



236 THIRD STREET  
GREENPORT, NY 11944

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

[www.villageofgreenport.org](http://www.villageofgreenport.org)

**MAYOR**  
KEVIN STUESSI  
EXT 215

**TRUSTEES**  
MARY BESS PHILLIPS

PATRICK BRENNAN

LILY DOUGHERTY-  
JOHNSON

JULIA ROBINS

**TREASURER**  
ADAM BRAUTIGAM  
EXT. 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

July 17, 2025 – 6:00 p.m.  
Mayor and Board of Trustees – Work Session Meeting  
Greenport Firehouse  
Third Street, Greenport, NY 11944

## **MOTION TO OPEN MEETING**

## **PLEDGE OF ALLEGIANCE**

## **GREENPORT FIRE DEPARTMENT MONTHLY REPORT**

- **Fire Department – Chief Alain DeKerillis**
  - Board of Wardens meeting minutes, monthly report(s) and calendar

## **PRESENTATION(S)**

- Greenport Skate Park Renovation Phase 1 Proposal – Rena Wilhelm, Greenport Skate Park Inc. President and Dominick Marcoccia, Marco Masonry Corp.
- NY Forward Housing Study – Diana Gordon, Chairperson of the Village Workforce & Affordable Housing Committee

## **PUBLIC HEARING**

1. Public hearing regarding the Wetlands Permit Application from Lisa Gillooly and Tony Spiridakis, submitted by David Bergen, as agent for the property located at 178 Stirling Street, Greenport, NY 11944, SCTM # 1001-02-03-15.

## **MONTHLY REPORTS**

- **VILLAGE CLERK – Candace Hall**
- **VILLAGE TREASURER – Adam Brautigam**
  - Meter Department
  - Housing Authority & Community Development

- **VILLAGE ADMINISTRATION**

- Road and Water Department
- Sewer Department (Wastewater Treatment)
- Electric (Light) Department
- Building Department
- Recreation Department
  - Mitchell Park Marina/Parks
  - Recreation Center/After School Program
  - Campground

**MAYOR AND BOARD OF TRUSTEES**

**Board Discussion**

- Village Halloween Celebrations – Mini Train and BID
- Wetlands Applications
  - Current Application
  - Internal Process and Procedure
- **Chapter 65-3B** proposed local law amending Chapter 65 (“Fire Prevention and Building Construction”) of the Code of the Village of Greenport.
- **Chapter 65-10** of the Code of the Village of Greenport, to amend the penalty provisions with respect to violations of Chapter 65.
- **Chapter 65** of the Code of the Village of Greenport, to add provisions regulating plumbing and electrical work performed in the Village of Greenport.
- Bulkhead Plans Update
- LWRP Grant Update
- Sandy Beach Sewer Agreement

**PUBLIC COMMENT**

**I. CALL TO ORDER**

| <b>Attendee Name</b>   | <b>Title</b> | <b>Status</b> | <b>Arrived</b> |
|------------------------|--------------|---------------|----------------|
| Patrick Brennan        | Trustee      | Present       |                |
| Lily Dougherty-Johnson | Trustee      | Present       |                |
| Mary Bess Phillips     | Trustee      | Present       |                |
| Julia Robins           | Trustee      | Absent        |                |
| Kevin Stuessi          | Mayor        | Present       |                |

**II. RESOLUTIONS**

**RESOLUTION # 07-2025-1**

Resolution authorizing Treasurer Brautigam to perform attached budget amendment #6536, to appropriate general fund reserves to fund no more than a 25% share of the NYS DOS 25-LWRP-9 RFA grant. The Village hereby authorizes a total project budget of up to \$275,000.00, contingent upon the award of a grant contract. The Village commits to providing the required and assigned local cost share up to but not exceeding 25%, through eligible local funds. This commitment shall only be executed upon formal notification of grant approval and execution of the state contract

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>   |
| <b>MOVER:</b>    | Patrick Brennan, Trustee   |
| <b>SECONDER:</b> | Mary Bess Phillips, Trustee  |
| <b>AYES:</b>     | Patrick Brennan, Lily Dougherty-Johnson, Mary Bess Phillips, Kevin Stuessi |
| <b>ABSENT:</b>   | Julia Robins   |



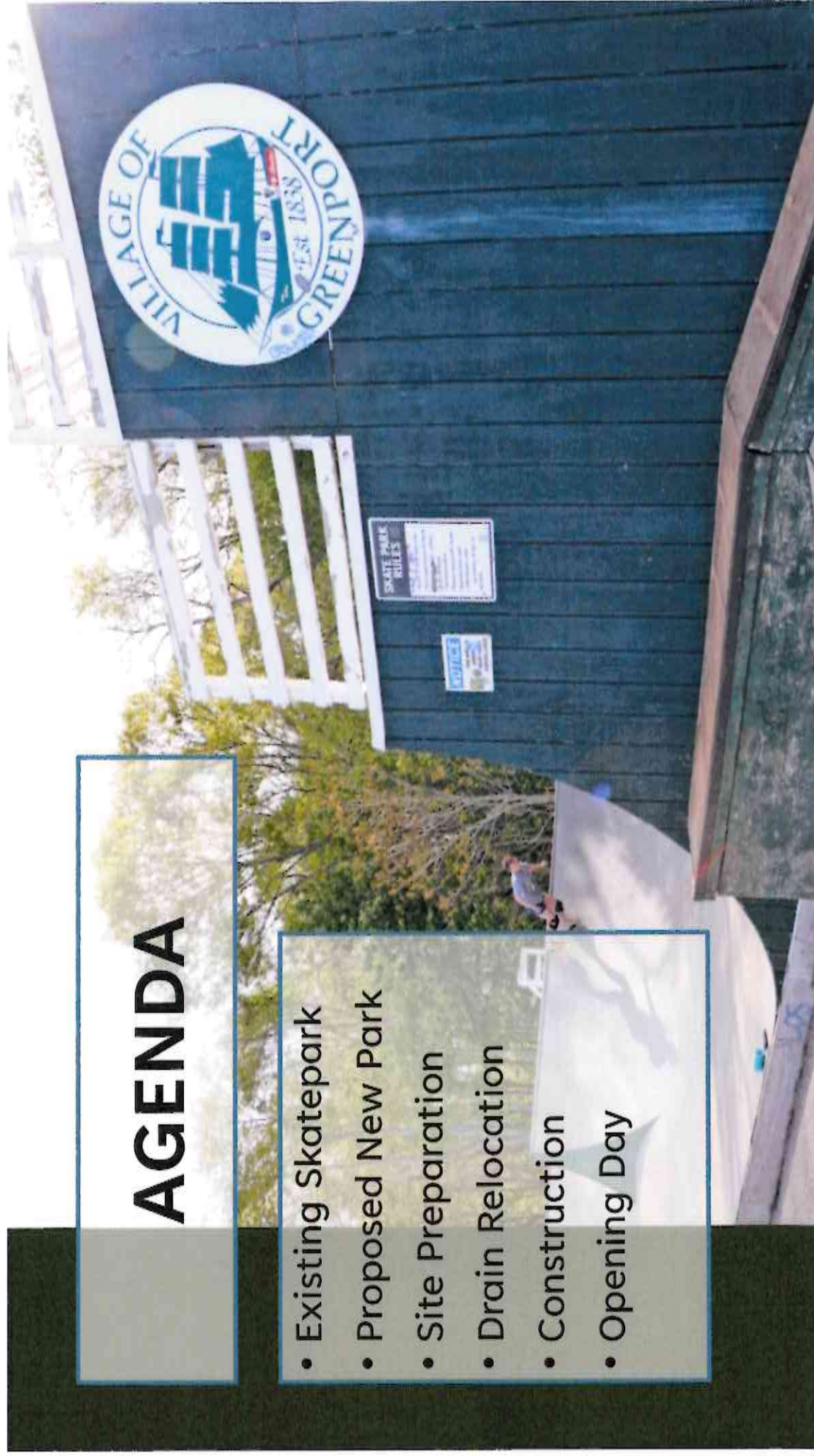
An aerial photograph of a green field, possibly a golf course or park, with a white rectangular border. The text is centered within this border.

# GREENPORT SKATEPARK PHASE 1 PROPOSAL



# AGENDA

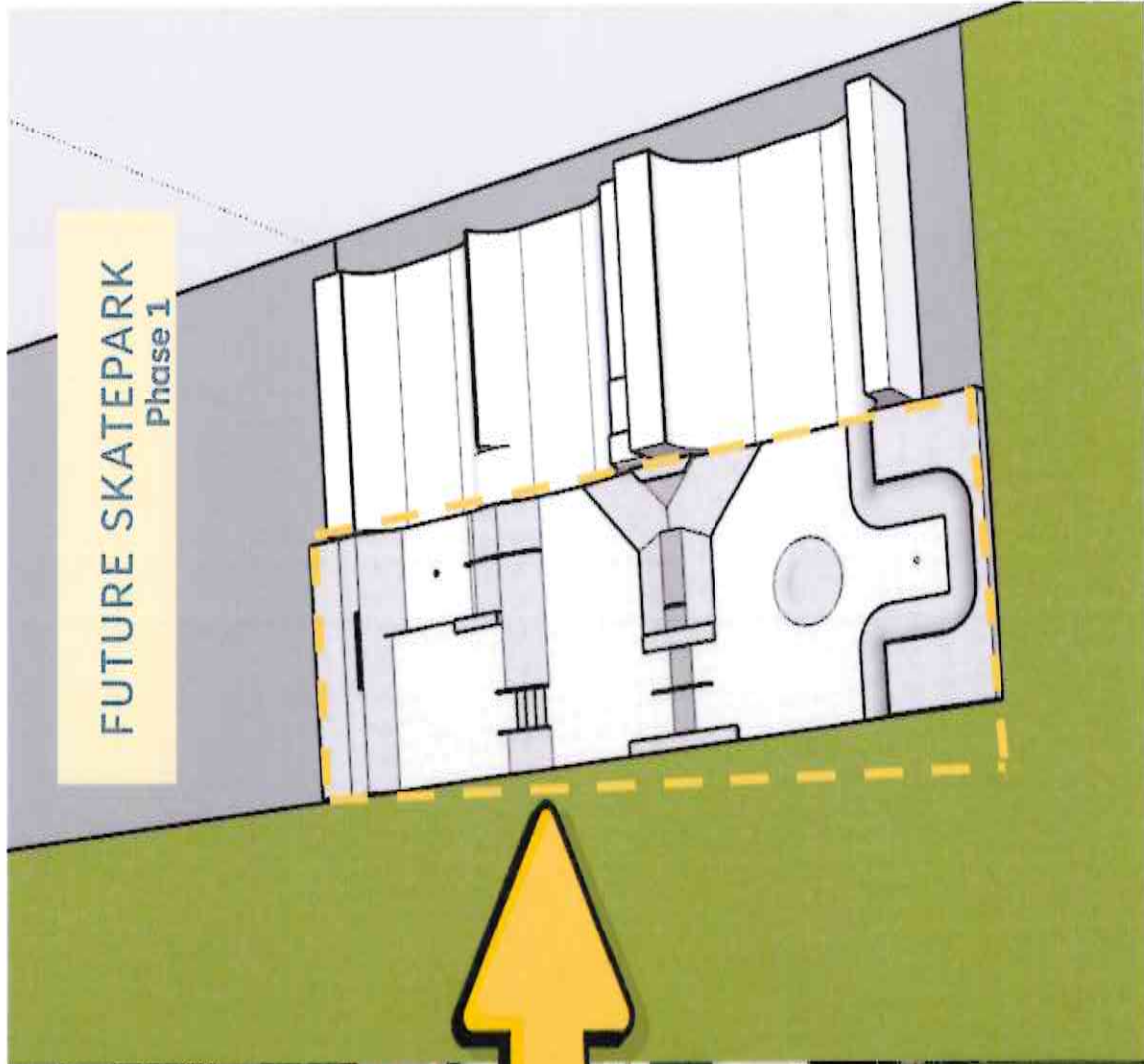
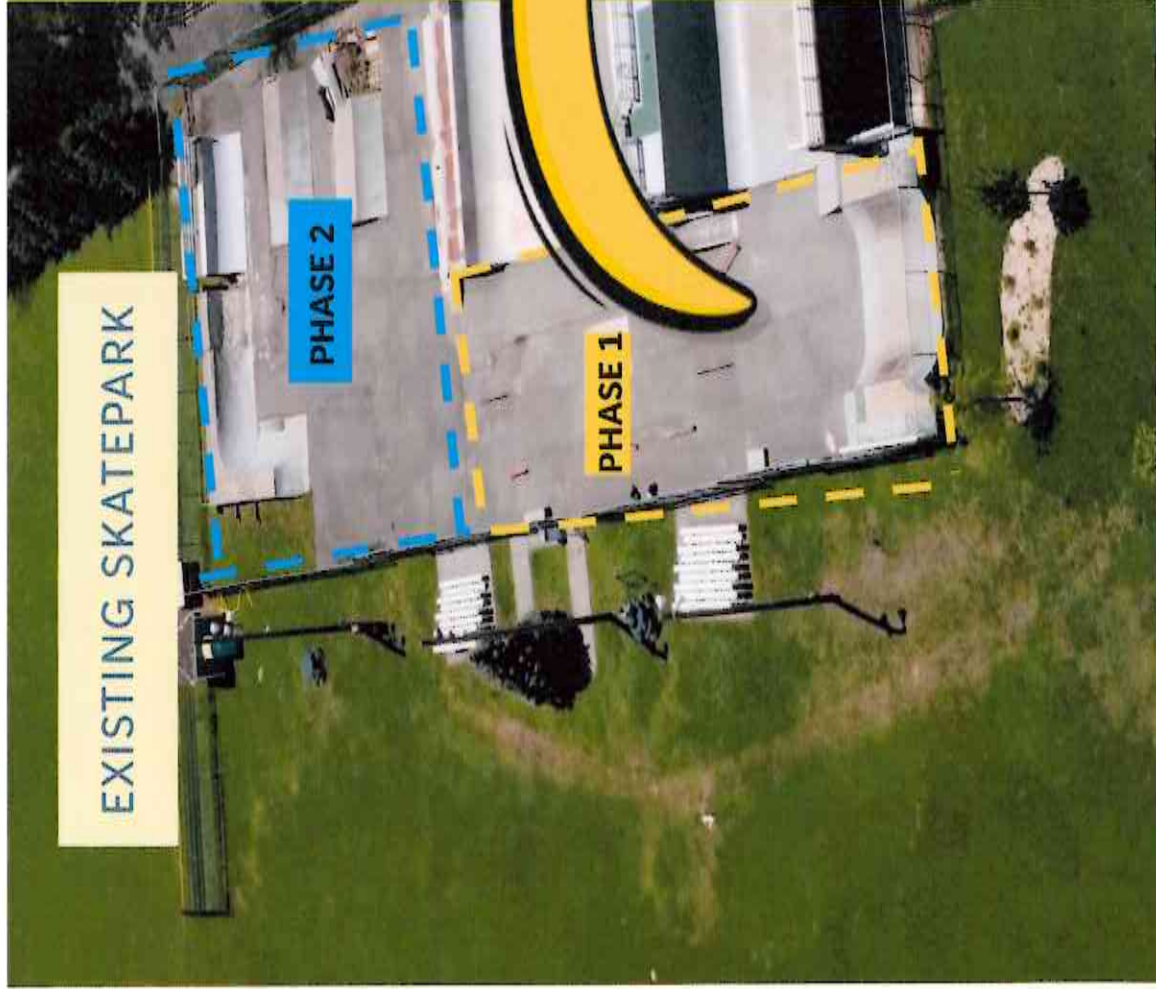
- Existing Skatepark
- Proposed New Park
- Site Preparation
- Drain Relocation
- Construction
- Opening Day



