



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

DAVID MURRAY

MARY BESS PHILLIPS

JULIA ROBINS

CLERK
SYLVIA LAZZARI PIRILLO,
RMC
Ext. 206

TREASURER
CHARLENE KAGEL, CPA
Ext. 217

VILLAGE
ADMINISTRATOR
DAVID ABATELLI
Ext. 209

UTILITIES DISTRICT
SUPERINTENDENT
JOHN W. NAYLOR, JR., P.E.
Ext. 202

November 25, 2013 at 6:00 PM
Board of Trustees—Regular Meeting
Third Street
Firehouse
Greenport, NY 11944

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

- o Laura McBride
- o Evelyn F. Van Tuyl
- o Eileen Coly

ANNOUNCEMENTS

- o The next brush pick-ups will be on December 10, 2013. Please note that this is the final scheduled pick-up of the season.
- o The winter season is upon us! Please be prepared to keep sidewalks clear during snow, remove vehicles from the street for proper plowing, and check in with your elderly neighbors and family members.

PUBLIC INTEREST

- o The annual Christmas tree lighting event will begin on November 29th at 5:30 p.m. in Mitchell Park.
- o The Second Annual Shellabration Event will be held on December 7th.
- o The Greenport postcard book signing will be held at the Old Schoolhouse on December 7th and 8th from 12-4 p.m.
- o The annual Fire Department Christmas Parade will begin on December 8th at 1:00 p.m.

LIQUOR LICENSE APPLICATIONS - None

PUBLIC HEARINGS -

- o Chapter 142 - Amending Local Law Wetlands Fees
- o Chapter 150 - Amending Local Law Definition of Family
- o Chapter 150 - Amending Local Law Alternates for ZBA and Planning Boards
- o Wetlands Permit Application - Michael Osinski - 307 Flint Street

PUBLIC TO ADDRESS THE BOARD

PRESENTATION - None

BOARD DISCUSSION - None

RESOLUTIONS**RESOLUTION # 11-2013-1**

RESOLUTION adopting the November 2013 agenda as printed.

RESOLUTION # 11-2013-2

RESOLUTION accepting the monthly reports of the Greenport Fire Department, Village Clerk, Village Treasurer, Village Administrator, Director of Utilities, Village Attorney, Mayor and Board of Trustees.

RESOLUTION # 11-2013-3

RESOLUTION authorizing Treasurer Kagel to perform the attached budget adjustment.

RESOLUTION # 11-2013-4

RESOLUTION adopting the following revised work schedules and corresponding salaries for Treasurer Kagel and Deputy Treasurer Brandt, effective December 2, 2013:

- 14 hours per month at an annual salary of \$ 10,000.00 per year for Treasurer Kagel, until her retirement effective date of February 1, 2014; and
- 40 hours per week for Deputy Treasurer Brandt at an annual salary of \$ 65,875.00 per year.

RESOLUTION # 11-2013-5

RESOLUTION approving the proposal as submitted by American Electrical Testing Co, Inc. to commission the new transformer at the Village of Greenport power plant, at a cost not to exceed \$ 54,650.00, as part of the ongoing capital upgrade project, and authorizing Mayor Nyce to sign and execute the corresponding contract between American Electrical Testing Co, Inc. and The Village of Greenport.

RESOLUTION # 11-2013-6

RESOLUTION authorizing Mayor Nyce to sign the attached letter to Assemblyman Sweeney concerning Bill A 6428, regarding the adoption of local laws related to wild deer.

RESOLUTION # 11-2013-7

RESOLUTION authorizing Mayor Nyce to execute the agreement with Genesys Engineering for engineering services, preparation of bid documents, and review of bid documents, as related to Phase II of the capital improvements project at the Village of Greenport power plant.

RESOLUTION # 11-2013-8

RESOLUTION adopting the Village of Greenport Investment Policy as attached, which distinguishes Length of Service Award Program funds from Village of Greenport general municipal funds.

RESOLUTION # 11-2013-9

RESOLUTION authorizing a feasibility/engineering study for the solar project at Mitchell Park, per the proposal as submitted by J.R. Holzmacher, at a cost not to exceed \$ 3,300.00.

RESOLUTION # 11-2013-10

RESOLUTION authorizing Trustee Murray and Marina Manager Goubeaud to create specifications for a camera-based video surveillance security system at Mitchell Park and Marina, and directing Clerk Pirillo to notice the request accordingly.

