



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

PETER CLARKE

MARY BESS PHILLIPS

JULIA ROBINS

**VILLAGE  
ADMINISTRATOR**

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

**CLERK**

SYLVIA PIRILLO, RMC  
EXT. 206

**TREASURER**

ROBERT BRANDT  
EXT. 217

*April 16, 2020 at 7:00 PM*

*Mayor and Board of Trustees - Work Session Meeting*

*Third Street*

*Firehouse*

*Greenport, NY 11944*

**PLEDGE OF ALLEGIANCE**

**MONTHLY REPORTS FOR THE FOLLOWING:**

- **FIRE DEPARTMENT** – CHIEF WAYDE MANWARING  
Including compilation of all monthly meeting minutes
- **VILLAGE ADMINISTRATOR** – PAUL J. PALLAS, P.E.  
Road and Water Department  
Sewer Department  
Light Department  
Building Department  
Recreation Department  
Harbor Department  
Marina Manager
- **VILLAGE TREASURER** - ROBERT BRANDT  
Meter Department  
Housing Authority & Community Development
- **VILLAGE CLERK** – SYLVIA PIRILLO, RMC
- **VILLAGE ATTORNEY** - JOSEPH PROKOP, ESQ.

**BOARD DISCUSSIONS**

**MAYOR AND VILLAGE BOARD OF TRUSTEES**

**PUBLIC TO ADDRESS THE BOARD**



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EXT. 217

Submitted: April 13, 2020  
Meeting: April 16, 2020 7:00 PM  
*Work Session Meeting*

To: Mayor George W. Hubbard, Jr.  
Board of Trustees

Prepared By: Paul Pallas, P.E. Village Administrator

From: Paul Pallas, P.E. Village Administrator

Department: Village Administrator

## Work Session

# Work Session Report for Road and Utilities

April 16, 2020

## Administrator's Office

### Statistics

#### Work Orders:

Electric = 28 Written, 28 Completed

Water = 3 Written, 3 Completed

Sewer = 53 Written, 53 Completed

Road = 53 Written, 53 Completed

### Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 3-06-2020. 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 3-13-2020.

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## Road/Water Department

### Statistics

Water Distribution:

3,985,800 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations:     419 Sixth Street - Slop Sink  
                  Total Coliform = Absent  
                  E Coli = Absent  
                  Residual Chlorine = 0.57 mg/L

Third Street Firehouse - Kitchen Sink  
                  Total Coliform = Absent  
                  E Coli = Absent  
                  Residual Chlorine = 0.58 mg/L

The form, DOH-360, was filed with the DOH on March 6, 2020 with the above results.

### Report

Tasks Accomplished:

- ❖ Did all normal highway tasks.
- ❖ Performed water machine maintenance
- ❖ Cleaned storm drains.
- ❖ Grinded sidewalks around village.
- ❖ Patched around village.
- ❖ Installed new hydrant at sewer plant, installed double check valve at polo grounds, did water samples and started to turn water on around village.
- ❖ Changed oil on G-2.
- ❖ Repaired fence around at dead end of 4th street.
- ❖ Removed sign that broke in front of Greenport fire.
- ❖ Weeded and edged flower beds at steamboat corner, village hall, Greenhill cemetery and welcome to Greenport sign.
- ❖ Put topsoil down in front of 515 Wiggins street.
- ❖ Continued taking brush from tank yard to dumps.
- ❖ Cut tree down at 222 and 640 Broad street, cut tree down at IGA parking lot, trimmed tree 3rd street basketball court and trimmed trees by softball field.
- ❖ Replaced fence rails at turntable and 6th street park.
- ❖ Cleaned leaves at Greenhill cemetery.

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## Sewer Department

### Flow and Sampling:

The plant continues to run well, exceeding DEC permit requirements.  
Total plant flow for the month of March = 9,504,000 gallons.  
Average Daily Flow = .307 (MGD) Permit limit = .650 MGD  
Total Suspended Solids percent removal (TSS) = 96%. Permit limit is 75%  
CBOD percent removal, = 97%. Permit removal level is = 75%  
Coliform Fecal General = <1.9 MPN. Permit limit, 200 MPN/100  
Coliform Total General = 40.5 MPN. Permit limit 700 MPN/100  
Total Nitrogen = 4.7 LBS/day

### Sludge Removal:

42,000 Gallons of sludge hauled in March.