## EXISTING SKATEPARK



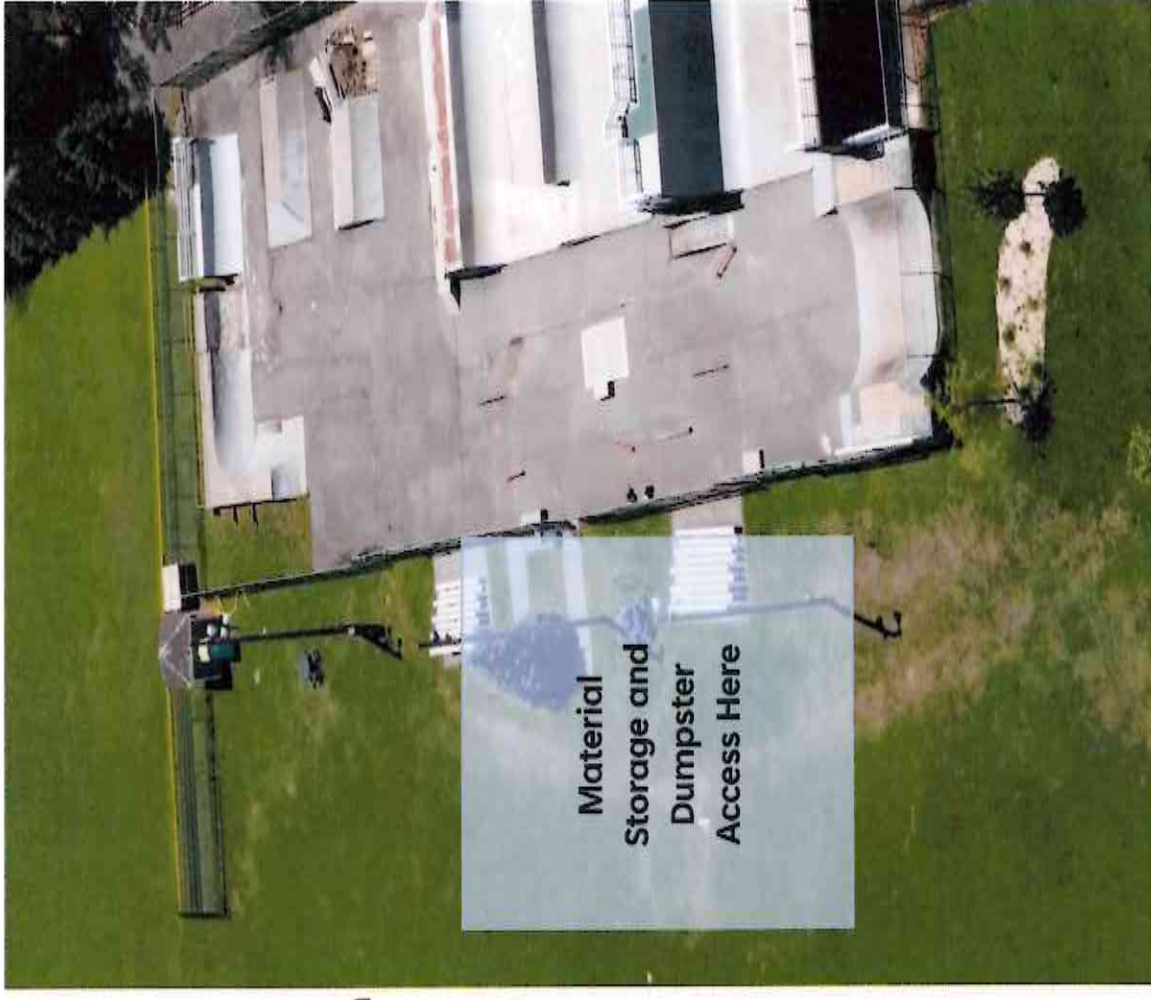






## SITE PREP

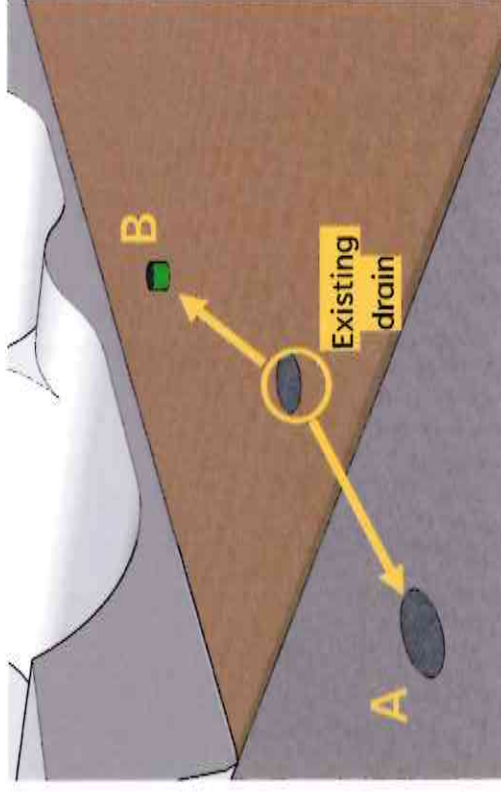
- Existing fences to be removed before construction begins
- Install Temporary fence around construction area
- Dumpsters Placed on Site
- Remove existing Skatepark & Asphalt
- Deliver Road-base and construction materials





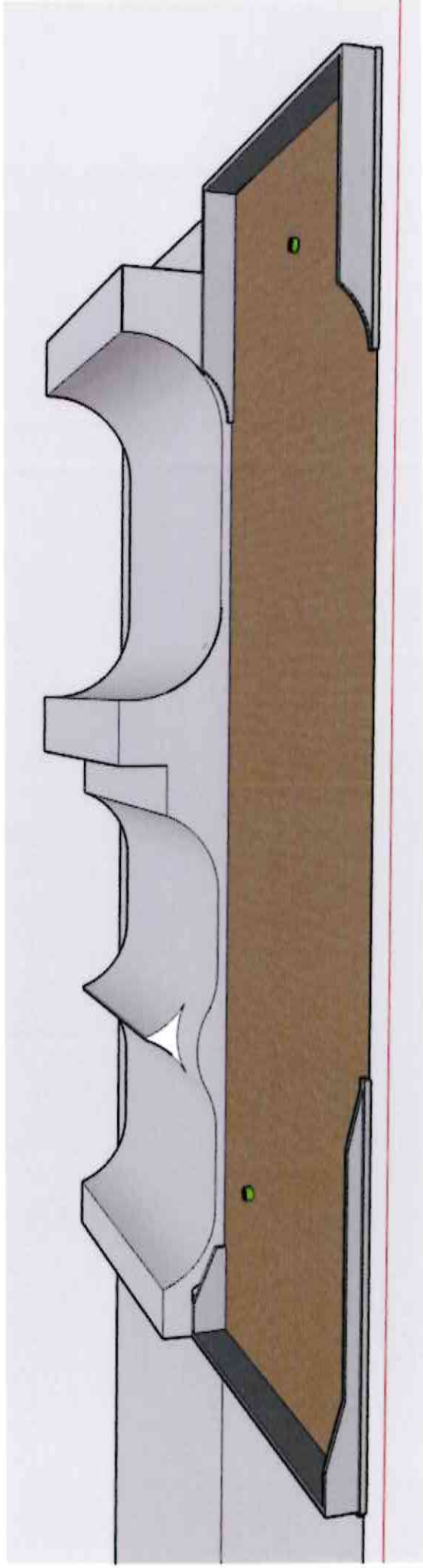
## DRAIN RELOCATION

- A.) Existing drain cover to be relocated to Phase 2 portion of skatepark
- B.) Drainage well to be plumbed to new drain within Phase 1 portion of park



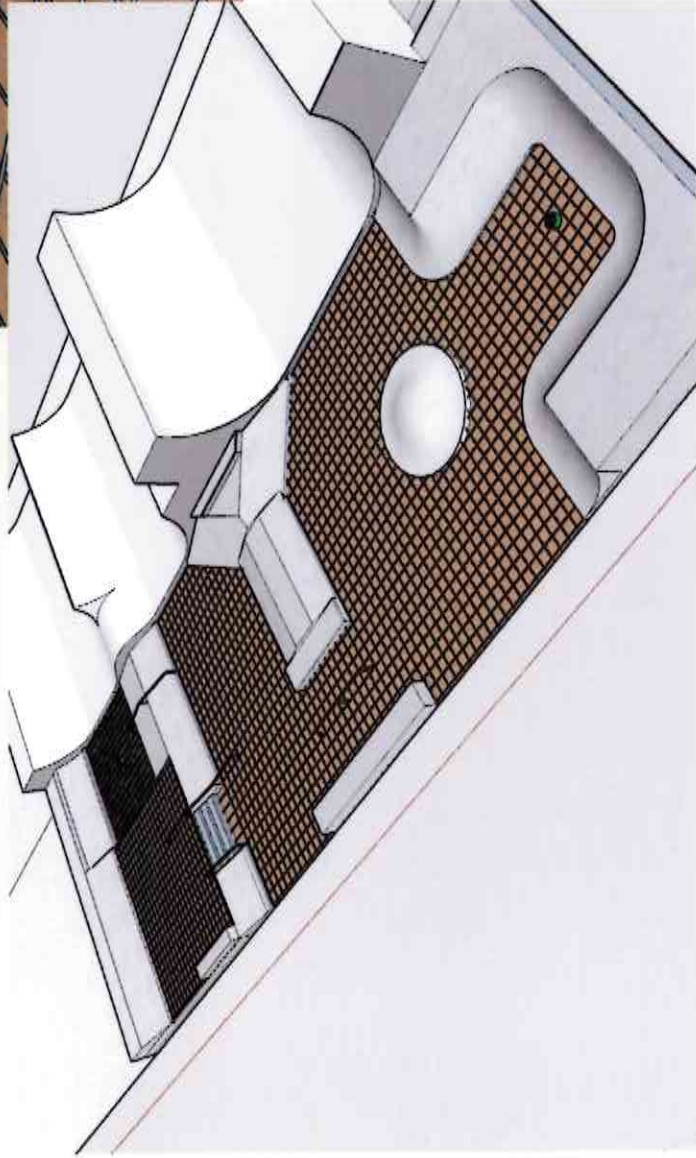
## CONSTRUCTION BEGINS

- Existing Halfpipes to be Preserved
- Concrete Ramp Footings and Foundation Installed
- Rough Grading of Road base





## CONSTRUCTION CONTINUED

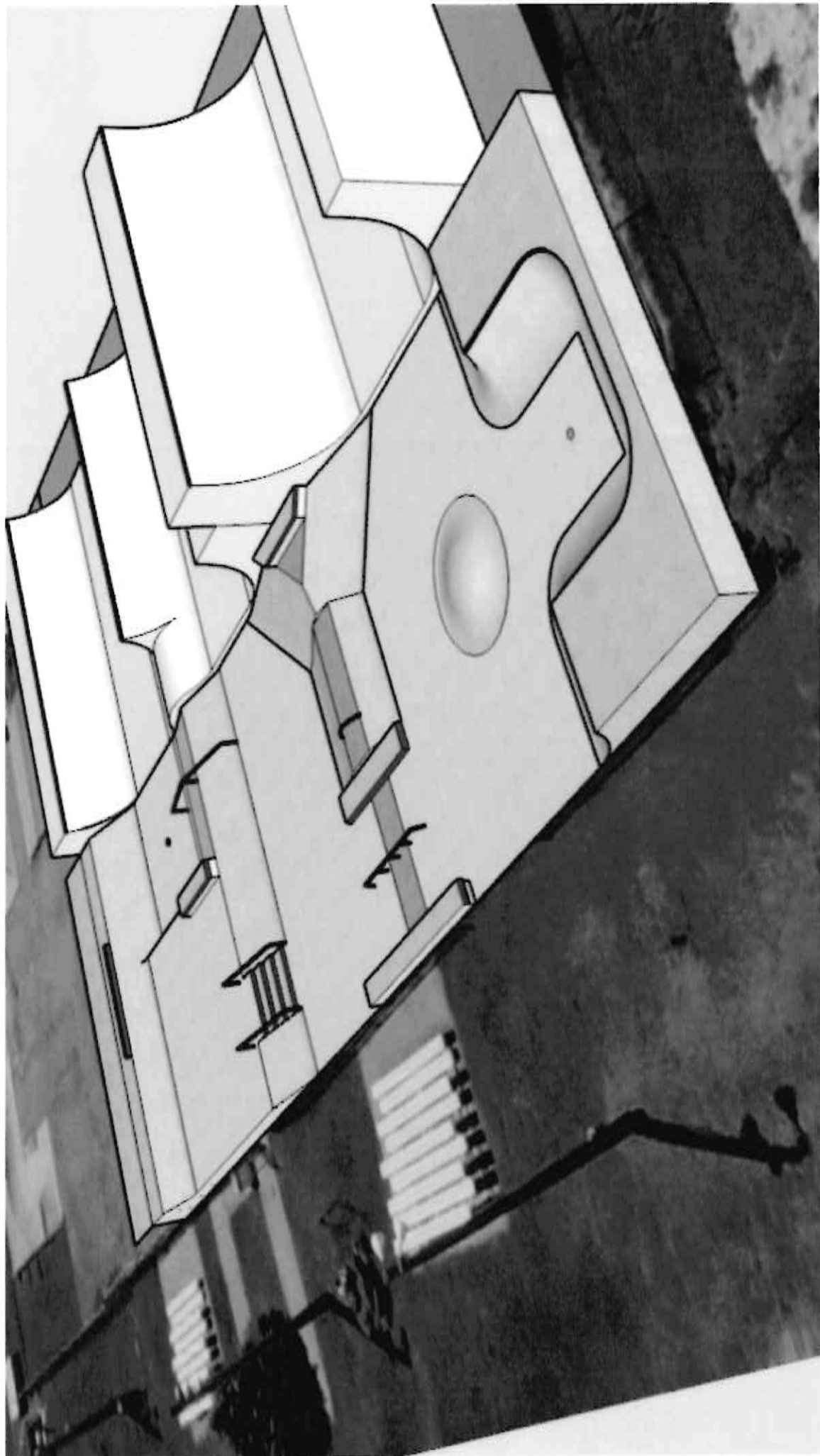


- Final Grading
- Rebar & Steel Installed
- Concrete to be delivered by ready-mix trucks through construction access for concrete obstacles

