

VILLAGE OF GREENPORT  
VILLAGE BOARD OF TRUSTEES  
**WORK SESSION AGENDA**  
November 19, 2012

**PLEDGE OF ALLEGIANCE**

**MONTHLY REPORTS FOR THE FOLLOWING:**

**FIRE DEPARTMENT – CHIEF WAYDE MANWARING**  
INCLUDING COMPILATION OF ALL MONTHLY MEETING MINUTES

**TREASURER – CHARLENE KAGEL**

**VILLAGE CLERK – SYLVIA PIRILLO**

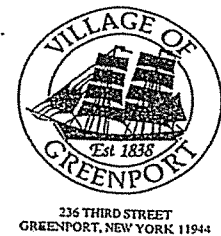
**DIRECTOR OF UTILITIES – JACK NAYLOR**  
Road Department  
Sewer Department  
Water Department  
Light Department

**VILLAGE ADMINISTRATOR – DAVE ABATELLI**  
Building Department  
Recreation department  
Housing Authority  
Harbor Department  
Marina Manager

**VILLAGE ATTORNEY – JOSEPH PROKOP**

**MAYOR AND VILLAGE BOARD OF TRUSTEES**

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# VILLAGE OF GREENPORT

236 Third Street  
Greenport, NY 11944  
631-477-0248  
Fax 631-477-1707

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Work Session November 2012

## Report from the Treasurer's Office

### REQUEST A MOTION BE PLACED ON THE AGENDA TO:

- Budget Modifications (none requested at 11/14 )

### DEBT SERVICE PAYMENTS

- Nov 15, 2012
  - 2004 Bond Principal - \$ 132,600.00
  - 2004 Bond Interest - \$15,209.38
  - 2002 Bond Interest - \$1,187.50

### SIGNIFICANT COLLECTIONS

- Taxes and Penalties Collected to date (including BID, Sewer and Water Arrears)
  - \$ 1,016,105.66
- Rents Received OCT- \$63,976.93 - YTD - \$303,743.99
- Utility Billing - See attached Billing Statistics Report

### INFORMATIONAL:

- BST - Annual Audit Update
  - Financial Statements issued by BST, Presented at Nov 26 VBM
- EFC - WWTP Update
  - Drawdown # 9 sent to EFC, reimbursement to be processed 11/16 (see WWTP Report)

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Village Treasurer's Office  
Charlene G. Kagel, CPA, Village Treasurer  
[ckagel@greenportvillage.org](mailto:ckagel@greenportvillage.org)  
Extension 217



236 THIRD STREET  
GREENPORT, NEW YORK 11944

- Change Orders approved by EFC
- Final Drawdown #10 is being prepared upon payment of final Cameron invoices and receipt of copies of Legal invoices.

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Extension 217

VILLAGE OF GREENPORT  
**WASTEWATER TREATMENT FACILITY**  
 FUNDING REPORT  
 November-12

\$ 8,100,000.00

**Total Project Authorized by Bond Resolution**

**Grants and Loans**

Name of Funding Source	Source of Funding State	Type of Funding	Project Number	Amount of Funding Source	Funding/Loan Requested	AMOUNT REMAINING
NYS Clean Water/Clean Air Bond Act (BNR)	State	Grant	C302280	\$1,075,000.00	\$ 1,075,000.00	\$ -
NYS Clean Water/Clean Air Bond Act (UV)	State	Grant	C302917	\$459,000.00	\$ 459,000.00	\$ -
NYS/EC State Revolving Fund Loan	State	0% Loan (Pre post ARRA)	C1-5121-03-00, 70	\$1,856,058.00	\$ 724,170.46	\$ 1,131,887.54
NYS Clean Water/Clean Air Bond Act-2009 (Loan Forgiveness)	FED	Grant/ARRA	C1-5121-03-00, 70	\$3,815,595.00	\$ 3,815,595.00	\$ -
-Hardship Application- to get 0% interest for State Revolving Fund Loan						
NYSSERDA Construction Grant-Phase 1 (2004 Retainage \$7,451)	State	Grant	7059	\$100,000.00	\$ 74,507.00	\$ 25,493.00
NYSSERDA Construction Grant Phase 2 (will receive when project is complete)	State	Grant	7059	\$100,000.00	\$ -	\$ 100,000.00
Governors Office for Small Cities-Development Block Grant-BNR	State	Grant	480PR87-07	\$400,000.00	\$ 400,000.00	\$ -
<b>Total Grants and Loans:</b>				<b>\$7,805,651.00</b>	<b>\$6,548,272.46</b>	<b>\$1,257,378.54</b>

**Amount to be Funded by Bonds**

\$294,349.00

**Project Costs**

EXPENDITURES SUBMITTED				PHILIP ROSS	CAMERON	ALLOWABLE PROJECT COSTS
Expenditures Submitted for Reimbursement	Dvika & Bartlucct	ELDOR	Misc			
NYS EFC						
Disbursement Request #1 Phase 1 Pre ARRA				\$ 113,664.50	\$ 110,591.65	
Disbursement Request #1				\$ 442,735.20	\$ 75,541.95	\$ 518,277.15
Disbursement Request #2				\$ 121,898.51		\$ 131,898.51
Disbursement Request #3	\$ 49,607.62	\$ 10,000.00		\$ 709,715.50	\$ 49,369.76	\$ 814,092.88
Disbursement Request #4	\$ 36,085.48	\$ 5,400.00		\$ 1,754,904.50	\$ 39,460.00	\$ 1,846,712.48
Disbursement Request #5	\$ -	\$ 21,825.00	\$ 437.50	\$ 417,061.51		\$ 423,241.64
Disbursement Request #6	\$ 51,835.77	\$ 6,180.13		\$ 467,786.24	\$ 28,304.33	\$ 740,187.71
Disbursement Request #7	\$ 3,368.00	\$ 192,261.37		\$ 303,189.61		\$ 306,557.61
Disbursement Request #8	\$ 13,498.92	\$ 17,516.09		\$ 174,257.00	\$ 11,865.72	\$ 217,157.73
Disbursement Request #9	\$ #REF!	\$ #REF!		\$ #REF!		\$ #REF!
NYS CDBG						
Disbursement Request #1				\$ 400,000.00	\$ -	\$ 400,000.00
NYS DEC BNR/UV						
Disbursement Request #1 -Contract C302260	\$ 91,457.54	\$ 87,027.47		\$ 1,149,545.49		\$ 1,328,030.50
Disbursement Request #1 &2 -Contract C302917	\$ -	\$ 69,087.00		\$ 475,678.68		\$ 544,765.68
NYSSERDA						
Disbursement Request #1 (2004 for Design Phase 1) Retainage \$7,451					\$ 74,507.00	\$ 74,507.00
<b>Total Submitted Costs:</b>				<b>\$ #REF!</b>	<b>\$ #REF!</b>	<b>\$ #REF!</b>

NOTE: Vouchers must be submitted to both EFC and DEC therefore total

"Submitted" costs may not reflect total paid on contract.

