of Munistat on behalf of the Village.

[Signature page follows]

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed by their respective representatives as of the date first written above.

VILLAGE OF GREENPORT

MUNISTAT SERVICES, INC.

By: _____

By:  _____

Name: _____

Name: Noah Nadelson

Title: _____

Title: Chief Executive Officer

APPENDIX A

SERVICES

- Preparation of maturity schedules for bond issues which will be attractive to potential bidders as well as acceptable to the Village and to Bond Counsel. We will offer options, i.e. traditional versus level debt, and perform sensitivity analyses so that the Village may make a more informed decision regarding current as well as future budgetary impact.
- With regard to the use of notes and bonds, depending on the scope of the project, the Village may consider to fund its capital projects at inception with note issues in order to ensure that permanent financing is accomplished for the proper amount.
- We will submit a list to the Village of the documents and information necessary to prepare the Official Statement. We then prepare the Official Statement, relying on Bond Counsel for certain language relating to legal matters, in accordance with disclosure requirements, as set forth in Securities and Exchange Commission Rule 15c2-12.
- In order to avoid the errors that may be caused by time pressures, we would prefer to have about 2 weeks for composition and word processing, measured from the date upon which we have received all necessary documents and information. Upon completion of word processing, the Official Statement will be submitted to the Village and to Bond Counsel for review and comment.
- We distribute Official Statements and Notices of Sale to our retail and institutional database and other members of the investment community through various information repositories and post the documents on our website.
- We submit all necessary documents and information to the rating agencies and, if we feel the situation warrants, we will make an appointment with a credit analyst in order to present our views regarding the Village's rating.
- Since almost all bond and note issues are issued in book-entry-only form, we coordinate with the Village, bond counsel and The Depository Trust Company (DTC) to ensure that the procedure is accomplished smoothly and efficiently.
- Prior to the bond sale, we submit the required information to the CUSIP Service Bureau. It is generally the function of bond counsel and the underwriter to ensure that the bonds are printed in correct form and on a timely basis.
- We ensure the publication of the Notice of Sale for bond issues within the required time limits.

- We prepare the Debt Statement for certain bond issues and file it with the State Comptroller's office.
- We handle the bid opening at our office and verify the calculation of the winning bid.
- We coordinate the financial details of the closing with the Village, bond counsel, the underwriter, and the bond insurance company (if applicable).
- We coordinate the preparation of the Final Official Statement with the underwriter, bond counsel and, where applicable, the bond insurance company.
- We prepare the final Debt Service Schedule (and, where applicable, the apportionments of such overall Debt Service Schedule into the appropriate funds), and distribute copies of such schedules to the issuer, to the fiscal agent (or DTC) and bond counsel.
- If appropriate, we assist the Village in short-term and long-term financings with the Environmental Facilities Corporation. Such services include but are not limited to: coordinate the collection of financial and operating information during the application process, participation in conference calls, prepare various estimated debt service schedules, determine amounts to be included in ensuing operating budgets, and tax impact analysis.
- In accordance with SEC Rule 15c2-12 and the Undertaking to Provide Continuing Disclosure as executed by the Village in connection with the sale of certain bonds and delivered at the closing for such bonds, the Village may be obligated to file a Statement of Annual Financial and Operating Information with the Electronic Municipal Market Access System (AEMMA®) according to the Agreement. When necessary, we are available to help the Village to ensure compliance with its Continuing Disclosure Undertakings.

APPENDIX B
FEES AND EXPENSES

The fees for our services for capital project financings will *not exceed* the following: Serial Bonds - \$9,500 for each bond issue with an Official Statement up to \$3,000,000 and \$0.85 per \$1,000 thereafter; Refunding Serial Bonds - - \$12,500 for each bond issue with an Official Statement up to \$3,000,000 and \$1.85 per \$1,000 thereafter; Bond Anticipation Notes – Base fee of \$4,500 for each note with an Official Statement up to \$3,000,000 and \$0.45 per \$1,000 thereafter; Environmental Facilities Corporation Financings - \$3,500 for the first 10 hours spent, \$150 per hour thereafter. The fee for general consulting services will be \$150 per hour with the terms of the service agreed upon prior to the engagement.

Our fee for the \$800,000 General Obligation Serial Bonds - 2017 will be \$3,500.

The fee for preparation and filing of the Statement of Annual Financial and Operating Information in accordance with SEC Rule 15c2-12, and the Village's Continuing Disclosure Undertaking will be \$3,500. There is no charge for the filing of material event notices.