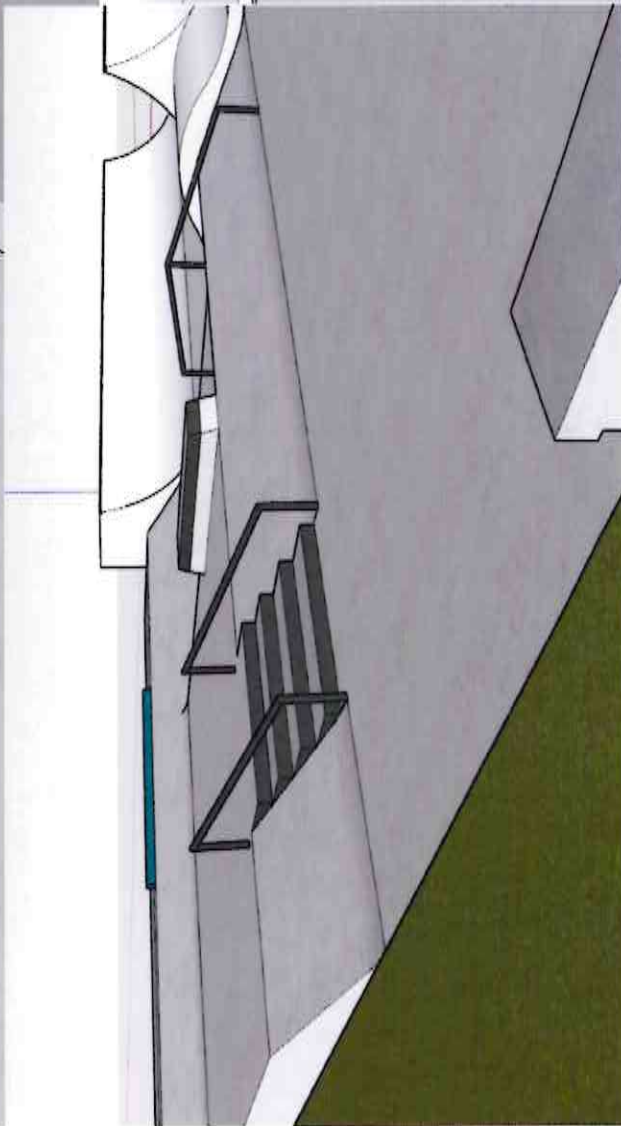
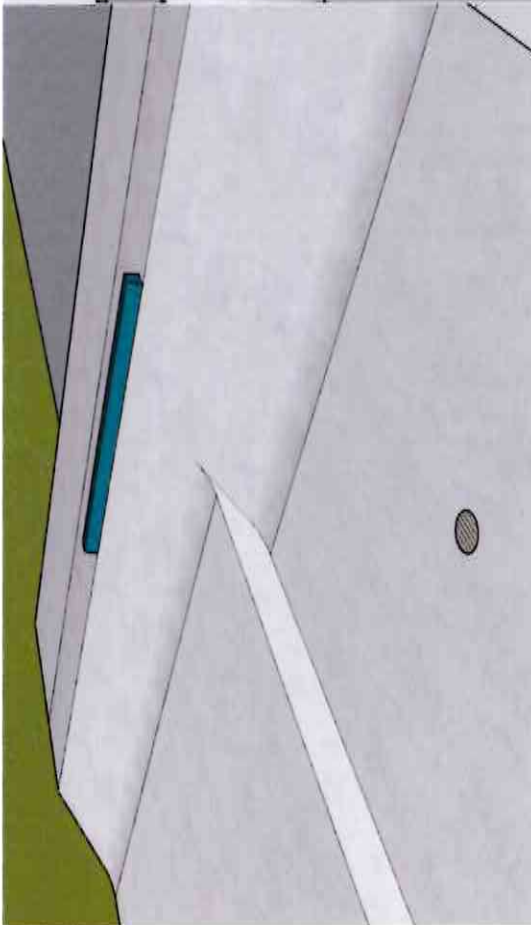
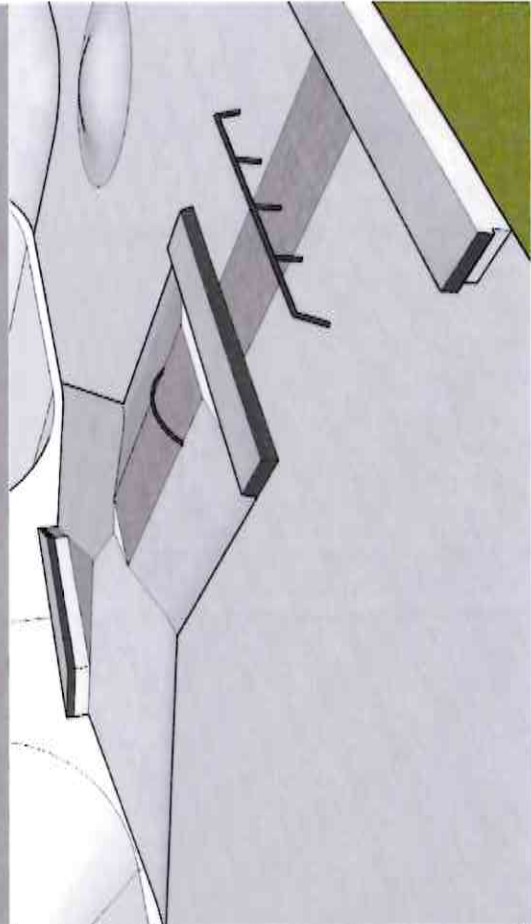
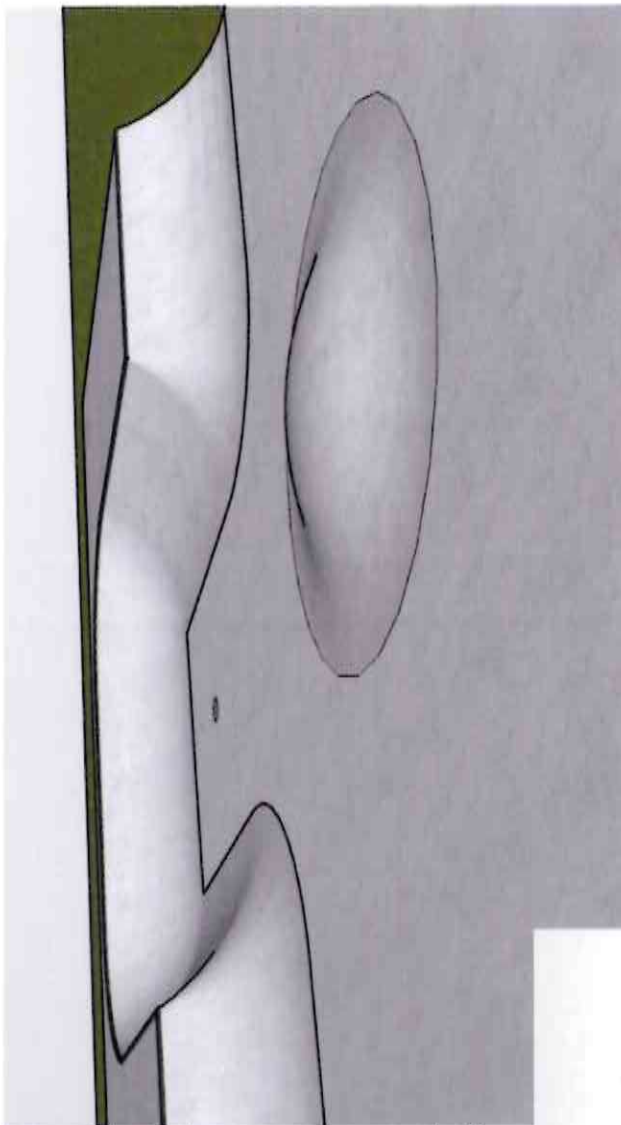


## FINAL CONSTRUCTION & CLEAN-UP

- Pour Concrete Flatwork
- Paint Steel
- Saw Cut & Caulk Control Joints
- Clean-up & Remove Fencing

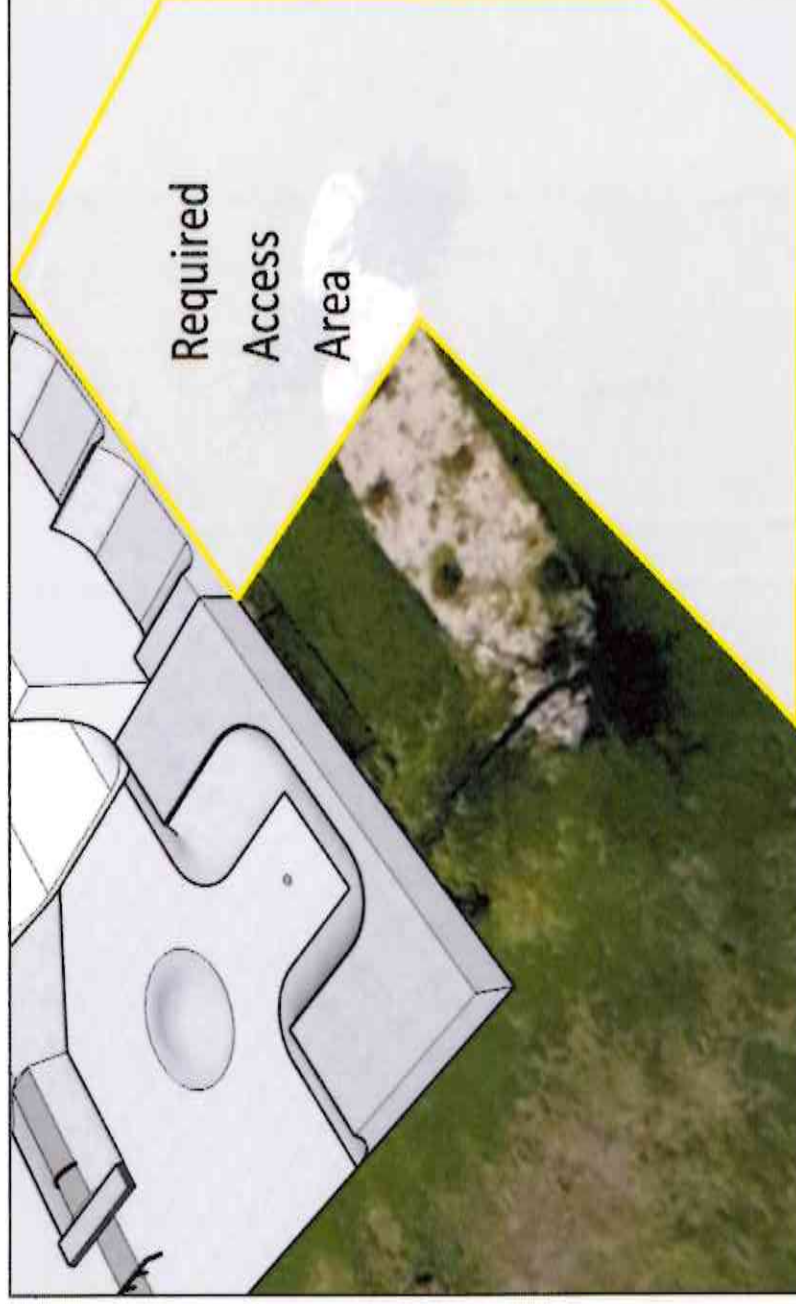






## OPTIONAL SITE PREP

- Additional access would be needed to build the spine ramp. (See image) This encroaches on our neighbor's landscaping
- Existing area for spine ramp is too narrow. 2 foot perimeter extension is advised to support this feature



# Long Island Forward Housing Program Summary

The LIFHP is a technical assistance initiative led by Empire State Development, New York's economic development public-benefit corporation. It aims to help municipalities in Nassau and Suffolk Counties plan and advance new multifamily housing developments. LIFHP is not a grant program; instead, ESD directly funds technical experts to support predevelopment efforts, particularly in transit-accessible and downtown areas.

## Program Goals

- Revitalize downtowns and blighted areas
- Expand affordable multifamily housing
- Support economic and transit-oriented development

## Eligibility

- Open to Long Island municipalities with zoning authority (villages, towns, cities)
- Must demonstrate commitment to fair housing, designate a point of contact, fast-track approvals, and sign a letter of intent with ESD
- Can partner with developers, landowners, or regional agencies (municipality must be lead applicant)

## Selection Criteria

- Priority is given to projects located near LIRR stations or in downtown areas.
- Emphasis is placed on larger parcels (20+ units), mixed-income affordability, and adaptive reuse of underutilized sites.
- Projects with strong local support and a municipal Pro-Housing designation are favored.
- Sustainable design features and green building practices are encouraged.
- Site size and redevelopment potential are key evaluation factors.
- Demonstrated public support, including from landowners, strengthens applications.

## Services Offered

1. Appraisal Services
2. Architectural and Engineering Consultation Services
3. Economic Impact Analysis
4. Environmental Reviews (SEQR)
5. Public Property Development Evaluations
6. Financial Feasibility Analysis
7. Market Studies
8. Environmental Site Assessments (Phase I & II)
9. Real Estate Development Consulting
10. Traffic Impact Studies
11. Support with RFQs and RFPs

## How to Apply

- Submit a Letter of Intent to ESD describing the development site or a desire to identify one
- If accepted, complete a full application via the Consolidated Funding Application (CFA) portal
- Municipalities will enter an MOU with ESD; resolution from local government is required



**MODIFICATION AND EXTENSION OF SEWER  
CONNECTION AND EASEMENT ACCESS AGREEMENT**

This Extension of Sewer Connection and Easement Access Agreement ("Agreement") is between \_\_\_\_\_, [an individual][individuals], with an address of \_\_\_\_\_ (the "Owner"), and the Village of Greenport, with an address of 236 Third Street, Greenport, New York 11944 ("Village") (collectively the "Parties"), and entered into as of July \_\_, 2025.

**WITNESSETH**

WHEREAS, Owner is the owner of a parcel of land known as \_\_\_\_\_ Greenport, Town of Southold, Suffolk County, New York, being more particularly described in the attached Schedule A and by SCTM # 1001- \_\_\_\_\_ (the "Property"); and

WHEREAS, the Owner is one of approximately twenty-four (24) homeowners located on Sandy Beach Road, Beach Road, and Beach Street ("Sandy Beach Community"), who are interested in having a sewer extended to the Sandy Beach Community for environmental purposes; and

WHEREAS, the Owner has requested the Village to extend the wastewater main of the Village of Greenport Wastewater Treatment Plant to the Sandy Beach Community (the "Main") and to provide Owner access to tie into the Main ("Sewer Access") as further set forth in this Agreement; and

WHEREAS, for the purpose of the Work, as defined herein, the Village has requested the Owner's consent in granting the Village an easement, as further defined herein; and

WHEREAS, the Owner and the Village entered a Sewer Connection and Easement Access Agreement (the "Agreement") on \_\_\_\_\_, 2022, which Agreement provided the Village with an easement across the property of the Owner in order to design and construct a Sewer Connection from the Owner's property to the Greenport Village Sewer System; and

WHEREAS the Agreement contained a Paragraph 4. which Paragraph 4 set forth certain obligations of the Owner and the Village for the payment and return of monies, with dates by which those monies should be paid or returned; and

WHEREAS the Owner and the Village are in mutual agreement that Paragraph 4. of the Agreement should be amended to extend \_\_\_\_\_ the time within which the Village is obligated to return monies paid to the Owner due to the additional time that the underlying project and approvals are taking;

IT IS THEREFORE MUTUALLY AGREED BY THE OWNER AND THE VILLAGE AS FOLLOWS:

1. Paragraph 4 of the Agreement is hereby amended to read as follows:
  - “4. Payment Schedule and Refund; Definitions.
    - A. Owner shall pay to the Village the total amount of fifteen thousand (\$15,000) dollars (the “Total Amount”) pursuant to the terms and conditions of this Agreement.
      - i. Payment shall be made in three payments as follows:
        - a) \$1,500.00 upon the signing of this Agreement (“First Payment”);
        - b) \$5,000.00 upon the Village entering into a contract with a primary general contractor for the purpose of performing the Work (“Second Payment”) and returned if work hasn’t commenced by July 31, 2028; and
        - c) \$8,500.00 upon completion of the Work (“Final Payment”).
      - ii. The First Payment and the Second Payment shall be held in escrow by the Village to be released to the Village as follows:
        - a) The First Payment will be released upon the Commencement of the Work, as defined herein;
        - b) The Second Payment will be released upon the Commencement of the Work.
      - iii. The Owner is entitled to a return of the First Payment and Second Payment as follows:
        - a) The First Payment shall be returned to the Owner if, by December 31, 2026, the Village has not notified the owner that the Safe Harbor Agreement has been finalized; and
        - b) The Second Payment shall be returned to the Owner if, by July 31, 2028, the Village has not notified the owner that the Work has been Commenced.
    - B. The terms used in this Agreement are defined as follows:

- i. Commencement means the time at which the primary general contractor begins installing the Main and tying into the Safe Harbor Portion.
  - ii. Completion means the time at which the Owner is permitted to tie into the Main from the Property.”
2. All other provisions of the Agreement shall remain unchanged and in full force and effect.

\_\_\_\_\_  
\_\_\_\_\_

VILLAGE OF GREENPORT

By: \_\_\_\_\_  
(Name, Title)



A local law to amend Chapter 65 ("Fire Prevention and Building Construction") of the Code of the Village of Greenport, to repeal a provision of law relating to Building Inspector duties.

**Section 1.** Section 65-3(B) is hereby rescinded.

**Section 2. Severability.** If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**Section 3. Effective date.** This local law shall take effect immediately upon filing with the Secretary of State.

A local law to amend Chapter 65 of the Code of the Village of Greenport, to add provisions regulating plumbing and electrical work performed in the Village of Greenport.

**Section 1.** Chapter 65 of the Code of the Village of Greenport is hereby amended, to include a new Article III, to read as follows:

**"Article III. Plumbing Work.**

**§65-11. Adoption of standards.**

The plumbing standards of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall be the minimum standards for all buildings hereafter constructed in the Village of Greenport and for all existing buildings wherein any installation, alteration, repair or replacement of or addition to any plumbing system is proposed to be done.

**65-12. Plumbing permit required; exception.**

- A. No installation, alteration or replacement of, nor any addition to, any plumbing system, including any fire sprinkler system, in any building or structure shall be made without first applying for and obtaining a plumbing permit from the Building Department. The fee for and duration of such plumbing permit shall be as determined from time to time by resolution of the Board of Trustees. Such fee shall accompany each application, which shall be in writing, and shall be filed with the Building Inspector. The form for such application shall be as prescribed by the Building Inspector.
- B. The foregoing provisions of this section notwithstanding, minor repairs may be made to plumbing systems without the necessity of first obtaining a permit. Minor repairs include basic maintenance work and part for part replacements on existing systems, which includes replacing existing faucets, toilet seats, fixing minor leaks on fixtures, clearing minor drain clogs, replacing worn-out washers and/o-rings, and replacing existing plumbing fixtures with similar ones without altering the existing pipework. Minor repairs shall not include the installation of new gas, soil, waste, drainage or vent pipes or the connection of additional fixtures to existing gas, soil, waste, drainage or vent pipes.

**65-13. Application requirements.**

- A. Applications for plumbing permits shall be to the Building Inspector, on forms provided by the Building Department, and shall include such information and description of work and diagrams as the Building Inspector deems necessary.
- B. Where plans and specifications filed in connection with an application for a building permit do not contain sufficient details or where no building permit has been applied for, the Building Inspector may require the plumber to file, as part of his application, a drawing on tracing cloth or a print of the system of plumbing showing the location of the various fixtures, lines, valves and other items required by the Uniform Code. Such plans, drawings or prints shall be drawn to scale and shall contain such floor plans and sections as may be necessary to show clearly any plumbing work to be done. They shall also show partitions and the method of ventilating bathrooms and toilet rooms. Such plans, drawings or prints must be signed by an architect, professional engineer or licensed plumber.
- C. No modification of the approved plans, drawings or prints will be permitted unless amended plans, drawings or prints covering the proposed change or changes are filed with and approved by the Building Inspector.