**VILLAGE OF GREENPORT  
WASTEWATER TREATMENT FACILITY  
Contract Summary  
November-12**

Contractor	Total Contract Amount	#	Paid to Date		Available	Less Retainage Amt Paid
			\$	Date		
Eldor	\$ 450,045.52	# 1	\$	10,000.00	\$ 0.01	\$ 9,500.00
		# 2	\$	5,000.00		\$ 4,750.00
		# 3	\$	400.00		\$ 380.00
		# 4	\$	6,505.40		\$ 6,180.13
		# 5	\$	21,825.00		\$ 20,733.75
		# 6	\$	17,100.00		\$ 16,245.00
		# 7	\$	12,148.51		\$ 11,541.08
		# 8	\$	26,041.60		\$ 24,739.52
		# 9	\$	31,737.35		\$ 30,150.48
		# 10	\$	51,656.85		\$ 49,074.01
		# 11	\$	85,881.47		\$ 81,587.40
		# 12	\$	69,089.40		\$ 65,634.93
		# 13	\$	42,196.49		\$ 40,086.67
		# 14	\$	12,526.56		\$ 11,900.23
		# 15	\$	15,516.09		\$ 14,740.29
		# 16	\$	2,000.00		\$ 1,900.00
		# 17	\$	40,420.79		\$ 38,399.75
			\$ 450,045.51		\$ 52,525.60	\$ 427,543.23
						Retainage \$ 22,502.27
Phillip Ross Industries	\$ 6,446,371.00	#1&2	\$	442,735.20	\$ 0.66	\$ 442,735.20
		# 3	\$	34,825.00		\$ 10,946.99
		# 4	\$	38,174.40		\$ 36,265.68
		# 5	\$	499,669.31		\$ 474,685.84
		# 6	\$	81,145.00		\$ 77,088.22
		# 7	\$	628,570.50		\$ 597,141.98
		# 8	\$	226,245.50		\$ 214,933.22
		# 9	\$	696,368.50		\$ 661,550.08
		# 10	\$	832,290.50		\$ 790,675.97
		# 11	\$	277,190.50		\$ 263,330.56
		# 12	\$	9,935.51		\$ 9,488.74
		# 13	\$	129,935.50		\$ 123,438.73
		# 14	\$	249,595.49		\$ 237,115.72
		# 15	\$	54,535.51		\$ 51,808.73
		# 16	\$	518,950.00		\$ 493,001.50
		# 17	\$	293,719.49		\$ 279,033.52
		# 18	\$	32,745.00		\$ 31,107.75
		# 19	\$	55,395.00		\$ 52,625.25
		# 20	\$	145,240.00		\$ 137,978.00
		# 21	\$	191,951.24		\$ 183,353.68
		# 22	\$	182,205.00		\$ 173,094.75
		# 23	\$	271,534.00		\$ 257,957.30
		# 24	\$	33,700.00		\$ 32,015.00
		# 25	\$	47,612.95		\$ 45,232.31
		# 26	\$	99,950.00		\$ 94,952.50
		# 27	\$	74,307.00		\$ 70,591.65
		# 28	\$	271,070.24		\$ 257,516.73
		# 29	\$	126,774.00		\$ 120,435.30
						\$ 6,446,370.34
					Retainage \$ 322,318.04	
					Disbursement #1 \$ 141,500.00	
					Remaining \$ 180,818.04	
Cameron	\$ 303,087.00	# 1	\$	37,455.00	\$ 6,713.07	
		# 2	\$	26,501.32		
		# 3	\$	30,964.25		
		# 4	\$	16,315.51		
		# 5	\$	10,232.50		
		# 6	\$	15,027.50		
		# 7	\$	18,657.50		
		# 8	\$	14,802.50		
		# 9	\$	40,040.80		
		# 10	\$	46,187.00		
		# 11	\$	28,304.33		
		# 12	\$	3,512.57		
		# 13	\$	3,866.05		
		# 14	\$	4,507.10		
			\$ 296,373.93			
Dvirka & Bartlucci	\$ 290,272.00	# 1	\$	12,960.66	\$ (0.42)	
		# 2	\$	19,301.52		
		# 3	\$	17,345.00		
		# 4	\$	15,577.98		
		# 5	\$	20,507.50		
		# 6	\$	16,701.67		
		# 7	\$	17,242.03		
		# 8	\$	11,257.46		
		# 9*	\$	7,975.42		
		# 10	\$	13,752.44		
		# 11	\$	21,825.99		
		# 12	\$	11,350.31		
		# 13	\$	12,264.99		
		# 14	\$	11,126.92		
		# 15	\$	10,637.17		
		# 16	\$	12,446.14		
		# 17	\$	9,077.26		
		# 18	\$	9,638.74		
		# 19	\$	10,036.46		
		# 20	\$	9,381.40		
		# 21	\$	3,368.88		
		# 22	\$	4,117.52		
		# 23	\$	2,058.76		
		# 24	\$	10,320.20		
			\$ 290,272.42			
Contingency			\$			\$ 7,483,062.20

*The following are Phase 3 and other costs that are being resporched*

# VILLAGE OF GREENPORT

LIGHT FUND

DATE: 11-09-2012

PERIOD: 5

F/Y: 2012-2013

G/L Code	Description		
E.0125.100	RESIDENTIAL A/R	\$ 89,838.11	
E.0601.100	RESIDENTIAL SALES RATE 1		\$ 87,752.30
E.0242.400	SALES TAX PAYABLE		\$ 2,085.81
E.0125.200	COMMERCIAL A/R	\$ 111,148.52	
E.0602	COMMERCIAL SALES RATE 4		\$ 103,678.00
E.0242.400	SALES TAX PAYABLE		\$ 7,470.52
E.0125.300	HOT WATER HEATER A/R	\$ 232.62	
E.0601.200	HOT WATER HEAT RATE 2		\$ 226.94
E.0242.400	SALES TAX PAYABLE		\$ 5.68
E.0125.400	ALL ELECTRIC A/R	\$ 21,055.95	
E.0601.300	ALL ELECTRIC SALES RATE 3		\$ 20,544.98
E.0242.400	SALES TAX PAYABLE		\$ 510.97
E.0125.500	CL#3 DEMAND A/R	\$ 48,252.39	
E.0603	DEMAND SALES RATE 5		\$ 47,630.00
E.0242.400	SALES TAX PAYABLE		\$ 622.39
E.0125.600	TRAFFIC LIGHT A/R	\$ 66.54	
E.0607	TRAFFIC LIGHT SALES RATE 11		\$ 66.54
E.0125.700	TOWN OF SOUTHOLD STR A/R	\$ 840.38	
E.0605	T OF S ST SALES RATE 7		\$ 840.38
E.0125.900	STERLING HARBOR A/R	\$ 326.02	
E.0610.100	STERLING HARBOR SALES RATE 13		\$ 300.14
E.0242.400	SALES TAX PAYABLE		\$ 25.88
E.0125.110	OPER. MUN. A/R	\$ 18,569.33	
E.0604	VILLAGE STR. L. SALES RATE 6		\$ 6,931.00
E.0606.100	OPER. MUN. SALES RATE 8		\$ 2,071.75
E.0606.200	WATE DEPT. SALES RATE 9		\$ 37.42
E.0606.300	SEWER DEPT. SALES RATE 10		\$ 9,529.16
E.0125.120	CONTRACT STR. L. A/R	\$ 644.00	
E.0610	CONTRACT S. L. SALES FLAT RATE		\$ 635.35
E.0242.400	SALES TAX PAYABLE		\$ 8.65
E.0125.100	ELECTRIC A/R	\$ 300.00	
E.0610.200	RECONNECTION FEES		\$ 300.00
E01251	ELECTRIC A/R	\$ 15.00	
E07613	ELECTRIC NSF FEE		\$ 15.00
<b>TOTAL</b>		<b>\$ 291,288.86</b>	<b>\$ 291,288.86</b>