RESOLUTION # 11-2013-11

RESOLUTION authorizing Eileen Wingate to attend the 2011 National Electrical Code Updates and Electrical Safety Course, in Quogue, New York; as sponsored by the New York State Department of State, on December 17, 2013, at a cost of \$ 10.00 plus all applicable travel expenses; to be expensed from line item number A.3620.400 (Safety Inspector Contractual Expense).

RESOLUTION # 11-2013-12

RESOLUTION approving the Public Assembly Permit Application as submitted by the Off Soundings Club for the use of a portion of Mitchell Park from 4:30 p.m. through 7:30 p.m. on September 12, 2014 and September 13, 2014.

RESOLUTION # 11-2013-13

RESOLUTION accepting with regret the resignation of Linnea Atinson-Loveless, effective October 28, 2013; as Chairperson and member of the Village of Greenport Planning Board.

RESOLUTION # 11-2013-14

RESOLUTION approving the request of the American Cancer Society to use Mitchell Park on May 31, 2014 from 12 noon through 12 midnight, for the annual Relay for Life fundraiser.

RESOLUTION # 11-2013-15

RESOLUTION approving and authorizing Clerk Pirillo to sign the contract between the Village of Greenport and Broadcast Music, Inc. ("B.M.I.") for the contract period of October 1, 2013 through October 1, 2014; for a fee to B.M.I. of \$ 327.00 for the one-year contract period.

RESOLUTION # 11-2013-16

RESOLUTION authorizing Clerk Pirillo to attend a seminar regarding electronic death certificate registration, sponsored by the New York State Association of Town Clerks, on December 11, 2013 at the Garden City Hotel, at a cost of \$ 42.00, to be expensed from line item number A.1410.400 (Clerk Contractual Expense).

RESOLUTION # 11-2013-17

RESOLUTION declaring as surplus, and no longer needed for municipal purposes, the equipment and materials per the attached list.

RESOLUTION # 11-2013-18

RESOLUTION authorizing Mayor Nyce to sign the agreement of assignment between Hawkeye, LLC and the Village of Greenport, which assigns the agreement between Hawkeye, LLC and the Village of Greenport to Elecnor Hawkeye, LLC.

RESOLUTION # 11-2013-19

RESOLUTION authorizing the attendance of Mayor Nyce and Jim Fogarty at the New York Association of Public Power December Business Meeting in Albany, New York from December 4, 2013 through December 5, 2013. Corresponding costs are as follows: \$ 225.00 per person for the meeting fee, \$ 139.00 per person per night for lodging at the Hampton Inn, \$ 6.25 per day for parking at the Hampton Inn, and all other applicable mileage and travel charges. These are to be expensed from line item number A.1210.400 (Mayor Contractual Expense) for Mayor Nyce and from line item number E.0785.210 (Employee Training) for Jim Fogarty.

RESOLUTION # 11-2013-20

RESOLUTION awarding the contract for the removal of Village trees and stumps to Chris Mohr Lawncare & Landscaping, Inc., for a total price of \$ 3,100.00; per the bid opening on November 20, 2013 at 1:06 p.m.

RESOLUTION # 11-2013-21

RESOLUTION approving all checks per the Voucher Summary Report dated November 22, 2013, in the total amount of \$ 480,048.35 consisting of:

- All regular checks in the amount of \$ 412,465.78, and
- All prepaid checks (including wire transfers) in the amount of \$ 67,582.57.

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2014 Period: 11 Trans Type: B1 - Transfer Status: Batch
 Trans No: 1008 Trans Date: 11/16/2013 User Ref: ROBERT
 Requested: W. MANWARING Approved: Created by: ROBERT 11/16/2013
 Description: FUNDING OF TRUCK REPAIRS Account # Order: No
 Print Parent Account: No

Account No.	Account Description	Amount
A.3410.412	FIRE.REPAIR & MAINT - BUILD..	-5,000.00
A.3410.458	FIRE.MEDICAL EXAMS..	-4,000.00
A.3410.415	FIRE.REPAIR & MAINT - TRANS EQUIP..	9,000.00
Total Amount:		<u>0.00</u>

VILLAGE OF GREENPORT INVESTMENT POLICY

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Village of Greenport investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and;
- to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Board of Trustee's responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the members of the Village government to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Village of Greenport to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Village of Greenport for all moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within 3 days of receipt.

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of moneys and associated maximum deposit levels are as follows:

Depository	Maximum amount
Suffolk County National Bank	
Bridgehampton National Bank	
JP Morgan Chase Bank	
Capital One Bank	

VIII. COLLATERALIZATION OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Village of Greenport, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, §10, equal to the aggregate amount of deposits from the categories designated in Appendix A of this policy.