**65-14. Display of permit.**

A plumbing permit shall be prominently displayed on the premises while the work is being performed.

**65-15. Licensed plumber required.**

All plumbing work shall be performed by or under the direct supervision of a plumber licensed to perform plumbing work in Suffolk County, except as otherwise provided in this chapter.

**65-16. Notice of commencement of work; inspection; certificate of approval.**

- A. In cases where no building permit has been issued, notice shall be given to the Building Inspector by the plumber when any work is begun. Upon the completion of such work, it shall be inspected by the Building Inspector. If found to have been done satisfactorily in accordance with the permit issued therefor, the Building Inspector shall issue a certificate of approval.



B. It shall be unlawful to use any plumbing system until a certificate of occupancy (in the case of work covered by a building permit) or a certificate of approval has been issued therefor.

#### **65-17. Other Provisions Applicable.**

Such other provisions of this chapter as relate to building permits, including but not limited to provisions for revocation, notice and stop-work orders, which are not inconsistent herewith shall be applicable to plumbing permits.

#### **65-18. Penalties.**

A violation of any of the provisions of this article, including performance of work without a plumbers' license or a required building permit shall be subject to the penalties set forth in section 65-10."

**Section 2.** Chapter 65 of the Code of the Village of Greenport is hereby amended, to include a new Article IV, to read as follows:

#### **"Article IV. Electrical Work.**

##### **65-19. Performance of Electrical Work.**

A. No person shall install, alter or repair electrical wiring, apparatus, fittings, appliances or equipment other than:

- (1) A master electrician; or
- (2) A person hired by or working under the general supervision of a master electrician.

B. A person authorized herein to perform electrical work in the Village must register annually with the Village, and provide any information and documentation required from time to time by the Building Department, including proof of insurance and an annual fee as required by the Board of Trustees from time to time.

**Section 3.** Any local law or provision of the Code of the Village of Greenport in conflict with this local law is hereby repealed to the extent of such conflict, except that such repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of such local law, ordinance or resolution prior to the effective date of this local law.

**Section 4.** If any clause, sentence, paragraph, section, article, or part of this local law shall be adjudged to be invalid by any court of competent jurisdiction, such judgment shall not affect, impair or invalidate any other part of this local law, or the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section,

article, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

**Section 5.** This local law shall take effect immediately upon adoption and filing pursuant to the Municipal Home Rule Law.

A local law to amend Section 65-10 of the Code of the Village of Greenport, to amend the penalty provisions with respect to violations of Chapter 65.

**Section 1.** Section 65-10 of the Code of the Village of Greenport is hereby amended, to read as follows:

**"§65-10. Penalties.**

- A. The performance of any construction work without a building permit, the occupancy of a building or structure without a required certificate of occupancy or completion, as applicable, and/or the performance of any construction work without permitting an inspection required by this chapter, is a violation of this chapter and shall be punishable by a fine in the amount of:
  - (1) \$1,000,
  - (2) \$1,000 to \$2,500 for a second offense within an eighteen (18) month period, and
  - (3) \$2,500 to \$5,000 for a third or subsequent offense within an eighteen (18) month period.
- B. For purposes of multiple offenses within an eighteen (18) month period, any person or entity that is a member of a limited liability company, professional limited liability company or limited liability partnership, a partner of a partnership or an officer of a corporate entity, shall be subject to the increase in penalties in the same manner as an individual subject to the increasing offenses occurring within an eighteen (18) month period.
- C. Each and every day that any violation shall exist shall be a separate violation punishable as a separate offense of this chapter with a separate fine in accordance with subsection A above.

**Section 2.** Any local law or provision of the Code of the Village of Greenport in conflict with this local law is hereby repealed to the extent of such conflict, except that such repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of such local law, ordinance or resolution prior to the effective date of this local law.

**Section 3.** If any clause, sentence, paragraph, section, article, or part of this local law shall be adjudged to be invalid by any court of competent jurisdiction, such judgment shall not affect, impair or invalidate any other part of this local law, or the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, article, or part thereof directly involved in the controversy in which such judgment shall have been rendered.



**Section 4.** This local law shall take effect immediately upon adoption and filing pursuant to the Municipal Home Rule Law.

**VILLAGE OF GREENPORT****Budget Adjustment Form**

Year: 2026 Period: 7 Trans Type: B2 - Amend Status: Batch  
Trans No: 6536 Trans Date: 07/11/2025 User Ref: ADAM  
Requested: A. BRAUTIGAM Approved: Created by: ADAM 07/11/2025  
Description: TO APPROPRIATE GENERAL FUND RESERVES TO FUND UP TO A 25% SHARE  
OF THE NYS DOS 25-LWRP-9 RFA GRANT, NOT TO EXCEED \$75,000  
Account # Order: No  
Print Parent Account: No

| Account No.   | Account Description       | Amount      |
|---------------|---------------------------|-------------|
| A.5990        | APPROPRIATED FUND BALANCE | -275,000.00 |
| A.1990.400    | CONTINGENT ACCOUNT..      | 275,000.00  |
| Total Amount: |                           | 0.00        |



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GREENPORT, NY 11944

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

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**MAYOR**  
KEVIN STUESSI  
EXT 215

**TRUSTEES**  
PATRICK BRENNAN  
DEPUTY MAYOR

LILY DOUGHERTY-JOHNSON

JULIA ROBINS

MARY BESS PHILLIPS

**TREASURER**  
ADAM BRAUTIGAM  
EXT 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

Submitted: July 14, 2025  
Meeting: July 17, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: Jeanmarie Oddon, *Deputy Clerk*  
From: Greenport Fire Department

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### Greenport Fire Department July 2025 Work Session

**Attachments:**

Greenport Fire Department July 2025 Work Session Reports (PDF)



# GREENPORT F.D. July 2025

Duty Companies 8-3-1 & 8-3-4 First due on Signal 24s + 8-3-1  
OFFICE: 631.477.9801 FAX: 631.477.4012 [gfdsecretary@greenportvillage.org](mailto:gfdsecretary@greenportvillage.org)

## July 2025

| Sun                             | Mon                                       | Tue   | Wed  | Thu                                     | Fri  | Sat   |
|---------------------------------|---|---|--|---|--|---|
|                                 |   | 1<br>Eagle Hose Mtg<br>GFD CARNIVAL - 6pm<br>Polo Grounds | 2<br>Marine/Rescue Mtg<br>GFD CARNIVAL - 6pm<br>Polo Grounds<br>Fireworks - 10pm | 3<br>GFD CARNIVAL - 6pm<br>Polo Grounds | 4<br>FOURTH OF JULY<br>GFD CARNIVAL - 6pm<br>Polo Grounds  | 5<br>GFD CARNIVAL - 6pm<br>Polo Grounds<br>Fireworks - 10pm |
| 6                               | 7<br>Relief Hose Mtg<br>Standard Hose Mtg | 8<br>Rescue Mtg<br>Finance Mtg                            | 9<br>Phenix H&L Mtg  | 10<br>Dept Training                     | 11   | 12  |
| 13                              | 14<br>Star Hose Mtg                       | 15<br>Fire Police Mtg                                     | 16<br>Wardens Mtg<br>Jamesport Parade<br>7pm                                     | 17<br>HPC - 5pm<br>Bd Trustees - 6pm    | 18   | 19  |
| 20<br>Water Rescue Drill<br>9am | 21  | 22<br>Zoning Bd - 6pm                                     | 23   | 24<br>Bd Trustees - 6pm                 | 25   | 26  |
| 27                              | 28  | 29<br>CME - 7pm<br>Peconic Landing                        | 30<br>Hampton Bays<br>Parade   | 31                                      | Chief de Kerillis 631.208.7506<br>1st Ass't Chief Miller 631.831.5645<br>2nd Ass't Chief Nyce 917.439.6324 |   |

Entries in GREEN denote Greenport Village events.

CHIEF ALAIN DeKERILLIS  
 1<sup>ST</sup> ASST CHIEF WAYNE MILLER  
 2<sup>ND</sup> ASST CHIEF DAVID NYCE  
 CHAPLAIN FRANK MUSTO  
 ASST. CHAPLAIN CLAUDE KUMJIAN  
 SECRETARY/TREASURER CLIFF HARRIS



(631) 477-9801 – STATION 1  
 (631) 477-8261 – STATION 2  
 (631) 477-4012 – FAX  
 311 THIRD STREET – PO BOX 58  
 GREENPORT, NY 11944  
 Email: gfdfire@optonline.net  
 www.greenportfd.org

## Greenport Fire Department Monthly Report JUNE 2025

**Number of calls this month:.....130**

**Number of calls to date:.....580**

### Breakdown of Calls by Signal Numbers:

|          |  |     |
|----------|--|-----|
| 9        | (stand/by) .....                         | 1   |
| 12       | (brush fire).....                        | 0   |
| 13       | (automatic alarm, smoke, etc.) .....     | 14  |
| 13-35    | (working structure fire) .....           | 0   |
| 14       | (vehicle fire).....                      | 0   |
| 16       | (ambulance/rescue) .....                 | 104 |
| 16-23    | (MVA, water rescue, misc.) .....         | 1   |
| 16-59    | (routine transport) .....                | 0   |
| 23       | (CO alarm, medi-vac).....                | 7   |
| 24/9     | (mutual aid standby) .....               | 0   |
| 24/12    | (mutual aid brush fire) .....            | 0   |
| 24/13-35 | (mutual aid working structure fire)..... | 3   |
| 24/16    | (mutual aid ambulance/rescue).....       | 0   |
| 24/16-23 | (mutual aid MVA) .....                   | 0   |
| 24/23    | (mutual aid water rescue/misc.) .....    | 0   |
| 26       | (boat fire) .....                        | 0   |

### Breakdown of Calls by Location:

|   |    |
|---|----|
| Within the Incorporated Village of Greenport.....   | 55 |
| Within the East/West Fire Protection District ..... | 70 |
| Other (mutual aid) .....                            | 5  |

(34 calls ahead of last year)

CHIEF ALAIN DeKERILLIS  
1<sup>ST</sup> ASST CHIEF WAYNE MILLER  
2<sup>ND</sup> ASST CHIEF DAVID NYCE  
CHAPLAIN FRANK MUSTO  
ASST. CHAPLAIN CLAUDE KUMJIAN  
SECRETARY/TREASURER CLIFF HARRIS



(631) 477-9801 – STATION 1  
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## **Meeting of the Board of Wardens**

**Wednesday June 18, 2025**

### **OPENING**

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

### **ATTENDANCE**

Chief Alain de Kerillis

1<sup>st</sup> Ass't Chief Wayne Miller

2<sup>nd</sup> Ass't Chief David Nyce

Wardens Bernard Purcell and Wayde Manwaring of Eagle Hose Co. #1

Warden Norma Corwin of Relief Hose Co. #2

Warden Robert Hamilton of Star Hose Co. #3

Wardens Scott Hollid and Jordan Arnold of Standard Hose Co. #4

Wardens Michael Reed and Peter Harris of Phenix Hook & Ladder Co. #1

Excused: Warden Antone Volinski III of Relief Hose Co. #2 and Warden Patrick Brennan of Star Hose Co. #3.

### **THOSE WISHING TO ADDRESS THE BOARD –**

1. Sue Kostal reported that she was put in charge of the Christmas party and she is looking at two dates: 12/12 and 12/13. She is going to see if they can get the American Legion and CJ's for food.
2. Bob Corwin, as co-chairman of the scholarship committee, reported that this was a banner year and they gave out 5 awards. The students now have to complete their first semester and then they get the check.
3. John Grilli said that he wanted to speak about the recent bylaw change. He said that from what he found, it is illegal to do. A person needs to be a US Citizen or



have proper working paperwork to join any fire department in NY state. They also have to be able to speak and understand English. He said that it's NY State civil law. Best case scenario- nothing happens; worst case scenario a language barrier happens. He wanted to make the Wardens aware so they can consider adding the extra verbiage in.

4. Jim on behalf of the Water Rescue: July 20<sup>th</sup> is going to be a town wide drill. They are going to need the depts. involvement. They are going to close a portion of 4<sup>th</sup> Street at the beach. We are hosting it. We are going to need rescue, the gator, 10 & 11.

### **READING OF THE PREVIOUS MINUTES**

Motion made by W. Manwaring, seconded by D. Nyce, to approve the minutes of the April 16, 2025 meeting of the Board of Wardens as printed and distributed. Motion Carried.

### **FINANCE COMMITTEE**

The finance committee report was read by 2<sup>nd</sup> Asst. Chief Nyce. Motion made by W. Manwaring, seconded by S. Hollid, to accept the report. Motion Carried.

### **COMPANY OFFICERS' MEETING MINUTES-** None.

### **TREASURER'S REPORT**

The Treasurer's report for the period of May 30, 2025 through June 18, 2025 was read by Treasurer N. Corwin. Motion made by D. Nyce, seconded by R. Hamilton, to accept the treasurer's report as read. Motion carried. (report attached)

1. N. Corwin mentioned that she would like to be able to get on quick books. She said she would also like to be able to cross reference stuff. She wants to make sure that we get reimbursed for what we are asking for. She has no way to track what we did or didn't get.
2. She also mentioned that there had been some questions about why everything dropped so quickly. She figured out that there was a check written for the 2% money that didn't get cashed until November. Hook & Ladder cashed a check for \$19,000. P. Harris stated that C. Harris asked them to wait to cash it because there wasn't enough funds in the account.
3. N. Corwin also said that if a department card is used to purchase anything and you don't get it to the Chief right away, put the receipt with your name and what it was for in the wooden box outside of the Chiefs' office.

### **BILLS-** None.

### **COMMUNICATIONS**

1. Chief Piotr Kurzyna of RFD sent a thank you letter for the recent standby.

2. Mastic FD Parade and celebration, September 20.
3. A thank you letter from Chief Piotr Kurzyna of RFD for GFDs assistance in the fire at Crown Sanitation June 4<sup>th</sup>.
4. Sarah Sands of East End Seaport Museum requesting assistance with a fundraiser for the Maritime Festival Sept 20 & 21. It's a ping pong ball drop. They would like a ladder truck for a half hour one of the days. Chief Miller questioned if something happened whose insurance would cover it.
5. Suffolk County Coordinators requesting fire police for Michael Murphy Run on June 28<sup>th</sup>, they will be shutting a road down.
6. Hampton Bays FD Parade & Carnival, July 30.
7. Middle Island Country Club Gold Outing, August 12.
8. Dream Green Raffle Tickets for sale.
9. Suffolk County Volunteer Fire Fighters Association 50/50 fundraiser, drawing will be October 18.
10. Deer Park Ambulance Standby request June 21.

Motion made by W. Manwaring, seconded by D. Nyce, to attend the Hampton Bays Parade, if there is a crew that wants to go. Motion Carried.

Motion by W. Manwaring, seconded by D. Nyce, to file and/or forward all communications, Motion carried.

#### **APPLICATIONS FOR MEMBERSHIP-**

Patrick Curran to Standard Hose.

Motion made by S. Hollid, seconded by R. Hamilton, to accept application for membership pending arson report. Motion Carried.

#### **REPORTS OF COMMITTEES**

**Buildings and Grounds-** No Report.

**Bylaws-** No Report.

**Finance-** No Report.

**Fire District** – No Report.

#### **Pre-Incident Planning-**

B. Purcell brought up the call for a roof rescue at Harbor Front. He said that we couldn't figure out how to get to the people on the roof- apparently, they had to go through a

hatch. We don't know where the door is. It looks like there is a door on the 3<sup>rd</sup> floor, but we don't know how to get to it.

#### **Service Awards-**

P. Harris asked what the status is because he hasn't gotten his increase yet. Chief de Kerillis said that it will probably be July.

**Recruitment-** No Report.

#### **Casualty Fund-**

N. Corwin said that she needs to get onto this account. S. Hollid said that he will help with that.

**Funeral-** No Report.

**Communications-** No Report

#### **Trips & Travel-**

On the trip to Warwick, NY for their bi-annual parade, the driver of 8-3-4 didn't see the poorly marked dip in the road. They went airborne and when it came down, the front axle went into the oil pan. Chief de Kerillis spoke with a member of Firematics in Patterson, NY. He said that there was a possible hairline fracture in the oil pan to begin with. Ray Muller from Firematics said that hopefully by tomorrow the estimate for the insurance will be complete and the Chief will email all of the Wardens, Chiefs, Candace, Patrick, and the Mayor, as well as McMann Price to see if we are going to pursue the hairline fracture. When repaired, the truck will be delivered to the Shirley Firematics location. Chief de Kerillis also reported that Detroit Deisel is out of oil pans and we are looking at 36+ days lead time. He is also looking at all other possibilities.