# VILLAGE OF GREENPORT

WATER & SEWER REVENUE

DATE: 11-09-2012

PERIOD: 5

F/Y: 2012-2013

G/L Code	Description		
F.0380.100	COMMERCIAL A/R - WATER	\$ (11,123.64)	
F.2141	COMMERCIAL REVENUE		\$ (11,123.64)
G.0360	VILLAGE SEWER A/R - COMMERCIAL	\$ 10,611.90	
G.2120	VILLAGE SEWER REVENUE		\$ 10,611.90
F.0380.100	RESIDENTIAL A/R -WATER	\$ 21,523.37	
F.2140	RESIDENTIAL REVENUE		\$ 21,523.37
G.0360	VILLAGE SEWER A/R -RESIDENTIAL	\$ 51,772.59	
G.2120	VILLAGE SEWER REVENUE		\$ 51,772.59
G.0360.300	OUTSIDE SEWER A/R - RESIDENTIAL	\$ 13,008.63	
G.2121	OUTSIDE SEWER REVENUE		\$ 13,008.63
G.0360.300	OUTSIDE SEWER A/R - COMMERCIAL	\$ 15,859.83	
G.2121	OUTSIDE SEWER REVENUE		\$ 15,859.83
F.0380.100	FIRE SPRINKLER A/R (FLAT CHARGE)	\$ 485.25	
F.2142	FIRE SPRINKLER REVENUE		\$ 485.25
F03801	RESIDENTIAL A/R	\$ -	
F0781	NSF FEE REVENUE		\$ -
G036	VILLAGE SEWER A/R	\$ -	
G0781	NSF FEE REVENUE		\$ -
<b>TOTAL</b>		<b>\$ 102,137.93</b>	<b>\$ 102,137.93</b>

Rate Summary - All Routes

### EOM Billing Statistics Report

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	Comm Tax	Res Tax	Total	
Electric	2 - Electric - Flat Charge	15	0	0	0	0	0	635.35			8.65	644.00	
	9 - Residential (1, 1)	1316	0	620698	72,807.36	0	0		14,944.94		2,085.81	89,838.11	
	10 - Water Heating (2, 2)	14	0	2466	167.57	0	0		59.37		5.68	232.62	
	11 - All Electric (3, 3)	332	0	143728	17,073.72	0	0		3,471.26		510.97	21,055.95	
	13 - Demand - Class 3 (5, 5)	5	0	452200	25,277.98	976	11,468.01		10,884.01	622.39		48,252.39	
	14 - Village St. Lighting (6, 6)	5	0	49802.85	5,732.30	0	0		1,198.70			6,931.00	
	15 - Town St. Lighting (7, 7)	1	0	6038.55	695.04	0	0		145.34			840.38	
	19 - Traffic Lights (11, 11)	1	0	472	55.18	0	0		11.36			66.54	
	20 - Contract St Lighting (12, 12)	3	0	303.75	0.00	0	0					0.00	
	21 - Sterling Harbor (13, 13)	2	0	2156.625	248.23	0	0		51.91	25.88		326.02	
	66 - Reconnection Fee	3	0	0	0	0	0	300.00				300.00	
	67 - NSF Fee	1	0	0	0	0	0	15.00				15.00	
	Sewer	3 - Sewer - Flat Charge	1698	0	1277865.775	122,057.38	976	11,468.01	950.35	30,766.89	648.27	2,611.11	168,502.01
		4 - Sewer - Flat Charge	47	0	0	2,476.90	0	0					2,476.90
		23 - Sewer - VILL 3/4" W/SEWER (14, 14)	1	0	0	63.70	0	0					63.70
		25 - Sewer - VILL 1" W/SEWER (15, 15)	861	565	3527.8	44,761.57	0	0					44,761.57
		27 - Sewer - VILL 1 1/2" W/SEWER (16, 16)	29	9	418.8	4,470.42	0	0					4,470.42
29 - Sewer - VILL 2" W/SEWER (17, 17)		12	5	255.6	2,765.27	0	0					2,765.27	
31 - Sewer - VILL 3" W/SEWER (18, 18)		26	7	731.7	7,688.96	0	0					7,688.96	
33 - Sewer - VILL 4" W/SEWER (19, 19)		1	1	0	35.04	0	0					35.04	
54 - Sewer - OUTSIDE RES SEWER (50, 50)		2	1	12.6	122.63	0	0					122.63	
57 - SPLIT SEWER BILLING (52, 52)		76	59	748.9724	13,008.63	0	0					13,008.63	
62 - DRIFTWOOD COVE 52		1	0	9	0.00	0	0					0.00	
63 - DRIFTWOOD COVE 49		1	1	-38.3324	-447.10	0	0					-447.10	
64 - PECONIC LANDING 253		1	1	-62.132	-682.87	0	0					-682.87	
65 - CLIFFSIDE CONDOS-SEWER		1	1	734	13,307.80	0	0					13,307.80	
Water		5 - Water - Flat Charge	1060	651	6442.008	91,252.95	0	0					91,252.95
		22 - VILL 3/4" W/SEWER (14, 14)	20	0	0	485.25	0	0					485.25
		24 - VILL 1" W/SEWER (15, 15)	867	232	3983.23	20,789.57	0	0					20,789.57
	26 - VILL 1 1/2" W/SEWER (16, 16)	28	4	422	1,636.98	0	0					1,636.98	
	28 - VILL 2" W/SEWER (17, 17)	13	5	372	1,440.90	0	0					1,440.90	
	30 - VILL 3" W/SEWER (18, 18)	27	14	-3762	-14,949.84	0	0					-14,949.84	
	32 - VILL 4" W/SEWER (19, 19)	1	1	0	36.90	0	0					36.90	
	46 - VILLAGE 1 1/2" (42, 42)	2	1	21	95.88	0	0					95.88	
	47 - VILLAGE 2" (43, 43)	1	0	43	130.74	0	0					130.74	
	48 - VILLAGE 3/4" (44, 44)	8	1	609	2,121.78	0	0					2,121.78	
	49 - VILLAGE SEWER ONLY (45, 45)	81	55	-410	-903.18	0	0					-903.18	
	52 - FIRE SPRINKLERS (49, 49)	4	0	94	0.00	0	0					0.00	
	53 - OUTSIDE RES SEWER (50, 50)	20	0	0	0.00	0	0					0.00	
	Water Total	12 - Commercial (4, 4)	72	0	816.068	0.00	0	0					0.00
		16 - Operating Municipal (8, 8)	1144	313	2186.298	10,884.98	0	0					10,884.98
		17 - Water Department (9, 9)	370	0	717182.9	86,350.13	0	0		17,327.87	7,470.52		111,148.52
		18 - Sewer Department (10, 10)	17	0	14130	1,731.66	0	0		340.09			2,071.75
electric-small commercial		3	0	1	37.40	0	0		0.02			37.42	
electric-small commercial Total		10	0	71755	7,802.09	0	0		1,727.07			9,528.16	
		400	0	803068.9	95,921.28	0	0		19,395.05	7,470.52		122,786.85	



EOM Billing Statistics Report

Rate Summary - All Routes

Service	Rate# - Description
Grand Total	

Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	Comm Tax	Res Tax	Total
4302	964	2089564.981	320,116.59	976	11,468.01	950.35	50,161.94	8,118.79	2,611.11	393,426.79

Report Setup Information:

Report Design  
Output Type Graphics

Start Route	End Route	Start Date	End Date
51	56	9/13/2012	10/9/2012
57	63	9/18/2012	10/15/2012
64	72	9/27/2012	10/25/2012
73	79	10/3/2012	11/9/2012
82	82	10/3/2012	11/9/2012
80	80	9/28/2012	10/31/2012
81	81	9/28/2012	10/31/2012