### Report

#### ❖ Treatment Plant:

Replaced yard hydrant next to BNR Basins

Test boring done at Treatment Plant for solar project

Pump rebuilt for Jet-Rodder

#### ❖ Collection System:

De-ragged Nursing Home pump station #2 pump several times this month

New grease interceptor installed at Crazy Beans

Cleaned floats and probes at all pump stations

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# Electric Department

## Statistics

### Monthly Power Usage:

Maximum usage day = March 1 @ 100.808 Mwh

Minimum usage day = March 26 @ 7.725 Mwh

Peak demand for the month = 4.636 MW March 23, 1:30 pm

Monthly total usage = 2493.762 Mwh

Service calls/call outs = 2

Street light repairs = 1

Customers shut off for none payment = 0

Customers turned on for payment = 0

Customers turned on for the season = 1

New Services = 2

### Tasks Accomplished:

- ❖ Assisted Wastewater over the month, pulling the wet well pump
- ❖ Service call at Silver Sands lift station, internal problem, also service call for the hotel building, flickering lights, found no issues.
- ❖ Had to repair control cable for wet well pump.
- ❖ Truck service on digger, control handle linkage needed adjustment, also had to send the truck for repair due to an air leak in the parking break system.
- ❖ Removed 3 trees with the Highway Dept. 200 block of Broad St., 640 1<sup>st</sup> and at the 2<sup>nd</sup> St. parking lot.
- ❖ Flickering light call at 529 1<sup>st</sup>, problem at the pole por connection.
- ❖ Removed service to ice rink warming shed.
- ❖ Ran engine #5 for completion of DMNC testing.
- ❖ Service up grade at 305 Fifth Ave.
- ❖ Half power at 23 Washington Ave, bad connector at weather head.
- ❖ Hawkeye plant, open URD riser for them do maintenance work on transformer, close a couple days later.
- ❖ Flickering lights at 173 Sterling Ave, bad connection at pole.
- ❖ Disconnect service at 230 Main St. for relocation of electrical equipment in the building, re-energized later that day.
- ❖ Worked on truck garage, cleaning to make room for more shelving, to store materials

### Attachments:

Greenport Meter 3-2020 (PDF)

Total Usage: 2,493,762.0000 KWH  
 Peak Demand: 4,636.00 KW  
 Occured On: Mar 23 2020 13:30  
 Load Factor: 72.40%  
 Date Start: Sun Mar 1 2020  
 Date End: Tue Mar 31 2020

Period Ending	KWH
3/1/2020	100,808.00
3/2/2020	85,754.00
3/3/2020	74,771.00
3/4/2020	77,287.00
3/5/2020	80,574.00
3/6/2020	89,458.00
3/7/2020	90,855.00
3/8/2020	81,751.00
3/9/2020	75,272.00
3/10/2020	71,157.00
3/11/2020	72,875.00
3/12/2020	79,051.00
3/13/2020	77,772.00
3/14/2020	75,777.00
3/15/2020	76,081.00
3/16/2020	86,757.00
3/17/2020	84,195.00
3/18/2020	77,263.00
3/19/2020	80,149.00
3/20/2020	74,694.00
3/21/2020	71,420.00
3/22/2020	81,034.00
3/23/2020	94,126.00
3/24/2020	80,003.00
3/25/2020	85,693.00
3/26/2020	78,237.00
3/27/2020	70,725.00
3/28/2020	77,315.00
3/29/2020	84,151.00
3/30/2020	80,130.00
3/31/2020	78,627.00



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From: Paul Pallas, P.E. Village Administrator  
Department: Village Administrator

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**Building**

**Work Session Report for  
Building Department & Code Enforcement**

April 16 2020

**Office of Code Enforcement & Fire Prevention**

**Reports**

- ❖ Code Enforcement continues to patrol the Village and respond to complaints.
- ❖ Code Enforcement continues to enforce the NYS Executive Order for non-essential business, non-essential construction and social distancing rules and regulations under the NYS PAUSE Guidelines.
- ❖ Due to the COVID19 pandemic, 2020 Annual Fire Safety Permit applications will not be due until June 15, 2020.

Code Enforcement Report is attached.

Building Permit Report is attached.

Traffic Enforcement Statistics Report is attached.