#### **COMPANY REQUESTS**

**Eagle Hose Co. #1-** Request to sell 50/50 tickets at the Maritime festival, budget items.

**Relief Hose Co. #2-** Nozzle, 10 lb sledgehammer, budget items, request for an executive session.

**Star Hose Co. #3-** Budget items.

**Standard Hose Co. #4-** Budget items, duty company for July 1<sup>st</sup> be transferred to another company.

**Phenix Hook & Ladder Co. #1-** Budget items, looking for personnel for crowd control for two nights of fireworks.

**Rescue Squad-** New EMT bags for trucks, update on ambulance. It was reported that the truck, when parked in the building, was over 85 degrees. N. Corwin asked if the



Chiefs remembered when the guy came out and recommended we do away with double cabinet and put a cold box in which would take the stress off of the truck.

Fire Police- No Report.

Water Rescue- Radios, Budget items.

Motion made by W. Manwaring, seconded by D. Nyce, to allow Water Rescue to host the drill. Motion Carried.

Motion made by S. Hollid, seconded by P. Harris, to allow Eagle Hose to sell 50/50 tickets at the Maritime Festival. Motion Carried.

Motion made by P. Harris, seconded by W. Manwaring, to approve the proposed dates for the Christmas Party pending availability. Motion Carried.

N. Corwin asked if we wanted to do anything with what John Grilli mentioned about the bylaw change. Chief de Kerillis said that the Wardens approved this bylaw change in compliance with NY state, he said that if he has an issue with it, he can speak with our attorney.

**UNFINISHED BUSINESS –** No Report.

**REPORTS OF DELEGATES-** No Report.

**NEW BUSINESS-** No Report.

### **EXECUTIVE SESSION**

Motion made by W. Manwaring, seconded by P. Harris, to adjourn to an executive session to discuss personnel matters. Motion Carried. Adjourned to executive session at 7:47pm.

Upon returning from executive session, a motion made by R. Hamilton, seconded by W. Manwaring, to resume with the regular meeting. Motion Carried. Regular meeting resumed at 8:02 pm.

### **GOOD OF THE DEPARTMENT**

1. Motion made by P. Harris, seconded by W. Manwaring, to decline the request for a ladder truck for the "ping pong drop" at the Maritime Festival. Motion Carried.
2. 2<sup>nd</sup> Asst. Chief D. Nyce said that there are 3 upcoming parades that don't have apparatus assigned. There is the GHS graduation, Pride Parade, and Juneteenth. For GHS- all trucks. For the Pride Parade last year, we did the old mac & 8-3-5. For Juneteenth it will be the old mac, Antique, and Chief's car.

### **READING OF THE MINUTES**

Motion by W. Manwaring, seconded by R. Hamilton, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

### **ADJOURMENT**

Motion by P. Harris, seconded by S. Hollid, to adjourn. Motion carried. The meeting was adjourned at 8:09pm.

Submitted by,

Rebecca J. McKnight

Recording Secretary

|    | A                        | B    | C  | D   | E | F  | G   | H   | I | J  | K | L | M  | N  | O  | P | Q  | R | S   | T | U | V | W | X | Y |
|----|--------------------------|------|----|-----|---|----|-----|-----|---|----|---|---|----|----|----|---|----|---|-----|---|---|---|---|---|---|
| 1  |                          |      |    |     |   |    |     |     |   |    |   |   |    |    |    |   |    |   |     |   |   |   |   |   |   |
| 2  |                          |      |    |     |   |    |     |     |   |    |   |   |    |    |    |   |    |   |     |   |   |   |   |   |   |
| 3  |                          |      |    |     |   |    |     |     |   |    |   |   |    |    |    |   |    |   |     |   |   |   |   |   |   |
| 4  |                          |      |    |     |   |    |     |     |   |    |   |   |    |    |    |   |    |   |     |   |   |   |   |   |   |
| 5  | Antonelle, Carmine       |      | 60 | 54  | % | 25 | 93  | 20  | % | 25 |   | 0 | 7  | 7  | 7  | 1 | 0  |   | 72  |   |   | X | X | X |   |
| 6  | Arnold, Jordan           | W, L | 21 | 19  | % | 25 | 42  | 9.1 | % | 0  |   | 0 | 17 | 5  | 3  | 0 | 13 |   | 63  |   | X |   |   |   |   |
| 7  | Baglivi, Ryan            |      | 17 | 15  | % | 25 | 4   | 0.9 | % | 0  |   | 0 | 5  | 7  | 3  | 1 | 0  |   | 41  |   |   |   |   |   |   |
| 8  | Barton, Megan            | T    | 73 | 65  | % | 25 | 203 | 44  | % | 25 |   | 1 | 11 | 15 | 25 | 2 | 5  |   | 109 |   |   | X | X | X | X |
| 9  | Barszczewski, Joseph III | L    | 11 | 9.8 | % | 0  | 5   | 1.1 | % | 0  |   | 0 | 6  | 4  | 6  | 1 | 5  |   | 22  |   |   | X | X | X | X |
| 10 | Betz, James              |      | 5  | 4.5 | % | 0  | 52  | 11  | % | 25 |   | 1 | 11 | 3  | 5  | 0 | 0  |   | 45  |   |   | X | X | X |   |
| 11 | Birmingham, Kenneth      |      | 3  | 2.7 | % | 0  | 5   | 1.1 | % | 0  |   | 1 | 11 | 8  | 5  | 1 | 0  |   | 26  |   |   | X | X | X |   |
| 12 | Breese, Colleen          |      | 3  | 2.7 | % | 0  | 2   | 0.4 | % | 0  |   | 0 | 2  | 6  | 4  | 0 | 0  |   | 12  |   | X |   |   |   |   |
| 13 | Breese, Harry            |      | 3  | 2.7 | % | 0  | 2   | 0.4 | % | 0  |   | 0 | 2  | 8  | 4  | 0 | 0  |   | 14  |   | X | X | X | X |   |
| 14 | Breistadt, Charles       |      | 17 | 15  | % | 25 | 27  | 5.8 | % | 0  |   | 1 | 6  | 5  | 5  | 1 | 0  |   | 43  |   |   |   |   |   |   |
| 15 | Brennan, Patrick         | W, C | 6  | 5.4 | % | 0  | 1   | 0.2 | % | 0  |   | 0 | 10 | 4  | 0  | 0 | 14 |   | 28  |   | X |   |   |   |   |
| 16 | Buchanan, Shawn          |      | 16 | 14  | % | 25 | 5   | 1.1 | % | 0  |   | 0 | 3  | 9  | 5  | 0 | 0  |   | 42  |   | X | X | X | X |   |
| 17 | Bumble III, Charles      | T    | 0  | 0   | % | 0  | 1   | 0.2 | % | 0  |   | 0 | 5  | 2  | 0  | 0 | 5  |   | 12  |   | X |   |   |   |   |
| 18 | Bumble, Samantha         |      | 1  | 0.9 | % | 0  | 0   | 0   | % | 0  |   | 0 | 3  | 0  | 4  | 0 | 0  |   | 7   |   |   | X | X | X |   |
| 19 | Butler, Michael          |      | 37 | 33  | % | 25 | 9   | 1.9 | % | 0  |   | 0 | 4  | 2  | 4  | 0 | 0  |   | 35  |   |   | X | X | X |   |
| 20 | Capon, George            |      | 10 | 8.9 | % | 0  | 57  | 12  | % | 25 |   | 0 | 5  | 8  | 4  | 0 | 0  |   | 42  |   |   | X | X | X |   |
| 21 | Carey, Patrick           |      | 0  | 0   | % | 0  | 1   | 0.2 | % | 0  |   | 0 | 1  | 0  | 0  | 0 | 0  |   | 1   |   |   |   |   |   |   |
| 22 | Charters, Gary           |      | 0  | 0   | % | 0  | 0   | 0   | % | 0  |   | 0 | 1  | 2  | 0  | 3 | 0  |   | 6   |   | X | X | X | X |   |

Greenport Fire Department period ending June 30, 2025

## maximum points in category

FIRE: 10% = 25 pts

EMS: 10% = 25 pts

|    | A                  | B         | C      | D     | E   | F     | G     | H   | I     | J    | K    | L     | M     | N        | O      | P    | Q   | R  | S     | T   | U | V | W | X | Y |
|----|--------------------|-----------|--------|-------|-----|-------|-------|-----|-------|------|------|-------|-------|----------|--------|------|-----|----|-------|-----|---|---|---|---|---|
| 4  |                    | elect/app | # Fire | %     | pts | # EMS | %     | pts | st/by | mtgs | misc | train | drill | pos(dis) | points | phys | haz | bb | wp/sh | yap |   |   |   |   |   |
| 23 | Clark, James       | S         | 16     | 14 %  | 25  | 2     | 0.4 % | 0   | 0     | 6    | 6    | 0     | 0     | 5        | 42     |      |     |    |       |     |   |   |   |   |   |
| 24 | Clark, Jeffry      |           | 40     | 36 %  | 25  | 4     | 0.9 % | 0   | 0     | 9    | 15   | 5     | 0     | 0        | 54     |      | X   | X  |       |     |   |   |   |   |   |
| 25 | Corazzini, Jeffrey |           | 17     | 15 %  | 25  | 113   | 24 %  | 25  | 0     | 6    | 2    | 1     | 0     | 0        | 59     |      |     |    |       |     |   |   |   |   |   |
| 26 | Corazzini, Warren  |           | 2      | 1.8 % | 0   | 1     | 0.2 % | 0   | 0     | 4    | 1    | 0     | 0     | 0        | 5      | X    |     |    |       |     |   |   |   |   |   |
| 27 | Corwin, Everett    |           | 28     | 25 %  | 25  | 95    | 21 %  | 25  | 0     | 12   | 10   | 6     | 1     | 0        | 79     | X    | X   | X  | X     |     |   |   |   |   |   |
| 28 | Corwin, Norma      | W         | 22     | 20 %  | 25  | 105   | 23 %  | 25  | 1     | 14   | 12   | 7     | 1     | 8        | 93     | X    |     |    | X     |     |   |   |   |   |   |
| 29 | Corwin, Robert E.  | D,IDO     | 34     | 30 %  | 25  | 137   | 30 %  | 25  | 2     | 17   | 15   | 16    | 2     | 8        | 110    | X    | X   | X  | X     |     |   |   |   |   |   |
| 30 | Corwin, Robert J.  | L         | 13     | 12 %  | 25  | 40    | 8.6 % | 0   | 1     | 12   | 8    | 3     | 1     | 5        | 55     |      |     |    | X     |     |   |   |   |   |   |
| 31 | Corwin, Scott      |           | 24     | 21 %  | 25  | 4     | 0.9 % | 0   | 0     | 6    | 5    | 4     | 0     | 0        | 40     | X    | X   | X  | X     |     |   |   |   |   |   |
| 32 | Costas, Tom        |           | 18     | 16 %  | 25  | 7     | 1.5 % | 0   | 0     | 11   | 4    | 5     | 0     | 0        | 45     |      | X   | X  | X     |     |   |   |   |   |   |
| 33 | Creedon, Daniel    | S         | 42     | 38 %  | 25  | 219   | 47 %  | 25  | 0     | 8    | 6    | 4     | 0     | 5        | 73     |      | X   | X  | X     |     |   |   |   |   |   |
| 34 | Creighton, Ryan    |           | 2      | 1.8 % | 0   | 3     | 0.6 % | 0   | 0     | 2    | 1    | 0     | 1     | 0        | 4      | X    |     |    |       |     |   |   |   |   |   |
| 35 | De Kerillis, Alain | CH        | 48     | 43 %  | 25  | 143   | 31 %  | 25  | 1     | 20   | 15   | 7     | 2     | 25       | 120    |      | X   | X  | X     |     |   |   |   |   |   |
| 36 | DeGaudio, Malysa   | L         | 14     | 13 %  | 25  | 97    | 21 %  | 25  | 1     | 4    | 5    | 5     | 1     | 5        | 71     | X    |     |    |       |     |   |   |   |   |   |
| 37 | Detrick, Gary      |           | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 4    | 1    | 1     | 0     | 0        | 6      |      |     |    |       |     |   |   |   |   |   |
| 38 | Diaz, Juan         | D         | 10     | 8.9 % | 0   | 2     | 0.4 % | 0   | 0     | 6    | 8    | 5     | 0     | 3        | 22     | X    | X   | X  | X     |     |   |   |   |   |   |
| 39 | Droskoski, Remi    |           | 2      | 1.8 % | 0   | 1     | 0.2 % | 0   | 0     | 6    | 3    | 2     | 0     | 0        | 11     | X    |     |    |       | X   |   |   |   |   |   |
| 40 | Edwards, Alson     | L         | 22     | 20 %  | 25  | 5     | 1.1 % | 0   | 1     | 8    | 3    | 0     | 1     | 5        | 43     |      |     |    |       |     |   |   |   |   |   |
| 41 | Edwards, Carol     |           | 11     | 9.8 % | 0   | 86    | 19 %  | 25  | 0     | 6    | 4    | 25    | 0     | 0        | 60     |      |     |    |       |     |   |   |   |   |   |
| 42 | Ellis, Scott       |           | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 0    | 0    | 0     | 0     | 0        | 0      |      |     |    |       |     |   |   |   |   |   |
| 43 | Ferguson, Peter    |           | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 0    | 0    | 0     | 0     | 0        | 0      |      |     |    |       |     |   |   |   |   |   |



|    | A                      | B               | C      | D     | E   | F     | G     | H   | I     | J    | K    | L     | M     | N        | O      | P    | Q   | R  | S     | T   | U | V | W | X | Y |
|----|------------------------|-----------------|--------|-------|-----|-------|-------|-----|-------|------|------|-------|-------|----------|--------|------|-----|----|-------|-----|---|---|---|---|---|
| 4  |                        | elect/app       | # Fire | %     | pts | # EMS | %     | pts | st/by | mtgs | misc | train | drill | pos(dis) | points | phys | haz | bb | wp/sh | yap |   |   |   |   |   |
| 44 | Ficurilli, Michael     |                 | 30     | 27 %  | 25  | 9     | 1.9 % | 0   | 0     | 7    | 9    | 5     | 0     | 0        | 46     | X    | X   | X  | X     |     |   |   |   |   |   |
| 45 | Fogarty, Jonathan      | T               | 21     | 19 %  | 25  | 7     | 1.5 % | 0   | 0     | 7    | 9    | 7     | 1     | 5        | 54     | X    | X   | X  | X     | X   |   |   |   |   |   |
| 46 | Golden, Jillian        |                 | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 0    | 0    | 0     | 0     | 0        | 0      |      |     |    |       |     |   |   |   |   |   |
| 47 | Gouveia, John          |                 | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 2    | 1    | 0     | 0     | 0        | 3      |      |     |    |       |     |   |   |   |   |   |
| 48 | Grattan, Timothy       |                 | 1      | 0.9 % | 0   | 1     | 0.2 % | 0   | 0     | 4    | 0    | 4     | 0     | 0        | 8      |      | X   | X  | X     |     |   |   |   |   |   |
| 49 | Gray, Sally Anne       |                 | 6      | 5.4 % | 0   | 22    | 4.8 % | 0   | 0     | 4    | 2    | 2     | 1     |          | 9      |      |     |    |       |     |   |   |   | X |   |
| 50 | Grilli, Jennifer       | L               | 2      | 1.8 % | 0   | 2     | 0.4 % | 0   | 0     | 6    | 4    | 4     | 0     | 5        | 19     |      | X   | X  | X     |     |   |   |   |   |   |
| 51 | Grilli, John           |                 | 3      | 2.7 % | 0   | 0     | 0 %   | 0   | 0     | 7    | 4    | 4     | 0     | 0        | 15     |      | X   | X  | X     |     |   |   |   |   |   |
| 52 | Hamilton Jr., Robert   | D, W, SO        | 35     | 31 %  | 25  | 11    | 2.4 % | 0   | 0     | 12   | 8    | 5     | 1     | 19       | 70     |      | X   | X  | X     |     |   |   |   |   |   |
| 53 | Hanold, Christopher T. | C               | 21     | 19 %  | 25  | 37    | 8 %   | 0   | 0     | 8    | 5    | 7     | 0     | 8        | 53     |      | X   | X  | X     |     |   |   |   |   |   |
| 54 | Harris, Cliff          |                 | 2      | 1.8 % | 0   | 0     | 0 %   | 0   | 0     | 1    | 4    | 4     | 0     | 0        | 9      | X    | X   | X  | X     |     |   |   |   |   |   |
| 55 | Harris, Peter          | L, T, D, W, FPO | 30     | 27 %  | 25  | 11    | 2.4 % | 0   | 2     | 10   | 13   | 4     | 0     | 24       | 78     | X    | X   | X  | X     |     |   |   |   |   |   |
| 56 | Harvey, Russell        |                 | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 0    | 0    | 4     | 0     | 0        | 4      |      | X   | X  | X     |     |   |   |   |   |   |
| 57 | Hollid, Scott          | W               | 18     | 16 %  | 25  | 2     | 0.4 % | 0   | 0     | 5    | 5    | 1     | 0     | 8        | 44     |      | X   |    |       |     |   |   |   |   |   |
| 58 | Holmes, Joseph         | L               | 8      | 7.1 % | 0   | 30    | 6.5 % | 0   | 0     | 7    | 3    | 9     | 0     | 5        | 24     |      | X   | X  | X     | X   | X |   |   |   |   |
| 59 | Hubbard Jr, George     |                 | 13     | 12 %  | 25  | 4     | 0.9 % | 0   | 0     | 5    | 6    | 4     | 0     | 0        | 40     |      | X   | X  | X     | X   |   |   |   |   |   |
| 60 | Huzsek, Andrew H       |                 | 57     | 51 %  | 25  | 11    | 2.4 % | 0   | 0     | 6    | 9    | 5     | 1     | 0        | 46     |      | X   | X  | X     | X   |   |   |   |   |   |
| 61 | Jensen, Warren         |                 | 12     | 11 %  | 25  | 2     | 0.4 % | 0   | 0     | 10   | 2    | 10    | 0     | 0        | 47     |      | X   | X  | X     | X   |   |   |   |   |   |
| 62 | Jester, Robert         | T, S            | 5      | 4.5 % | 0   | 3     | 0.6 % | 0   | 0     | 14   | 12   | 4     | 0     | 10       | 40     |      | X   | X  | X     | X   |   |   |   |   |   |
| 63 | Jimenez, Susano        |                 | 4      | 3.6 % | 0   | 5     | 1.1 % | 0   | 0     | 4    | 1    | 4     | 2     | 0        | 11     |      | X   | X  | X     | X   |   |   |   |   |   |
| 64 | Jobes, Craig           | C               | 33     | 29 %  | 25  | 75    | 16 %  | 25  | 0     | 11   | 3    | 3     | 1     | 8        | 76     |      |     |    |       |     |   |   |   |   | X |

