



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

March 17, 2016 at 7:00 PM

Mayor and Board of Trustees - Work Session Meeting

Third Street

Firehouse

Greenport, NY 11944

PLEDGE OF ALLEGIANCE

MONTHLY REPORTS FOR THE FOLLOWING:

- o **FIRE DEPARTMENT - CHIEF HARRY BREESE**
Including compilation of all monthly meeting minutes

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.

DISCUSSIONS:

Public Hearing - Amending of Chapter 132 (Vehicles and Traffic), Section 57, Schedule XIX (Handicapped Parking Spaces) of the Village of Greenport Code.

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: March 10, 2016
Meeting: March 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Jeanmarie Oddon, *Deputy Clerk*
From: Jeanmarie Oddon, *Deputy Clerk*
Department: Fire Department

March Work Session Report 2016

Attachments:

GFD March Work Session Report 2016 (PDF)

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



Organized 1845

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Requests and Resolutions

Please accept all monthly reports for the month
of February 2016

The board would like to purchase two Chevy
Tahoe's from cars unlimited of Suffolk at a cost
of \$52,694.00 for a total of \$105,388.00 and pay
for them from line A3410-461

CHIEF HARRY BREESE
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MEETING OF THE BOARD OF WARDENS

Wednesday February 17, 2016

OPENING:

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

ATTENDANCE: 1st Assistant Chief Wayne Miller, 2nd Assistant Chief Jeff Weingart, Wardens Warren Jensen, Joe Milovich, Tony Volinski, Norma Corwin, Joe Barszczewski, James J. Pirillo, James A. Pirillo, James Kalin, John Grilli.

Members Peter Harris, George Pope, Tony Volinski Sr. Bob Corwin

Warden Ray Corwin Excused.

THOSE WISHING TO SPEAK TO THE BOARD: Peter Harris would like the Department Secretary to write Thank you letters to Mullen Motors for the use of the cars the day of the Washingtons Day Parade, Alice's Fish Market for all her donations, and to Scott of Towns in Manor Inn for the use of his restaurant the day of the Parade.

READING OF THE PREVIOUS MINUTES:

Motion made by Warden John Grilli seconded by Warden Tony Volinski to approve the minutes of the January 20, 2016 meeting of the Board of Wardens as printed and distributed. Motion carried.

COMPANY OFFICERS MEETING MINUTES:

Chief Harry Breese read the minutes of the February 16, 2016 meeting of the company officers for information only.

TREASURER'S REPORT:

The treasurer's report for the period of January 21, 2016 through February 17, 2016 was read by Secretary / Treasurer James Kalin. Motion made by Warden Joe Barszczewski, seconded by Warden John Grilli to accept the treasurer's report as read. Motion carried.

BILLS: none

COMMUNICATIONS RECEIVED:

1. Emerald Society 50/50 Tickets.
2. Thank you letter from Trustee Doug Roberts for the call made to his house.
3. Donations in Memory of Ken White for \$15.00 from Donald & Betty Moyle
4. Donation in Memory of Ken White for \$100.00 from Don & Daphine Vail for Ken White
5. Invite to Cutchogue Fire Departments St. Patricks day Parade March 12th 2 pm.
6. Thank you letter from Cast for the use of the Fire house in December.

APPLICATION(S) FOR NEW MEMBERSHIP:

Krista Bracken (Peconic Landing Employee) (Class)
Bob Wallace (Peconic Landing Employee) (EMT)
Vin Tirelli (Peconic Landing Employee) (in class)
Scott Ellis (Peconic Landing Employee) (Emt)
Laura Rutowski (Peconic Landing Employee) Emt)
Kevin McMahon (Peconic Landing Employee) (EMT)
Gloria Garcia – to Rescue Squad

Motion by Warden James Kalin to accept Gloria Garcia application to Rescue Squad upon return of all paperwork seconded by Warden Tony Volinski Motion carried

Board of Wardens spoke about what category will the Employees of Peconic Landing be listed , Mutual Aid only , Honorary, or as a sub squad, discussion on how will they be covered by insurance. And those that do not already belong to another Fire Department will be tabled for a month until the

Lawyer is spoken to and advise how to go about members that do not belong to a different Fire Department but work for Peconic Landing and do not want to become members of the squad.

Motion made by Warden Tony Volinski to allow the four EMT's from Peconic Landing to respond now for calls. Seconded by Warden James Kalin.

REPORT OF COMMITTEES: As per Warden Tony Volinski he requested that c-cat come back to fix the lights outside they stay on all day.

BUILDING AND GROUNDS:

1. Chief Harry Breese asked Warden Joe Milovich if he ever got prices on the doors to be fixed as per Warden Milovich no, he has not.
2. Warden Joe Milovich asked about the work to be done in the basement bathroom. As per Chief Breese has to speak to Robert over at Village the price is over 9000 and they will need a certified payroll that he does not have so will ask Robert what they need to do.
3. Warden Tony Volinski asked if C-Cat is coming back to fix lights outside, two light stay on all day. Warden Joe Milovich will contact them.
4. Warden Norma Corwin asked if the down spout can be fixed outside in the front near the rescue door on the ramp can it be turned in a different direction , and not to run off on the ramp so when it freezes it runs elsewhere

BY-LAWS:

FINANCE: Read by Chief Harry Breese, Chief Breese mentioned getting a new Comp for Department Secretary , the one in the office now is old and to slow, Chief Breese mentioned one he has picked out , Warden John Grilli request to have 2nd Assistant Chief Weingart take a look go over it before it is purchased. As per Chief Breese he will have Chief Weingart look at it.

Bill for Painting for the Meeting room , Kitchen , & Bath rooms handed in at Wardens meeting , As per Chief Breese would like to pay the bill out of May Mile and then have it reimbursed .

Motion made by Warden Tony Volinski to have the Painting bill paid from the May Mile. And when reimbursed to have it put back in the May Mile. Seconded by Warden James Kalin. Motion Carried.

Motion made by Warden Tony Volinski to accept the Finance report make all purchases we need, Seconded by Warden John Grilli. Motion Carried.

FIRE DISTRICT: None

PRE-INCIDENT PLANNING: None

SERVICE AWARDS: None

RECRUITMENT: None

CASUALTY FUND: None

FUNERAL: None

COMMUNICATION: Chief Jeff Weingart spoke about the approval for the second repeater to be installed. Also received two prices for getting the seconded base radio installed. Chief Weingart handed out new Hi band radio communications procedures. Asked the board to look them over and bring them back next month.

Warden James Kalin asked who changes the radio identifiers, as per the board that is just a list that gets changed in house.

Warden Joe Milovich asked if the Gator will have its own #

Motion made by Warden Tony Volinski to buy the new base station seconded by Warden Norma Corwin Motion Carried.

TRIPS AND TRAVEL: None

COMPANY REQUESTS

EAGLE HOSE CO.# 1 Finance / Warden Joe Milovich states his company request a Computer terminal to be placed somewhere in firehouse for those that would like to do online course. Also asked for permission to use the van to go to Suffolk Community for the show. Chief Breese told him to sign it out many people is going. Warden Milovich Company also request that training classes be posted prior to the first of the year so members know when they will be.

RELIEF HOSE CO. # 2 Finance / Imaging camera / List of eligible firefighters

STAR HOSE CO. # 3 Finance

STANDARD HOSE CO. # 4 Finance / Executive Session

PHENIX HOOK & LADDER CO.# 1 Finance / Executive Session

RESCUE SQUAD Finance

WATER RESCUE Finance

FIRE POLICE Finance

UNFINISHED BUSINESS

REPORT OF DELEGATES None

NEW BUSINESS None

GOOD OF THE DEPARTMENT

1. Chief Wayne Miller went over the new Budget. Warden John Grilli questioned what is the difference between line item 447 and 100 Fire Village personal services vs. Village Personal Services. As per Chief Breese when asked the village he gets a different answer. Not sure what the difference is.
2. Warden Tony Volinski asked if the new Lucas machine will come out of this year's budget or next year's budget. AS per Chief Wayne Miller will have to discuss this. The Board had much discussion on the budget. Making many changes.
3. Warden John Grilli mentioned that last year we received a letter from former member Dickie Hulse , about donating the old 833 truck, Warden Grilli would like to have the companies chip in and buy it and then donate it to the fire department that Dickie now belongs to, as per Chief Breese he said to have the Wardens go back to the companies and see what they want to do ,And Chief Breese will bring it up to the village after next months Wardens Meeting when he know what all Companies want to do .
4. Chief Breese read a letter from the Exempts that after 93 years they now have come to an end , they have donated the last of the money to Ken White and if anyone would like to start it up again to call Bob Reeve and he will help them do so.

EXECUTIVE SESSION Motion by Warden Warren Jensen seconded by Warden James Kalin to adjourn to an executive session to discuss personnel. Motion carried. Into an executive session at 8:06pm.

Motion by Warden John Grilli seconded by Warden James Kalin to return to the regular meeting. Motion carried. Regular meeting at 8:30pm.

Motion Made by Warden Tony Volinski to attend Cutchogue and allow the Ole 33 to attend Cutchogue. Saint Patrick's Day Parade & Montauk Parade when date is available. Seconded by Warden James Kalin.

Table the purchase of the Lucas devise for one month pending three quotes.

Warden John Grilli mentioned the purchase of a closed trailer for the Gator and big enough for a fire suppression system.

Warden James A. Pirillo mentioned all companies giving a report for Washingtons Parade.

READING OF THE MINUTES

Motion made by Warden Warren Jensen seconded by Warden John Grilli to dispense with the reading of the minutes of tonight's meeting. Motion carried.

ADJOURNMENT

Motion made by Warden John Grilli seconded by Warden Tony Volinski to adjourn.

Motion carried. The meeting was adjourned at 8:40 pm

Respectfully Submitted by,


Jennifer Grilli

Recording Secretary

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1ST ASST. CHIEF WAYNE MILLER
2ND ASST. CHIEF JEFFREY L. WEINGART
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Company Officers Meeting

February 16, 2016

Opening: Chief Breese opened the meeting at 19:15 with the pledge to the flag and a moment of silence for departed members.

Attendance: Chief Breese, Captains: Jen Grilli, Ken Birmingham, Ray Corwin & Spencer Hays, Lieutenants: Linda Mysliborski, Charlie Hydell, Paul Dimos, Scott Hollid, & Chris Hanold Sr.

831- Budget

832- Budget

833- Budget

834- Budget

835- Budget

Rescue- Status of new ambulance; per 8330 it is being built

Committees: Washington's Birthday- Reports need to be turned in. Ex-Chief's cocktail party went well. Hardware is needed for gambling tables.

Unfinished Business: Status of Gator- Village said it would be paid for in January.

Good of Department: Discussion held on the 24/13-35 to Shelter Island. Why were Frank Musto & Bob Lehman there?

Adjournment: Motion made & Second to Adjourn at 19:32

Respectfully submitted,

Harry R. Breese II
Chief Engineer

CHIEF HARRY BREESE
1ST ASST. CHIEF WAYNE MILLER
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Finance Meeting February 9, 2016

Attendance: Chief Breese, 1 Ast. Chief Miller, 2nd Ast. Chief Weingart, Wardens J. Barszczewski, W. J. Kalin, J. A. Pirillo, W. Jensen & Administrative Assistant Richter

All bills and the fire safety account reviewed

Company Requests:

- 831- Budget
- 832- Excused
- 833- Halogen- for halogen \$259.99
- 834- Budget
- 835- Budget
- Rescue Squad-
 - Hammer Medical: \$870.52
 - Emergency Medical Products: \$911.58
- Water Rescue- none
- Fire Police- none

- Chiefs- New computer system for secretary desk in chief's office.