I	87,644.02
II	70,904.58
III	67,860.96
IV	118,279.59
80	485.25
81	48,252.39
<hr/>	
Total	393,426.79 ✓



236 THIRD STREET  
GREENPORT NY  
11944

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

MAYOR  
DAVID NYCE  
Ext. 215


TRUSTEES  
GEORGE HUBBARD, JR.  
DEPUTY MAYOR  
CHRIS KEMPNER  
DAVID MURRAY  
MARY BESS PHILLIPS

CLERK  
SYLVIA LAZZARI PIRILLO  
Ext. 206

TREASURER  
CHARLENE KAGEL, CPA  
Ext. 217

VILLAGE ADMINISTRATOR  
DAVID ABATELLI  
Ext. 209

DIRECTOR OF UTILITIES  
JOHN W. NAYLOR, JR., P.E.  
Ext. 202

Date: November 14, 2012  
To: Mayor David Nyce / Board of Trustees  
From: Tom Cybulski   
Subject: Work Session  
November 19, 2012

PRODUCTION REPORT Monthly totals including reports from 2010 to 2012 for comparison. **Attachment 1**

WATER Normal operation. The sampling requirements for the distribution system are up to date. The results are within Federal and NYSDOH limits.

SEWER The September DMR (Discharge Monitoring Report) showed the plant discharge met all permit parameters.

14-Nov-12

## 2010 UTILITY PRODUCTION REPORT

2010 MONTH	LIGHT		WATER		SEWER		HAWKEYE	
	TOTAL PURCHASED MWH	GENERATION KWH	SCWA PUMPAGE 000s OF GALLONS	AVG. PUMPED PER DAY 000s	PUMPAGE MG	AVG. PUMPED MGD	PUMPAGE IN GALLONS	AVG. PUMPED PER DAY
JANUARY	3063	0	6765.660	218.25	8.804	0.284	7405	238.87
FEBRUARY	2698	0	5307.060	171.20	9.268	0.331	20500	732.14
MARCH	2497	10000 1	7300.480	235.50	17.391	0.561	10000	322.58
APRIL	2069	0	0.000	0.00 2	13.620	0.454	25000	833.33
MAY	2236	0	0.000	0.00	8.990	0.290	7645	246.61
JUNE	2662	0	0.000	0.00	8.700	0.290	7645	254.83
JULY	3552	0	0.000	0.00	9.610	0.310	85000	2741.94
AUGUST	3229	0	0.000	0.00 3	9.920	0.320	2270	73.23
SEPTEMBER	2565	0	0.000	0.00	9.000	0.300	17000	566.67
OCTOBER	2198	0	0.000	0.00	8.277	0.267	12000	387.10
NOVEMBER	2240	0	0.000	0.00	7.410	0.247	9000	300.00
DECEMBER	2925	0	3514.100	113.36	7.775	0.251	31000	1000.00
<b>TOTALS</b>	<b>31,934</b>	<b>10000</b>	<b>22887.300</b>		<b>118.765</b>	<b>0.325</b>	<b>234,465</b>	

NOTES: 1) DMNC  
 2) April to Nov  
 3) SCWA invoice received 2/8/11 63019000 gallons  
 calculated from 2009 readings  
 then revised bills received Apr to thru Mar 1, 2011

14-Nov-12

## 2011 UTILITY PRODUCTION REPORT

2011 MONTH	LIGHT		WATER		SEWER		HAWKEYE	
	TOTAL DELIVERED MWH*	GENERATION KWH	SCWA PUMPAGE 000s OF GALLONS	AVG. PUMPED PER DAY 000s	PUMPAGE MG	AVG. PUMPED MGD	PUMPAGE IN GALLONS	AVG. PUMPED PER DAY
JANUARY	3021	0	4918.100	158.65 1	8.556	0.276	14100	454.84
FEBRUARY	2559	0	4387.768	156.71	6.958	0.249	16300	582.14
MARCH	2459	14000 2	4799.460	154.82	7.750	0.250	17000	548.39
APRIL	2212	0	5823.180	194.11	7.866	0.262	26500	883.33
MAY	2266	0	7281.780	234.90	8.928	0.288	31600	1019.35
JUNE	2576	0	7281.780	242.73	10.080	0.336	10500	350.00
JULY	3534	0	9836.200	317.30	10.215	0.330	18770	605.48
AUGUST	3184	27000 3	11672.543	376.53	10.912	0.352	23800	767.74
SEPTEMBER	2600	6000 4	7992.380	266.41	14.202	0.473	19260	642.00
OCTOBER	2279	0	6515.077	210.16	14.012	0.452	22005	709.84
NOVEMBER	2151	0	5581.990	186.07	9.600	0.320	13480	449.33
DECEMBER	2487	0	4974.200	160.46	8.866	0.286	16220	523.23
<b>TOTALS</b>	<b>31,328</b>	<b>47000</b>	<b>81064.458</b>		<b>117.945</b>		<b>229,535</b>	

NOTES: 1) NO SCWA INVOICE RECEIVED SINCE JULY 2010  
 Invoice recieved 2/8/11 63019000 gallons  
 Then revised bills received Apr 2 thru Dec 1, Dec, Jan, Feb  
 2) DMNC Test  
 3) Irene  
 4) DMNC  
 \*NOTE: CHANGED FROM "PURCHASED" TO "DELIVERED" TO REFLECT THE APPROXIMATE 6% LOSS  
 BETWEEN WHAT IS PRODUCED AT NIAGRA FALLS AND WHAT GETS TO GREENPORT. GREENPORT PAYS FOR  
 THE HIGHER PRODUCTION AMOUNT BEFORE THE LOSS IS CALCULATED.

14-Nov-12

## 2012 UTILITY PRODUCTION REPORT

2012 MONTH	LIGHT		WATER		SEWER		HAWKEYE		
	TOTAL DELIVERED MWH*	GENERATION KWH	SCWA PUMPAGE 000s OF GALLONS	AVG. PUMPED PER DAY 000s	PUMPAGE MG	AVG. PUMPED MGD	PUMPAGE IN GALLONS	AVG. PUMPED PER DAY	
JANUARY	2739	0	7675	5740.900	185.19	7.626	0.246	17235	555.97
FEBRUARY	2474	0	6410	4794.680	165.33	6.104	0.218	15645	584.54
MARCH	2302	0	5440	4069.120	131.26	7.161	0.231	16367	529.55
APRIL	2074	6000 1	7910	5916.680	197.22	7.440	0.248	16416	547.20
MAY	2363	0	7755	5800.740	187.12	8.680	0.280	27520	887.74
JUNE	2613	0	11785	8815.180	293.84	9.210	0.307	31750	1058.33
JULY	3500	0	0	0.000	0.00	9.672	0.312	13470	434.52
AUGUST	3505	0	28475	21299.300	343.54 2)	9.889	0.319	9730	313.87
SEPTEMBER	2647	0	11450	8564.600	285.49	8.550	0.285	8410	280.33
OCTOBER	0	0	9735	7281.780	234.90	9.362	0.302	0	0.00
NOVEMBER	0	0	0	0.000	0.00	0.000	0.000	0	0.00
DECEMBER	0	0	0	0.000	0.00	0.000	0.000	0	0.00
<b>TOTALS</b>	<b>24,217</b>	<b>6000</b>	<b>72282.980</b>		<b>83.694</b>		<b>156,543</b>		

NOTES: 1) DMNC Test  
 2) July & Aug combined

\*NOTE: CHANGED FROM "PURCHASED" TO "DELIVERED" TO REFLECT THE APPROXIMATE 6% LOSS  
 BETWEEN WHAT IS PRODUCED AT NIAGRA FALLS AND WHAT GETS TO GREENPORT. GREENPORT PAYS FOR  
 THE HIGHER PRODUCTION AMOUNT BEFORE THE LOSS IS CALCULATED.