The fee for our services includes all out-of-pocket expenses. Other normal issuing costs, such as bond counsel fees, rating agency fees and publication of resolutions and Notices of Sale are billed directly to the Village by the respective parties.

Munistat Services, Inc. will not charge to attend meetings of the Board, work sessions, meetings with bond counsel, ratings agencies, or any other meetings associated with a capital project. We do not charge any fees for services delivered prior to a referendum, including preparation of estimated debt service and tax rate impact schedules. There will be no charge until, and unless the closing of the bonds or notes take place.

APPENDIX C

DISCLOSURE OF CONFLICTS OF INTEREST

CONTINGENT COMPENSATION

The fees to be paid by the Village to Munistat Services, Inc. are contingent on the successful closing of the transaction. Although this form of compensation may be customary, it presents a conflict because Munistat Services, Inc. may have an incentive to recommend unnecessary financings to the Village. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, Munistat Services, Inc. may have an incentive to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Munistat Services, Inc. manages and mitigates this conflict primarily by adherence to the fiduciary duty which it owes to municipal entities which require it to put the interests of the Village ahead of its own.

OTHER MATERIAL CONFLICTS OF INTEREST

Munistat Services, Inc. has determined, after exercising reasonable diligence, that it has no other known material conflicts of interest that would impair its ability to provide advice to the Village in accordance with its fiduciary duty to municipal entity clients. To the extent any such material conflicts of interest arise after the date of this Agreement, Munistat Services, Inc. will provide information with respect to such conflicts in the form of a written amendment or supplement to this Agreement.



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: July 13, 2017
Meeting: July 20, 2017 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 July Work Session Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on July 20, 2017
Report of Sylvia Lazzari Pirillo, Village Clerk

Agreements, Contracts and Grants

The agreement between the Village and the Town regarding the Village Marine Pump-Out Station was fully executed on June 15th, and an original was sent to Southold Town on June 20th.

The Third Quarterly MWBE Report for GIGP 702 (Manor Place Bioretention Grant) was submitted to the EFC on June 29th.

A payment of \$ 5,000 was received on June 30th from a representative of the Silver Sands Motel, per the Stipulation of Settlement for outstanding sewer charges.

Dances in the Park

A sponsorship check in the amount of \$ 500 was received from Noah's Restaurant on June 16th.

A sponsorship check in the amount of \$ 500 was received from American Beech Restaurant on June 16th.

A sponsorship check in the amount of \$ 500 was received from Educational Solutions Consulting, LLC; for Andy's.

A sponsorship check in the amount of \$ 2,500 was received from Corcoran Real Estate.

A sponsorship check in the amount of \$ 1,000 was received from the BID on June 27th.

A sponsorship check in the amount of \$ 3,000 was received from the Friends of Mitchell Park on July 10th.

Financial

The \$ 3,375 due from the Southold Town Justice Court per the March 2017 report period was received and posted.

The Village is owed \$ 3,595 from the Town of Southold [Justice Court] for the April 2017 report period.

The Village is owed \$ 2,775 from the Town of Southold [Justice Court] for the May reporting period.

The semi-annual pole attachment invoice to CSC (for a total of \$ 2,444.20) was sent via e-mail on June 19th.

The Village received a check on July 10th from M&S Auto Sales in the amount of \$ 2,180 for surplussed vehicles.

The Carousel rounding board silent auction resulted in a total of \$ 7,050 for the 14 rounding board paintings, all of which were sold.

A check in the amount of \$ 4,826 was received on July 11th from the BID as a 50% payment for the 25 new trash receptacles [and corresponding BID logos] purchased by the Village.

Informational

The final version of the Sewer and Water Rate Study (from BST) was posted to the web site on June 23rd.

The letter for Global Common in support of the NYSERDA grant was transmitted to Bob Foxen on June 27th, following signature by the Mayor on June 26th.

The arrival of Roseway on July 4th, and the conducting of free tours, was disseminated via Constant Contact and the official website.

On June 30th, a check in the amount of \$ 7,828.20 was received from the insurance company of the offender for the repair of the monument and damaged fence at Greenhill Cemetery.

The Clerk is working with the District Attorney's Office to provide restitution to the Village for a demolished flower box.

The fully executed contracts [with attachments] between the Village and PSEG, as well as the recently received SEQRA documentation, were posted to the Village website, under the "What's New" category on the home page.

Legal Notices

The liquor license renewal application for the Greenporter Hotel was published in the July 6th edition of the paper.

The legal notice regarding the proposed amendment to Chapter 105 (Sewers) was published in the July 6th edition of the paper.