Respectfully submitted,

Harry R. Breese
Chief Engineer

March 2016 Greenport Fire Department

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>Chief's Cell #'s:</u> 8-3-30: 831-0985 8-3-31: 831-5645 8-3-32: 445-0204		1 Eagles	2	3	4	5 Cutchogue FD Steak Nite
6	7 Reliefs Standards	8 Rescue 7pm Finance 730pm	9 Hook & Ladder	10 Ladder Company Ops1 St 1 730pm	11	12 Cutchogue St Patrick's Day Parade 8-3-3 LV 1245pm Shelter Island FD Steak Nite
13	14 Stars	15 Company Officers St2. 7pm	16 Wardens St1.7pm	17 Ladder Company Ops2 St 1 730pm	18	19
20 Montauk St Patrick's Day Parade 8-3-1 LV8am	21	22	23	24 Fire Police 6pm Ladder Company Ops3 St 1 730pm	25	26
27	28	29 Department Annual Mtg 7pm	30	31		

Duty Company 8-3-2 & 8-3-3 with 8-3-2 1st Due on a Signal 24



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Submitted: March 10, 2016
Meeting: March 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Building

Work Session Report for Building Department

March 24, 2016

Building Inspector's Office

Statistics

Summary of Transactions:

Building Permits Issued	6
Building Permit Applications	11
Fence Permits	1
Use Evaluation Application	0
Wetland Permit Application	1
Wetland Permit Issued	2
HPC Application	0
Zoning Board Applications	0
Planning Board Applications	1
CO Searches	16
CO Fees	5
Yard Sale	0
Road Opening	0
Sewer Inspection Fee	0
Dumpster Permit	0
Sign Permit	0
Rental Permit Fees	1

Demo Permit

1

Total Fees Collected: \$7,044.80

Reports

- ❖ The Building Department is expecting a very busy spring. We had a record breaking month for fees collected.
- ❖ Applications to the Planning Board, Zoning Board of Appeals and Historic Preservation Board will be required to be submitted; complete, and 25 days in advance of scheduled meeting.
- ❖ The yearend audit for the Historic Preservation Commission was submitted.
- ❖ Chairman Uellendahl of the Historic Preservation Board is preparing a grant to allow the Village to do a Building Inventory. The last time it was done was in 1997.
- ❖ Trainings for the Building Inspector are scheduled for March 15th, 16th and 17th at Stony Brook University.
- ❖ Mandatory code update classes are expected in July.

Code Enforcer's Office

Reports

- ❖ The Code Enforcement Officer issued sixteen (16) tickets to two of the owners of a Village restaurant and bar for violating the conditions of the Site Plan approval, violations of the Village Code and violations of the State Fire Code.
- ❖ The Code Enforcement Officer issued two (2) tickets to the owner of a multi-family rental property for failing to provide a tenant with smoke alarms and issued an Order to Remedy Violation Notice for other violations observed at the apartment.
- ❖ The Code Enforcement Officer issued a Stop Work Order to the owner of a residential property who commenced remodeling the dwelling without a Building Permit.
- ❖ The Code Enforcement Officer issued Order to Remedy Violation Notices to two (2) commercial property owners for LP-gas storage tanks that are not safely installed in accordance with the NYS Fire Code.
- ❖ The Code Enforcement Officer observed that in response to an Order to Remedy Violation Notice, a residential property owner properly protected his LP-gas storage tanks against floodwaters.
- ❖ The Code Enforcement Officer observed that in response to an Order to Remedy Violation Notice, a residential property owner removed an abandoned vehicle and cleared the yard of accumulated junk and debris.
- ❖ The Code Enforcement Officer conducted Village Rental Permit Inspections at fifteen (15) properties and conducted NYS Fire Safety Inspections at two (2) properties.

- ❖ The Code Enforcement Officer re-inspected three (3) properties after violations were identified and observed that the violations have been corrected and that the properties are now in substantial conformance with the requirements of the State and Village Code.
- ❖ The Code Enforcement Officer assisted the Building Inspector with the preparation, issuance and filing of Village Rental Permits.
- ❖ The Code Enforcement Officer conducted snow patrol reminding residents to remove their vehicles from the road during the storm and to clear the snow from their sidewalks after the storm.

Code Enforcement Worksheet is attached.

Attachments:

February 2016 Code Enforcement Worksheet

Appearance Tickets Issued This Month:

Date	SCTM#	Address of Occurrence:	Charge:	Defendant's Address:	Ticket #
2/9/2016	5.-1-17.1	137-C Ludlam Place	701.2 Property Maintenance Code. Fire Safety Requirements. No Smoke Alarms.	Wading River, NY 11792	16005
2/9/2016	5.-1-17.1	137-C Ludlam Place	701.2 Property Maintenance Code. Fire Safety Requirements. No Smoke Alarms.	Wading River, NY 11792	16006
2/26/2106	4.-10-30	Rhumblne 34 Front Street	150-30.C.(7) Village Code. Fail to Submit to Periodic Review of Site Development Plan.	Greenport, NY 11944	16007
2/26/2106	4.-10-30	Rhumblne 34 Front Street	150-30.A Village Code. Fail to Abide by Conditions of Site Development Plan.	Greenport, NY 11944	16008
2/26/2106	4.-10-30	Rhumblne 34 Front Street	150-30.A Village Code. Fail to Abide by Conditions of Site Development Plan.	Greenport, NY 11944	16009
2/26/2106	4.-10-30	Rhumblne 34 Front Street	65-2.A(1) Village Code. Commence Construction without a Building Permit.	Greenport, NY 11944	16010
2/26/2106	4.-10-30	Rhumblne 34 Front Street	65-6.A Village Code. No Certificate of Occupancy.	Greenport, NY 11944	16011
2/26/2106	4.-10-30	Rhumblne 34 Front Street	2403.2 Fire Code. Erect, Operate or Maintain a Canopy without a Building Permit.	Greenport, NY 11944	16012
2/26/2106	4.-10-30	Rhumblne 34 Front Street	2404.2 Fire Code. Fail to Submit Certification of Flame Propagation Performance Treatment.	Greenport, NY 11944	16013
2/26/2106	4.-10-30	Rhumblne 34 Front Street	1029.4 Fire Code. Fail to Post Occupant Load.	Greenport, NY 11944	16014
2/26/2106	4.-10-30	Rhumblne 34 Front Street	150-30.C.(7) Village Code. Fail to Submit to Periodic Review of Site Development Plan.	Greenport, NY 11944	16015

2/26/2106	4.-10-30	Rhumblin 34 Front Street	150-30.A Village Code. Fail to Abide by Conditions of Site Development Plan.	Greenport, NY 11944	16016
2/26/2106	4.-10-30	Rhumblin 34 Front Street	150-30.A Village Code. Fail to Abide by Conditions of Site Development Plan.	Greenport, NY 11944	16017
2/26/2106	4.-10-30	Rhumblin 34 Front Street	65-2.A(1) Village Code. Commence Construction without a Building Permit.	Greenport, NY 11944	16018
2/26/2106	4.-10-30	Rhumblin 34 Front Street	65-6.A Village Code. No Certificate of Occupancy.	Greenport, NY 11944	16019
2/26/2106	4.-10-30	Rhumblin 34 Front Street	2403.2 Fire Code. Erect, Operate or Maintain a Canopy without a Building Permit.	Greenport, NY 11944	16020
2/26/2106	4.-10-30	Rhumblin 34 Front Street	2404.2 Fire Code. Fail to Submit Certification of Flame Propagation Performance Treatment.	Greenport, NY 11944	16021
2/26/2106	4.-10-30	Rhumblin 34 Front Street	1029.4 Fire Code. Fail to Post Occupant Load.	Greenport, NY 11944	16022

Properties Inspected This Month:

Date	SCTM #	Address	Reason for Inspection	Results/Remediation	Pass/Fail
2/3/2016	4.-2-4.6	408 Third Street	Village Rental Permit	1st Floor Apt: Observed a portable heater plugged into a power strip (removed during inspection), bare bulbs in light fixtures in bedrooms and the GFCI outlet in bathroom was painted over. Owner will replace light fixtures and outlet. 2nd Floor Apt: Observed a multipug adapter in living room (removed during inspection).	Pass
2/3/2016	4.-1-22.1	409 Third Street	Village Rental Permit	No violations observed.	Pass
2/3/2016	4.-9-14	232 Third Street	Village Rental Permit	No violations observed.	Pass
2/3/2016	4.-8-40	239 Third Street	Village Rental Permit	No violations observed.	Pass
2/3/2016	4.-2-1	220 Center Street	Village Rental Permit	<u>2/13/2016</u> : Observed that track lighting mounted to kitchen ceiling is wired with a piece of orange extension cord and that oil burner flue is very rusty. Owner will remove extension cord and provide evidence that flue is safe. <u>2/24/2016</u> : Owner provided a letter from Hands Fuel Co. stating that the oil burner flue is intact and operational with surface rust.	Passed on 2/24/2016
2/3/2016	4.-1-23	312 Center Street	Village Rental Permit	No violations observed.	Pass
2/3/2016	4.-1-23.1	314 Center Street	Village Rental Permit	Observed that there were no carbon monoxide alarms in the apartment. Owner immediately installed two CO alarms and the apartment was re-inspected in the afternoon.	Pass
2/10/2016	2.-5-5	622 Third Street	Village Rental Permit	No violations observed.	Pass
2/10/2016	4.-1-9	510 Madlson Ave	Village Rental Permit	No violations observed.	Pass

2/10/2016	4.-4-29	221 Fifth Ave	Village Rental Permit	No violations observed.	Pass
2/10/2016	4.-8-5	228 Fifth Ave	NYS Fire Prevention and Village Rental Permit	No violations observed.	Pass
2/10/2016	4.-4-29	238 Fifth Ave	Village Rental Permit	No violations observed.	Pass
2/23/2016	4.-6-34,7	100 South Street	NYS Fire Prevention and Village Rental Permit	<u>2/23/2016:</u> Fire extinguishers required in common area outside of the apartments and in the Hampton Jitney office. Owner will provide copies of the tests and certifications for the alarm system, sprinkler system and RPZ valve. Unable to access the restaurant at this time and will reschedule to complete the inspection.	Pending submission of required certifications and completion of the building inspection.
2/24/2016	6.-2-25	105 Third Street	Village Rental Permit	<u>2/24/2016:</u> Smoke alarms are required in both bedrooms in the downstairs apt. The unit is not rented or occupied at this time.	Fail
2/29/2016	2.-2-18	302 Monsell Place	Village Rental Permit	<u>2/29/2016:</u> GFCI outlet is required in upstairs bathroom before new tenant moves in.	Fail

Property Inspections Awaiting Repairs:

Date	SCTM #	Address	Reason for Inspection	Results/Remediation	Pass/Fail
1/7/2016	6.-4-12	319 Wiggins Street	Rental Permit	<p><u>1/7/2016</u>: Inspected property with property owner. Numerous violations observed including no smoke alarm in 1 bedroom, CO alarm in rear apt not operational, portable electric heater plugged into power strip and extension cord in rear apt, numerous extension cords, each bedroom in front apt has separate lock and is being rented separately, and other violations. Re-inspected the property at the end of the day and observed that a smoke alarm was installed, batteries were added to the CO alarm, and the portable electric heater was removed.</p> <p><u>1/11/2016</u>: Issued an Order to Remedy Violation Notice to the property owner.</p> <p><u>2/9/2016</u>: Telephone interview with property owner who stated that he has corrected the violations and scheduled an inspection.</p> <p><u>2/11/2016</u>: Re-inspected the property and observed that the violations have been corrected and some residents have been evicted alleviating the overcrowding.</p>	Passed on 2/11/2016
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street Sterlington Deli	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Install vehicle protection for LP-gas tanks, install CO Alarms, and correct other less serious violations.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p>	Fail
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street Rinconclto Hispano Restaurant and storage area #6 Ferretti & Odell CPA	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Restaurant- Install vehicle protection for LP-gas tanks, GFCI required in bathroom outlet, remove extension cords and multiplug adapters. Storage Area- Install smoke alarm and fire extinguisher, repair roof leak. CPA- unlock rear exit, repair ceiling sheetrock, repair roof leak, GFCI required in bathroom outlet, install smoke alarms and fire extinguisher, remove extension cords.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p> <p><u>2/26/2016</u>: Interview with the owner of the restaurant to explain the Vehicle Impact protection requirements.</p>	Fail