**Attachments:**

March 2020 Building (PDF)

March 2020 CODE (PDF)

March 2020 Traffic (PDF)



**PERMIT REPORT**

From: 03/01/2020 To: 03/31/2020

Permit Number	Permit Date	Type	Parcel ID	Legal Address	Status
02819	3/4/2020	VG FENCE	2.-6-11	200 North St	OPEN
02820	3/18/2020	VG EXISTING COMMERCIAL	4.-10-10.1	230 Main St	OPEN
02821	3/19/2020	VG RESIDENTIAL NEW CONSTRUCTION	2.-6-45.2	604 First St	OPEN
02822	3/20/2020	VG RESIDENTIAL - Alterations and Repair	4.-9-17.1	216 Third St	OPEN







# Village of Greenport Enforcement Report



## CODE ENFORCEMENT & FIRE PREVENTION

April 1, 2020

**Monthly Report**  
REPORT COVERING  
03/01/2020 through 03/31/2020

Incorporated Village

LOCATION	DATE	FACTUAL	DISPOSITION
511 Second Street Greenport, New York 11944	3/2/2020	Fence	Complaint of fence is disrepair on property line. Further investigation determined fence is on complainant's property.
715 First Street Greenport, New York 11944	3/2/2020	Illegal Dumping	Couch placed on curb – Since removed.
250 Sixth Street Greenport, New York 11944	3/2/2020	Garbage on Property	Property owner advised to ensure trash cans are properly secure. No additional complaints received.
149 Sixth Street Greenport, New York 11944	3/3/2020	Dog Running at Large	Notice of Violation issued to property owner for dog running at large. Southold Animal Control safely took dog to shelter.
301 North Street Greenport, New York 11944	3/6/2020	Fire Alarm inquiry.	Advised by Southold PD that fire alarm company is calling superintendent/property manager instead of activating FD/PD when alarms go off. Property management advised and states FD & PD are activated and superintendent also notified in addition, not instead of. Code Enforcement continues to monitor.
47 Washington Avenue Greenport, New York 11944	3/6/2020	Short Term Rental *Complaint*	Complaint of possible short-term rental. Code Enforcement continues to monitor.
430 Fourth Street Greenport, New York 11944	3/8/2020 3/9/2020 (One in the same)	Chicken and ducks *Complaint*	Complaint of chickens and ducks on neighboring property. Code Enforcement to work with Village Attorney on Code interpretation.
13 Stirling Cove Greenport, New York 11944	3/10/2020	Stop Work Order	Stop Work Order issued to property for failure to obtain building permit.
237 Monsell Place Greenport, New York 11944	3/24/2020	Dog Running at Large	Notice of Violation issued to property owner for dog running at large. Southold Police also responded.
209 Main Street Greenport, New York 11944	3/27/2020	Violation of NYS Exec. Order: Non-essential business.	Salon open after ordered to shut down due to COVID19 NYS PAUSE rules and regulations.

LOCATION	DATE	FACTUAL	DISPOSITION
133 Sixth Street Greenport, New York 11944	3/28/2020	Violation of NYS Exec. Order: Non- essential construction.	4 employees of Pool Company working after order to shut down due to COVID19 NYS PAUSE rules and regulations. (Count 1)
133 Sixth Street Greenport, New York 11944	3/28/2020	Public Nuisances. (90-3AA Village Code)	4 employees of Pool Company working after order to shut down due to COVID19 NYS PAUSE rules and regulations. Workers presenting health hazard in the Village of Greenport. (Count 2)
133 Sixth Street Greenport, New York 11944	3/28/2020	Violation of NYS Exec. Order: Non- essential construction.	Property owner allowing non-essential work after order to shut down due to COVID19 NYS PAUSE rules and regulations. (Count 3)

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## RENTAL PERMIT INFORMATION

### INFORMATION

*The following statistics represent the status of rental permits and rental permit violations from  
January 1, 2018 – April 1, 2020*

**Applications Received: 169**

**Incomplete Applications** (Missing fees, docs, etc.): **15**

\*We have begun contacting properties with pending incomplete applications.

**Applications Pending Inspection: 18**

(These include several North Fork Housing Alliance Units & Properties who have opted to have an architect/engineer certify compliance.)

**Applications Pending Re-Inspection** (Corrections needed to be made to rental unit): **8**

**Applications Completed/Permits Issued: 140**

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# Village of Greenport Enforcement Report



## TRAFFIC ENFORCEMENT

APRIL 1, 2020

**Monthly Report**  
REPORT COVERING  
03/01/2020 through 03/31/2020

Incorporated Village

### FINE COLLECTION BY MONTH: 2020

MONTH	No. OF TICKETS PAID	AMOUNT COLLECTED (VIA PLEA OF GUILTY OR COURT RULING)
January	14	\$1,930.00
February	11	\$1,225.00
<b>March</b>	<b>3</b>	<b>\$525.00</b>
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>YTD</b>	<b>28</b>	<b>\$3,680.00</b>

### MARCH 2020

#### Fine Collection by Violation Type

VIOLATION	CASE	AMOUNT
PRKD LONGER THAN PERMITTED SCHED XVI.	2	\$450.00
PRKD WHERE PROHIBITED SCHEDULE XI.	1	\$75.00
<b>Totals</b>	<b>3</b>	<b>\$525.00</b>