## **MONTHLY REPORT – October 10- November 8, 2012 DAVID ABATELLI- VILLAGE ADMINISTRATOR**

### **CODE ENFORCEMENT/BUILDING DEPARTMENT**

See Eileen's report and attachments.

We should look at the fee structure for wetlands permits, particularly how they address repairs and replacement of existing bulkheads and docks. Our present structure can be unreasonably expensive when compared to other municipalities as well as in relation to the actual costs incurred by the Village to administer the permit.

I would like to authorize Building Inspector Eileen Wingate to attend a Code Enforcement Training, provided by the Association of Towns in NYC on February 18-20, 2013 at a cost not to exceed \$ 950.00, to meet most of her required 24 hours of annual education credits.

### **RECREATION PROGRAMS – AFTER SCHOOL PROGRAM**

See Kathy Mathews report.

We are preparing for the Christmas program and events.

The Boy Scout Eagle project which had proposed to install a post and rail fence around the Third Street Park the date keeps getting pushed later. I don't think this will get done this season, but could be pursued in early spring 2013.

### **GREENHILL CEMETERY**

The Boy scouts are now over 75% complete in the painting of the fence at the Cemetery.

### **GREENPORT HOUSING AUTHORITY**

See attached minutes of the November 8<sup>th</sup> Meeting

### **MITCHELL PARK MARINA, CAROUSEL, McCann CAMPGROUND & ICE RINK**

See Marina Manager's report.

During the Brooklyn Cup Ocean Challenge Sailboat Race, the \$500.00 cost of the 20x40 event tent needs to be ratified, as we failed to get that expense approved prior to the event.

See attached revenue sheets: October was significantly off from last year in most areas except again Moorings and the Recreation Center. I intend to perform a thorough review of these revenues to confirm if there are

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11944

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Ext. 215

#### **TRUSTEES**

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DEPUTY MAYOR

CHRIS KEMPNER

DAVID MURRAY

MARY BESS PHILLIPS

#### **CLERK**

SYLVIA LAZZARI PIRILLO  
Ext. 206

#### **TREASURER**

CHARLENE KAGEL, CPA  
Ext. 217

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any accounting errors, as we have been short-staffed for more than two months, owing to the absence of an integral, long-term staff member.

The Carousel Lighting Project proceeded further ahead this month towards completion. We are continuing the planning for the replacement shields with faces and the painting of the rounding boards followed by additional lighting on the shields and on the "sweeps or spokes" that support the ride. Lastly replacing the decorative panels that hide the center gears, which we never had, but were on the carousel originally. We are close to having a presentation for the Village Board and Friends of Mitchell Park to review. We will need funding support to move forward with this project, with the sources being primarily the Friends of Mitchell Park and Fundraising/Sponsorships.

We are presently accepting applications for part-time staff at the Ice Rink and a few people for the Carousel. We will probably have some names for the November board meeting, but will certainly be ratifying some people at the December meeting. We are just starting the Ice Rink installation and expect to make ice in early December, weather and mechanical operation permitting. By December 14<sup>th</sup> we will be making ice regardless of weather.

### **OLD SCHOOL HOUSE RENOVATION**

We hope to complete the interpretive portion of the project by the end of the year and close out the Grant. We are planning a fence and small storage shed to be built between the Blacksmith Shop and the Schoolhouse.

The Greenport school cooperative program with Dave Berson is operating Saturdays at the schoolhouse.

### **LWRP UPDATE**

Jamie Ethier (NYS DOS) has reviewed the existing draft document and provided his comments for us to consider. David Smith of VHB is incorporating most of those comments into his existing Draft document and will provide that to the Board later this Month. He would be available to meet with the Village Board to go over the LWRP at our convenience. After we work our way through all of that and there is a consensus of the Village Board and NYSDOS, there would be a 60 day general comment period.

### **HARBOR DEPARTMENT**

See the marina/ harbor manager report.

I would like to discuss the marina manager's contract renewal in an executive session.



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## PAVING PROJECT

We still have price quotes for paving the entrance apron at the Moore's Lane Ball Fields, at a cost of \$3,500.00; we are waiting for completion of the road work for the Power plant upgrade before doing this job.

The paving of First street was completed on October 26th with Corazzini Asphalt under the Southold Town Contract, which is based on a "per ton of asphalt used" cost. I've been informed that more asphalt was used than expected and the cost would be higher, at this time I don't know the final cost and I expect we will have to work through the contract details on how to properly proceed. I have authorized our agreed initial payment of \$57,780.35 (the presently available CHIPS funds) towards the original cost of \$85,000.00. The remaining \$27,219.65 plus any additional approved costs would be paid in May 2013 when additional CHIPS funds are available.

We may still perform more sidewalk work, mostly in residential areas. Both grinding and replacement is needed, which will likely run through November & December. Some of the upcoming stump removals will allow for some of the pending sidewalk work to be done.

I continue to be in discussion with a couple of NYSDOT officials about the proposed re-surfacing of Route 25 on the eastern portion of the North Fork. We are discussing how to include the section of the Villages Main Street into the scope of their larger project.

## OTHER MISCELLANEOUS ACTIVITY

I have been asked by a few of the residents of Sterling Street to provide a no parking area on the east side of the street over about a 100 foot length of a curve in the road.

Attended: Carousel, Greenhill Cemetery and Code Committee meetings and Zoning, Planning, Housing Authority and Historic Preservation Board meetings.

Respectfully,  
David Abatelli / Village Administrator

# **ADVENTURE TREKS, LTD.**

PO BOX 5, SOUTHOLD, NY. 11971-0005

QMiii@AOL.COM

631-871-2588

10/12/12

Hon. David Nyce  
Board of Trustees  
Village of Greenport  
Work Session Monthly Report From Marina Manager

Dear Mayor and Trustees,

The following is my Harbor Managers report.

- Last month I had John Costello from Costello Marine and John Hocker from Latham Sand and Gravel take a look at the Railroad Dock to give us and estimate of repair for several broken pilings and some broken cleats. They came back with a time and material estimate for the repair work based on a per piling and cleat cost.
- I had the same gentlemen look at the East Pier for giving us an estimate to go over the pier and repair/retighten as needed. There are several broken bolts underneath the pier that hold cross supports that need to be replaced. The wave attenuation boards are loose again and need to be refastened, especially after hurricane Sandy took her toll. This is a mix of regular maintenance and repair work that is needed to be done every year. The dock is constantly in motion from wave and wake action and needs to be looked at annually. Attention now will prevent major repairs in the near future.
- I started replacing the mooring pennants in Sterling Harbor with their winter stakes. I contracted with Coastal Pipeline of Calverton to make 8 new 2700lb. moorings to be used in the mooring field this fall. I received a call from them last Friday and they will be completed in ten days. This is part of our continuing maintenance project that we initiated last year. By the end of this fall we should be two thirds the way through pulling and inspecting all of the moorings in the field. After we are complete with all of the moorings being inspected, we will start over again and inspect one quarter of the field annually. This will ensure that all the moorings and their gear are safe to use. As of today I am three quarters the way to putting the mooring winter stakes out in the field. I have come across some that have their chain wrapped around themselves making the change over impossible. I will deal with that when I'm out there with the crane and barge later this winter.
- The lost green channel marker was found floating over by Preston's docks. I will put that back in next spring with new chain and a new mooring. The other green channel marker also broke loose during Sandy and was retrieved by a nice Samaritan. I will replace this next year with new chain and a mooring. Before the winter sets in I will pull the one last channel marker.