1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street #8 Bernadette Gilda LCSW-R #9 Platinum Prepaid Wireless Plus #10 Vacant 2- 2-bedroom apartments on 2nd flr.	NYS Fire Safety and Village Rental Permit	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Office- Install fire extinguisher. Wireless Store- Install smoke alarm, certify fire extinguishers, remove extension cords and power strips. Common Area: Certify fire extinguishers, replace dryer vent with rigid vent, cover bare bulbs with globes. Apartments: #A- install cover on outlet in kitchen, remove CO Alarm or make operational. #B- remove CO Alarm or make operational.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p> <p><u>2/3/2016</u>: Telephone interview with owner of Platinum Prepaid. His questions were answered and he stated that he will make all necessary corrections by the end of the month.</p>	Fail
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street #12 Brian Arm Physical Therapy	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Clear area in front of electric panel, certify upstairs fire extinguisher, unlock exit door, illuminate exit signs.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p> <p><u>2/23/2016</u>: Telephone interview with representative who states that the violations have been corrected and that they are ready to be inspected again.</p> <p><u>2/26/2016</u>: Re-inspected the property and observed that the violations have been corrected.</p>	Passed on 2/26/2016
1/13/2016	6.-2-23.1	Sterlington Commons 313 Third Street #15 Irene's Tailor Shop #18 Suki's Spa #19 Edward Kondak DDS #22 Suffolk County Family Services	NYS Fire Safety	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Irene's- remove combustibile material from work area around iron, install GFCI in bathroom outlet, remove extion cords, clear furniture and clothing from exit aisles and upstairs exit window. Suki- unlock exit doors, certify fire extinguishers, remove extension cords. Dentist- unlock exit door, install fire extinguisher. County Office- illuminate exit sign.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p> <p><u>2/26/2016</u>: Re-inspected Edward Kondak, DDS, and observed that the violations have been corrected.</p>	Fail
1/13/2016	6.-2-23.1	Sterlington Commons La Capricciosa Pizza 135 Third Street 4- upstairs apartments	NYS Fire Safety and Village Rental Permit	<p><u>1/13/2016</u>: Inspected property with agent. Action Required: Pizza- remove loose wiring on floor behind counter, install CO Alarms, properly mount fire extinguishers, unlock exit doors, remove multiplug adapter. Apts- No CO Alarms. Agent purchased and installed CO Alarms in apartments at end of inspection. Remove old tv, mattress, junk and debris from rear of building.</p> <p><u>1/22/2016</u>: Issued Order to Remedy Notices to the agent.</p>	Fail

12/18/2015	5.-4-31.1	15 Front Street	NYS Fire Safety and Rental Permit	<p><u>12/18/2015</u>: No smoke alarms were observed in 2 of the 3 first floor stores. Sprinkler system and RPZ inspection reports are required.</p> <p><u>1/19/16</u>: Property owner emailed Village reporting that he is working on compliance.</p> <p><u>1/28/2016</u>: Property owner emailed a copy of the RPZ inspection report and reported that he will be installing a sprinkler system flow switch that will activate the alarm system in lieu of 1st floor smoke alarms.</p> <p><u>2/9/2016</u>: Owner emailed a copy of the sprinkler system inspection report and states that the flow switch has been installed and that it will be hooked into the alarm system this week.</p> <p><u>2/24/2016</u>: Owner emailed a copy of the invoice for the installation of relay, transformer, bells and wiring for the sprinkler alarm system.</p>	Passed on 2/24/2016
11/19/2015	5.-3-18	140 Main Street	NYS Fire Safety and Rental Permit.	<p><u>11/19/2015</u>: Violations were observed with exit signs, fire extinguishers, fire-resistance rating, and access to the entire building was not available during the inspection. Owner will correct the problems and reschedule the inspection.</p> <p><u>12/10/2015</u>: Observed that the exit signs violations have been corrected, the fire extinguishers have been replaced, and the sheetrock has been repaired. Still need to inspection the smoke alarms in the front rental apartment. Owner will reschedule when the tenant is available to let us in.</p>	Fail
11/23/2015	3.-5-5.1	520 Carpenter Street	Rental Permit	<p><u>11/23/2015</u>: Smoke alarm outside of front bedrooms in first floor apartment was removed and needs to be replaced. The exterior of the electrical panel box located in the basement is rusted and corroded. Owner advised to have a licensed electrician inspect/replace the panel.</p> <p><u>12/10/2015</u>: Telephone interview with the property owner who stated that she has been waiting for the electrician to become available.</p> <p><u>1/8/2015</u>: Telephone interview with the property owner who stated that the repairs have been completed and she will schedule an inspection next week when she is in town.</p> <p><u>1/15/2015</u>: Telephone interview with the property owner who stated that she will not be in Greenport until February.</p>	Fail

Notice of Violation / Order to Remedy Violation Notice Issued:

Date	SCTM #	Address	Nature of Violation	Remediation	Closed:
2/4/2016	6.-3-5	429 Sixth Street	Commenced Construction without a Building Permit.	2/4/2016: Issued a Stop Work Order.	
2/9/2016	5.-1-17.1	137-C Ludlam Place	605.6 Fire Code. Exposed wiring. 504.1 Property Maintenance Code. Fall to maintain plumbing. 304.13.1 Property Maintenance Code. Broken Window. 704.2 Property Maintenance Code. Insufficient Smoke Alarms.	2/9/2016: Issued Order to Remedy Violation Notices.	
2/12/2016	4.-7-24	Emilio's of Greenport 400 Main Street	3803.1 Fire Code. Improperly installed LP-gas storage tanks.	2/12/2016: Issued Order to Remedy Violation Notices.	
2/24/2016	4.-9-24.2	Noah's Restaurant 136 Front Street	3803.1 Fire Code. Improperly installed LP-gas storage tanks.	2/24/2016: Issued Order to Remedy Violation Notices.	

New Complaints:

Date	SCTM#	Address	Nature of Violation	Remediation	Closed:
2/1/2016	5.-1-17.1	137-C Ludlam Place	Property Maintenance Violations	<p><u>2/1/2016:</u> Inspected the apartment at the request of the tenant with the Building Inspector and the tenant. Observed that there were insufficient smoke alarms, plumbing violations, wiring violations and a broken window. Emailed the property owner to install smoke alarms.</p> <p><u>2/4/2016:</u> Tenant reports that she installed the smoke alarms herself and that the front step is broken.</p> <p><u>2/5/2016:</u> Emailed the owner to fix the step. The owner emailed a photo showing that the step had been repaired.</p> <p><u>2/9/2016:</u> Issued Tickets 16005 & 16006 for the smoke alarm violations and issued Order to Remedy Notices for the other violations.</p>	

Open Cases: Waiting for the owner to correct the problem

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
1/13/2016	7.-1-15.2	133-B Sixth Street	Section 3803.1 of the Fire Code. Improperly installed LP-gas storage tank.	<p><u>1/13/2016:</u> Issued Order to Remedy Violation Notice.</p> <p><u>1/25/2016:</u> Notice returned by USPS as undeliverable.</p> <p><u>1/27/2016:</u> Reissued the Notice to a new address in Orient.</p> <p><u>2/11/2016:</u> Inspected the LP-gas tanks with the property owner and observed that they are anchored.</p>	2/11/2016
1/20/2016	2.-1-3	63 Washington Ave	Abandoned vehicle and junk and debris in the yard.	<p><u>1/20/2016:</u> Inspected the property and observed a silver abandoned sedan and junk and debris in the yard.</p> <p><u>1/22/2016:</u> Issued Order to Remedy Notices.</p> <p><u>2/23/2016:</u> Inspected the property and observed that the abandoned vehicle has been removed and that a large dumpster is in the driveway for the debris.</p> <p><u>2/29/2016:</u> Inspected the property and observed that the dumpster and the debris have been removed and that the property is reasonably clean.</p>	2/29/2016
1/22/2016	6.-2-23.1	Sterlington Deli Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	<u>1/22/2016:</u> Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Ferretti & Odell, CPA #6 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	<u>1/22/2016:</u> Issued Order to Remedy Notice.	

1/22/2016	6.-2-23.1	Rinconcito Hispano Restaurant Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	1/22/2016: Issued Order to Remedy Notice. 2/26/2016: Interview with the owner of the restaurant to explain the Vehicle impact protection requirements.	
1/22/2016	6.-2-23.1	Bernadette Gildea, LCSW-R #8 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Platinum Prepaid Wireless Plus #9 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice. 2/3/2016: Telephone interview with owner of Platinum Prepaid. His questions were answered and he stated that he will make all necessary corrections by the end of the month.	
1/22/2016	6.-2-23.1	Common area and Apartments Bldg #3 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Brian Arm Physical Therapy #12 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety Inspection.	1/22/2016: Issued Order to Remedy Notice. 2/26/2016: Inspected the property and observed that the violations have been corrected.	2/26/2016
1/22/2016	6.-2-23.1	Irene's Tailor Shop #15 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Suki's Spa Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	Edward Kondak, DDS #19 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice. 2/26/2016: Inspected the property and observed that the violations have been corrected.	2/26/2016
1/22/2016	6.-2-23.1	Suffolk County Family Services #22 Sterlington Commons 313 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/22/2016	6.-2-23.1	La Capricciosa Pizza Sterlington Commons 135 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	

1/29/2016	6.-2-23.1	Apartments Bldg #6 (above Pizzeria) Sterlington Commons 135 Third Street	Violations observed during a NYS Fire Safety and Village Rental Permit Inspection.	1/22/2016: Issued Order to Remedy Notice.	
1/29/2016	2.-2-34	210 Atlantic Ave	Abandoned and Unlicensed Vehicles.	1/29/2016: Issued an Order to Remedy Violation Notice.	
1/29/2016	2.-2-33	214 Atlantic Ave	Property Maintenance Violation. Peeling, flaking and chipped paint and bare wood surfaces.	1/29/2016: Issued an Order to Remedy Violation Notice. 2/29/2016: Inspected the property and observed that the house was being painted.	
1/29/2016	2.-2-31	220 Atlantic Ave	Public Nuisance. Junk and Debris stored on property.	1/29/2016: Issued an Order to Remedy Violation Notice. 2/23/2016: Inspected the property and observed that the junk and debris has been removed.	2/23/2016
12/17/2015	4.-7-5	414 First Street	Public Nuisance. Junk and Debris stored on property.	1/29/2016: Issued an Order to Remedy Violation Notice.	
12/17/2015	2.-5-12	200 Broad Street	Fence violation.	12/17/2015: Inspected the property and observed that the fence does not comply with Code. Called the property owner and left a message.	
12/28/2015	6.-4-4	444 Fifth Street	Public Nuisance. Junk and debris on porch and in yard. Abandoned Vehicles.	12/23/2015: Order to Remedy Notices issued.	
10/9/2015	4.-4-13	527 Madison Ave	Abandoned vehicle.	12/28/2015: Order to Remedy Notice issued. 1/27/2016: Telephone interview with the vehicle owner who stated that she is in the process of getting the car registered.	
10/22/2015	5.-2-13	160 Bay Ave	Complainant reports that there is a hole in her neighbor's fence that allows deer to enter her yard.	10/15/2015: Inspected the fence, observed the hole, and left a telephone message for the complainant. 11/17/2015: Unable to contact property owner at the property. Order to Remedy Notice issued to property owner. 12/10-2015: Telephone interview with the property owner who stated that he would repair or replace the fence.	