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Board of Trustees  
Prepared By: Paul Pallas, P.E. Village Administrator  
From: Paul Pallas, P.E. Village Administrator  
Department: Village Administrator

## Recreation

# Work Session Report Recreation Department

April 16, 2020

## Mitchell Park Marina/Parks

- ❖ Carousel application for the 2020 permit was completed and submitted.
- ❖ Dismantle and shutdown of the Ice Rink for the season.
- ❖ Hourly sanitizing of public restrooms.
- ❖ Camera Obscura Turret Repair.
- ❖ Spring cleanup of Mitchell Park Landscaping.
- ❖ Possible delay in opening Mitchell Park Marina on May 15, 2020.

Monthly Revenue Reports are attached.

## Recreation Center

### Statistics

Attendance:

After School Program = 31 children enrolled in After School Program

## Reports

- ❖ The Recreation Center closed for the After-School Program on March 11, 2020 due to COVID-19.
- ❖ The Recreation Center was thoroughly cleaned and sanitized.
- ❖ The 2020 Summer Day Camp application has been completed.
- ❖ Special Events and Programs are being developed in conjunction with Children's Librarian Vicky Kutola from Floyd Memorial Library for The Summer Day Camp.

## Campground

### Tasks Accomplished

- ❖ Possible delay in opening due to COVID-19. No more new reservations are being taken. We continue a list of all interested campers.
- ❖ Site map continues to be updated.
- ❖ Tick spraying is scheduled for the end of April.

### Attachments:

RECREATION MONTHLY REVENUE REPORT 031920 (PDF)

MARINA		CAMPGROUND		ICE RINK		MOORINGS	
	FISCAL YEAR 2018	FISCAL YEAR 2019	FISCAL YEAR 2020	FISCAL YEAR 2018	FISCAL YEAR 2019	FISCAL YEAR 2020	FISCAL YEAR 2020
JUNE	\$ 91,826.21	\$ 201,996.91	\$ 189,694.54	\$ 32,229.11	\$ 63,499.00	\$ 78,130.00	\$ 40,250.00
JULY	173,950.62	120,925.35	134,727.53	23,168.00	24,728.50	24,652.03	8,376.00
AUGUST	174,687.33	153,314.62	117,311.08	15,120.00	19,490.00	17,539.50	72.00
SEPTEMBER	96,914.81	78,674.19	101,314.05	9,110.00	14,400.00	18,185.00	(7,050.00)
OCTOBER	46,023.43	25,199.87	17,715.25	12,662.00	7,947.50	10,349.50	-
NOVEMBER	632.05	3,000.00	-	13.55	1,935.00	-	1,176.05
DECEMBER	602.19	-	-	-	-	-	1,700.00
JANUARY	-	-	-	2,875.00	1,700.00	3,155.00	500.00
FEBRUARY	1,689.04	(20.00)	1,311.50	1,600.00	937.50	490.00	6,300.00
MARCH	1,854.00	2,203.04	2,007.99	2,101.00	65.00	1,290.00	3,100.00
APRIL	1,676.01	4,972.83	-	2,930.00	1,770.00	-	2,000.00
MAY	21,660.02	17,237.16	-	11,595.00	8,792.50	-	1,200.00
YEAR TO DATE	\$ 611,515.71	\$ 607,503.97	\$ 564,081.94	\$ 113,403.66	\$ 145,265.00	\$ 153,791.03	\$ 58,424.05
CAMERA OSCURA							
JUNE	\$ 173.00	\$ 172.00	\$ 30.00	\$ 19,507.95	\$ 19,308.00	\$ 19,439.00	
JULY	219.00	150.00	108.00	57,084.83	51,051.91	55,026.85	
AUGUST	463.00	117.00	106.00	57,786.06	58,950.67	55,430.64	
SEPTEMBER	127.00	24.00	37.00	23,626.60	19,858.80	22,070.65	
OCTOBER	25.00	13.00	14.00	8,361.65	8,027.82	10,096.43	50.00
NOVEMBER	-	388.00	-	6,505.00	6,035.83	8,976.38	1,650.00
DECEMBER	-	-	-	3,300.00	5,973.00	1,861.00	15,779.50
JANUARY	-	-	-	3,748.00	2,657.69	4,524.00	15,983.00
FEBRUARY	-	-	-	5,015.22	5,631.00	6,275.00	15,706.22
MARCH	-	-	-	3,005.00	3,512.00	1,678.00	11,006.00
APRIL	8.00	-	-	8,817.00	9,351.19	-	1,072.00
MAY	53.00	25.00	-	10,969.40	13,541.75	-	812.50
YEAR TO DATE	\$ 1,068.00	\$ 889.00	\$ 295.00	\$ 207,726.71	\$ 203,899.66	\$ 185,377.95	\$ 46,076.22
ICE RINK							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							300.00
DECEMBER							950.00
JANUARY							20,709.50
FEBRUARY							15,574.52
MARCH							15,282.00
APRIL							1,743.00
MAY							-
YEAR TO DATE	\$ 39,745.01	\$ 39,745.01	\$ 54,559.02	\$ 58,424.05	\$ 56,623.90	\$ 50,400.00	