The legal notice regarding the proposed amendment to Section 18 (Multi-Family Dwelling) of Chapter 150 was published in the July 6th edition of the paper.

The legal notice regarding the proposed amendment to Chapter 65 (Fire Prevention and Building Construction) was published in the July 6th edition of the paper.

The estoppel notice for the road re-construction bond resolution was published in the July 13th edition of the paper.

Requested Resolutions

RESOLUTION approving the use of the softball field at Moore's Lane by Eastern Long Island Hospital, from 5:00 p.m. through 9:00 p.m. on September 2, 2017 for the annual Hospital Fundraiser.

RESOLUTION approving the attached agreement between The Village of Greenport and Nina J. Greenfield Stewart for the provision of legal services for the Village of Greenport Housing Authority, and authorizing Mayor Hubbard to sign the agreement between the Village of Greenport and Nina J. Greenfield Stewart.

RESOLUTION hiring Ethan Holland as a full-time Power Plant Operator for the Village of Greenport Electric Department, at a pay rate of \$ 18 per hour, effective August 2, 2017. All health insurance and other full-time employment benefit provisions specified in the current contract between the Village of Greenport and CSEA Local 1000 apply to this hiring, as does the standard twenty-six week Suffolk County Civil Service probationary period.

RESOLUTION approving the attached SEQRA resolution regarding the Wetlands Permit Application submitted by Bridgford Hunt on behalf of North Ferry Company, Inc. to replace 28 decayed pilings with new pilings and to install plastic guards on the pilings.

RESOLUTION approving the Wetlands Permit Application submitted by Bridgford Hunt on behalf of North Ferry Company, Inc. per the public hearing held on June 22, 2017; to replace 28 decayed pilings with new pilings and to install plastic guards on the pilings.

Attachments:

Legal Services Agreement for 2017 - Nina J. Greenfield Stewart - Section 8 (PDF)

SEQRA Wetlands Permit Application North Ferry Company, Inc (PDF)

**NINA J. GREENFIELD STEWART
ATTORNEY & COUNSELOR AT LAW
CONSULTANT
8 SECOND STREET-BOX 463
BELLPORT, NEW YORK 11713**

Phone 631-286-0858
Facsimile 631-776-0609

e-mail: NJGSTEWART@AOL.COM

May 22nd 2017

Ms. Asha Gallacher, Program Administrator
Village of Greenport Housing Authority
236 3rd Street
Greenport, New York 11944



Re- Legal Services Agreement for 2017

Dear Asha;

This agreement is retroactive to January 1st 2017, as I have provided my services in 2017, due to Section 8 program mandates, as the program's critical legal demands must be met. Due to my medical issues I was delayed in sending the 2017 written agreement, but assured you the Section 8 program legal requirements would be met on an ongoing basis so as not to jeopardize compliance. Based on work I have done and issues that arise constantly, given Section 8 program administration, this is to confirm retaining my services in connection with the Section 8 Housing Choice Voucher program on an ongoing basis for the Village of Greenport Housing Authority.

It is understood that my services will be provided on an as needed basis. It is important that the terms of such engagement are clear. Though many attorneys and/or their clients do not require such a written agreement, I have always found that putting all the terms and conditions in a written agreement avoid confusion and add to transparency.

My hourly fee for non-profit work is still only is \$175.00. I waive my retainer. This is usually paid before I start work. I will seek reimbursement for charges incurred in a timely manner. I will send timely accounting of my hours and charges. I will also include information as to what charges I am discounting.

I charge my hourly rate for meeting time, preparation of documents of any kind, review of additional documents and phone time with 3rd parties. I do not charge for general research and phone time consulting with representatives of your organization as to follow-up on cases. I expect the phone time and travel time to be reasonable and will

take into consideration specific details of a case when reviewing the time expended. I do understand there are situations when time is of the essence and I will take that into consideration.

I do not charge for local travel, (within 10 miles from my office), but do charge mileage at the prevailing federal reimbursement rate (IRS), for trips from my office in Bellport.

I charge for out of pocket costs such as federal express, priority or overnight postal cost and filing and/or document fees, when applicable. If a meeting is scheduled and it is canceled without at least 4 hours notice, a one hour fee of \$175.00 will be charged for the meeting time unless cancelation is due to illness or due to a 3rd party and beyond your ability, (as my client), to reschedule in a timely manner.