9/21/2015	7.-1-1	311 Sixth Street	Shrubbery is encroaching upon the sidewalk and the fence is not being maintained.	<p><u>10/22/2015</u>: Inspected the property and observed that the shrubbery is overgrown and is encroaching upon the sidewalk and the fence does need some attention.</p> <p><u>10/26/2015</u>: Inspected the property again with the father of the complainant.</p> <p><u>11/6/2015</u>: Order to Remedy Violation Notice issued to the property owner.</p> <p><u>11/13/2015</u>: Telephone interview with the property owner who described the ongoing neighbor dispute and stated that she will have the landscaper trim the hedges and will call a fence company to repair the fence.</p> <p><u>11/30/2015</u>: Inspected the property and observed that the hedges have been trimmed.</p>	
4/20/2015	2.-4-2	320 Johnson Court	90-2. Public Nuisance. Junk and debris in the yard. Violations of the Property Maintenance Code of NYS. Holes in the roof and siding.	<p><u>5/29/2015</u>: Inspected the property and observed that nothing has changed.</p>	

Open Cases: Waiting while the owner seeks a variance or other approval

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
4/14/2015	6.-3-17	431 Fifth Street	Shed too close to the property line.	<p><u>5/29/2015</u>: Telephone interview with the property owner who stated that he will begin the process next week to seek a variance for the shed.</p> <p><u>7/14/2015</u>: Left message for the property owner.</p> <p><u>7/16/2015</u>: Left message for the property owner.</p> <p><u>7/17/2015</u>: Telephone interview with the property owner who stated that he has begun the process to seek a variance.</p>	

Open Cases: Summonses have been issued and are pending in Southold Town Court

Date	SCTM#	Address	Nature of Violation	Remediation	Date Closed
7/14/2015	6.-6-18.1	Harbor Knoll B&B 424 Fourth Street	Anonymous reports a Trip Advisor review of the property in which the reviewer writes that they visited as part of a group of 16 persons and stayed in a 3rd floor guest room.	<p><u>9/24/2015</u>: Investigated the complaint by researching the property and the internet. It was observed that the property's website advertises 4 guest rooms that can accommodate a total of 10 guests.</p> <p><u>9/30/2015</u>: Investigation determined that the property owner is advertising four rooms for rent with a total occupancy of ten guests. Tickets 15083, 15084 and 15085 were issued to the property owner.</p>	
5/7/2015	5.-1-1	117 Ludlam Place	90-2. Public Nuisance. Junk and debris in yard, exterior siding and walls in a state of disrepair, and unmaintained porch. 112-11. Abandoned Vehicle.	<p><u>6/25/2015</u>: Inspected and photographed the property.</p> <p><u>7/14/2015</u>: Issued an Order to Remedy Violation Notice to the property owner.</p> <p><u>8/20/2015</u>: Inspected and photographed the property.</p> <p><u>8/21/2015</u>: Issued Tickets 15069, 15070, 15071 and 15072 to the property owner.</p> <p><u>9/8/2015</u>: Inspected the property and observed that the abandoned vehicle has been removed but the debris still remains.</p> <p><u>9/24/2015</u>: Received a letter from the property owner stating that the abandoned vehicle has been removed, the yard has been cleaned, and a contractor has been hired to paint the house.</p> <p><u>9/25/2015</u>: Inspected the property and observed that some of the debris has been removed but that there is still more work required.</p> <p><u>10/01/2015</u>: Inspected the property and observed that the violations still remain.</p> <p><u>11/6/2015</u>: The property owner and his lawyer appeared in Southold Town Court. They stated that they could not get the tenants to clean the property and requested that we send them a Notice of Violation.</p> <p><u>11/17/2015</u>: Order to Remedy Notices issued to the 2 tenants and copies emailed to the attorney.</p> <p><u>11/23/2015</u>: Interview at Village hall with one of the tenants who stated that the junk does not belong to her family. She stated that they own the dog cage on the porch and the children's toys in the yard but that they are not unused objects.</p>	

5/21/2015	2.-6-50	629 Main Street	Illegal Apartment in Rear Garage.	<p><u>5/8/2015</u>: Telephone interview with the 1st complainant.</p> <p><u>5/11/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/13/2015</u>: Inspected the property from the property line during the evening. No activity observed.</p> <p><u>5/14/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/15/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/18/2015</u>: Inspected the property from the property line. No activity observed.</p> <p>Telephone interview with the 1st complainant. Later the 1st complainant called back and left a message that the tenants were home in the garage at approximately 5:15 PM.</p> <p><u>5/19/2015</u>: The 1st complainant left a message that the male tenant was home in the garage at approximately 5:45 PM.</p> <p><u>5/20/2015</u>: Telephone interview with the 1st Complainant.</p> <p><u>5/21/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/26/2015</u>: Received a written complaint from the 2nd complainant. Inspected the property from the property line. No activity observed.</p> <p><u>5/27/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/28/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>5/29/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/1/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/3/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/4/2015</u>: Inspected the property from the property line. No activity observed.</p> <p><u>6/6/2015</u>: 1025 hrs, Observed a 2011 VW NY reg # FJF7525 parked in front of the garage. Interviewed the property owner who stated that the garage is rented to a husband and wife during the period of April through the end of June, but that the building was used as a cottage long before he purchased the property.</p> <p><u>6/18/2015</u>: Ticket numbers 15054 and 15055 were issued to the property owners for a zoning violation.</p> <p><u>7/10/2015</u>: The owners appeared in Southold Town Justice Court to answer the tickets. The case was adjourned while they seek a zoning variance.</p>	
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12/15/2014	3.-4-3	610 Main Street	Illegal Apartment	<p><u>4/20/2015</u>: Issued Ticket # 15044 to property owner.</p> <p><u>6/5/2015</u>: Owner and his attorney appeared in Court and requested an adjournment while they go before the Zoning Board of Appeals.</p>	
11/12/2014	2.-4-29	507 Third Street	Abandoned vehicles. Debris and junk behind garage. Garage in deteriorated condition.	<p>Notice of Violation sent via USPS certified mail. Returned "Not deliverable as addressed, unable to forward."</p> <p><u>12/04/2014</u>: Researched the property owner and reissued Notice of Violation to his home address.</p> <p><u>12/21/2014</u>: Served the Notice of Violation by conspicuously posting the Notice on the front door of the property.</p> <p><u>1/4/2015</u>: Notice of Violation that was sent to the owner's home address was returned by USPS as unclaimed.</p> <p><u>1/12/2015</u>: Inspected the property and observed that the abandoned vehicles have been removed but not much else has changed. During a telephone interview with the owner, he stated that he is working to get the tenants to clean up.</p> <p><u>2/23/2015</u>: Issued ticket # 15006 for Failure to Maintain Accessory Structures and ticket 15007 for Public Nuisance. <u>2/26/2015</u>: Telephone Interview with the property owner who stated that he has removed the debris and that he will begin to repair the garage as soon as the weather breaks. Inspected the property and confirmed that the debris has been removed.</p> <p><u>5/29/2015</u>: Inspected the property and observed that no repairs have been made to the garage.</p> <p><u>7/10/2015</u>: The property owner failed to appear in Court to answer the summons.</p>	

11/15/2014	4.-4-16	515 Madison Ave	112-11. Abandoned vehicles.	<p><u>11/24/2014</u>: Family representative called and stated that the two cars aren't abandoned. The owner was arrested for DWI, lost his license and can't register the cars. Rep was advised that the Village can be patient while they find a solution but that they can't continue to store the two abandoned cars in a residential driveway.</p> <p><u>1/7/2015</u>: Telephone interview with Family rep who stated that they don't have a plan yet for removing the abandoned cars. I advised that they need to make it a priority.</p> <p><u>3/30/2015</u>: Called the Family Rep who again stated that they don't have any plan for removing the cars. A deadline was set to remove the cars by April 15.</p> <p><u>04/22/2015</u>: Issued Ticket numbers 15045 and 15046 to the property owners.</p> <p><u>6/25/2015</u>: Issued Ticket # 15057 to the owner of the vehicles.</p> <p><u>7/10/2015</u>: The owner of the vehicles failed to appear in Court to answer the summons.</p> <p><u>7/24/2015</u>: The owner of the vehicles failed to appear in Court.</p> <p><u>8/20/2015</u>: Inspected the property and observed that the vehicles still remain.</p>	
11/20/2014	4.-8-38	229 Third Street	Abandoned Vehicle. Public Nuisance, yard full of junk and debris.	<p><u>11/15/2014</u>: Interviewed the compl and photographed the problem.</p> <p><u>11/19/2014</u>: Issued Tickets 14038, 14039 and 14040 to property owner.</p> <p><u>12/6/2014</u>: Village Attorney Prokop sent the property owner a notice that the Village would be cleaning the property on 12/11/2014.</p> <p><u>12/11/2014</u>: Inspected property and determined that the property owner has been cleaning up the property.</p> <p><u>12/15/2014</u>: Inspected property and observed that the proerty owner has been continuing to clean the property and is still working on the clean up.</p> <p><u>01/02/2015</u>: Inspected and photographed property. Owner has made progress but there is still a lot of debris that needs to be removed from the property. Advised Village Attorney of same. Owner did not show up for her Court date today.</p> <p><u>1/30/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>3/6/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>3/25/2015</u>: Inspected and photographed the property. Issued Ticket 15021 for Abandoned Vehicle and Ticket 15022 for Public Nuisance.</p>	

				<p><u>3/27/2015</u>: The owner failed to appear in Southold Town Justice Court.</p> <p><u>4/10/2015</u>: The owner and her attorney appeared in Southold Town Justice Court and agreed to clean the yard and comply by April 30. The case was adjourned until May 8.</p> <p><u>7/9/2015</u>: Inspected and photographed the property. Observed that the owner has made progress cleaning the yard.</p> <p><u>7/10/2015</u>: The property owner appeared in Court. The case was adjourned so that the owner can continue cleaning.</p>
1/21/2015	4.-6-35	411 First Street	Garage is dilapidated. Roof is falling in and building is leaning to the north.	<p><u>01/21/2015</u>: I went to the property and interviewed the property owner who stated that she is aware of the problem and is considering her options.</p> <p><u>3/30/2015</u>: Issued Ticket # 15025 to the property owner for Public Nuisance.</p> <p><u>5/29/2015</u>: Inspected the property and observed that nothing has changed.</p> <p><u>7/24/2015</u>: The property owner failed to appear in Court.</p>



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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: March 10, 2016
Meeting: March 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Recreation

Work Session Report Recreation Department

March 24, 2016

Marina/Mitchell Park

- ❖ Due to warm temperatures and rain the Ice Rink was closed many days during February. During the night the Marina staff attempted make ice when the temperatures cooled.
- ❖ Terry Contracting began work on the East Pier. They are making good progress. High winds and high tides have slowed their progress. The contractor is putting a lock nut on each fastener they work on to prevent them from loosening.
- ❖ We are in the process of getting quotes to have the building at the Marina repaired and re-stained.
- ❖ A representative from Hilti fasteners came to Mitchell Park to make recommendations for how to re-make the fastening system for the Rink.
- ❖ The moorings are being readied for the upcoming season. The speed bouys will need some repairs due to damage to the chains and decals.
- ❖ The Marina was up by 6,622.63 over last year. McCann's campground was up by 2,225.00 over last year.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =37 Enrolled in After School Program

Reports

- ❖ The weather had the Ice Rink closed for 13 days in February. Staff schedules had to be constantly changed often to accommodate the weather.
- ❖ Hockey Clubs and Rink Rentals had to be updated to accommodate the weather as well.
- ❖ We managed to have Skate School even though the weather was not cooperating. Participants were very understanding.
- ❖ Despite staffing challenges, we managed to keep the Carousel and Ice Rink staffed during the season.
- ❖ We are continuing to recruit life guards for the 5th and 6th Street Beach. We already have one good applicant to interview.
- ❖ We are in the process of preparing for Summer Day Camp 2016. DOH permits are almost completed. The Village's website has been updated with the information.
- ❖ The After School Program is going extremely well. The Library Program has been expanded to four times a week. Students get help with homework, participate in literacy programs, listen to guest speakers and go on field trips.
- ❖ Revenue for the carousel is up by \$3072.00 over last year. Ice Rink revenue is up by \$179.25 from last year due to the delayed opening and poor weather conditions.

Campground

- ❖ Campground is closed for the season.

Attachments:

MARINA

Feb. 2016

DEPARTMENT

Feb. 2015

	2015/2016	2016/2017	2014/15	2015/16
2		350-		
3			200	100
4				
5				
6				
7				
8				
9				50
10	5722.63			
11				
12				
13				
14				
15				
16		150-		
17		450-		
18				
19				50
20			50	
21				
22				
23				
24				
25				
26		400		
27				
28				
29				
30				
31				
	5722.63	1350-	250-	200-

TOTAL

7872.63

450-

Mc Canns

Feb 2016

DEPARTMENT

Feb 2015

MONTH/YEAR

MONTH/YEAR

2015/16

2016/2017

	2015/16	2016/2017	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22	180-	235-	
23			
24		1160-	
25			
26			
27			
28			
29	100	550	
30			
31			

280-

1945

~~0~~

TOTAL

2225-

Memo

2/15
 \$2400 charge
 run as return
 resulting in \$4900 short
 2/17 Ren CC. twice \$4800
 Everything proves!