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Board of Trustees  
Prepared By: Robert Brandt, *Treasurer*  
From: Robert Brandt, *Treasurer*  
Department: Treasurer's Department

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**Treasurer's Report April 2020**

Work Session March 2020

**REQUEST A MOTION BE PLACED ON THE AGENDA FOR:**  
RESOLUTION adopting the Fiscal Year 2020/2021 Tentative Budget  
as proposed.

**UTILITY BILLING**

March end of month billing statistics completed. Sector 1 April bills being read, to be calculated and mailed by 4/10/20. Sector 4 red tags were due on 04/01/20. No disconnections. Sector 2 red tags due 04/15/20. None will be disconnected.

**COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY**

There was no meeting held this month.  
4 recertifications and 8 interims were performed for the month of April.  
One participant relinquished their voucher and waived their right to an informal hearing.  
Currently, there is 1 voucher still looking for housing.

**SIGNIFICANT COLLECTIONS**

Rents Received for March 2020 - \$ 82,264.01  
East West Fire Protection, Payment # 1 - \$ 405,313.00  
Final Payment from Conifer/ Vineyard View - \$ 285,000.00

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**INFORMATIONAL:**

Cash Holdings Report - See attached

Utility Billing Statistics Report - see attached

CD/HA Monthly Financials - See attached

Property Tax Collection - See attached

**Attachments:**

MARCH 2020 BILLING STATISTICS REPORT (PDF)

BANK BALANCES MARCH 2020 (PDF)

CD FINANCIALS MARCH 2020 (PDF)

HA FINANCIALS MARCH 2020 (PDF)

PROPERTY TAX COLLECTION THROUGH MARCH 2020 (PDF)





4/2/2020 11:01:34 AM

Rate Summary - All Routes

Service Rate# - Description

electric-small commercial Total

Grand Total:

### EOM Billing Statistics Report

<u>Bills</u>	<u>Min Bills</u>	<u>Usage</u>	<u>Charge</u>	<u>Usage</u>	<u>Demand</u>	<u>Contract</u>	<u>PCA</u>	<u>NYSCEES</u>	<u>Comm Tax</u>	<u>Res Tax</u>
417	0	845395.3	88,174.51	0			2,399.55	3,370.63	5,590.43	
4479	1223	2052827.6528	338,061.05	741.6	8,837.93	1,031.16	5,404.06	8,571.30	6,172.24	2,690.52

**BANK ACCOUNT BALANCES  
FOR THE MONTH OF MARCH 2020**

FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE
A	General	A.0200.000	Checking	154,568.96
A	Repair & Maintenance	A.0200.400	Checking	52,762.50
A	Greenhill Cemetery	A.0201.100	Savings	33,544.28
A	Money Market	A.0201.130	Money Market	1,455,945.50
A	Fire Apparatus	A.0221.110	Savings	33.23
A	Bulding Department Escrow	A.0235.101	Checking	56,624.09
A	Parks and Recreation	A.0200.200	Checking	3,313.88
<b>TOTAL GENERAL FUND</b>				<b>\$ 1,756,792.44</b>
CD	Small Cities Rehab.	CD.0200.000	Savings	152,968.85
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21
CD	Moran	CD.0201.000	Savings	5,735.73
CD	Watkins	CD.0201.001	Savings	21,782.24
<b>TOTAL COMMUNITY DEVELOPMENT</b>				<b>\$ 180,713.03</b>
E	Light Fund	E.0121.100	Checking	550,973.79
E	Light Depreciation Savings	E.0116.100	Savings	2,225,896.56
E	TTC Collections	E.0121.120	Savings	288,638.17
E	Renewable Energy Savings	E.0121.130	Savings	44,399.94
E	Consumer Deposit Savings	E.0191.100	Savings	132,011.49
E	Consumer Deposit Checking	E.0244.200	Checking	4,060.75
<b>TOTAL LIGHT FUND</b>				<b>\$ 3,245,980.70</b>
F	Water	F.0200.000	Checking	414,202.88
F	Water Fund Capital	F.0200.400	Savings	8,383.70
F	Water Fund CD (MM)	F.0201.000	Money Market	202,854.38
F	Water Fund Money Market	F.0201.130	Money Market	386,094.81
				<b>\$ 1,011,535.77</b>