This concludes my report for the period.

Jeff Goubeaud  
Mitchell Park Marina Manager

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631-871-2588

11/12/12

Hon. David Nyce  
Board of Trustees  
Village of Greenport  
Work Session Monthly Report From Marina Manager

Dear Mayor and Trustees,

The following is my report for the marina.

- The season is over and now we start securing the marina for the winter months. The Village visitor's docks have been brought over to the marina and secured to "C" dock. The wooden "N" docks have been tied off to "C" dock to keep them from hanging up on the bulkhead during periods of extreme high tides. The Unit-2-Go storage container has been brought down to the marina. All of the tires from the East pier have been stored inside the container for the winter. We also went and retightened some of the loose retaining rods on the floating docks that keep them together. I had noticed that they were getting loose and some of the fingers were moving where they shouldn't have been.
- All of the faucets that were leaking on the East Pier and those on the floating docks have been replaced with "ball valve" type faucets that won't drip. The next step to securing the docks for the winter is to have the water shut off and the system purged so it won't freeze and crack pipes. Also, the marina office needs to have the water shut off and purged.
- Hurricane Sandy brought us out of our complacency pretty quick. We secured the marina for her by getting everything off of the floors to a higher location. The water to the piers and floating docks was secured as well as the power. The pump-out station was secured as well. We were very fortunate to only have had three inches of water in the marina. There was no damage to the office or to the floating docks, except for one of the power stations that was blown over. The East Pier took the brunt of the wind and waves. The wave attenuation boards have been loosened considerably. During the course of a regular season, these boards are constantly in motion from the wind and currents. However, they were working overtime during this storm. Three quarters of the lower bolts holding the boards to the pier are coming out, having their nuts and washers come undone. There's other damage to some of the piling under the decking that needs repair as well. I've had Costello Marine and Latham Sand and Gravel look at the pier. Both have said that it's going to be a time and material fix. They are sending me paperwork as to how much the time is going to cost per man hour.
- Speaking with several FEMA personnel here at the marina today, they said to have Mayor Nyce put into his report any work necessary here at the marina and they will take it into consideration.
- We've been storing things for the winter up at the carpentry shop and I noticed that three very big trees have come down up there. Two of the trees are blocking the entrance into the shop and the third is across the road going past the pond into the pole yard. I'm going to clear away some of the branches blocking the path to the shop entrance.

This concludes my report for the period.

Jeff Goubeaud  
Mitchell Park Marina Manager





236 THIRD STREET  
GREENPORT, NEW YORK 11944

PRESENT: Board Members: Tina Finne, Marilyn Corwin, Valerie Shelby  
Staff: David Abatelli, Asha Gallacher

## MINUTES

Village of Greenport Housing Authority Regular Board Meeting

**11/08/2012**

MEETING CALLED at 5:05 pm by Tina Finne

1. Motion was made to approve minutes of October 2, 2012. Marilyn Corwin made motion, Tina Finne carried.
2. Motion was made to ratify accounts payable for November 2012 totaling \$78,027.36. Marilyn Corwin made motion, Valerie Shelby carried.
3. **Section 8 Update:**
  - a) Motion was made approve the Admin Plan after the 60-day public review which expired on July 16, 2012 with no comments to the retroactive date of July 17, 2012. (see attachment).
4. **Affordable Housing Update:**
  - a) Motion was made to ratify accounts payable for November 2012 for 213 Center Street totaling \$210.87 and 278 2<sup>nd</sup> Street totaling \$1,501.60.
5. **Scheduled next meeting for Tuesday, November 27, 2012 at 5:00pm.**
6. **Meeting adjourned at 5:20 pm-----Motion to adjourn by Tina Finne. Marilyn Corwin carried.**



## Notices of violation

10/25/12	1001-4--8-39	Electrical system Hazard, safety devices on LP gas containers and rubbish and garbage	A notice of violation was served on 10/25. Follow up inspections showed very little effort trying to clean up the violations. Next week after another inspection, I anticipate I will be writing an appearance ticket for a court date.
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## New Complaints and follow up that do not require "notice of violation"

10/1/12	4-1-6	Dogs at large, damaging neighbor's property	Issued letter, asking for compliance with Village code, section 39-3. Called complainant to follow up she said very little has changed.
10/2/12	3-5-16.4	Violations in Property Maintenance code. Infestation and lack of required maintenance for kitchen appliances.	Issued a letter requesting an inspection. Received a call from the building owner denying access to the property. I turned this request over to DA for follow up, as he has been to this property recently.
10/3/12	5-4-17	Complaints about lack of CO for property open for business.	This building and its issues were turned over to Village attorney back in August.
10/2/12	4-6-6.1	Accumulation of rubbish	Contacted tenant and requested that garbage be removed immediately. Follow up inspection scheduled for 10/12. All rubbish was removed
10/3/12	6-6-13	Dwelling unit is without proper siding and leader and gutters do not function adequately.	Met with owner to discuss the deficiencies in the rental property. The exterior structure is dilapidated and the grounds are filthy. I suggested we meet again in 10 days to look at the progress in repairs to the house. Property was cleaned up a bit, an effort to correct some of the exterior dilapidation was attempted
10/11/12	4-6-23	Mattress on front porch, abandoned furniture in rear yard, overflowing garbage	Contacted owner, property was cleaned up before reinspection date.
10/11/12	2-6-33	Abandoned mattress left curbside	Contacted owner, mattress was removed before reinspection date.
10/15/12	2-1-15	Complaints of overcrowding	Contacted owner was permitted to inspect 2 family house. Found house in good order, overcrowding was not a problem. There were inadequate number of smoke detectors and no CO detectors at all. Corrections were made.
10/9/12	4-9-12	Tenants complaining about bed bugs.	Asked owner to continue with professional treatment for problem, appears that Owner and tenant have other issues besides bed bugs. Will not entertain tenant complaints without further evidence.
10/24/12	4-1-22.1	Discarded object all over front yard.	Yard was cleaned up after I contacted owner.
10/24/12	4-2-13	Abandon Mattress	Removed after contacting owner

## Building Department Report for October 2012

1. The Building Dept. is very busy. There will be 3 new two family dwelling units under construction by the end of the month. Building Dept. Fees collected this year have been greater than any year since 2005.
2. Noah's application for a new water service is dated 8/22/2012. This service is required for the installation of a Fire Suppression System, which is required by the Building Code in order to occupy the new expanded space. While several different ideas have been discussed there is no concrete solution to date. The sprinkler company has requested a flow test but it has not been scheduled yet. The sprinkler company will not design a system until a decision has been made about the size of the main to be installed. The approval of a design and the installation of the suppression system is a function of the Building Dept. and will be reviewed and overseen when water is provided to the site. Noah has expressed his frustration that he still has no answer as to when the installation of a new water main will be complete.
3. There are no new applications for the Zoning Board this month. There are several projects with the Planning Board that need to be completed.
4. Association of Towns has announced that the annual training school has been scheduled for Feb 18-20 as usual. The specific classes and fees have not been announced yet, but the seminar offers most of the required training for the year. I would like to get an early start this year so that I may take advantage of the early enrollment price break.
5. The Village of Greenport Building Department is continuing their efforts to comply with Title 19, part 1203 (inspection of all non-residential buildings. The building Department has completed most of the Churches and first 12 mixed use commercial buildings. The Department will be arranging inspections of commercial building in groups of 10-12, insuring that all non-residential buildings meet minimum Fire and safety requirements, and are occupied in compliance with existing Certificate of Occupancies. Landlords have been responsive and amenable to correcting faulty situations.
6. It has come to the attention of the building dept. that the cost of hardware for the installation of directional signs has increases substantially. Presently the code allows for a fee of \$50.00 per location. Section 150-15-1 (3) states that the signs are licensed for a period of 2 years, and may be renewed upon expiration. Since this section was added in 2001 (to the best of my knowledge) renewal fees have never been collected. Perhaps the building dept. can start a renewal procedure and collect fees for the continued use these signs. The other alternative would be to increase the rate of the initial installation and modify the code, to compensate for the increase in the installation.