Ice Rink

Feb 2016 DEPARTMENT Feb 2015
 MONTH/YEAR MONTH/YEAR

1	0 - No Customers	1009-	316
2	18 -	Closed	Ice Storm
3	Closed		
4	Closed		
5	CLOSED No Ice + it snowed		
6	CLOSED No Ice w/ Snow + Fog	5	
7	886 - , 298 (C.C.)	216	325
8	CLOSED SNOW	859	272 325 55
9	5 - 16 -	1052	190
10	36 - 18	13	
11	0 - (Too Cold No Customers)	30	
12	#144 , 100 - (C.C.)	15	10
13	#334 , 246 (C.C.)	21	
14	361 - 89	18	
15	504 - 145 -	872	361.5
16	Closed - RAIN	Closed	Location snow
17	245 - 102 -		
18	762 499 3156 (RUSH)	103	
19	1323 723	861	210
20	5 - (C.C.) Closed MELT ICE	350	106
21	445 - 129 (C.C.) 300 -	185	
22	Closed SOFT ICE	25	994 368
23	Closed RAIN	134	232
24	Closed RAIN	0	
25	Closed SWIMMING POOL	18	
26	Closed	21	
27	Closed No Ice	30	28 10
28	685 228 (C.C.) Early Close Method	192	
29	Closed	270	850
30	X		
31			

31.12
50.00

11,135.25

10,956-

TOTAL

Carousel

146

DEPARTMENT

Feb. 2016

Feb. 2015

MONTH/YEAR

MONTH/YEAR

1		78
2		
3		
4		
5		
6	198-	
7	250-	Closed - can't open doors
8		164 15
9		
10		
11		
12		
13	176-	
14		180
15	182- 2.00 (carousel restoration)	Closed SNOW
16	92-	42
17	370- 15 (T-shirt)	12
18	192	38
19	398-	108
20	806- 15-	12
21	658	370
22		104 15
23		
24		
25		
26		
27	448-	
28	678- 15 t-shirt	270 15
29		
30		
31		

4495-

1423-

TOTAL



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
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: March 10, 2016
Meeting: March 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Utilities

Work Session Report for Road and Utilities

March 24, 2016

Administrator's Office

Statistics

Work Orders:

Electric = 25 Written, 25 Completed
Water = 12 Written, 11 Completed
Sewer = 46 Written, 46 Completed
Road = 50 Written, 50 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 03-04-2016. The results are detailed below in the Road Department's *Sampling* section.

❖ GADS Data: This is a monthly report about run and usage data for the generators at the Power Plant, it was sent on 03-10-2016.

Resolutions:

Increase in wage rate Charles Bumble III

Administrator Pallas and Trustee Robins to attend NYAPP

Conference

Accept Proposal for Bulkhead Feasibility Study

Accept Proposal for Road Re-construction Engineering

Accept Proposal for Retaining Wall Re-construction at WWTP

Accept RFP for used truck for the Road Department

Topics of Discussion:

Net Metering

Road/Water Department

Statistics

Water Distribution:

8,740,600 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: Harbor Front Deli
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.58 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.57 mg/L

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

Report

Tasks Accomplished:

- ❖ Performed Water Machine maintenance.
- ❖ Cleaned the tops of all storm drains.
- ❖ Setup staging for the President's Day Parade on Third Street.
- ❖ Power washed and steam cleaned equipment.
- ❖ Performed regular maintenance on trucks and equipment. Made repairs to loadable sanders.
- ❖ Trimmed damaged trees and removed downed branches due to wind storms.
- ❖ Repaired leaking hydrant on Atlantic Avenue. Repaired hydrant on First Street.
- ❖ Repaired a water leak at 414 3rd Street.
- ❖ Patched roads throughout the Village.
- ❖ Removed hunting signs in the woods.

Projects:

The Road Crew performed an extensive cleaning of Moore's Woods. The team cleaned along Monsell Trail and near the old Boy Scout camp on Moore's Lane. They also boarded up the entry door to the old Pump Station #7 Building.

The Crew also assisted with the repair of some downed power lines. The team [Light Department and Road Department] has also been working together to continue trimming trees throughout the Village.

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 February = 7,633,000 gallons.
Average Daily Flow = 0.263 million gallons day. (MGD). Permit limit = 0.650 MGD
Total Suspended Solids, (TSS) % removal = 98% Permit limit = 75%
Carbonaceous BOD Removal, (CBOD) = 98% Permit limit = 75 %
Coliform Fecal General = < 1.8 MPN/100 Permit limit = 200 MPN/100
Coliform Total General = 1.8 MPN/100 Permit limit = 700 MPN/100
Total Nitrogen in effluent = 3.1 mg/L, and 9 lbs/day

Sludge Removal:

42,000 Gallons of sludge hauled during February.

Report

❖ Treatment Plant:

Replaced bulbs and filaments on the Trojan UV System. Cleaned and serviced UV modules. The cold weather required us to manually initiate module wiper sequences. This occurred over a ten day period and is not a problem now.

Due to cold weather we removed the West Clarifier from service to cut detention time to prevent freezing. After five days we returned the West Clarifier to service.

We had an issue with the chain for the air-rotor in the North BNR Basin. The South BNR Basin was put online. Plant staff is in the process of transferring the contents and once that process is complete repairs will be made.

❖ Collection System:

We had three minor backups this past month. The crew responded quickly and cleared the lines.

Repaired an issue with the Auto Dialers in three of our pump stations. Phone Company provided on-site assistance to troubleshoot connectivity issues.

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = February 22 @ 155.40 Mwh

Minimum usage day = February 29 @ 72.50 Mwh

Average usage for the month per day = 90.95 Mwh

Monthly total usage = 2546.50 Mwh

Service calls/call outs = 4

Street light repairs = 8

Customers shut off for none payment = 0

Customers turned on for payment = 0

Customers turned on for the season = 0

New Services/Service Upgrades = 0

Tasks Accomplished:

- ❖ Ran engines 4 and 5 for an hour each last month.
- ❖ The Power Plant's back-up generator was serviced.
- ❖ Had to drain and refill the holding tank for the cooling tower due to cold weather. The stand pipe froze.

Projects:

The power plant staff attempted to perform a transformer switching during a scheduled outage. Bad contacts were causing one of the breakers to stay closed. The original scheduled outage had to be canceled after switching began. After the contacts were repaired the switching concluded successfully on the rescheduled date.

We are in the process of having new garage door openers installed in the line truck building.

Attachments:



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ROBERT BRANDT
EXT. 217

Submitted: March 10, 2016
Meeting: March 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Robert Brandt, *Treasurer*
From: Robert Brandt, *Treasurer*
Department: Treasurer's Department

WORK SESSION REPORT FOR MARCH 2016

Work Session March 17, 2016

Report from the Treasurer's Office

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

- RESOLUTION authorizing the Village of Greenport to add the outstanding water and sewer balances in arrears for any such property to the Village of Greenport 2016 tax bills for that property, per calculations to be completed by or on April 30, 2016
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Transfer # 2394, to fund the purchase of a used plow truck for the Road Department, and directing that Budget Transfer # 2394 be included as part of the formal meeting minutes for the March 24, 2016 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Mayor Hubbard to execute the contractual agreement between Munistat Services Inc. and the Village of Greenport with respect to the Annual Information Statement as required by the U.S. Security and Exchange Commission, at a cost of \$ 3,500.00, to be expensed proportionately from the General, Water, Electric and Sewer funds.

UTILITY BILLING

Meter reading and billing are on or close to schedule.

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- A. 7 recertifications and 3 interims were performed.
- B. 2 current vouchers moved into new units as of 03-1-16
- C. 1 new voucher leased in place as of 03-1-16
- D. #20VC passed inspection and a new HAP was written 2-1-16
- E. Fair Hearing Officer rendered decision to all #15HAP to keep voucher but sign a Letter of Understanding detailing specific conditions in order to remain on program

SIGNIFICANT COLLECTIONS

- Rents Received - February 2015 - \$ 77,817.46

INFORMATIONAL:

- Report - Cash Holdings - See attached
- Utility Billing - see attached Billing Statistics Report
- CD/HA Monthly Financials - See attached
Annual New York State Fiscal Stress report - see attached

Attachments:

BANK ACCOUNT BALANCES FEBRUARY 2016 (PDF)
CD Financials February 2016 (PDF)
HA Financials February 2016 (PDF)
FEBRUARY 2016 BILLING STATISTIC REPORT (PDF)
BUDGET TRANSFER 2394 (PDF)

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

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE	
A	General	A.0200.000	Checking	314,444.46	
A	General Fund III	A.0201.000	Cert of Deposit	351,714.84	
A	Greenhill Cemetery	A.0201.100	Savings	33,231.63	
A	Clarks Beach Savings	A.0201.120	Savings	82,143.01	
A	Clarks Beach Reserve CD	A.0201.120	Cert of Deposit	675,985.30	
A	Money Market	A.0201.130	Money Market	301,995.22	
A	Fire Apparatus	A.0221.110	Money Market	421,699.23	
A	General Fund Capital	A.0230.200	Cert of Deposit	212,991.62	
A	Bulding Department Escrow	A.0235.101	Checking	988.00	
A	Parks and Recreation	A.0200.200	Checking	62,934.00	
			TOTAL GENERAL FUND		2,458,127.31
CD	Small Cities Rehab.	CD.0200.000	Savings	71,471.36	
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21	
CD	Moran	CD.0201.000	Savings	5,724.01	
CD	Watkins	CD.0201.001	Savings	21,737.93	
			TOTAL COMMUNITY DEVELOPMENT		99,159.51
E	Light Depreciation Savings	E.0116.100	Savings	1,439,344.48	
E	Light Ban	E.0118.000	Checking	749,437.70	
E	Light Fund	E.0121.100	Checking	772,543.19	
E	TTC Collections	E.0121.120	Money Market	572,418.01	
E	Consumer Deposit Savings	E.0191.100	Savings	123,974.70	
E	Consumer Deposit Checking	E.0244.200	Checking	2,570.34	
			TOTAL LIGHT FUND		3,660,288.42
F	Water	F.0200.000	Checking	387,750.72	
F	Water Fund Capital	F.0200.400	SAVINGS	8,349.49	
F	Water Fund CD	F.0201.000	Cert of Deposit	200,790.46	
F	Water Fund Money Market	F.0201.130	Money Market	100,541.79	
				S	697,432.46

G	Sewer	G.0200.000	Checking	346,770.84	
G	NYS DEC Consent	G.0201.000	Savings	31,149.36	
G	Sewer Fund III	G.0201.120	Cert of Deposit	714,935.65	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,111.51	
G	NYSERDA	G.0525.000	Checking	111.01	
				TOTAL SEWER FUND	1,290,929.98
H	Capital	H.0200.000	Checking	119,371.54	
H	Capital Reserve	H.0200.400	SAVINGS	49,380.75	
				TOTAL CAPITAL FUND	168,752.29
TA	Trust & Agency	TA.0200.000	Checking	38,633.76	
TA	Retirement Savings	TA.0201.000	Savings	48,736.91	
TA	WWI Memorial Trust	TA.0201.001	Savings	727.81	
TA	T & A Special Escrow	TA.0201.002	Savings	6,574.35	
TA	Justice Court	TA.0201.004	Savings	4,772.04	
TA	Concert Fund	TA.0201.008	Savings	2,276.43	
TA	Global Common	TA.0201.009	Savings	270,907.41	
TA	Accounts Payable	TA.0202.000	Checking		
				TOTAL TRUST & AGENCY FUND	372,628.71
	Wire Account			1.00	
	Utility Clearing			87,270.50	
					87,271.50
				TOTAL VILLAGE WIDE	8,834,590.18