2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

3. By an eligible surety bond payable to the Village of Greenport for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

Type 1 collateral shall always be considered the preferred form of collateralization. Types 2 and 3 shall only be used when a depository bank or trust is unable to furnish adequate amounts of type 1 collateral.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralization of deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Greenport or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Board of Trustees authorizes the Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposits accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to Local Finance Law §24.00 by any municipality, school district or district corporation other than the Village of Greenport;

All investment obligations shall be payable or redeemable at the option of the Village of Greenport within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Village of Greenport shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Village of Greenport conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Greenport. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Bank, as primary dealers. The Treasurer is responsible for evaluation the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board of Trustees.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Village of Greenport, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the Treasurer. All such transactions shall be confirmed in writing to the Village of Greenport by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Village of Greenport, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Village of Greenport a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Appendix A

Schedule of Eligible Securities – Village Funds

The following is a complete list of eligible securities for collateralization of investments of the Village of Greenport:

- Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- Obligations issued or fully insured or guaranteed as to the payment of principal and interest, by the State of New York.
- Obligations of counties, cities, towns or villages of New York State.

Schedule of Eligible Securities – LOSAP Funds

- Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Zero coupon obligations of the United States government marketed as "Treasury Strips".
- Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- Commercial paper rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.

Surplus items to be displaced/recycled

Qty	Manufacturer	Model #	Item Description	Cost to displace/ recycle
Computers				
1	Dell	Dimension 1100	Desktop Computer	U/K
2	Acer	Power S285	Desktop Computer	U/K
Monitors				
1	Acer	AL 1706	LCD Monitor (broken)	U/K
Printers				
1	HP	Office Jet 6500	Inkjet Printer	U/K
1	Canon	Prixma	Inkjet Printer	U/K
Software				
1	Microsoft	Works Suite 2004	Productivity Software	U/K
1	All Micro, Inc.	Rescue for Windows 95	Protection Software	U/K
1	Veritas	Back Up Exec Ver. 8.5	Protection Software	U/K
1	Dantz Development	Retrospect Back Up for Windows 98	Protection Software	U/K
1	McAfee	Toolbox 2000	Protection Software	U/K
1	Seagate Software	Options Back Up Exec	Protection Software	U/K
1	Symantec	PC Anywhere 11.5	Protection Software	U/K
1	Symantec	Antivirus 8.6	Protection Software	U/K
1	Symantec	Norton 2000	Protection Software	U/K
1	Microsoft	Windows 95 and 3.1	Protection Software	U/K
1	Symantec	Norton Ghost	Protection Software	U/K
Miscellaneous				
1	IBM	Selectric III	Typewriter	U/K
1	Bitronics	PC Concepts	AB Switch	U/K
1	Belkin	F1B024-V	AB Switch	U/K
1	Back-UPS 500	BK500M	Unknown	U/K
1	Panasonic	RP-2692	Dictation Recording Device	U/K
3	Anti RSI	A-4 Tech	Keyboard	U/K
1	Kesington	K6433813	Keyboard	U/K
1	Mitsumi	KFKEA4XT	Keyboard	U/K
1	Acer	M-SBJ96	Mouse	U/K
1	Logitech	M-BZ96C	Mouse	U/K
1	N/A	X33A604-CAPI	Mouse	U/K
1	Mitsumi Electronics Corp.	EW4ECM-S3101	Mouse	U/K
1	Kesington	64221	Mouse	U/K
1	Dell	M-UVDEL1	Mouse	U/K
1	Unknown	40815	Mouse	U/K
1	Logitech	M-CAA42	Mouse	U/K
1	Magitronic	I-E16-HUB-16	Ethernet Hub	U/K
1	Seagate	ST34311A	Hard Drive	U/K
1	N/A	TX-FDC	Circuit Board	U/K
1	N/A	80234-003	Circuit Board	U/K
1	N/A	XF Mono +Parallel	Circuit Board	U/K
1	N/A	HNE8916CX2482C2	Circuit Board	U/K
1	Acer	665A-002	CD Drive	U/K
1	Cardinal Tech	MB2400EX-04	Modem	U/K
1	Magitronic	I-E16-HUB-9	Ethernet Mini Hub	U/K
1	Practical Peripherals	PM144MI II	Modem	U/K
1	NCL America	NCL538B	Adapter Card	U/K
1	Archieve	N/A	CD Drive	U/K
2	Trident	AGP Graphics Card	Graphics Card	U/K
1	AFC	BE55OR	Power Backup	U/K