G	Sewer	G.0200.000	Checking	898,960.60	
G	NYS DEC Consent	G.0201.000	Savings	31,442.30	
G	Sewer Fund I	G.0201.100	Money Market	363,601.23	
G	Sewer Fund III	G.0201.120	Money Market	957,997.91	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,161.12	
G	NYSERDA	G.0525.000	Checking	111.01	
				<b>TOTAL SEWER FUND</b>	<b>\$ 2,450,125.78</b>
H	Capital	H.0200.000	Checking	76,197.12	
H	Capital Reserve	H.0200.400	Savings	49,582.95	
				<b>TOTAL CAPITAL FUND</b>	<b>\$ 125,780.07</b>
TA	Trust & Agency	TA.0200.000	Checking	25,016.12	
TA	Retirement Savings	TA.0201.000	Savings	48,936.49	
TA	WWI Memorial Trust	TA.0201.001	Savings	730.79	
TA	T & A Special Escrow	TA.0201.002	Savings	6,601.26	
TA	Justice Court	TA.0201.004	Savings	4,791.59	
TA	Concert Fund	TA.0201.008	Savings	2,285.75	
TA	Global Common	TA.0201.009	Savings	271,462.51	
TA	Basketball Court Donations	TA.0600.101	Checking	1,992.00	
TA	Tree Committee	TA.0600.102	Checking	4,163.23	
TA	Summer Day Camp Donations	TA.0600.103	Checking	1,200.00	
TA	Recreation Center Donations	TA.0600.104	Checking	27,583.11	
TA	Friends of Fifth Street	TA.0600.106	Checking	113.00	
TA	American Legion Bldg	TA.0600.107	Checking	200.00	
TA	Carousel Committee	TA.0600.113	Checking	13,216.94	
TA	Accounts Payable	TA.0202.000	Checking	364,586.47	
				<b>TOTAL TRUST &amp; AGENCY FUND</b>	<b>\$ 772,879.26</b>
	Wire Account			1.00	
	Utility Clearing			81,856.11	
					<b>\$ 81,857.11</b>
				<b>TOTAL VILLAGE WIDE</b>	<b>\$ 9,625,664.16</b>

# FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - March 2020

Account Description	REVENUE: 213 Center 213 Center	REVENUE: 278 2nd Street UNIT 1 - 8124 UNIT 2 - 8327 UNIT 3	HOUSE	\$ 4,775.00
Rent	\$ 1,125.00	\$ 1,375.00	\$ 1,175.00	
Late Fees/Credits	\$ 75.00	\$ 75.00		
<b>TOTAL REVENUE</b>	<b>\$ 1,200.00</b>	<b>\$ 1,450.00</b>	<b>\$ 1,175.00</b>	<b>\$ 3,750.00</b>
<b>EXPENSES:</b>				
Utilities				
Electric	\$ 67.65		\$ 21.02	
Water/Sewer	\$ 57.12		\$ 85.20	
Propane/Heating Oil			\$ 463.42	
Admin				
Salary (\$6.50 X 2 payperiods 140 hrs=\$910.00 divide by 25% and 75%) [\$26.01 x 25%=\$6.50]	\$ 227.50			\$ 682.50
Payment Agreement to Village				\$ 1,000.00
<b>Total</b>	<b>\$ 352.27</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,252.14</b>
<b>MAINTENANCE: 213 Center</b>				
<b>MAINTENANCE: 278 2nd Street</b>				
213 CENTER				
UNIT 1 - 8124				
UNIT 2 - 8327				
8328				
HOUSE - 8590 RE/8361 SW				
213 CENTER				
UNIT 1				
UNIT 2				
UNIT 3				
HOUSE				
Supp Admin Funds to HA				\$ 195.00
Mattituck Enviro Services				\$ 1,100.00
Pine Oaks Landscaping				\$ 600.00
				\$ 39.49
Total Expenses	\$ -	\$ -	\$ -	\$ 1,934.49
<b>MONTHLY FINANCIAL SUMMARY</b>				
Interest Earned	\$ 352.27			\$ 1,934.49
Total Revenue	\$ 1,200.00	\$ 3,750.00		
Total Expenses	\$ 352.27	\$ 4,186.63		
<b>NET REVENUE</b>	<b>\$ 847.73</b>	<b>\$ (436.63)</b>		
<b>EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES</b>				
	\$ 847.73	\$ (436.63)		