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

\$ 4,615.00 75.00

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 8327	UNIT 3	HOUSE				
Rent	\$ 1,125.00	\$ 1,240.00	1,125.00	\$ 1,125.00				
Late Fees	\$ 75.00	\$ -						
TOTAL REVENUE	\$ 1,200.00	\$ 1,240.00	\$ 1,125.00	\$ 1,125.00	\$ -	\$ 3,490.00		
EXPENSES:	EXPENSES: 213 Center	EXPENSES: 278 2nd Street						
Utilities	213 CENTER	UNIT 1 - 8124 8327	8328	HOUSE - 8590 RE/8361 SW				
Electric	\$ 108.22			\$ 19.62				
Water/Sewer	\$ 63.94			\$ 53.16				
Propane/Heating Oil	\$ 578.10			\$ 273.87				
Admin								
Salary (\$4.08 X 2 payperiods 140 hrs=\$571.20 divide by 25% and 75%)	\$ 142.80			\$ 428.40		\$ 571.20		
Payment Agreement to Village				\$ 1,000.00				
Total	\$ 893.06	\$ -	\$ -	\$ 1,775.05				
	MAINTENANCE:	MAINTENANCE: 278 2nd Street						
	213 Center	UNIT 1	UNIT 2	UNIT 3	HOUSE			
Maintenance Repairs/Other								
CAV Appliance Repair		270.48			81.36			
Martinek Enviro Svcs								
VGHA Admin Fee Deficit								
Pine Oaks Landscaping								
Total Expenses	\$ 893.06	\$ 270.48	\$ -	\$ -	\$ 81.36	\$ 351.84		
MONTHLY FINANCIAL SUMMARY	213 CENTER	278 2nd STREET						
Interest Earned	\$ 1,200.00							
Total Revenue	\$ 893.06							
NET REVENUE	\$ 306.94							
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$ 306.94	\$ 1,363.11						

Financial Data Schedule - Monthly Revenue & Expenses - Feb 16

Account Description	80	TOTAL UNITS	TOTAL HAP & PORT PAYMENT UTILITIES	\$	68,420.00	279.00	\$	\$
REVENUE:								
706 PMA HUD Operating Grants				\$	55,773.00			
706a Admin fee revenues				\$	6,127.00			
711 Interest Earned - HAP				\$	0.16			
714 Interest Earned - ADMIN				\$	2,100.00			
700 Fraud recovery				\$	-			
TOTAL REVENUE				\$	64,000.16			
EXPENSES:								
912 Administrative				\$				
912 Auditing fees				\$				
911 Salaries - Admin (\$24,041 Robert Column E:2 payments				\$	3,366.10			
911a Medical				\$	1,872.87			
911b Dental				\$	139.24			
911c Pension 20 1% of paycheck				\$	676.59			
914 Payroll Taxes FICA				\$	257.51			
915 Employee Benefit Contribution TOTAL				\$	2,658.70			
914 Compensated absences				\$				
916 Office Expenses Total				\$				
910 Administrative Total				\$	6,761.27			
962 Other General Expenses (Office Rent)				\$	550.00			
TOTAL OPERATING EXPENSES				\$	9,785.38			
970 EXCESS OPERATING REVENUE OVER OPERATING EXPENSES								
973.1 P1A Utility Allowance				\$	379.00			
973.2 HAP payments				\$	67,971.00			
973 PORT payments				\$	731.00			
973 (HAP, PORT and UTILITY TOTAL)				\$	69,081.00			
1117 HAP & UTIL less Port payments				\$	68,250.00			
1118 Total Admin Revenue				\$	10,501.16			
1118-02 Net HAP				\$	57,823.84			
Net ADMIN				\$	(10,747.00)			
TOTAL EXPENSES				\$	78,405.38			
1000 EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES				\$	78,405.38			

plus make up amounts 4/15 to 12/15 (\$2,474.10) to Village of Greenport

TOTAL PORT OUT \$ 370.00 \$ 58.30

TOTAL CASH DISBURSEMENTS \$ 78,405.38

1 of 1

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2016 Period: 3 Trans Type: B1 - Transfer Status: Batch
Trans No: 2394 Trans Date: 03/02/2016 User Ref: ROBERT
Requested: P MANWARING Approved: Created by: ROBERT 03/02/2016
Description: TRANSFER OF FUNDS FOR THE PURCHASE OF A USED PLOW TRUCK FOR THE ROAD DEPARTMENT
Account # Order: No
Print Parent Account: No

Account No.	Account Description	Amount
A.5110.401	WINTER MATERIALS-SAND/SALT..	-4,500.00
A.5110.412	REPAIR & MAINT - BUILDINGS..	-4,000.00
A.5110.414	GAS/FUEL..	-14,000.00
A.5110.430	AUTO INSURANCE..	-2,800.00
A.5110.200	STREET MAINT.EQUIPMENT	25,300.00
	Total Amount:	<u>0.00</u>

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



February 18, 2016

Robert W. Brandt
Treasurer
Village of Greenport
236 Third St.
Greenport, NY 11944

Re: SEC Filing Requirement

Dear Robert:

We are hereby offering our services to the Village with respect to the preparation and filing of the Annual Information Statement as required by SEC Rule 15c2-12 with respect to the issuance of each of the Village's Serial Bonds.

Enclosed are forms setting forth the contractual arrangement between the Village and Munistat Services, Inc. These forms are required by the rules and regulations promulgated by the United States Securities and Exchange Commission and the Municipal Securities Rulemaking Board, as required by the Dodd-Frank Financial Reform Act. Please execute each of the documents where indicated and return them to us as soon as possible. Also, please feel free to contact us if you have any questions or comments regarding the documents.

Thank you for the opportunity to offer our services to the Village. We look forward to working with you and your staff in the 2016 – 2017 year.

Very truly yours,

Noah Nadelson
Chief Executive Officer

NN:cs

MUNICIPAL ADVISOR SERVICES AGREEMENT

THIS MUNICIPAL ADVISOR SERVICES AGREEMENT (the "Agreement") is entered into as of February 18, 2016 (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 preparation and filing of the Village's Statement of Financial and Operating Information ("Work Order"), and Munistat desires to provide services to the Village in connection with such Work Order.

AGREEMENT

NOW THEREFOR, the Parties agree as follows:

1. Municipal Advisory Services. The Parties hereto agree that Munistat shall provide those services set forth on Appendix A hereto, 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 any such 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 on 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.
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 on Appendix B attached hereto and incorporated herein by reference.
5. Indemnity. The Village hereby agrees to indemnify Munistat, defend and hold it harmless against any loss, liability, assessments, or expense (including reasonable attorneys' fees) incurred or assessed arising out of, or in connection with, Munistat's acceptance, administration, or performance of its duties hereunder, except such as may arise from Munistat's own bad faith, willful misconduct, or gross negligence, including the cost and expense of defending itself against any claim or liability in connection with the exercise or performance of any of its powers or duties under the terms of 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 District's evaluation of Munistat or the integrity of its management or advisory personnel. Munistat has determined that no such event exists.

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 disclosures to the Village. In this regard, Village hereby authorizes the Treasurer to acknowledge any such additional 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

FOR THE SEC FILING REQUIREMENT

As the Village's designated dissemination agent, we will be responsible for all necessary research and analysis in order to prepare the Annual Information Statement as required and will file it together with the audited financial statements of the Village, on or before the due date with the SEC's designated repositories in accordance with SEC Rule 15c12-12 and the Village's Undertaking to Provide Continuing Disclosure. We will also be responsible for the filing of all Notices of Material Events with the SEC's Designated Information Repositories.

((

APPENDIX B

FEE SCHEDULE

The all inclusive fee for our services will be \$3,500. The administrative and out-of-pocket costs, such as postage, word processing, overnight delivery charges, website posting, email distribution, submission of documents to ratings agencies, copies and scanning are included in the fees set forth above.

APPENDIX C

DISCLOSURE OF CONFLICTS OF INTEREST

VARIOUS FORMS OF COMPENSATION

The Municipal Securities Rulemaking Board (MSRB) requires us, as your municipal advisor, to provide written disclosure to you about the actual or potential conflicts of interest presented by various forms of compensation. We must provide this disclosure unless you have required that a particular form of compensation be used.

Forms of compensation; potential conflicts. The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

Fixed fee. Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

OTHER MATERIAL CONFLICTS OF INTEREST

The MSRB requires us, as your municipal advisor, to provide written disclosure to you about material conflicts of interest.

There are no material conflicts of interest known to Munistat as of the date of this Agreement.

Village of Greenport

County: Suffolk
MuniCode: 470479002050

Fiscal Year: 2015
Stress Level: No Designation

Indicator	Description	Year	Data	Points	Weight	Score							
1	General Fund Only 3 Points ≤ 3.33% Last Fiscal Year 2 Points > 3.33% But ≤ 6.67% Last Fiscal Year 1 Point > 6.67% But ≤ 10% Last Fiscal Year Combined Funds Minus General Fund 1 Point = Combined Funds Calculation < General Fund Calculation	2015	Assigned Unassigned FB (Codes 915 & 917 General Fund)	1,434,013	0	50%	0.0%						
			Assigned Unassigned FB (Codes 915, 917, 924 Combined Funds)	2,173,658									
			Gross Expenditures (General Fund)	4,741,869									
			Gross Expenditures (Combined Funds)	6,798,429									
			Assigned Unassigned FB / Gross Exp (General Fund)	30.2%									
Assigned Unassigned FB / Gross Exp (Combined Funds)	32.0%												
0 pts													
0 pts													
2	General Fund Only 3 Points ≤ 10% Last Fiscal Year 2 Points > 10% But ≤ 15% Last Fiscal Year 1 Point > 15% But ≤ 20% Last Fiscal Year Combined Funds Minus General Fund 1 Point = Combined Funds Calculation < General Fund Calculation	2015	Account code: 8029 (General Fund)	3,062,567	0	50%	0.0%						
			Account code: 8029 (Combined Funds)	12,746,150									
			Gross Expenditures (General Fund)	4,741,869									
			Gross Expenditures (Combined Funds)	6,798,429									
			8029 / Gross Exp (General Fund)	64.6%									
			8029 / Gross Exp (Combined Funds)	187.5%									
			0 pts										
			0 pts										
			3	Combined Funds 3 Points = Deficits in 3/3 Last Fiscal Years or a Deficit in the Last Fiscal Year ≤ -10% 2 Points = Deficits in 2/3 Last Fiscal Years 1 Point = Deficit in 1/3 Last Fiscal Years				2013	Gross Revenues (Combined Funds)	4,752,288	1	10%	3.3%
									Gross Expenditures (Combined Funds)	4,170,032			
Deficit (Combined Funds)	582,256												
2014	Gross Revenues (Combined Funds)	4,961,030											
	Gross Expenditures (Combined Funds)	4,761,557											
2015	Deficit (Combined Funds)	199,473											
	Gross Revenues (Combined Funds)	6,707,938											
	Gross Expenditures (Combined Funds)	6,798,429											
	Deficit (Combined Funds)	(90,491)											
	Deficit / Gross Expenditures (Combined Funds)	-1.3%											
	Cash and Investment Account Codes 200-223, 450, 451	4,037,869											
4	Combined Funds 3 Points ≤ 50% Last Fiscal Year 2 Points > 50% But ≤ 75% Last Fiscal Year 1 Point > 75% But ≤ 100% Last Fiscal Year Combined Funds 3 Points ≤ 33.3% Last Fiscal Year 2 Points > 33.3% But ≤ 66.7% Last Fiscal Year 1 Point > 66.7% But ≤ 100% Last Fiscal Year	2015	Net Current Liability Account Codes 600-626 & 631-668 Less	272,419	0	20%	0.0%						
			Codes 280, 290, 295	1482.2%									
			Cash Investment / Current Liability	4,037,869									
			Account codes: 200, 201, 450, 451	566,536									
			Average Monthly Gross Expenditures (Total Gross/12)	712.7%									
5	Combined Funds 3 Points ≤ 15% Last Fiscal Year 2 Points > 5% But ≤ 15% Last Fiscal Year 1 Point > 0% But ≤ 5% Last Fiscal Year All Funds 3 Points = Issuance In Each of Last Three Fiscal Years or Issued a Budget Note In Last Fiscal Year 2 Points = Issuance In Each of Last Two Fiscal Years 1 Point = Issuance In Last Fiscal Year	2015	Short Term Debt Issued	4,151,582	0	10%	0.0%						
			Total Revenues (General Fund)	0.0%									
			Debt / Total Revenues (General Fund)	-									
			Short Term Debt Issued	-									
			Short Term Debt Issued	-									
6	Combined Funds 3 Points = Issuance In Each of Last Three Fiscal Years or Issued a Budget Note In Last Fiscal Year 2 Points = Issuance In Each of Last Two Fiscal Years 1 Point = Issuance In Last Fiscal Year	2015	Budget Note Issued	No	0	10%	0.0%						
			Short Term Debt Issued	0 pts									
			Short Term Debt Issued	0 pts									
			Short Term Debt Issued	0 pts									
			Budget Note Issued	0 pts									