I promise to use my time wisely and will endeavor to keep you informed as to the status of all my activities frequently. From our discussions I understand the scope of the activities will be to consult on the case at hand and advise you as to courses of action, review all documents related to the case, recommend additional documentation, prepare and submit the documents to you as requested. I will also work with you to advise you on language and federal regulations, if you choose to prepare letters and other documents. If requested, I can represent you at an administrative hearing and prepare follow-up documents. Discussions with HUD and other government entities' representatives would also be included, if requested. This agreement does not include any future litigation, if that should become necessary.

I look forward to working with you and appreciate your confidence in me. I do appreciate that the more we are able to work together cooperatively, then the more effective we can be in moving ahead and minimizing legal and related fees.

If this is acceptable to you, please sign this or have a legal representative of your organization do so.

Sincerely,

Nina J. Greenfield Stewart, Esq.

Signed:

Village of Greenport, Housing Authority
Authorized Representative

Date

BOARD OF TRUSTEES
VILLAGE OF GREENPORT

SEQRA RESOLUTION REGARDING WETLANDS PERMIT APPLICATION
OF BRIDGFORD HUNT ON BEHALF OF
NORTH FERRY COMPANY, INC.

WHEREAS an application for a wetlands permit approval was filed by Bridgford Hunt as applicant on behalf of North Ferry Company, Inc. with the Board of Trustees of the Village of Greenport; and

WHEREAS the Board of Trustees of the Village of Greenport has duly considered the obligations of the Village of Greenport with respect to the wetlands permit application and the Board of Trustees of the Village of Greenport with regard to SEQRA, and completed a short form EAF for purposes of SEQRA, it is therefore;

RESOLVED that the Board of Trustees adopts Lead Agency status for purposes of SEQRA with regard to the consideration and approval of the wetlands permit application and it is further

RESOLVED that the Board of Trustees hereby determines that the approval of the wetlands permit application is an Unlisted Action for purposes of SEQRA; it is further;

RESOLVED that the Board of Trustees of the Village of Greenport hereby determines that the approval of the wetlands permit application;

Will not have a significant negative impact on the environment in the action, and;

Will not result in a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels, substantial increase in solid waste production, a substantial increase in potential for erosion, flooding, leaching or drainage problems, and;

Will not result in the removal or destruction of large quantities of vegetation or fauna, substantial interference with the movement of any resident or migratory fish or wildlife species, impacts on habitats, or other significant adverse impact on natural resources, impairment of a critical environmental area and;

Will not result in the creation of a material conflict with a community's current plans or goals, and;

Will not result in the creation of a hazard to human health, and;

Will not result in a substantial change in land use, and;

Will not encourage or attract an additional large number of people to a place for more than a few days, and;

Will not result in the creation of a material demand for other actions, and;

Will not result in changes in two or more elements of the environment, each of which is not significant but when reviewed together are significant two or more related actions each of which is not significant but when reviewed together are significant.

RESOLVED that a Negative Declaration is hereby adopted for purposes of SEQRA.

Upon motion by Trustee

seconded by Trustee

this resolution is carried as follows:

Dated: July 13, 2017



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: July 12, 2017
Meeting: July 20, 2017 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 July Work Session Report

Attachments:

Trustee Roberts July Work Session Report (PDF)

MEMORANDUM

To: Mayor and Board of Trustees

From: Trustee Douglas Roberts

Re: July 2017 Work Session

July 13, 2017

Housing

1. Housing Study:

Mayor Hubbard authorized the Village Administrator and staff to work with Trustee Phillips and I to apply for a grant to fund a housing inventory study that will also include analysis of if, where, and how we could encourage or participate in development of rental housing in the Village of Greenport. The grant is due with the CFA on July 28. The purpose of the study is to give us data we desperately need, including:

- How many STRs do we have?
- How many LTRs do we have?
- How many 1-family and 2-family homes do we have?
- How many rental units have we lost over the years?
- How many vacation homes do we have?
- Can we create more rental housing and if so, how and where?

Trustee Phillips and I consulted with the housing experts at the Regional Plan Association, who has conducted similar such studies in other villages. I shared a copy of Amityville's study several months ago at a Work Session.

The goal of this work is to help us have a discussion, as a community, about what, if anything, we should be doing with laws and policies. That discussion will need to be informed by actual data instead of conjecture and emotion. We will keep you and the public updated on progress.

Request: Please review research questions above and, if we are awarded the grant, provide your ideas or suggestions for additions or revisions to these questions as we scope the study.