|    | A                    | B         | C      | D     | E   | F     | G     | H   | I     | J    | K    | L     | M     | N        | O      | P    | Q   | R  | S     | T   | U | V | W | X | Y |
|----|----------------------|-----------|--------|-------|-----|-------|-------|-----|-------|------|------|-------|-------|----------|--------|------|-----|----|-------|-----|---|---|---|---|---|
| 4  |                      | elect/app | # Fire | %     | pts | # EMS | %     | pts | st/dy | mtgs | misc | train | drill | pos(dls) | points | phys | haz | bb | wp/sh | yap |   |   |   |   |   |
| 65 | Johnson, Craig       |           | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 0    | 1    | 0     | 0     | 0        | 1      |      |     |    |       |     |   |   |   |   |   |
| 66 | Kalin, James         |           | 82     | 73 %  | 25  | 305   | 66 %  | 25  | 3     | 3    | 5    | 4     | 0     | 0        | 65     | X    | X   | X  | X     |     |   |   |   |   |   |
| 67 | Kostal, Anne Susan   |           | 44     | 39 %  | 25  | 188   | 41 %  | 25  | 2     | 10   | 12   | 25    | 1     | 0        | 100    |      | X   | X  | X     |     |   |   |   |   |   |
| 68 | Luke, Alexander      |           | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 0    | 1    | 0     | 0     | 0        | 1      |      |     |    |       |     |   |   |   |   |   |
| 69 | Mantzopoulos, John   |           | 0      | 0 %   | 0   | 1     | 0.2 % | 0   | 0     | 1    | 0    | 0     | 0     | 0        | 1      |      |     |    |       |     |   |   |   |   |   |
| 70 | Manwaring, Julia     |           | 42     | 38 %  | 25  | 47    | 10 %  | 25  | 0     | 14   | 9    | 10    | 0     | 0        | 83     |      | X   | X  | X     |     |   |   |   |   |   |
| 71 | Manwaring, Wayde     | W         | 39     | 35 %  | 25  | 48    | 10 %  | 25  | 0     | 16   | 7    | 10    | 0     | 8        | 91     |      | X   | X  | X     |     |   |   |   |   |   |
| 72 | Marczewski, Macy     |           | 5      | 4.5 % | 0   | 0     | 0 %   | 0   | 0     | 4    | 5    | 4     | 0     | 0        | 13     |      | X   | X  | X     |     |   |   |   |   |   |
| 73 | Martocchia, Jerome   |           | 7      | 6.3 % | 0   | 3     | 0.6 % | 0   | 0     | 4    | 4    | 4     | 0     | 0        | 12     |      | X   | X  | X     |     |   |   |   |   |   |
| 74 | Miller, Wayne        | CH        | 51     | 46 %  | 25  | 133   | 29 %  | 25  | 2     | 17   | 11   | 7     | 0     | 25       | 112    |      | X   | X  | X     |     |   |   |   |   |   |
| 75 | Mills, Wm. J., III   |           | 1      | 0.9 % | 0   | 0     | 0 %   | 0   | 0     | 3    | 1    | 4     | 0     | 0        | 8      | X    | X   | X  | X     |     |   |   |   |   |   |
| 76 | Mills, Robert        |           | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 0    | 0    | 4     | 0     | 0        | 4      |      |     |    |       |     |   |   |   |   |   |
| 77 | Milovich Jr., Joseph | S         | 34     | 30 %  | 25  | 10    | 2.2 % | 0   | 0     | 7    | 4    | 4     | 0     | 5        | 45     |      | X   | X  | X     |     |   |   |   |   |   |
| 78 | Mims, Ralph          |           | 1      | 0.9 % | 0   | 0     | 0 %   | 0   | 0     | 1    | 1    | 0     | 0     | 0        | 2      |      |     |    |       |     |   |   |   |   |   |
| 79 | Musto, Francis       | S, Chpln  | 23     | 21 %  | 25  | 62    | 13 %  | 25  | 2     | 14   | 15   | 5     | 0     | 10       | 96     | X    | X   | X  | X     |     |   |   |   |   |   |
| 80 | Mysliborski, Linda   |           | 14     | 13 %  | 25  | 94    | 20 %  | 25  | 2     | 8    | 7    | 9     | 0     | 0        | 76     |      | X   | X  | X     |     |   |   |   |   | X |
| 81 | Narkiewicz, Piotr    |           | 35     | 31 %  | 25  | 135   | 47 %  | 25  | 0     | 13   | 7    | 5     | 1     | 0        | 76     | X    | X   | X  | X     |     |   |   |   |   |   |
| 82 | Nedoszynko, William  | S         | 0      | 0 %   | 0   | 1     | 0.2 % | 0   | 0     | 3    | 2    | 0     | 0     | 5        | 10     | X    |     |    |       |     |   |   |   |   |   |
| 83 | Nyce, David          | CH        | 58     | 52 %  | 25  | 135   | 29 %  | 25  | 0     | 20   | 15   | 12    | 1     | 25       | 123    |      | X   | X  | X     |     |   |   |   |   | X |
| 84 | O'Brien, Michael     |           | 4      | 3.6 % | 0   | 1     | 0.2 % | 0   | 0     | 4    | 2    | 0     | 0     | 0        | 6      |      |     |    |       |     |   |   |   |   |   |
| 85 | Petrigliano, Victor  |           | 0      | 0 %   | 0   | 0     | 0 %   | 0   | 0     | 0    | 0    | 0     | 0     | 0        | 0      |      |     |    |       |     |   |   |   |   |   |



|     | A                   | B         | C      | D     | E  | F   | G     | H   | I | J   | K  | L     | M    | N    | O     | P     | Q        | R      | S | T    | U   | V  | W     | X   | Y |
|-----|---------------------|-----------|--------|-------|----|-----|-------|-----|---|-----|----|-------|------|------|-------|-------|----------|--------|---|------|-----|----|-------|-----|---|
|     |                     |           |        |       |    |     |       |     |   |     |    |       |      |      |       |       |          |        |   |      |     |    |       |     |   |
| 4   |                     | elect/app | # Fire | %     |    | pts | # EMS | %   |   | pts |    | st/by | mtgs | misc | train | drill | pos(dis) | points |   | phys | haz | bb | wp/sh | yap |   |
| 86  | Piel, Jeffrey       |           | 0      | 0 %   | 0  | 0   | 0     | 0 % | 0 | 0   | 0  | 4     | 1    | 0    | 1     | 0     | 0        | 6      |   | X    |     |    |       |     |   |
| 87  | Pirillo, James A.   | L         | 48     | 43 %  | 25 | 10  | 2.2 % | 0   | 0 | 0   | 11 | 10    | 9    | 2    | 5     |       | 5        | 62     |   |      | X   | X  | X     |     |   |
| 88  | Pope, George        |           | 39     | 35 %  | 25 | 111 | 24 %  | 25  | 0 | 14  | 7  | 7     | 1    | 0    |       |       | 0        | 79     |   |      | X   | X  | X     | X   |   |
| 89  | Purcell, Bernard    | L,W       | 105    | 94 %  | 25 | 368 | 79 %  | 25  | 2 | 20  | 15 | 9     | 1    | 13   |       |       | 13       | 110    |   |      | X   | X  | X     | X   |   |
| 90  | Purcell, Ryan       | L         | 26     | 23 %  | 25 | 16  | 3.5 % | 0   | 0 | 10  | 7  | 7     | 0    | 5    |       |       | 5        | 54     |   |      | X   | X  | X     | X   |   |
| 91  | Quillin, Michael    | D         | 20     | 18 %  | 25 | 3   | 0.6 % | 0   | 0 | 7   | 10 | 7     | 1    | 3    |       |       | 3        | 53     |   | X    | X   | X  | X     | X   |   |
| 92  | Raynor, Dale        | L         | 14     | 13 %  | 25 | 31  | 6.7 % | 0   | 0 | 8   | 9  | 7     | 0    | 5    |       |       | 5        | 54     |   |      | X   | X  | X     | X   |   |
| 93  | Reed, Michael       | W         | 5      | 4.5 % | 0  | 2   | 0.4 % | 0   | 0 | 5   | 1  | 4     | 0    | 8    |       |       | 8        | 18     |   |      | X   | X  | X     |     |   |
| 94  | Reed, Taylor        | L         | 18     | 16 %  | 25 | 116 | 25 %  | 25  | 3 | 15  | 10 | 9     | 0    | 5    |       |       | 5        | 92     |   |      | X   | X  | X     |     |   |
| 95  | Reiss, Helen        |           | 21     | 19 %  | 25 | 56  | 12 %  | 25  | 2 | 4   | 9  | 6     | 0    | 0    |       |       | 0        | 71     |   | X    |     |    |       |     |   |
| 96  | Richter, Michael    | T,T       | 13     | 12 %  | 25 | 4   | 0.9 % | 0   | 2 | 4   | 6  | 9     | 0    | 10   |       |       | 10       | 56     |   | X    | X   | X  | X     |     |   |
| 97  | Robins, William     | L         | 26     | 23 %  | 25 | 12  | 2.6 % | 0   | 0 | 9   | 12 | 8     | 1    | 5    |       |       | 5        | 60     |   |      | X   | X  | X     | X   |   |
| 98  | Rosa, Lisa          |           | 19     | 17 %  | 25 | 6   | 1.3 % | 0   | 0 | 7   | 2  | 4     | 0    | 0    |       |       | 0        | 38     |   | X    | X   | X  | X     |     |   |
| 99  | Rung, Rosalie       | S         | 3      | 2.7 % | 0  | 56  | 12 %  | 25  | 3 | 4   | 1  | 0     | 0    | 5    |       |       | 5        | 38     |   |      |     |    |       |     |   |
| 100 | Rutkowski, Stephen  | D         | 53     | 47 %  | 25 | 206 | 44 %  | 25  | 0 | 14  | 5  | 6     | 1    | 3    |       |       | 3        | 79     |   |      | X   | X  | X     | X   |   |
| 101 | Santos, Luis Tapia  |           | 7      | 6.3 % | 0  | 6   | 1.3 % | 0   | 0 | 2   | 1  | 1     | 0    | 0    |       |       | 0        | 4      |   | X    |     |    |       |     |   |
| 102 | Schroeder, Geoffrey |           | 5      | 4.5 % | 0  | 1   | 0.2 % | 0   | 0 | 5   | 5  | 1     | 1    | 0    |       |       | 0        | 12     |   |      |     |    |       |     |   |
| 103 | Skrezec, John       |           | 0      | 0 %   | 0  | 0   | 0 %   | 0   | 0 | 0   | 0  | 0     | 0    | 0    |       |       | 0        | 0      |   |      |     |    |       |     |   |
| 104 | Strickland, Samuel  | C,D       | 43     | 38 %  | 25 | 133 | 29 %  | 25  | 2 | 13  | 13 | 9     | 1    | 11   |       |       | 11       | 99     |   |      | X   | X  | X     | X   |   |
| 105 | Tamin, John         |           | 1      | 0.9 % | 0  | 0   | 0 %   | 0   | 0 | 2   | 1  | 0     | 0    | 0    |       |       | 0        | 3      |   |      |     |    |       |     |   |
| 106 | Tejada, Yira        |           | 4      | 3.6 % | 0  | 13  | 2.8 % | 0   | 3 | 3   | 2  | 2     | 1    | 0    |       |       | 0        | 11     |   | X    |     |    |       |     |   |

|     | A                     | B         | C      | D     | E  | F   | G     | H  | I | J   | K     | L    | M    | N     | O     | P        | Q      | R | S    | T   | U  | V     | W   | X | Y |
|-----|-----------------------|-----------|--------|-------|----|-----|-------|----|---|-----|-------|------|------|-------|-------|----------|--------|---|------|-----|----|-------|-----|---|---|
| 4   |                       | elect/app | # Fire | %     |    | pts | # EMS | %  |   | pts | st/by | mtgs | misc | train | drill | pos(dis) | points |   | phys | haz | bb | wp/sh | yap |   |   |
| 107 | Thorp, Thomas         |           | 25     | 22 %  | 25 | 4   | 0.9 % | 0  |   | 0   | 0     | 2    | 4    | 5     | 0     | 0        | 36     |   |      | X   | X  |       |     |   |   |
| 108 | Vandenburgh, Richard  |           | 0      | 0 %   | 0  | 0   | 0 %   | 0  |   | 0   | 0     | 1    | 1    | 0     | 0     | 0        | 2      |   |      |     |    |       |     |   |   |
| 109 | VanEtten, George      | D, D      | 12     | 11 %  | 25 | 7   | 1.5 % | 0  |   | 0   | 0     | 7    | 8    | 7     | 1     | 6        | 54     |   |      | X   | X  | X     |     |   |   |
| 110 | Verity, Michael       |           | 3      | 2.7 % | 0  | 2   | 0.4 % | 0  |   | 0   | 0     | 0    | 2    | 4     | 0     | 0        | 6      |   | X    | X   | X  | X     |     |   |   |
| 111 | Versheck, Jon         |           | 11     | 9.8 % | 0  | 26  | 5.6 % | 0  |   | 0   | 0     | 9    | 5    | 5     | 1     | 0        | 20     |   |      | X   | X  | X     |     |   |   |
| 112 | Volinski, Antone, III | W,L       | 12     | 11 %  | 25 | 90  | 19 %  | 25 |   | 25  | 2     | 10   | 5    | 7     | 0     | 13       | 87     |   | X    | X   | X  | X     |     |   |   |
| 113 | Volinski, Darryl      |           | 5      | 4.5 % | 0  | 11  | 2.4 % | 0  |   | 0   | 2     | 2    | 4    | 4     | 0     | 0        | 12     |   |      | X   | X  | X     |     |   |   |
| 114 | Waller, Kristie       |           | 41     | 37 %  | 25 | 69  | 15 %  | 25 |   | 25  | 1     | 8    | 7    | 25    | 2     | 0        | 93     |   |      | X   | X  | X     | X   |   |   |
| 115 | Walters, Joseph       |           | 1      | 0.9 % | 0  | 0   | 0 %   | 0  |   | 0   | 0     | 4    | 0    | 4     | 0     | 0        | 8      |   |      | X   | X  | X     |     |   |   |
| 116 | Wright, William       |           | 34     | 30 %  | 25 | 140 | 30 %  | 25 |   | 25  | 0     | 12   | 8    | 5     | 0     | 0        | 75     |   |      | X   | X  | X     |     |   |   |
| 117 | Zaymayar, Elias       | C         | 45     | 40 %  | 25 | 98  | 21 %  | 25 |   | 25  | 4     | 11   | 15   | 8     | 3     | 8        | 99     |   | X    | X   | X  | X     | X   |   |   |
| 118 | Zurek, Gregory        |           | 25     | 22 %  | 25 | 6   | 1.3 % | 0  |   | 0   | 0     | 7    | 5    | 4     | 1     | 0        | 42     |   |      | X   | X  | X     |     |   |   |
| 119 | Zurek Jr, Stanley     |           | 18     | 16 %  | 25 | 1   | 0.2 % | 0  |   | 0   | 0     | 7    | 1    | 4     | 1     | 0        | 38     |   |      | X   | X  | X     |     |   |   |