Village of Greenport

County: Suffolk

Fiscal Year: 2015

MuniCode: 470479002050

Stress Level: No Designation

8	All Funds	2013	Personal Services and Employee Benefits	3,091,040		
Personal Services and Employee Benefits			Total Revenues	9,698,353		
			Pers Svc & Benefits / Revenues	31.9%		
2014			Personal Services and Employee Benefits	3,911,515	0	
			Total Revenues	11,121,753		
			Pers Svc & Benefits / Revenues	35.2%		
2015			Personal Services and Employee Benefits	4,185,296		
			Total Revenues	11,456,449		
			Pers Svc & Benefits / Revenues	36.5%		
			Average Pers Svc & Benefits / Revenues	34.5%	0 pts	0.0%
9	All Funds	2013	Debt Service - Current Refunding	268,917		
Debt Service			Total Revenues	9,698,353		
as a % Revenues			Debt Service / Revenues	2.8%		
			Debt Service - Current Refunding	266,063		
		2014	Total Revenues	11,121,753		
			Debt Service / Revenues	2.4%		
			Debt Service - Current Refunding	682,188		
		2015	Total Revenues	11,456,449		
			Debt Service / Revenues	6.0%		
			Average Net Debt Service / Revenues	3.7%	0 pts	
TOTAL					1	3.3%

General

Fund A Villages Combined Funds A, FX, G, ES, EW

Gross Revenues = Revenues and Other Sources
 Total Revenues = Revenues
 Gross Expenditures = Expenditures and Other Uses
 Total Expenditures = Expenditures

Percent Range
 (out of 29 max pts)

Significant Fiscal Stress 65 - 100%
 Moderate Fiscal Stress 55 - 64.9%
 Susceptible Fiscal Stress 45 - 54.9%
 No Designation 0 - 44.9%

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary from previously released data.

As of 31-DEC-2015



236 THIRD STREET
GREENPORT NY 11944

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

MAYOR
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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: March 11, 2016
Meeting: March 17, 2016 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Village Clerk Department

Village Clerk March Work Session Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on March 17, 2016
Report of Sylvia Lazzari Pirillo, Village Clerk

Announcements

- A civilian Narcan training session will be held at the Old Schoolhouse from 5:30 - 7:30 p.m. on March 31st, courtesy of Paul Maffettone of Michael's Hope.
- The Annual Organizational Meeting will be held at 6:00 p.m. on April 7th at the Old Schoolhouse.
- The public hearing regarding the Tentative Budget for Fiscal Year 2016/17 will be held on April 14th at 6 p.m. at the Old Schoolhouse.
- The April Work Session meeting of the Board of Trustees will be held at the Old Schoolhouse on April 21st, 2016 at 7 p.m.

Bids & RFP's

- The Village-wide annual audit RFP is returnable at 2:00 p.m. on March 17th. The Treasurer, Clerk and Attorney worked together on the RFP Package and Specifications, which was finalized on March 1st.
- The electric-only annual audit is returnable at 2:00 p.m. on March 17th. The Treasurer, Clerk and Attorney worked together on the RFP Package and Specifications, which was finalized on March 1st.
- The WWTP retaining wall RFP is returnable at 3:00 p.m. on March 17th.
- The road construction engineering RFP is returnable at 3:00

- p.m. on March 17th.
- On March 1st, acceptance and non-acceptance letters were sent to all respondents to the most recent Carousel Rounding Boards RFP.

Board Discussion Reminder

- Proposed local law amending Chapter 132 (Vehicles and Traffic), Section 57, Schedule XIX (Handicapped Parking), per the public hearing held on February 25, 2016.

Contracts and Agreements

- The contract between the Village and Hendrickson Fire Rescue Equipment was fully executed on February 25th.
- The Assignment and Assumption Agreement between the County and Village regarding the LIRR lease was executed by Mayor Hubbard on February 29th.
- Two original contracts between the Village and Russell Reid were sent to Russell Reid on March 2nd for signature. The executed contract was received from Russell Reid on March 10th.
- A fully executed original of the contract between FBS and the Village was received on March 8th.
- The fully executed contract between ASCAP and the Village was received on March 8th.

Coordinated Review

- The Notice of Coordinated Review for SAKD Holdings was sent to all involved parties on March 10th.

Financial

- A check for \$ 300 was received from Noah's on March 1st as an ice rink sponsorship.
- A check in the amount of \$ 3,000 was received on March 1st from the Phenix Hook & Ladder Company for the purchase of the truck known as "the old 8-3-3."
- A check in the amount of \$ 250 was received on March 3rd from the Cutchogue Lions Club as a Recreation Center Program donation.

Fire Department

- Notification was sent on March 2nd to Penflex that the name of member Julia Lillis was removed from the rolls of the Greenport Fire Department.

Grants

- The Friends of Mitchell Park applied for a Cultural Competitive Grant from Suffolk County for the Dances in the Park program. The grant was due to the County on the 26th of February, and was sent on-time via both electronic mail and regular mail.
- Amendment Number One to GIGP 702 (the bio-retention project) was signed by Mayor Hubbard and mailed to the EFC on March 1st.
- The "front end specifications" for GIGP 702 were reviewed by Attorney Prokop. His revisions were forwarded to D&B on March 2nd, to be relayed to EFC.

Informational

- A Public Service Announcement was sent to the local radio stations and local newspapers regarding the planned outage on February 26th. The same announcement was sent on February 29th and March 1st regarding the planned outage on March 3rd.
- The 2016 Brush Pick-Up Schedule was included in the March 10th edition of the newspaper. The schedule was also posted on the official Village website.
- Upon revision and finalization, the Agenda Timeline document was distributed to the members of all Boards on March 2nd.
- The Village's "opening statement" to the MTA re the parking lot was sent to Mitch Pally of the MTA on March 10th.

Legal Notices

- The second tax sale legal notice was published on February 25th. The third tax sale legal notice was published on March 3rd.
- The following RFP legal notices were published on March 3rd:
 - RFP - Annual Village - wide audit
 - RFP - Annual electric-only audit
 - RFP - WWTP retaining wall
 - RFP - Road construction engineering
- Saavedra public hearing notice for the ZBA - published on March 3rd
- The public hearing notice for the amendment of Chapter 132 (Vehicles and Traffic) regarding new parking regulations was published on March 10th.

- The public hearing notice for the Bull Wetlands Permit Application was published on March 10th.
- A bid for a 2012 or newer vehicle for the Road Department was noticed in the March 10th edition of the newspaper.

Liquor License Applications

- A new liquor license application was received for Tikal I on March 3rd, and noticed in the March 10th newspaper.

Reminder(s)

- Request of the Long Island Divers Association re: Clark's Beach (tabled from previous meetings.)

Tax Sale

- The annual tax sale was held on March 8th at 10 a.m. All fourteen tax liens were sold, for \$ 20,595.18 total.

Utilities

- The NYSDEC WWTP Annual Certification Form was completed on March 1st.

Requested Resolutions

RESOLUTION approving the request of the Greenport Business Improvement District to use a portion of Mitchell Park from 9 a.m. through 11 a.m. on March 26, 2016 for an Easter Egg Hunt / Roll.

RESOLUTION scheduling the 2016 Annual Organizational Meeting for 6:00 p.m. on April 7, 2016 at the Old Schoolhouse and directing Clerk Pirillo to notice the meeting accordingly.

RESOLUTION scheduling a public hearing for the Tentative Village of Greenport

Budget for Fiscal Year 2016/2017 for 6:00 p.m. on April 14, 2016 at the Old Schoolhouse and directing Clerk Pirillo to notice the public hearing accordingly.

RESOLUTION scheduling a public hearing for 7:00 p.m. on April 28, 2016 at the Third Street Firehouse, Greenport, New York, 11944 for the Wetlands Permit Application submitted by Robert Bohn on behalf of Sterling Cove Condominiums, to install a new bulkhead in front of the existing, approximately 140' and fill the area behind with 50 yards of clean sand, and directing Clerk Pirillo to notice the public hearing accordingly.

RESOLUTION directing the Conservation Advisory Council to review the Wetlands Permit Application submitted by Robert Bohn on behalf of Sterling Cove Condominiums, and directing that the corresponding report from the Conservation Advisory Council be provided to the Village Board of Trustees by no later than April 14, 2016.

RESOLUTION adopting the attached SEQRA resolution regarding the proposed local law of 2016 amending Chapter 132 of the Village of Greenport Code (Vehicles and Traffic); adopting lead agency status, determining the adoption of the local law to be an unlisted action, determining that the adoption of the local law will not have a significant impact on one or more aspects of the environment and adopting a negative declaration for purposes of SEQRA, as stated in the attached resolution, adopting Local Law # ____ of 2016, amending Chapter 132 (Vehicles and Traffic) of the Village of Greenport Code.

RESOLUTION adopting Local Law # ____ of 2016, amending Chapter 132 (Vehicles and Traffic), Section 57, Schedule XIX (Handicapped Parking Spaces) of the Village of Greenport Code.

RESOLUTION approving the Public Assembly Permit Application submitted by the East End Seaport Museum for the use of various Village streets and facilities, including Mitchell Park, from 7:00 a.m. through 5:00 p.m. from September 23, 2016 through September 25, 2016.

RESOLUTION authorizing the suspension of the open container law of the Village of Greenport, per Sections 35-3B and 35-3C of the Greenport Village Code, for the Festival parameters of the East End Seaport Museum Maritime Festival, from 9:00 am. through 5:00 p.m. on September 24, 2016 and September 25, 2016 for the annual Maritime Festival.

Attachments:



236 THIRD STREET
GREENPORT NY 11944

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

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 10, 2016
Meeting: March 16, 2015 6:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Jeanmarie Odon, *Deputy Clerk*
From: Jeanmarie Odon, *Deputy Clerk*
Department: Village Clerk Department

Trustees Martilotta and Roberts Work Session March

Attachments:

Trustees Martilotta and Roberts Work Session March 2016 (PDF)

MEMORANDUM

To: Mayor and Board of Trustees
From: Trustees Martilotta and Roberts
Re: March 2016 Work Session

1. Planning

We need help.

- According to our building department, February was one of the most active months in the village's history in terms of building applications.
- Hotel at Front and 3rd is asking for 7 variances
- Meson Ole application has been submitted
- Claudio's is rumored to be considering development
- Ferry traffic concerns
- Main Street traffic and parking congestion concerns
- 123 Sterling will some day close and an application will come in that likely asks for relief from Waterfront Commercial zoning (condos) or proposes a hotel (conditional use in WC)
- Other key WC properties have been rumored to be on the market or may be on the market some day
- Several commercial retail properties have been on the market for a while- either officially or unofficially
- Parking, traffic, helicopters, oh my!

The problems in Montauk are largely related to commercial development that the community and the Town of East Hampton wasn't able to manage.

Lawyers, planners, and developers we've asked have told us that our zoning code is the key to preserving the Greenport we all know and love, and that ours needs work.

We can't slow down the money from wanting to come here and develop. The market is more powerful than any of us.

What we can do is hunker down and focus on our zoning code NOW before we are inundated with applications.

Our attorney is heavily involved in the day-to-day operations of the Village.

The Code Committee has asked for comments on Chapter 150 from its members and the Trustees not on that committee. None of those people have any planning expertise. This group is too entrenched in the day-to-day operations of the Village. We need a third party with no horse in this race and deep urban

planning expertise to guide us on tightening up our zoning code so that we can preserve the character and quality of life here in line with the will of the community.

As much as we want to see great things done with our capital budget- roads, parks, etc., fear of what could happen here if we don't do something drives our assertion that planning needs to be our #1 priority for the capital funds sitting in our accounts.