2. **Current Housing Policy Discussions:** Request that we table all housing policy actions, including the public hearing on Ch. 150-9-18 and the possible revisions to that law, and any action on Ch. 103 Rental Permit Law, until we are able to act based on data about our housing stock and its potential. As much as I want to solve the problem, it has become clear that we just don't have enough information yet to develop a policy. Our hearing last month showed us that we

have to do something about the problem and I want us to be patient and develop a cogent and sound policy armed with data.

Water Quality

1. Enforce the Pumpout Provision of the LWRP

Policy Directive #34 of the LWRP, adopted by the Village in 1987, reads as follows:

POLICY 34 DISCHARGE OF WASTE MATERIALS INTO COASTAL WATERS FROM VESSELS WILL BE LIMITED SO AS TO PROTECT SIGNIFICANT FISH AND WILDLIFE HABITATS, RECREATIONAL AREAS AND WATER SUPPLY AREAS. Policy 34 Explanation of Policy The discharge of sewage, garbage, rubbish, and other solid and liquid materials from watercraft and marinas into the State's waters is regulated. Priority will be given to the enforcement of this law in areas such as shellfish beds and other significant habitats, beaches, and public water supply intakes, which need protection from contamination by vessel wastes. Also, specific effluent standards for marine toilets have been promulgated by the Department of Environmental Conservation(6NYCRR,Part 657). The dumping of oil, refuse, garbage, untreated sewage, or waste is prohibited in Village waters. To further the intent of this policy, pumpout facilities are required at new marinas or expansions of existing marinas within the coastal area of the Village. Pumpout facilities must also be installed at all marinas within three (3)years from the approval date of Greenport's Local Waterfront Revitalization Program.

David Corwin has prepared and circulated to the Board his Green Paper providing research and an overview of the current marine waste management situation in Stirling Basin and Greenport Harbor (appended here). I want to thank David for his research and for preparing this paper, particularly for highlighting in a sample log of VHF calls how difficult it is to get a pumpout in Greenport, even in the middle of the business day.

We are in violation of this LWRP policy. There are easy solutions to put in place. I have proposed several in these Work Session reports:

1. Alert all marinas that we will extend a 6-month grace period on these violations and that their wetlands permits could be voided if they do not comply
2. Invest in making our pumpout boat work as efficiently as possible and increase the hours it is staffed.
3. Use a system of tokens and flags to allow boaters to schedule pumpouts asynchronously.
4. Ensure that the pumpout connections to the sewer system are available and functioning at all Village road ends and at Mitchell Marina.

We spend a lot of time talking about fire codes and building safety. People who want to build a new commercial property must go through rigorous processes to ensure that the structure will meet these codes, will have aggressive fire suppression, etc. Builders consider this work part of the cost of doing business. Allowing a marina to

be built without a pumpout is akin to allowing a restaurant to be built without toilets. When we allow all these marine commercial properties to continue to operate without complying with the LWRP, we abdicate our responsibility as a municipality to protect our waters. One of our marinas was even caught on a video shared publicly dumping waste and chemicals directly into the Harbor, right over the side of the dock. We've managed to get our parking situation under control with an enforcement effort, and most of our fire lanes are clear these days even on busy weekends.

Let's make the Village of Greenport an example to other governments on the East End for how to ensure that businesses do their part to protect our waters and let's put waste where it belongs: in the sewer.

Village of Greenport Green Paper*

Marine Pump-out Facilities

Stirling Basin and Greenport Harbor

Greenport, NY 11944

July 7, 2017

Version 0.4

Introduction

Stirling Creek and Greenport Harbor have deficiencies in marine sewage discharge handling facilities. Stirling Creek is designated an impaired water course by the New York State Department of Environmental Conservation. This Green Paper was drafted in an effort to examine the deficiencies.

Infrastructure

The Village of Greenport (VofG) operates 60 slip Mitchell Park Marina (MPM) in Greenport Harbor and a mooring field in Stirling Basin with approximately 40 moorings. Mitchell Park Marina is a transient marina. The village mooring field serves long term and transient customers.

The Village has a self-operated pump-out station on the end of the west pier at Mitchell Park Marina and a pump-out boat that is subsidized by the federal government. The pump on the boat operates on 12 volt battery power. The Village of Greenport pump-out boat was out of service due to break downs at the end of the 2016 boating season. A new outboard engine was installed and the boat went back in service on or about July 1, 2017. As of this Green Paper the Village pump-out boat has a problem discharging and is emptied by suction from the west pier pump-out station. The Village of Greenport pump-out boat fee is \$5. The \$5 fee is mandated by New York State for pump-out boats it supports with the New York State Clean Vessel Assistance Program .