236 THIRD STREET  
GREENPORT, NY 11944

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

[www.villageofgreenport.org](http://www.villageofgreenport.org)

MAYOR  
KEVIN STUESSI  
EXT 215

TRUSTEES  
PATRICK BRENNAN  
DEPUTY MAYOR

LILY DOUGHERTY-JOHNSON

JULIA ROBINS

MARY BESS PHILLIPS

TREASURER  
ADAM BRAUTIGAM  
EXT. 217

VILLAGE CLERK  
CANDACE HALL  
EXT 214

**Submitted:** July 11, 2025  
**Meeting:** July 17, 2025, 6:00p.m.  
**Work Session Meeting**  
**To:** Mayor Kevin Stuessi  
Board of Trustees  
**Prepared by:** Candace Hall, *Village Clerk*  
**From:** Candace Hall, *Village Clerk*

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## Village Clerk July 2025 Work Session Report

### Announcements, Updates and Reminders:

- Dances in the Park
  - Visit the Village website for the line up and announcements for weather related cancellations.
  - Follow "Dances in the Park" on social media for updates, photos capturing the essence of this beloved event in the Village and shoutouts of our local businesses/event sponsors.
  - "Groovin' through Greenport" is a new initiative to engage local businesses throughout the season. Dine and shop at participating businesses to enter the bi-weekly raffle to win exclusive Dances in the Park merchandise.
- Written Public Comment Policy
  - Key point: written public comments must be submitted not later than 12pm on the desired meeting date to be included in the official meeting minutes.
  - Policy is attached to this meeting packet and is available on the Village website as well.
- Public Assembly Applications: suggestions for revised procedures, best practices and fees.
  - Update the application to reflect the code – 50 or more people
  - Consider flat fee for additional Village expenditures – such as porta-potties, dumpsters, additional staff, etc.
  - Consider an increase to the application fee for Village properties from \$50 to \$100 (Mitchell Park fee to remain \$250)
  - Stricter guidelines on application submission deadline – follow the code's 60-day submission requirement
  - One-time approval written into resolutions, as opposed to "annual" terminology being used in resolutions
- Village Administrator
  - Employment opportunity published with NYCOM (New York Conference of Mayors) and on Indeed.com

## Resolutions:

- Deer Management Program: The Village of Greenport will conduct a lottery to award a maximum of fifteen (15) deer hunting permits, by archery only as per New York State hunting regulations, in the designated hunting zones. Hunting season will run from October 1, 2025, through January 31, 2026. Applications for the Deer Management Program Lottery can be found on the Village website and at Village Hall. Applications will be accepted at Village Hall from August 1, 2025 through September 30, 2025.
- RESOLUTION ratifying the hiring of Josephine Dorthea Kruk as a part-time Park Attendant 1 to work at the Village of Greenport Carousel and Mini Railroad, at a pay rate of \$16.50 per hour, effective, June 21, 2025.
- RESOLUTION ratifying the hiring of Melissa Amedon as a part-time Park Attendant 1 to work at the Village of Greenport Carousel, at a pay rate of \$16.50 per hour, effective, July 21, 2025.
- RESOLUTION ratifying the hiring of Nelson Shedrick as a part-time Park Attendant 1 to work at the Village of Greenport Carousel and Mini Train, at a pay rate of \$16.50 per hour, effective, June 21, 2025.
- RESOLUTION ratifying the hiring of Henry Alexander Chapeton as a part-time Recreation Aid to work at the Village of Greenport Summer Camp at a pay rate of \$16.50 per hour, effective June 30, 2025.
- Resolution approving the attendance of Clerk Hall to the annual NYCOM training conference, to be held from September 14<sup>th</sup> through September 19<sup>th</sup>, 2025 in Lake Placid, New York, with a conference fee of \$570.00, and lodging not to exceed \$254.00 per night, plus all applicable travel and meal costs in accordance with the Village of Greenport Travel Policy to be expensed from account number A.1410.400 (Clerk Contractual Expense).
- Resolution hiring of Paul E. Parks III as a full-time Laborer (Wastewater Treatment Plant Helper), at a pay rate of \$20.00 per hour, effective August 1, 2025. All health insurance and other full-time employment benefit provisions specified in the current contract between the Village of Greenport and CSEA Local 1000 apply to this hiring, as does the standard twenty-six-week Suffolk County Civil Service probationary period.
- Resolution to adopt the following Village HR Policies (2025 draft and revisions)
  - Expression of Breast Milk in the Workplace Policy
  - Equal Employment Opportunity/Americans with Disabilities Act Policy
  - Family and Medical Leave of Absence (FMLA) Policy

- Anti-Discrimination and Anti-Harassment Policy
- Policy Against Workplace Sexual Harassment
- Resolution approving an annual salary increase of 4% for Deputy Village Clerk Jeanmarie Oddon, effective July 23, 2025.
- Resolution to approve Mayor Stuessi signing the renewal contract between the Village of Greenport and McBride Consulting & Business Development Group.

**Public Assembly Permit Applications Received:**

- Public assembly application received from Reverend Wimberly on behalf of the Long Island district AME Zion Church to host a church service and church meeting at 5<sup>th</sup>/6<sup>th</sup> Street Beach on August 23, 2025 between 8:00am-2:00pm.
- Public assembly application received from the Greenport Fire Department to host a department picnic at 6<sup>th</sup> Street Beach on Saturday, August 30, 2025 from 9:00am-5:00pm (including the set up and clean up of the event).
- Public assembly application received from Jefferson Temple COGIC Church to host a church service, baptism and picnic at 6<sup>th</sup> Street Beach on Sunday August 10, 2025 from 9:00am-5:00pm.
- Public assembly application received from Reverend Wimberly on behalf of Clinton Memorial AME Zion Church to host a worship service and picnic at 5<sup>th</sup>/6<sup>th</sup> Street Beach on Sunday, September 14, 2025 from 8:00am-2:00pm.
- Public assembly application received from Arlene Klein on behalf of the Paul Drum Life Experience Project to host an event (Annual FunFest) at Mitchell Park in collaboration with Southold Police Department on Wednesday, August 6, 2025 from 10:00am – noon. The applicant is requesting a waiver of the \$250.00 application fee.
- Public assembly application received from Arlene Klein on behalf of the Paul Drum Life Experience Project to host an event at Mitchell Park in collaboration with Greenport Fire Department on Wednesday, August 6, 2025 from 10:00am – noon. The applicant is requesting a waiver of the \$250.00 application fee.
- Public assembly application received from Kim Looper of Harbor Pet to host the North Fork Dog Dock Diving Weekend at the polo grounds on June 6, 2026 and June 7, 2026 from 9:00am-5:00pm. This family-friendly event will have an entry fee and is scheduled to include food trucks and beverage vendors.

- The applicant is requesting a waiver of the Village of Greenport alcohol prohibition to allow vendors to sell craft beer and local wine.
- Public assembly application received from The North Fork Kid Connect Inc. to host a Community BBQ and outdoor movie from 2:00 – 9:30pm on Saturday, August 16, 2025 (rain date Sunday, August 17, 2025) at 5<sup>th</sup>/6<sup>th</sup> Street Beach.

**Legal Notices:**

- Public Hearing - Wetlands Permit





## **Written Public Comment Submission Policy**

### **Purpose**

The purpose of this policy is to ensure that the Village Board of Trustee meetings are conducted in an orderly and efficient manner while providing an opportunity for public participation. This policy outlines the deadlines for submitting written public comments to the Village Board and Mayor in advance of scheduled meetings. This policy applies to all written public comment submissions filed in advance with the Clerk's office for all Village of Greenport Board of Trustees Meetings.

### **Public Comment Submissions**

- Members of the public may submit written public comments for Village Board meetings to be included in the official meeting minutes and considered by the Village Mayor and Board of Trustees.
- **Submission Deadline:** Written comments must be submitted no later than 12:00pm on the desired meeting date for which the comments should be appended to the minutes.
- **Submission Methods:** Written public comments may be submitted via email to the **Village Clerk** or printed and delivered to the Village Clerk's office at **236 Third Street, Greenport**.

### **Late Public Comment Submissions**

- Written comments submitted after the deadline will be accepted but may not be included in the meeting minutes or addressed during the meeting. Late submissions will be forwarded to the Village Board and Mayor for review at a later time.

### **Confidentiality and Personal Information**

- Public comment submissions are public documents subject to public dissemination and should not contain confidential or sensitive personal information. If any comments include private details that may constitute an invasion of privacy, the Village Clerk will redact such information before its inclusion in the public record.



## **VILLAGE OF GREENPORT**

### **NOTICE OF OPEN EMPLOYMENT POSITION(S)**

The Village of Greenport is accepting applications for the following position(s):

#### **VILLAGE ADMINISTRATOR**

Annual Salary: \$150,000 - \$160,000

Applications will be accepted until **August 8, 2025**

Applications and resumes can be submitted to the Village Clerk via email to [chall@greenportvillage.org](mailto:chall@greenportvillage.org) or mailed to the address below.

Village of Greenport  
236 Third Street  
Greenport, NY 11944  
Attn: Village Clerk Candace Hall

Please visit the Village of Greenport website for a description of the job responsibilities:

[www.villageofgreenport.org](http://www.villageofgreenport.org) (Clerks Office – Employment)

The Village of Greenport is an equal opportunity employer and provides equal employment opportunities to all employees and applicants for employment. The Village prohibits discrimination on the basis of race, color, creed, ancestry, disability, marital status, military status, religion, sex, sexual orientation, gender identity or expression, age, national origin or any other characteristic protected by federal, state or local law. The Village requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement.

The Village Administrator shall have the following duties and responsibilities:

1. Oversees the administration of the rules, regulations, local laws and codes of the Village, and of the laws, rules and regulations of other governmental jurisdictions applicable in and/or to the Village.

2. Supervises and coordinates work performed by all village departments and Village run entities, including the Electric Department, Sewer Department, Water Department, Recreation Department, Marina and Parks, Road crews, and Building Department, campgrounds and carousel management, and employees in such departments, and implements Village personnel policies, rules and regulations. Except when serving as the Budget Officer, if so authorized, the Administrator shall have no supervision authority of the Clerk's or Treasurer's departments.

3. May recommend to the Mayor and Board of Trustees appointments, promotions or dismissals of all Village employees in accordance with applicable laws and rules.

4. When so designated by the Mayor, subject to Board of Trustees approval, serves as Stormwater Management Officer and ensures compliance with and necessary documentation regarding the Village's Stormwater Management Plan.

5. When so designated by the Mayor, subject to Board of Trustees approval, serves as Superintendent of Public Works.

6. When so requested by the Mayor and Trustees, assists the Budget Officer with preparation of the tentative budget according to law.

7. Supervises the purchase of all materials, supplies and equipment and the letting of all contracts.

8. May make recommendations to the Mayor and Board of Trustees of measures and programs to help improve the efficiency and economy of Village government or promote the health, safety and welfare of the residents of the Village.

9. At the request of the Mayor, maintains a liaison with other governments and administrative agencies as a representative of the Village,

but does not supplant the Mayor or Trustees as official Village representatives.

10. Investigates and responds to inquiries by Village residents and other interested persons concerning Village government operations and services, and reports findings of such investigations to the Mayor and Trustees.

11. Responsible for the overseeing of the preparation and submission of reports as required by federal, state and local agencies to ensure accurate and timely submission by the department head responsible.

12. Prepares reports for the Village Attorney and Trustees in actions brought against the Village.

13. Attends all meetings of the Board of Trustees.

14. If designated by the Mayor, serves as Public Information Officer during emergency situations and special events.

15. When so designated by the Mayor and Trustees, represents or supervises the representation of the Village in collective negotiations with employees.

16. In conjunction with the Village Treasurer, develops and administers a long-term capital plan covering building construction and major repair, replacement of capital equipment, road reconstruction and any other projects representing a major expenditure.

17. Except when such responsibility is designated by contract pursuant to a public works project, plans and manages capital projects, including field inspection to check work progress. Develops a long-term capital improvement needs and strategic plan for Village infrastructure and assets.

18. Plans and oversees repair and maintenance work performed by (a) Village employees, and (b) except where such responsibility is designated to another person or entity by contract or otherwise, by outside consultants, vendors and contractors. Taking into account foreseeable regular maintenance for every physical asset, land, facility, equipment, and



any other owned or leased Village asset ("Assets"), develops a 5 year non-capital preventative maintenance (includes repair, service and maintenance) plan ("PMP") in consultation with the Board and coordination with each department head. Works with department heads to develop detailed individual department preventative maintenance plans for all Assets within the control of each department, for inclusion in the PMP.

19. Unless the Mayor and/or Board of Trustees designates a different person or entity, on a project basis, prepares and reviews bid specifications, evaluates bids and recommends contract awards, and manage projects through completion.

20. If designated by the Mayor and approved by the Trustees to serve as the Superintendent of Public Works and/or a supervising position of any Village utility department, performs the duties assigned to those respective positions.

21. In conjunction with the Village Treasurer, reviews and approves requisitions, subject to compliance with state law and the Village procurement policy.

22. Discharges such other duties and responsibilities as may, from time to time, be assigned by the Mayor and/or Board of Trustees.



236 THIRD STREET  
GREENPORT, NY 11944  
PHONE: (631) 477-0248  
FAX: (631) 477-1877

## PUBLIC ASSEMBLY PERMIT APPLICATION

This application applies to any form of public assembly or entertainment expected to attract or involve **fifty (50)** or more people. Approval by the Board of Trustees is required, and this permit application must be submitted no later than 60 days prior to the proposed event.

The Clerk's Office will only accept complete applications, including the following:

- **Public Assembly Application**
- **Cover Letter** - outlining the event details, including map of road closures if applicable and site plan.
- **\$500.00 Security Deposit** – refundable if there is no damage or cost incurred by The Village
- **Non-refundable Application Fee**
  - \$50.00 **\*suggested increase to \$100.00**
  - \$250.00 - Mitchell Park Only

### SECTION 1:

Name of Applicant and/or Organization: \_\_\_\_\_

Address of Applicant/Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Number of attendees: \_\_\_\_\_ Fees to be Charged: \_\_\_\_\_

Clean Up Plans: \_\_\_\_\_

Have you previously obtained a permit for this event? YES NO

If yes, when? \_\_\_\_\_



**PLEASE CIRCLE APPROPRIATE ANSWER**

Road(s) to be Closed? YES NO Sidewalk(s) blocked? YES NO

Food to be served? YES NO \*Tent or structure to be erected? YES NO

**\*\*Porta-Potty? YES NO \*\*Dumpster? YES NO**

\*IF THE TENT EXCEEDS 400 SQUARE FEET, THE ATTACHED APPLICATION FOR A TEMPORARY TENT IS REQUIRED.

**\*\*SUBJECT TO AN ADDITIONAL FEE OF \$100 PER PORTA-POTTY**

**\*\*SUBJECT TO AN ADDITIONAL FEE OF \$100 PER DUMPSTER**

**SECTION 2:**

**Insurance Required:** Applicant will provide proof of liability insurance in the amount of one-million dollars (1,000,000.00) per occurrence naming The Village of Greenport as additional insured for risks or as may otherwise be determined by the Board of Trustees.

**Alcoholic Beverages:** No person shall consume alcoholic beverages in an Village park, playground, beach or any other Village Park property or facility, nor shall an person possess any alcoholic beverage with intent to consume or facilitate consumption by others in any Village park, playground, beach, or other park property without first obtaining written approval from the Board of Trustees.

**I hereby declare that I/We will comply with the Village of Greenport Code and all conditions of this permit.**

---

Signature of Applicant

Date

**SECTION 3: FOR OFFICIAL USE ONLY**

This application is hereby: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

---

Village Clerk

Date

Board of Trustees Resolution Number/Decision Date: \_\_\_\_\_

Cc: Finance Department  
Police Department

Fire Department  
Code Enforcement

DPW/Utilities  
Village Administration

**DRAFT 7/2025**





VILLAGE OF GREENPORT CODE ENFORCEMENT & FIRE SAFETY  
236 THIRD STREET  
GREENPORT, NEW YORK, 11944  
631-477-0248

Email: [buildingdept@greenportvillage.org](mailto:buildingdept@greenportvillage.org)

**APPLICATION FOR TEMPORARY TENT, CANOPY, AIR SUPPORTED OR  
TENSIONED MEMBRANE STRUCTURE**

*All tents/membrane structures shall follow International Fire Code Chapter 31*  
**\*PLEASE CALL 8-1-1 FOR MARK OUT PURPOSES BEFORE ERECTING THE TENT\***

Name of Sponsor/Event: \_\_\_\_\_

Location or Venue & Address (where tent is placed): \_\_\_\_\_

Event coordinator (name): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Company supplying/erecting tent: \_\_\_\_\_

Company Contact Name/Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Number & Dimension of Tent(s): \_\_\_\_\_

Date tent(s) will be erected: \_\_\_\_\_ Date tent(s) will be removed: \_\_\_\_\_

**\*Please call Code Enforcement at 631-477-0248 when tent is erected\***

**The following must be submitted as part of this application:**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Liability insurance certificate (listing the Village of Greenport as additional insured/certificate holder)
- Site map – showing tent location(s)
- Certificate of flame resistance
- Tents may only be erected with tent stakes. Any other method of securing shall be signed off on by a licensed engineer and submitted to the Fire Marshall for approval prior to erecting the tent/membrane structure.