**Financial Data Schedule - Monthly Revenue & Expenses  
(HAP REGISTER) - March 2020**

Account Description	81	TOTAL VOUCHERS	TOTAL HAP. PORT. UTILITIES	81,478.00	36.00	\$
	Vouchers Leased on last day of month					
<b>REVENUE:</b>						
705 PHA HUD Operating Grants						
706a Admin fee revenues						
711 Interest Earned - HAP						
Interest Earned - ADMIN						
714 Fraud recovery						
<b>700 TOTAL REVENUE</b>	<b>81</b>	<b>80</b>	<b>1</b>	<b>81,478.00</b>	<b>36.00</b>	<b>\$</b>
<b>EXPENSES:</b>						
Administrative						
Auditing fees						
911 Salaries - Asia (\$26.02) Robert Coburn E 2						
911a payperiods						
911b Medical						
Dental						
Pension T4 15.8%, T5 13.5%/ April 18- T 4						
15.7%, T5 12.9%						
914 Payroll Taxes FICA						
915 Employee Benefit Contribution TOTAL						
914 Compensated absences						
Academy Printing						
917 Nina JG Stewart, Esq						
916 A Gallacher Reimb						
918 A Gallacher Mileage						
916 Office Expenses Total						
<b>910 Administrative Total</b>	<b>81</b>	<b>80</b>	<b>1</b>	<b>81,478.00</b>	<b>36.00</b>	<b>\$</b>
962 Other General Expenses (Office Rent)						
<b>969 TOTAL OPERATING EXPENSES</b>	<b>81</b>	<b>80</b>	<b>1</b>	<b>81,478.00</b>	<b>36.00</b>	<b>\$</b>
<b>970 EXCESS OPERATING REVENUE OVER OPERATING EXPENSES</b>						
973.1 PHA Utility Allowance						
973.2 HAP payments						
973 PORT payments						
HAP, PORT and UTILITY TOTAL						
HAP & UTIL less Port payments						
Total Admin Revenue						
Total Hap Revenue						
Net HAP						
Net ADMIN						
<b>990 TOTAL EXPENSES</b>	<b>81</b>	<b>80</b>	<b>1</b>	<b>81,478.00</b>	<b>36.00</b>	<b>\$</b>
<b>1000 EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES</b>						

Account Description	81	TOTAL VOUCHERS	TOTAL HAP. PORT. UTILITIES	81,478.00	36.00	\$
<b>PORT BREAKDOWN</b>						
PORT IN						
TOTAL PORT IN	0			\$	-	\$
PORT OUT						
TOTAL PORT OUT	0			\$	-	\$
Village of Greenport total						
TERMINATED						
DECEASED						
ABSORBED						
RELINQUISHED						
#22VC 3/31/20						
<b>TOTAL CASH DISBURSEMENTS</b>						
				\$	89,522.92	\$
						2,894.08

# VILLAGE OF GREENPORT

## Payment to 03/31/2020, Balance as of 03/31/2020

	Count	Balance Amt	Count	Paid Amt	Count	Refunds	Payment Total	Writeoff
<b>Grand Totals</b>								
BID								
MT								
BUYER	11	13,029.24	117	50,489.99			50,489.99	
SEWER			11					
MT								
VILLT			28	52,083.24			52,083.24	
WATER			1,026	1,026,369.15			1,026,369.15	
MT			28	19,979.56			19,979.56	
Total PRINCIPAL		13,029.24		1,148,921.94			1,148,921.94	
ADV								
PEN			14	224.00			224.00	
Total PENALTY			73	10,790.95			10,790.95	
				11,014.95			11,014.95	
OVRPY	1	(0.03)	1	0.03			0.03	
Total OVRPY		(0.03)		0.03			0.03	
Total		13,029.21		1,159,936.92			1,159,936.92	



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

PETER CLARKE

MARY BESS PHILLIPS

JULIA ROBINS

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

**CLERK**  
SYLVIA PIRILLO, RMC  
EXT. 206

**TREASURER**  
ROBERT BRANDT  
EXT. 217

Submitted: April 9, 2020  
Meeting: April 16, 2020 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

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### **Village Clerk April 2020 Work Session Report**

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

to be presented at the meeting held on April 16, 2020  
Report of Sylvia Lazzari Pirillo, Village Clerk

#### **Financial**

A check in the amount of \$ 405,313 was received from the Town of Southold as 50% payment for the Fire Department East/West contract.