Brewers Greenport operate 200 slip Stirling Harbor Marina (SHM), 208 slip Brewers Yacht Yard (BYY) and a small marina on Champlain Place in Stirling Basin. Stirling Harbor Marina and Brewers Yacht Yard serve a mix of long term and transient boaters. Both SHM and BYY marinas have customers that live on their boats full time or on weekends during the boating season.

Brewers Yacht Yard has a fixed pump-out station in the vicinity of their travel lift. The BYY pump-out is not easily accessible. Brewers Greenport operates a pump-out boat servicing its three marinas in Stirling Basin. The BYY pump-out boat is underpowered with a small outboard motor. The pump on the BYY pump-out boat operates on 110 volt

AC power requiring a connection to shore power. The BYY pump-out boat only operates on weekdays. BYY charges \$10 for pump-out service.

Townsend Manor Inn (TMI) operates a transient marina with approximately 48 slips in Stirling Basin. TMI has no pump-out facilities.

There are six mini-marinas located in Stirling Basin. These marinas primarily serve long term customers. None of the mini-marinas have pump-out facilities.

There are four private mini-marinas along the west shore of the entrance to Stirling Basin serving small and large boats. The Stirling Cove condominiums' marina has installed a pump-out station as part of a Wetlands Permit for bulkhead replacement. The other west shore marinas do not have pump-out facilities.

The Claudio Family Corporation operates a marina in Greenport Harbor with capacity of approximately 36 transient vessels. The Claudio marina has no pump-out facility.

There are two marinas associated with condominiums west of the Rail Road Dock in Greenport Harbor. The Oyster Cove marina at the end of Fifth Street has not installed a pump-out facility required as part of an issued Wetlands Permit for bulkhead replacement. The Pipes Cove marina does not have a pump-out facility.

The Village of Greenport has a connection to the Greenport sewer collection system at the east end of Sterling Avenue. This connection is available to the Village of Greenport pump-out boat, the Town of Southold pump-out boat and the Brewers Greenport pump-out boat.

Both the Village of Greenport pump-out boat and the Brewer Yacht Yard pump-out boat appear to have problems using the pump-out discharge to the sewer collection system at the east end of Stirling Avenue. The boats apparently cannot discharge under pressure into the sewer collection system. They both use the suction pump-out station located on the west Mitchell Park Marina pier to empty their tanks.

Information on the pump-out operations accomplished by the Brewers Greenport pump-out boat and the Village of Greenport pump-out is difficult to secure. Managers of both operations have been asked for logs of pump-out activity and replied that no logs are kept.

The Village of Greenport budget shows \$5,000 in pump-out revenue for the 2016 season. This would indicate that approximately 1,000 pump-out operations were carried out for the 2016 season by the Village pump-out boat. The number seems large until it is taken

with the VHF marine radio traffic requesting pump-outs at which time it grows pale in comparison to the demand.

The Village of Greenport Local Waterfront Revitalization Program Policy 34 required that all marinas have pump-out facilities within three years of the LWRP's adoption. The LWRP was adopted in 1987.

The Village of Greenport Conservation Advisory Council has asked that Stirling Basin marinas provide pump-out stations as part of Wetlands Permit requirements. The Greenport Village Board has incorporated these requests into Wetlands Permits. The marinas in the Stirling Basin have not complied with granted Wetlands Permits or the Local Waterfront Revitalization Program.

The most recent example of this behavior is the Townsend Manor Inn which received a Wetlands Permit over one year ago to replace existing bulkhead. The CAC asked that a pump-out facility be placed on the main dock. The Village Board incorporated this request into the Wetlands Permit. The Townsend Manor Inn did not construct a pump-out station.

An expanded list of marinas in Stirling Creek and Greenport Harbor is included in the appendix.

VHF Monitoring

In an effort to gain insight into the activity of the pump-out boats operating in Stirling Basin and Greenport Harbor VHF marine channels 8,9,10,11 and 73 were monitored from July 1, 2017, to July 6, 2017.

Channel 9 is the marine hailing channel, channel 10 is used by Stirling Harbor Marina and Brewers Yacht Yard for operations, channel 11 is used by Mitchell Park Marina for operations, Channel 8 is used by Townsend Manor Inn for operations and channel 73 is used by the Village of Greenport pump-out boat.

The monitoring station was located approximately 500' west of Stirling Basin and approximately one-half a mile north of Mitchell Park Marina.

Both sides of communications could be heard for the three large marinas located in Stirling Basin. VHF calls to Mitchell Park Marina from boats could be heard while VHF communications from Mitchell Park Marina were heard intermittently.