# Marina

## DEPARTMENT

October 2012  
MONTH/YEAR

October 2011  
MONTH/YEAR

1	720.79	972.14 + 281.35
2	23.90 + 83.45	115.25
3	651.05	150
4	100.00	50
5	99.93 + 813.73	171.69 + 5.00
6	122.75 + 381.20	1194.98 + 367.12
7	382.33 + (-58.66) refund	2944.91 + 92.55
8	65.18 + 35.85	5180.02 + 339.57
9	48.88	1389.26 + 1356.68
10	39.11 + 182.55	971.57 + 241.17
11	210.70	516.03 + 35.85
12	121.66 + 317.19	56.49
13	28.24 + 1439.38	384.50
14	822.19	511.59 + 9.99
15	538.78	956.99
16		707.54 + 92.33
17		
18		
19		1112.32 + 74.95
20		
21		-491.28 (hurricane)
22		675.00 (bank)
23		
24		1318.71
25	1102.50 (bank)	
26		
27		
28		
29		
30		
31		

8,272.68

21,784.27

**TOTAL**

# Carousel

## DEPARTMENT

October 2012  
MONTH/YEAR

October 2011  
MONTH/YEAR

1		1302
2		904
3		
4		
5	243	
6	1328	
7	972	128
8	915	1904
9		1882
10		1264
11		
12		
13	720	
14	738	
15		850.55
16		870.00
17		
18		
19		
20	950	
21	827	
22		913
23		678
24		
25		
26		
27	284	
28		
29		80
30		190
31		

6,977.00

10,965.55

**TOTAL**

McCanns

DEPARTMENT

October 2012  
MONTH/YEAR

October 2011  
MONTH/YEAR

1		925
2		
3		
4		
5		
6		
7		840
8		
9		300 + 135
10		
11		
12		540
13		40
14		
15		
16		600
17		1100
18		60
19		
20		
21		
22		80
23		
24		
25	1020	
26		55
27		
28		
29		
30		
31		

1020

4475

TOTAL

MooringS

DEPARTMENT

October 2012  
MONTH/YEAR

October 2011  
MONTH/YEAR

1		
2		
3		
4	700	
5		40
6		27
7		
8		34
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		72
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

700

173

TOTAL



# Pump Out Boat

## DEPARTMENT

October 2012  
MONTH/YEAR

October 2011  
MONTH/YEAR

1		
2		
3		
4		
5	20	
6		
7		20
8		35
9		50
10		15
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

20

120

TOTAL

Rec Center - After School

**DEPARTMENT**

October 2012  
MONTH/YEAR

October 2011  
MONTH/YEAR

1		
2		
3		
4		
5	60	
6		
7		
8		
9		
10		
11		
12		430
13		
14		90
15		
16		
17		320
18		240
19		225
20		
21		
22		
23		
24		
25	585 + 402 + 340	
26		
27		
28		120
29		
30		
31		

1387

1425

**TOTAL**

## Recreation Program

### October 2012-Monthly Report

Our enrolment remains the same this month. We have continued our partnership with the Library and the 3<sup>rd</sup> and 4<sup>th</sup> graders had two field trips to Charnews farm and heard presentations from various guest speakers, including Captain Bersen. The theme this year was "water" and how it related to farm life, sea life and the world in general. This has been a wonderful experience for our children and we hope it will be funded again in the Spring.

We were the lucky recipients of 3 donated sewing machines and a great deal of fabric. We have started sewing lessons with the children, and they are very enthusiastic about learning this skill. They have learned how to thread a needle and how to do a basic running stitch. We have also done some basic cooking, so far from box mixes that the parents have donated and they love to cook as well.

Thankfully we had our Halloween party on Friday, October 26 pre-Sandy! We served snake shaped Stromboli, Witches brew and chocolate brownie cupcakes with orange frosting. The children played organized games in the large room, made crafts in Mrs. Ryan's room and Ana played Pin the Body Parts on the Skeleton, and a few other Halloween related quiet games. It was a nice way to end the month.

I am working with Sue Toman from the Guidance Center [Southold] to complete a grant to obtain money to begin a parenting course at the Recreation Center. The course is called, "Building Strong Families" and while the work is time consuming, we are hopeful that our efforts will be fruitful. I have felt, for some time, that adding a parenting component to our existing program would prove to be an asset.

I also met with Lynn Summers and the Education Committee from the Maritime Museum to discuss plans for future programs for our children. She assures me that the Peconic Star/Orient Lighthouse trip is a go for next summer for our oldest group of campers. We are trying to find other ways to disseminate information on the Maritime heritage and history of Greenport to the general public. We discussed creating a portable display for the local schools.

Respectfully submitted

Catherin Matthews

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

to be presented at the meeting held on November 19, 2012

Report of Sylvia Lazzari Pirillo, Village Clerk and

Jeanmarie Oddon, Deputy Village Clerk

### **Contracts and Agreements**

- Received on 11/8 from Joe Prokop the Village copy of EFC close-out paperwork for the WWTP project
- Change Order # 5C for the Power Plant Upgrade was signed by all parties and mailed on 11/15/12. This Change Order involves the installation of Bullet Resistant Glass Block at the five power plant windows adjacent to the new 10 MH transformer.

### **Internal Administrative Information**

- Received a check in the amount of \$ 8,939.30 from NYMIR on 10/17/12, as the final installment of capital investment reimbursement. (FYI: "Rate relief" next year on our auto policies is a strong possibility.)
- Part-time meter reader job opening posted on 10/19
- Dredging permit paperwork completed & check submitted (Abatelli)
- Roof bid opening extended to 11/20 at 3 p.m.
- Monthly financials added to the web site
- Monthly abstract added to the web site
- Created & distributed flyer for "Gift of Christmas" event at the Rec Center, and already collecting sponsorships.
- AT&T payment of \$ 20,894.73 received on 11/8/12
- Completed and submitted \$ 300 Board of Elections payment voucher

### **Talking Points**

- HEAP annual conference call [with Kathy Berezny] on 10/17/12
- Emergency preparedness – Sandy
- Upcoming Village election

### **Legal Notices**

- Liquor license renewal application for Whiskey Wind Tavern
- Light plant roof bid and extension noticed in paper and on web site, and addendum # 1 added to web site
- Estoppel notice for street sweeper
- Part-time meter reader position noticed in 11/1 newspaper
- Change of date [and frequency] for Audit Committee meetings
- Change of date [and venue] for Code Committee meetings
- Noticed Special Meeting as held on 11/15
- Noticed terms to be filled for upcoming general election

### **Motion(s) requested for the coming regular meeting**

- RESOLUTION allowing Clerk Pirillo, Deputy Treasurer Brandt and any interested Board member, to attend the New York State Government Finance Officers' Association Long Island Region Holiday Seminar, on December 6, 2012 from 1:00 p.m. – 6:00 p.m. in Hauppauge, New York at a cost of \$ 75.00 per person, to be expensed for Clerk Pirillo from line item number A.1410.400 (Clerk Contractual Expense) and for Deputy Treasurer Brandt from line item number A.1325.400 (Treasurer Contractual Expense).