A check in the amount of \$ 285,000 was received from Conifer Real Estate Development as the final payment for the Vineyard View utility connection.

Five checks, in the amount of \$ 3,750 each, were received from Peconic Landing per the Sewer Agreement between the Village and Peconic Landing, for cottages being converted to duplexes.

#### **Insurance**

The Village PERMA policy was renewed, as an automatic renewal, at an overall 7% decrease because of the automatic renewal.



## **Legal Notices Published**

- Alteration liquor license application for PWIB Claudio Management LLC, with trade name Claudio's Restaurant
- Declaration of State of Emergency dated March 13, 2020
- Declaration of State of Emergency dated March 18, 2020
- Notice of Adoption for \$ 500,000 bond : published on April 2<sup>nd</sup>
- Notice of Adoption for \$ 700,000 bond : published on April 2<sup>nd</sup>

## **Local Law(s)**

Confirmation of the filing of Local Law # 1 (re: water use fee rate schedule) was received from the NYSDOS on April 1<sup>st</sup>.

## **Website Additions**

Apart from the daily communications, the following were also posted:

- Tentative Annual Budget
- 2020 Annual MS4 Report
- Two (2) Notices of Adoption and Two (2) Complete Bond Resolutions

## **Resolutions**

RESOLUTION accepting the Annual MS4 Report for the period ending March 9, 2020.

RESOLUTION rejecting all proposals received for consulting services for the Village of Greenport Fire Department, per the proposal opening on February 20, 2020; and directing Clerk Pirillo to re-notice the request for proposals accordingly.

RESOLUTION approving the Public Assembly Permit Application submitted by Donald Shea on behalf of the Eastern Tandem Rally for the use of the Fifth Street Park from 10:00 a.m. through 3:00 p.m. on May 16, 2020 for the lunch portion of a tandem cycling event. - **CANCELLED BY ORGANIZER**

RESOLUTION approving the Public Assembly Permit Application as submitted by the Relief Hose and Phenix Hook and Ladder Companies of the Greenport Fire Department, for the use of the Polo Grounds at Moore's Lane from 6:00 p.m. through 12 midnight from June 30, 2020 through July 4, 2020 for the annual Carnival fundraiser, with fireworks scheduled for July 2, 2020 and July 4, 2020.

RESOLUTION approving the Public Assembly Permit Application submitted by the GHS All-Class Corporation for the use of Fifth Street Park from 8:00 a.m. through 8:00 p.m. on July 18, 2020 for the Greenport High School All-Class Reunion. -

**POSTPONED BY ORGANIZER**

RESOLUTION approving the Public Assembly Permit Application submitted by Ashley Santacroce on behalf of Classy Cab, Inc. for the use of a portion of Fifth Street Park from 1:00 p.m. through 7:00 p.m. on August 15, 2020 for a Back to School Bash.

RESOLUTION approving the Public Assembly Permit Application as submitted by the Hellenic American Taxpayers and Civic Association of Southold Township ("HATCAST") to use a portion of Mitchell Park from 5:30 p.m. through 9:30 p.m. on September 5, 2020 for the annual Greek music and dance festival.

RESOLUTION declaring as surplus, and no longer needed for municipal purposes, the Village-owned AWW-100B reverse osmosis water machine.

RESOLUTION accepting the attached 2019 year-end Length of Service Award Program points for the Village of Greenport Fire Department.

RESOLUTION adopting the attached SEQRA resolution regarding the approval of the Wetlands Permit Application submitted by applicant Robert I. Brown Architect, P.C. on behalf of owner Scott Wachenfeld to add a second story and undertake interior renovations on the property at 3 Sandy Beach, Greenport, New York, 11944; adopting lead agency status, determining that the approval of the application is an Unlisted Action for purposes of SEQRA, and adopting a Negative Declaration determining that the approval of the Wetlands Permit Application will not have a significant negative impact on the environment.

RESOLUTION approving the Wetlands Permit Application submitted by applicant Robert I. Brown Architect, P.C. on behalf of owner Scott Wachenfeld to add a second story and undertake interior renovations on the property at 3 Sandy Beach, Greenport, New York, 11944. Per recommendations by the Village of Greenport Conservation Advisory Council, the following conditions shall also apply to the approval of this permit application:

- The approved Wetlands Permit Application will have an expiration date of two (2) years from the date of approval,
- The applicant shall obtain approval from the Suffolk County Department of Health for the on-site septic system, and
- The elevation of the bottom of the floor joists shall be eleven (11) feet, as required by regulation. (The plans indicate that the elevation of the finished floor is at eleven (11) feet.)

**Attachments:**