All four marinas also use cellular telephones for ship to shore communications.

Observations

By July 2, 2017 frequent VHF radio calls from boats were being made to "pump-out". "pump-out" is reaching out for either of the two Greenport area pump-out boats that might be in service.

The BYY boat does not appear to communicate to boaters by VHF marine band. It does appear to communicate by cell phone or marina radio with its base. The BYY pump-out boat serves the three Brewer marinas. SHM and BYY customers generally telephone or radio the marina offices to try to arrange pump-outs. The BYY pump-out boat does not operate on weekends.

The VofG pump-out boat communicates with a handheld radio on channel 73. Calls to the VofG pump-out from vessels can be heard but due to the limitations of the handheld radio responses from the VofG pump-out boat can only be heard when distance from vessel calling or monitoring station is small. The VofG boat travels from MPM to Stirling Basin and back to MPM and pumps out vessels as it is hailed by boaters. The VofG pump-out boat serves Mitchell Park Marina, the Village mooring field, Townsend Manor Inn, Stirling Harbor Marina and Brewers Yacht Yard.

The BYY pump-out operation frequently ignored calls with no response from the BYY pump-out boat or the BYY base station. Occasionally the BYY base station referred pump-out requests to the VofG pump-out boat or the VofG pump-out station.

Selected VHF Marine Band Communications

July 4, 9:45 AM, Finalisys (sp?) to SHH

Finalisys: Can I get a pump-out

SHH: We are only operating until 11:00 AM today, I will put you on the list and see if we can get to you.

July 4, 9:30 AM, September Song in TMI to VofG pump-out boat

September Song: Can I get a pump-out

VofG: I am in Townsend Manor Inn and will be coming around

July 4, 8:30 AM, Good Tidings to SHM

Good Tidings: Can I get a pump-out

SHM: I will try to get you within the hour. You will be the last one for the day.

Conclusions

The Village of Greenport pump-out boat is overwhelmed with requests for pump-outs and does not have the capacity to handle the demand.

The Brewers Yacht Yard boat has limited capacity and is overwhelmed with pump-out requests. BYY management frequently reports the boat as out of service.

Many transient boaters and full time boaters cannot get pump-out service and leave with full marina waste holding tanks. Antidotal stories indicate that it is not uncommon for boaters to discharge sewage into the waters of Greenport Harbor and Gardners Bay.

Recommendations

All marinas in Stirling Basin and Greenport Harbor should be required to install pump-out facilities.

Brewers Greenport should upgrade their pump-out boat operation to meet the demand generated by the three Brewers marina facilities in Stirling Basin

The Town of Southold should provide pump-out boat service to the east side of Stirling Basin. Because of the location of the Town of Southold/Village of Greenport border line the Town of Southold collects the greatest share of taxes assessed to these facilities for its Whole Town General Fund while providing no pump-out boat services in the Stirling Basin and Greenport Harbor areas.

*The information in this Green Paper was gathered by the author and is the responsibility of the author. This Green Paper is not affiliated with the Village of Greenport or the Village of Greenport Conservation Advisory Council. This Green Paper is unofficial.

Further Browsing

New York: The Legal Requirements of Boating https://www.boat-ed.com/abc/abc_specific_images/pdfs/ny_law.pdf

New York State Clean Vessel Assistance Program
<https://www.fws.gov/home/feature/2012/pdfs/CVASuccessStory2.doc.pdf>

Environmental Facilities Corporation - The Clean Vessel Assistance Program
<https://www.efc.ny.gov/Default.aspx?tabid=131>

Performance Testing of Marine-Use Waste Pump-out Stations
http://dnr.maryland.gov/boating/Documents/soba_intro.pdf

The Use of Pump-Out Facilities by Recreational Boaters in Maryland
<http://www.beamreach.org/data/101/Science/processing/Kathryn/BEAM%20REACH/Sustainability%20Project/pump%20outs.pdf>

About the Author

David Corwin is a licensed profession engineer and a member of the Village of Greenport Conservation Advisory Council



236 THIRD STREET
GREENPORT NY 11944

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Fax: (631) 477-1877

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: July 13, 2017
Meeting: July 20, 2017 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:

Carousel Meeting 6/27/17 – Trustee Julia Robins

Plan to meet at 9:00 to set-up for the auction of the Rounding Board Paintings

Make a list of volunteer assignments.

Gail will check with Robert Brand about lights for the Observation Deck Sylvia to help arrange for Adam Brautigam at the Marina Office to stay until 10:00 and perform all the credit card payments or cash collections. (Sylvia will speak with Paul.)