We are not by any means experts in planning, yet those who elected us are asking us to protect the village. We asked Chic Voorhis, a planning expert expert on LI and principal of Nelson, Pope and Voorhis, for a favor: outline the scope of the work you think we need to do based on our understanding of the problem. He believes we could start with a \$20,000 project, with a scope of work as follows:

Task 1: Review the Village of Greenport Zoning Code to gain a complete understanding of the regulatory framework related to hotels, motels, and bed-and-breakfasts (hereafter, "hotels") in the Village, including identification and mapping of zoning districts that permit these uses, determining whether uses are permitted as-of-right or by conditional use permit in respective zones, and under what circumstances and pursuant to what standards are hotels permitted or restricted.

Task 2: Prepare an interview questionnaire, conduct three stakeholder interviews and one interview with the Village Administrator or other authorized Village officials or staff, and record input collected. Summarize the input received during stakeholder interviews in the study report, analyze this input and provide conclusions.

Task 3: Provide a general summary of existing conditions and the backdrop of the community including tables listing area hotels, their addresses, number of rooms and other pertinent information. Indicate/verify existing goals, objectives, plans, standards, and regulations relating to hotels and include it in the study report. Prepare a map showing the locations of hotels in the Village and on the North Fork and Shelter Island.

Task 4: Determine planning and zoning approaches to reducing, eliminating or otherwise controlling the proliferation of hotels if determine to be an issue (i.e., within in which zones should hotels be permitted, if they should be permitted as a conditional use, if the conditional use standards are appropriate, whether limitations on density/number of rooms, building heights, or the need for applicants to demonstrate demand for proposed hotels? etc.). Conversely, if it is determined that there is an insufficient supply, provide recommendations to fulfill the deficit and capture the market.

Task 5: Attend public meeting and present findings of study.

Task 6: Finalize study report based on input received.

Resolution Requested: Develop and notice and RFP for planning services related to development in the WC and CR zones.

2. Ferry fee

We continue to believe the Village deserves to be compensated by the North Ferry Company for its wear and tear on our roads and the inconvenience caused to residents by the congestion the ferry brings.

The last time the Ferry Company filed for a fare increase, it was required to disclose its rent payments: \$25K a year to the MTA, and \$190K to the Shelter Island Heights Property Owners' Association, and \$0 a year to the Village of Greenport.

We've read Attorney Prokop's brief on the subject, citing the case in Bridgeport, CT, where the city of Bridgeport was unable to prove that it was using the funds to improve infrastructure related to the ferry property and lost its case. We believe that Greenport Village would be able to accurately account for monies spent to develop the roads and sites used by ferry passengers. Moreover, according to the website of the Village of Dering Harbor, Attorney Prokop is the Village Justice and village attorney for this Shelter Island village. As such, it is unfair to put Joe in a difficult position on an issue that could potentially put a rift between him and another of his clients and we propose to seek a second legal opinion on the issue from third party firm.

Request Resolution to request pro-bono third party legal opinions on the feasibility of a fee attached to North Ferry Company fares to compensate the Village of Greenport from municipal firms across the East End.

3. **Soccer Update:** Meeting with North Fork United, former GEMO soccer parents, and Southold soccer club about opening up a league on our fields this summer (per last month's resolution)

4. BID Easter Egg Roll

Request resolution approving the BID's Easter Egg Hunt on 3/26 at 10:30AM.

Request resolution directing the Board Liaison to the BID to review the Mitchell Park Policy and Mass Assembly Permit Request Process with the new BID Board of Directors.

We are 100% behind the Easter Egg Hunt. We just need the BID to work with us on Mitchell Park- which we have been elected to protect for the residents of the Village.

5. Scanning of documents

Work continues! Jean Marie and myself met with our counterparts at Southold Town hall for a some hands on training as well as discussing in person what the next steps should be. On our end we have tested the connection from Southold Town Hall, and the installation of a a new workstation has been discussed but not yet scheduled. The reasoning for the pause is we are awaiting the delivery of two to three scanners from Southold Town, which requires an agreement to be written up by the town attorney. Additionally there we need to sort out the licensing agreements for the software, which will also need to be sorted out by Southold Town. At the moment we are looking at a one time fee for ten licences, which will be paid to Southold Town. Mrs Oddon continues her diligent work on this project, and we are hoping for a prompt response from Southold Town.

6. Ice Rink and Hockey Club

Please find attached a letter from the parents of the Greenport Hockey Club. In speaking with these parents, it is clear they love the village and that the activity they provide to kids from around the area is a wonderful thing to have in our community.

We'd like to discuss the opportunity to partner with the Hockey Parents to find grant money to upgrade the existing compressors, and we'd like to gauge the public's input on a cover for the rink that would be put up right after Christmas and stay up until the middle of March. This infrastructure improvement would save us operational expenses and wear and tear on our physical plant, and would ensure that a great local tradition continues.

We would also like to see The Club to find a way to recruit more local kids, including from our rec program, and perhaps we need to work together to provide scholarships for kids who want to play but whose families can't afford the league fees.

7. Moore's Woods

We walked it, and clearly this park has been neglected. There is clearly a large amount of vehicle traffic taking place, and that traffic has effectively destroyed much of the trails. Large trees block many of the trails, and much of the woods are flooded, due to the collapse of most, if not all of the drainage culverts throughout the woods. Multiple steps must be taken. First and foremost, we need to control the entry of vehicles onto the property. This may require coordination with Southold town. The next step would have to be to fix the physical trail, which now includes impassable ruts from 4 wheel drive vehicles. I believe that this project may be too much for the highway department to take a lead role on. The Village will need to speak with a few local contractors, to get a clearer picture of the financial cost to the village. Additionally as a village we will need to reach out to community groups in order to involve more groups in this undertaking.

John Sepenoski at the Town reports that the NYS Department of State reached out to him based on the story in the Suffolk Times about the Bay to Sound Trails and the Village's support of the project and offered to help fund the projects. The Town needs our "wish list" of projects. We propose this wish list to be (in priority order):

- Make safe access available to Silver Lake, including a low-impact boardwalk and railing to protect unsuspecting walkers from falling into the lake
- Trail rehabilitation in Moore's Woods, including trail markers, chained gates keeping vehicles out, and grading and preservation of walking trails
- Rehabilitation of the Moore's Drain infrastructure, including the culverts throughout the site
- Rehabilitation of the Monsell Trail site to include a walking and nature trail and bike trail connecting Moore's Lane and Third Street
- Rehabilitation of the Moore's Lane walking and biking trail, including widening it to allow safe passage of pedestrians and bicycles, removing dangerous hills and roots, etc.
- Rehabilitation and revival of the "Nature Study Area" at the north end of Moore's Lane to provide a nature interpretative center

If the Board wants to make any changes to the list, let us know. If a resolution is required let's vote on one. If not, and if no changes are requested, we'll send this list to the Town for consideration of funding.

Request Resolution directing Code Committee to research and develop legislation outlawing motorized vehicles in all Village Park District lands

8. Please review the attached Schedule and timeline for public meeting agenda preparation and distribution. A few points to discuss:

- Agenda is closed 25 days in advance. Seems to slow down the process. What message does this send to people considering investing in the village?
- If I read correctly, the Village Attorney is scheduled to touch each application 3 times for various reviews. This seem onerous and potentially too much “in the weeds” for the Village Attorney. Is there an option to have an assistant or paralegal, under the direction of the Attorney and/or Administrator on staff at a lower hourly rate for this purpose?
- How is Joe going to find the time?
- What are consequences if agendas are not posted on time?
- Can we revisit this process and these questions in three months and analyze the benefits/challenges compared with the old process?

9. A cappella update:

- Groups confirmed: GHS, Riverhead HS, Northport HS Multi-Colored Ties and Multi-Colored Tights, Hofstra Sigma' Cappella.
- Groups considering: Plainview HS, Southold HS
- Groups who wanted to come but weren't able: Mattituck, Shelter Island, Greenport AME Zion Choir
- Headliner group committed pending funding: Princeton Nassoons
- Seeking: Additional headliner college group
- Joe Capuano tentatively committed to provide audio pending funding
- Meeting with Friends of Mitchell Park 3/14 to discuss funding. Will go to corporate sponsors if necessary.
- Submitted proposal to BID in late February for marketing support, including gift certificates to participants and posting on the website. They have not yet responded but am told they will meet and discuss in the next couple of weeks.

10. Aircraft

Request resolution directing the Code Committee to research and develop legislation around aircraft, including helicopters and seaplanes, within and above village land and waters.

Attachment A: Agenda Timeline For Preparation and Distribution

VILLAGE OF GREENPORT

TIMELINE FOR AGENDA AND PUBLIC NOTICE PREPARATION AND DISTRIBUTION

FOR PLANNING BOARD, ZONING BOARD AND HISTORIC PRESERVATION COMMISSION

Meeting Schedules

Planning Board work session - last Thursday of each month
Planning Board regular session - first Thursday of each month
Zoning Board - Third Wednesday of each month
Historic Preservation - First Monday of each month

25 calendar days prior to meeting

Close out date for applications to be added to agenda
- Building Department in consultation with Board Chairs and Village Attorney reviews applications and public notices.

20 calendar days prior to meeting

Public notices to be provided to Village Clerk and Village Attorney for comments and publication (with the Board Chairs to be advised of any changes.)

10 calendar days prior to meeting date

Board Chair in consultation with the Building Department will submit to the Village Clerk a draft agenda for the upcoming meeting.
Village Clerk will distribute the draft agenda to the Village Attorney and Village Administrator for review.

8 calendar days prior to meeting

Village Attorney and Village Administrator will submit any comments or changes on the draft agenda to the Village Clerk (with the Board Chairs to be advised of any changes.)

Attachment B: Letter from Greenport Hockey Club Parents

Dear Village of Greenport Counsel Members,

We are a group of concerned local parents that consistently use the Greenport Ice Rink for hockey and recreational ice skating each season. We are worried about the future viability of the Ice Rink and fear losing the Greenport Pirates Hockey Club. In an effort to convey to you how much the hockey club and the rink mean to us and to our children we write this appeal in the hopes that you will become informed and will work with us to save and improve the Ice Rink.

We are dedicated to hockey and ice skating programs for our youth and with that dedication comes a certain amount of passion. A passion for "good ice!" That passion was displayed by our volunteer coaches and parents this season as they went out of their way numerous times at day break and after hours to maintain and repair the ice skating surface. Without their efforts there would have been a lot less skating time for everyone who uses the rink.

We are so grateful for them and their service but we realize that there is a better way. Cover the Rink.

No one can control the weather but we could cover the ice skating rink to extend the skating season and to protect the ice.

There is a good model to follow over in Southampton as they have a covered rink. We had to rent ice time there this season because our rink surface was not in good shape. That is a waste. We want to keep people in Greenport! When my child is playing hockey and he's thirsty I don't want to buy him a three dollar bottle of water in Southampton I want to buy him something to drink in Greenport from one of the local restaurants. That is precisely what I do especially on Sunday (when he is there from 7:30 am until 10:00 am). I'll buy him a whole hot breakfast and feed it to him through his hockey helmet in between hockey sessions because we have to go to church right after he's off the ice. I spend \$20-\$25 every time my child plays hockey on local food and drinks even though I pack a huge water bottle and snacks from home. FACT: Most Hockey parents purchase food and drinks for themselves and for siblings while their children are skating.

What is the ice rink worth?

If you were to ask my 9 year old son that question or our teams goalie or yourselves that question all answers would be different and as diverse as the people who use the rink. This rink and our hockey club is unique in that it serves people from Shelter Island, Orient Point, East Marion, Greenport, Southold, Peconic, Cutchogue, Mattituck, Riverhead, and beyond! It unites our Long Island communities and gives our youth a chance to compete and interact with each other in a positive way. The rink will grow with them as their needs change as they can skate from pre-K all the way through high school. When they are teenagers I believe that it will help keep them off the streets and give them something to do in the winter when our communities offer little else for sports and outdoor recreation.

Before my child started playing hockey he was very shy and he lacked confidence and self esteem. He felt he wasn't good at sports. Hockey changed everything for

him. Turns out he found his sport and he's very good at it! Being good at hockey has helped him have the confidence to try other things at school and it has taught him good sportsmanship. Can anyone put a price tag on that? There are many more positive success stories just like this one from both girls and boys who play hockey. Some girls even go to college on hockey scholarships! We want Greenport ice rink to stay open please continue to partner with us to preserve, improve and maintain this very special ice rink now and for the future.

Sincerely,

Maureen Radigan on behalf of Greenport Hockey Parents