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MEMO RE: **2012-11-19 Work Session**

TO: Mayor David Nyce / Board of Trustees

FROM: Jack Naylor, P.E.

DATE: 11-13-12 (Revised 11-15-12)

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**A. Budget Related Issues:**

1. **Budget Mods** - One (1) Budget Mods is being proposed to address the additional water expense in the sewer department due to usage required by new equipment.

**B. Light and Power:**

1. **PPA / Electrical Cost Summary Form** - The monthly PPA form update will be prepared as soon as the August billing is received and can be forwarded to board members via e-mail if requested as it is much easier to read "on screen".
2. **Capital Improvements** - Work has resumed at the site:
  - a) All major materials have been delivered.
  - b) Panel doors have been delivered and installed.
  - c) Work on the Mimic Panel is continuing.

Progress was obviously impacted by the storm with an estimated 2 weeks lost. The plant experienced equipment failures with an interior 480 volt transformer failing, which also damaged the battery system. Cost of repairs is being determined and feasibility of FEMA reimbursement being examined.

3. **Roof Replacement** - Bids were extended due to the storm by 12 days to November 20th.
  4. **Light Grant** - Nothing new in this regard.
  5. **Electric Department Maintenance Programs** - Work on these items was suspended in preparation for and conducting emergency repairs to the distribution system.
  6. **Engine Repairs** - No progress on this item as all activity is suspended until completion of the capital projects.
  7. **Verizon Utility Poles** - The pole at Atlantic and Bridge has been removed.
  8. **Stirling Harbor Marina** - The visit to this site to examine and, if warranted, make repairs and / or adjustments was postponed due to the storm. It is anticipated that this visit will take place the week after Thanksgiving.
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9. **Hurricane Sandy** - Village Utilities staff spend the week before the storm preparing for the storm while contractors removed the temporary bypasses and made wiring terminations to activate the new switchgear in order that generators could be operated.

Once the storm hit, the Village experienced the failure of two primary circuits which were immediately repaired. Just after midnight, the LIPA feed failed due to falling branches which was restored by just after 1:00 am.

A total of 96 individual outages were reported more than 90% of which were restored within 24 hours. Repair work to the Sandy Beach area was delayed an additional day as access to damaged lines was blocked by large trees. The effort was coordinated with Southold Town and Village crews completed the work once access was available.

Those homes where we had to wait for electricians to restore house service attachments were completed the same day as repairs were made. We scheduled linemen to be available over the weekend for this work so as to not leave residents without power over the extra days. The final reconnections where meters had been submerged and extensive repairs had to be made before power could be restored, were completed on the 13th.

10. **Hiring Date of Doug Jacobs** - The resolution from the August 27th meeting includes no hiring date. The following resolution is proposed to correct this omission.

*Motion to amend Resolution No. 8-2012-2 from the August 27th, 2012 regular meeting of the Board of Trustees to set the hiring date of Doug Jacobs at September 1, 2012.*

11. **Title Change Tom Wood** - In early December, Tom Wood is expected to graduate Lineman's school at which time he will be eligible for a change in title to Lineman II and receive an associated salary increase. After further consultation with the Department Head, Jim Fogarty, a recommendation in this regard will be submitted to the Board.
12. **Long Term Transmission Rights** - Our long term transmission rights by which we get the electricity from Niagra Falls are about to expire. While legal counsel had previously advised we had about a year before needing to make a decision, NYPA has just informed that us that they want an answer by December 14th as to which way we want to go with the choices being a fixed price or market driven (variable) price. Legal counsel is requesting a 6 month extension.

In short, what's being asked is do we want to buy a fixed price guaranteed transmission rights at about \$46,000 per month for Con Ed and NYPA transmission charges or pay based upon market prices. We are preparing an analysis over the last 5 years but the preliminary conclusion from counsel is that based upon recent 2009-2013 levels congestion, either choice would be "a wash". If congestion were at 2008 levels, buying the fixed price transmission rates would save a substantial amount of money.

C. Sewer:

1. Waste Water Treatment Facility:

- a) **WWTF Upgrade** - Work is sporadic at this point due to the limited number of items remaining to be completed. The current official schedule, based upon the signed contract time extensions, is as indicated below:

Award Contracts	November 06, 2009
Execute Contracts	December 07, 2009
Effective Date of Notice to Proceed	December 28, 2009
EFC Deadline to Execute Change Order No. 1	December 29, 2009
Preconstruction Meeting	January 14, 2010
Groundbreaking Ceremony	February 02, 2010
Start of Physical Construction	April 15, 2010
Original Construction and Currently Anticipated Completion	June 30, 2011
Currently Contracted Construction Completion	September 20, 2011
Board Approved Substantial Completion Date	December 31, 2011
Board Approved Final Completion Date	May 31, 2012
Scheduled Final Completion Date	July 27, 2012
Anticipated Completion Date	August 17, 2012
Anticipated Close Out Date	September 04, 2012
Scheduled End of "Correction Period"	September 04, 2013

All work is deemed complete with the exception of punch list items and provision of required documentation from the EoR.

- b) **EFC Loan / Grants / Other Funding** - Final project closeout with NYSDEC and NYSEFC will be able to proceed upon receipt of final closeout documents from the EoR.
2. **Change Orders** - No modifications to project scope are under consideration at this time.
3. **SSES** - No responses have been received in the last month.
4. **Pump Station Redesigns** - In light of the storm and related FEMA activities, work on this item has been suspended.

D. Meter / Water Department:

1. **Cross Connection Control Program** - No recent activity in this regard.
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2. **Meter Replacements / Elimination of Problem Locations** - The scheduling of appointments for the addition of radio read modules and replacement of problem meters is continuing. Private contractors have again removed meters from homes in Sandy Beach. Last year all contractors were advised that the practice is unacceptable. Letters are being prepared to be sent to homeowners advising of proper policies and procedures and indicating that the Village will not be responsible for any damage resulting from the removal of these meters by private entities.
3. **Water Records** - All records are up to date.
4. **Log Books and Oversight** - Activity has resumes now that open staff position filled.
5. **Part Time Meter Reader** - Several resumes were received for the position. Dan Prindle has reviewed same and has recommended an individual for this position.

*Motion to approve the hiring of Bryan Anderson as a temporary, part-time meter reader at a rate of \$13.00 per hour , at a maximum of 20 hours per week.*

**E. Roads / Highway:**

1. **Storm Cleanup** - The Highway crews completed debris and brush pick up on Thursday, November 15th.
2. **MS4 Activity** - With the Retrofit Plan for the Village having been submitted at the end of September, the Village must begin taking steps to implement same. It is recommended that the board appoint board representative to work with staff in bringing this plan to implementation and consider the extent and method of public input into the process.

**Other**

1. **Incident Reporting** - With the office utilities staff now up to full strength the, updating of Incident / Activity Tracking Reports will be re-initiated. Data is being retained and will be updated as soon as possible.

Referenced Items Provided Under Separate Cover:

-PPA Summary (available on request via e-mail)

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