Supplies for the day

Folding tables and chairs needed

Sandwich boards borrowed from Friends of Mitchell Park

Bathroom code for the volunteers

Water and cooler

Pencil/Pens etc

Information sheets on prints and instructions for bidders

Carousel Meeting 7/11/17

Auction review

The Rounding Board Auction was a success.

All 14 paintings were sold and the total sales were \$7,050.

The opening BID price was \$350.

Congratulations to the Carousel Committee for a great job.

The auction was held at the Schoolhouse due to weather.

At the meeting we all agreed that this was a much better venue for the event.

Gail has not heard back from Friends of Mitchell Park about funding for the next project the inner scenic panels

Support funds will be needed from Friends and the Village

Suggestions

Procedure for giving instructions sheet for bidders sheet was not consistent

All the bidders received good verbal instructions

Better signage and management at the table by the door will help

Expenses

Wood for frames to display the paintings cost \$110

Village printed flyers so there was little overhead

Gail Horton has a sign-up sheet of people who would be interested in buying prints

There was a discussion about how to announce the sale of prints to the public – i.e. - how many should be ordered

Signage at Carousel that describes each rounding board scene is pending.

Gail will do the follow- up press release about the auction.

Margo DeVito

The annual inspection was performed on June 19.

The certificate was issued and we should receive it soon.

Margo is managing and staffing maintenance

She reports that all is going well.

No meeting in August

Next meeting Sept 5

BID 6/15/2017 – Trustee Julia Robins

Treasurer's report

Jason Odell is working on fast tracking the update for the 501C3 status.

SOBO

Planter - spruce trees were reported stolen from in front of Flavors and Greenporter Dave Abatelli on further inquiry determined that a business owner removed the trees and replaced them with summer plantings.

Will work out a plan for replacing plants with the business owner.

SOBO

Report from Mindy Ryan for Dave Abatelli

A suggestion was made for additional trash cans in the Adams Street parking lot and

South Street west

Communication with business owners to get them more engaged about responsibility for keeping the front of their businesses clean.

Request was made for adding recycling cans.

Question whether people will use them exclusively for recycling.

Rich - suggests painting storm drains to remind people that trash here winds up in the bay.

Can we paint street or drain? I mention that the drains and Front Street belong to the state.

Rich suggest post event questionnaire to businesses owners on their business volume

PRIDE

Gallery Walk will begin July 7 and will coordinate with the Silent Auction of the Carousel Rounding Board paintings.

Approved for \$230 for advertising in the Hampton Art Hub and an additional \$230 November edition

PRIDE
Yvonne Leiblein

New committee members signed up at the annual meeting

They are having regular meetings every month

Topics for discussion include:

Marketing and media
Promotional ideas
Seasonal Events
Travel Shows

Focus on who is open all winter.

Yvonne is doing a podcast about the North Fork TV Festival.

Funding applications received

North East Stage

Approve \$1,000 for Dances in the Park

BID 6/15/2017 – Trustee Julia Robins

Treasurer's report

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Approve \$1,000 for Dances in the Park

GATE Meeting

7-7-2017

Attended by:

Julia Robins, Paul Pallas, Derryl Baumer, Rich Vanderburgh, David Abatelli

The Bid will be writing a check to the Village this week for their share of the invoice for the new trash cans and logos.

The new trash cans are less than 15% smaller than the existing cans according to Derryl who calculated the dimensions.

11% less overall because we added an additional can.

Consideration was given to ordering some additional cans.

Instead, Derryl will oversee the refurbishing of the existing cans that are in good condition for use in the Adams Street parking lot.

They will be painted to match the new cans for a uniform look.

After evaluating the hot spots over the July 4th weekend some cans will be relocated downtown.

A suggestion was made that two trash cans be evenly spaced on between First and Main on the North side of Front St.

Details of trash collection by marina staff.

The Village just purchased a new, more mobile cart for use by the marina staff to collect bags of trash in the downtown area.

A suggestion was made that we hire a part time weekend employee dedicated to trash collection.

They would use cart for collection of bags in the downtown area and could use a truck to pick up bags at Fifth St, Park.

Leave bags at the road barn instead of the dumpster by the marina,

The BID is willing to share the expense of the employee.

I have asked the BID to have a discussion and submit sandwich board suggestions from their members as per the Mayor 's request.

The Bid would like better notification of work that is pending downtown.

Some communication suggestions were made.

It was noted that three planters have been destroyed by vehicles.

Derryl says the village can salvage one of them.