This permit is independent of zoning regulations and is not intended to infer that the tent/canopy is a permitted use under zoning regulations. Additional permits may be required for special events; please contact the Village Clerk at 631-477-0248.

**TENTS MAY ONLY BE ERECTED FOR A PERIOD OF 180 DAYS PER CALENDAR YEAR**

I hereby attest that the information presented herein is true and accurate to the best of my knowledge. I furthermore acknowledge that inaccurate information may result in the permit being denied.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**For Official Use:**

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ PERMIT NUMBER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*This permit shall be conspicuously placed by the event coordinator\*\***

# M<sup>c</sup>BRIDE

Consulting & Business Development Group

■ NYC • Long Island • Albany • Buffalo ■

[www.mcbrideny.com](http://www.mcbrideny.com)

866-870-0071

Mayor Kevin Stuessi  
Village of Greenport  
236 Third Street  
Greenport, NY 11944

*Sent via email to: [kevin@greenportvillage.org](mailto:kevin@greenportvillage.org)*

March 31, 2025

Re: Extension of Grant Writing and Advisory Services Agreement

Dear Mayor Stuessi,

I hope this finds you well. I wanted to take the opportunity to express to you personally how much we appreciate your business as a valued Client of McBride Consulting & Business Development Group. It is our pleasure to provide added value to your organization, and it is my sincere hope that over the course of our time working together you have noted the benefits of our contributions.

With that said, I'm looking forward to continuing a long and fruitful relationship with you as a Client partner of our firm. For your review and consideration, please find enclosed our extension of your grant writing and advisory services agreement. As always, our efforts remain focused on achieving your objectives.

Please reach out to me directly with any questions or concerns regarding our proposal. I can be reached at (631) 745-9000 or by email at [r.mcbride@mcbrideny.com](mailto:r.mcbride@mcbrideny.com). On behalf of my entire team, thank you for your trust in our firm and your time and consideration of our extension proposal.

We look forward to our continued working together!

Regards,



Robert McBride  
President and CEO  
McBride Consulting & Business Development Group

# M<sup>c</sup>BRIDE

Consulting & Business Development Group

▪ NYC • Long Island • Albany • Buffalo ▪

[www.mcbrideny.com](http://www.mcbrideny.com)

866-870-0071

Mayor Kevin Stuessi  
Village of Greenport  
236 Third Street  
Greenport, NY 11944

*Sent via email to: [kevin@greenportvillage.org](mailto:kevin@greenportvillage.org)*

March 31, 2025

Re: Extension of Grant Writing and Advisory Services Agreement

Dear Mayor Stuessi,

By this letter of agreement, the Village of Greenport ("Village") and MKBS Management Corp., d/b/a McBride Consulting & Business Development Group ("Consultant") hereby agree to extend the terms of the current grant writing and advisory services agreement between the parties dated March 28<sup>th</sup>, 2024 with a renewal commencing on April 1<sup>st</sup>, 2025 and continuing for an eight (8) month term until December 31<sup>st</sup>, 2025.

This letter of agreement extends the terms and provisions contained in the original contract dated March 28<sup>th</sup>, 2024. In addition, this letter of agreement retroactively extends the renewal term of the original contract from July 1<sup>st</sup>, 2024 through March 31<sup>st</sup>, 2025. The terms and provisions of the original contract dated March 28<sup>th</sup>, 2024 remain unchanged, in effect, and applicable to the retroactive renewal period as well as this extension.

Please sign where indicated below to denote your acknowledgement and acceptance of this renewal agreement and kindly return a signed copy to my attention.

If you have any questions or concerns, please do not hesitate to contact me directly at [r.mcbride@mcbrideny.com](mailto:r.mcbride@mcbrideny.com) or at 631-944-3227.

Best Regards,



Robert McBride  
President & CEO  
McBride Consulting & Business Development Group

Accepted By:

Kevin Stuessi  
Mayor  
Village of Greenport

On the date of:



## DRAFT FOR CLIENT REVIEW

### Equal Employment Opportunity

The Village is committed to respecting and providing equal opportunity access for all employees and applicants for employment, without unlawful discrimination on the basis of race (which includes traits historically associated with race including, but not limited to, hair texture and protective hairstyles, including braids, locks and twists), color, religion, creed, sex, national origin, age, disability, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, military or veteran status, familial status, sexual orientation, pregnancy-related condition, arrest (not pending), criminal conviction, use of a guide dog, hearing dog or service dog by a person with a disability, or any other legally protected category or characteristic pursuant to applicable federal, New York State or local law.

In accordance with federal, State and local laws, this commitment to equal employment opportunity extends to all employment decisions, including, but not limited to, recruitment, hiring, compensation, benefits, training and apprenticeship, promotion, demotion or downgrading, transfer, layoff and recall, termination, and all other terms and conditions of employment, except as provided by law. The Village prohibits and will not tolerate any discrimination or harassment on the basis of a legally protected category or characteristic. Further, the Village prohibits retaliation against an employee because the individual engaged in any legally protected activities related to their employment with the Village.

The [INSERT TITLE] will act as the Equal Employment Opportunity Coordinator for the Village, and will carry out those duties necessary to ensure the compliance with this Policy.

### Americans with Disabilities Act ("ADA") Policy

The Village is committed to the fair and equal employment of individuals with disabilities in accordance with the ADA. The Village will, to the extent required by law, provide reasonable accommodations to qualified applicants and employees with disabilities related to an individual's physical or mental disability in order to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment, unless doing so would impose an undue hardship upon the Village's business operations. The Village prohibits harassment or discrimination based on an employee's/applicant's disability or perceived disability, or because an employee/applicant has requested a reasonable accommodation.

An employee or applicant with a disability may request an accommodation from the [INSERT TITLE] and should specify what accommodation the individual perceives will be needed to perform the employee's/applicant's job. Upon receiving a request for an accommodation, the Village will engage in the "interactive process and cooperative dialogue" and may request medical documentation from the employee/applicant so that it may evaluate what reasonable accommodations, if any, may be provided in accordance with applicable law. The purpose of the interactive process and cooperative dialogue is to understand the needs of the employee and, based on the circumstances, to identify any reasonable accommodations. Upon reaching a final determination at the conclusion of the interactive process and cooperative dialogue, the Village will provide the requesting employee/applicant with a final determination.



**DRAFT FOR CLIENT REVIEW**

All information obtained concerning the medical condition or history of an employee/applicant will be treated as confidential information by the Village, maintained in a separate medical file and disclosed only as permitted or required by law.

## **DRAFT FOR CLIENT REVIEW**

### **VILLAGE OF GREENPORT**

#### **Employee Exit Policy**

##### **1. Purpose**

The Village of Greenport is committed to providing an exit policy that fosters the improvement of the Greenport Village community and workplace by establishing the following procedure upon an employee's notice of voluntary separation from Village employment.

##### **2. Notice**

Any employee seeking to voluntarily terminate his/her/their Village employment will provide the Village with at least two weeks of advance written notice, which will be submitted to the Village Administrator or Village Clerk.

##### **3. Exit Interview**

Upon receiving the employee's voluntary termination notice, the direct supervisor will schedule an exit interview- which may include, in addition to the employee and the direct supervisor, the Village Administrator, the Village Clerk or their designee(s). The interview will consist of a series of verbal or written questions. Written questions may be submitted to the employee for response on a form provided by the Village.

##### **4. Return of Village Property**

The employee must return all Village-owned equipment, documents and data at the time of the exit interview including, but not limited to, any laptops, tablets, personal data devices, keys, Village identification cards, uniforms, tools, files, USB or hard drives and passwords for Village-related accounts and devices. Where permitted by applicable laws, the Village may withhold from the employee's final paycheck the cost of any items that are not returned when required. The Village may also take all action deemed appropriate to recover or protect its property.

## **DRAFT FOR CLIENT REVIEW**

### **Expression of Breast Milk in the Workplace**

The Village will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child up to three years of age unless additional time is required by law.

Employees will receive up to 30 minutes of paid break time to express breast milk when the employee has a reasonable need to do so. Employees who clock in and out for breaks should do so for any time taken to express breast milk beyond 30 minutes that does not run concurrently with their normally scheduled rest periods, as the excess time will generally be unpaid unless using paid break or mealtime, or unless otherwise required by law. While employees are not required to work while expressing breast milk, an employee may voluntarily do so.

The Village will also make reasonable accommodations to provide the employee with the use of a room or other location for the employee to express milk in private that meets the requirements set forth by law. The employee must provide reasonable advance written notice, generally before returning to work if the employee is on leave, to the Village Administrator or Village Clerk to request time to express breast milk pursuant to this Policy and applicable law. The Village will respond to the request within five business days. Additional information is set forth in the attached policy from the New York Department of Labor, which is also electronically available at: [https://dol.ny.gov/system/files/documents/2024/09/p705-policy-on-the-rights-of-employees-to-express-breast-milk-in-the-workplace\\_-24-1.pdf](https://dol.ny.gov/system/files/documents/2024/09/p705-policy-on-the-rights-of-employees-to-express-breast-milk-in-the-workplace_-24-1.pdf).

Please contact the Village Administrator or Village Clerk for further information regarding this policy.



# POLICY ON THE RIGHTS OF EMPLOYEES TO EXPRESS BREAST MILK in the Workplace

## INTRODUCTION AND PURPOSE

New York State Labor Law Section 206-c gives all employees in New York the right to express breast milk in the workplace. This law applies to all public and private employers in New York State, regardless of size or the nature of their business.

The New York State Department of Labor has developed the official policy on breast milk expression in the workplace as required by the law, ensuring that all employees know their rights and all employers understand their responsibilities. This policy is the minimum required standard, but employers are encouraged to include additional accommodations tailored to their workplace.

With the information provided below, employees will learn how much time they are allowed for breast milk expression, the kind of space employers are required to provide for breast milk expression, how to notify employers about the need to express breast milk in the workplace, and how to notify the Department of Labor if these rights are not honored.

Employers are required to provide this policy in writing to all employees when they are hired and again every year after. Employers are also required to provide the policy to employees as soon as they return to work following the birth of a child.

## USING BREAK TIME FOR BREAST MILK EXPRESSION

Employers must provide thirty (30) minutes of paid break time for their employees to express breast milk when the employee has a reasonable need to express breast milk. Employees must be permitted to use existing paid break or meal time if they need additional time for breast milk expression beyond the paid 30 minutes. This time must be provided for up to three years following childbirth. Employers must provide paid break time as often as an employee reasonably needs to express breast milk. The number of paid breaks an employee will need to express breast milk is unique to each employee and employers must provide reasonable break times based on the individual. Employers are prohibited from discriminating in any way against an employee who chooses to express breast milk in the workplace.

An employer is prohibited from requiring an employee to work before or after their normal shift to make up for any time used as paid break time to express breast milk.

All employers must continue to follow existing federal and state laws, regulations, and guidance regarding mealtimes and paid break time regardless of whether the employee uses such time to express breast milk. For additional information regarding what constitutes a meal period or a break period under state and federal law, please see the following resources:

- NY Department of Labor Website on Day of Rest, Break Time, and Meal Periods:  
[dol.ny.gov/day-rest-and-meal-periods](https://dol.ny.gov/day-rest-and-meal-periods)
- NY Department of Labor FAQs on Meal and Rest Periods:  
[dol.ny.gov/system/files/documents/2021/03/meal-and-rest-periods-frequently-asked-questions.pdf](https://dol.ny.gov/system/files/documents/2021/03/meal-and-rest-periods-frequently-asked-questions.pdf)
- U.S. Department of Labor FLSA FAQ on Meal and Rest Periods:  
[dol.gov/agencies/whd/fact-sheets/22-flsa-hours-worked](https://dol.gov/agencies/whd/fact-sheets/22-flsa-hours-worked)
- U.S. Department of Labor FLSA Fact Sheet on Compensation for Break Time to Pump Breast Milk:  
[dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers](https://dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers)

While an employer cannot require that an employee works while expressing breast milk, Labor Law 206-c does not otherwise prevent an employee from voluntarily choosing to do so if they want to.

Paid breaks provided for the expression of breast milk must be 30 minutes. An employee must be allowed to use regular break or meal time to take a longer paid break if needed. Employees may also opt to take shorter paid breaks.

Employees who work remotely have the same rights to paid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person.



## MAKING A REQUEST TO EXPRESS BREAST MILK AT WORK

If an employee wants to express breast milk at work, they must give the employer reasonable advance notice, generally before returning to the workplace if the employee is on leave. This advance notice is to allow the employer time to find an appropriate location and adjust schedules if needed.

Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by their employer for processing requests. Employers must respond to this request for a room or other location to express breast milk in writing within five days.

Employers must notify all employees in writing through email or printed memo when a room or other location has been designated for breast milk expression.

### LACTATION ROOM REQUIREMENTS

In addition to providing the necessary time during the workday, employers must provide a private room or alternative location for the purpose of breast milk expression. **The space provided for breast milk expression cannot be a restroom or toilet stall.**

The room or other location must:

- Be close to an employee's work area
- Provide good natural or artificial light
- Be private – both shielded from view and free from intrusion
- Have accessible, clean running water nearby
- Have an electrical outlet (if the workplace is supplied with electricity)
- Include a chair
- Provide a desk, small table, desk, counter or other flat surface

There does not need to be a separate space for every nursing employee. An employer may dedicate a single room or other location for breast milk expression. Should there be more than one employee at a time needing access to a lactation room, an employer may dedicate a centralized location to be used by all employees.

Any space provided for breast milk expression must be close to the work area of the employee(s) using the space. The space must be in walking distance, and the distance to the location should not significantly extend an employee's needed break time.

Employers located in shared work areas, such as office buildings, malls and similar spaces may work together to establish and maintain a dedicated lactation room, as long as such space(s) are a reasonable distance from the employees using the room. Each employer utilizing this common space is individually responsible for making sure the room meets the needs of their employees.

If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression.

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a partition and is not otherwise accessible to the public or other employees while being used for breast milk expression. The cubicle walls must be at least seven feet tall to insure the employee's privacy.

To ensure privacy, if the lactation room has a window, it must be covered with a curtain, blind or other covering.

In addition, the lactation space should have a door equipped with a functional lock. If this is not possible (such as in the case of a fully enclosed cubicle), as a last resort, an employer must utilize a sign advising the space is in use and not accessible to other employees or the public.

If the workplace has a refrigerator, employers must allow employees to use it to store breast milk. However, employers are not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator in the workplace.

Employees are required to store all expressed milk in closed containers and bring milk home each evening.

The space designated for expressing breast milk must be maintained and clean at all times.

If an employer can demonstrate undue hardship in providing a space with the above requirements, the employer must still provide a room or other location - other than a restroom or toilet stall - that is in close proximity to the work area where an employee can express breast milk in privacy, that meets as many of the requirements as possible.

Undue hardship is defined in the statute as "causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business." **However, an employer may not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.**

## NEW YORK STATE DEPARTMENT OF LABOR RESOURCES

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, they should contact the New York State Department of Labor's Division of Labor Standards. Call us at **1-888-52-LABOR**, email us at [LSAsk@labor.ny.gov](mailto:LSAsk@labor.ny.gov), or visit our website at [dol.ny.gov/breast-milk-expression-workplace](https://dol.ny.gov/breast-milk-expression-workplace) to file a complaint.

A list of our offices is available at [dol.ny.gov/location/contact-division-labor-standards](https://dol.ny.gov/location/contact-division-labor-standards).

*Complaints are confidential.*

## FEDERAL RESOURCES

The federal PUMP Act went into effect in 2023, expanding protections for almost all employees expressing breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information, please visit [dol.gov/agencies/whd/pump-at-work](https://dol.gov/agencies/whd/pump-at-work).



236 THIRD STREET  
GREENPORT, NY 11944

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

[villageofgreenport.org](http://villageofgreenport.org)

**MAYOR**  
KEVIN STUESSI  
EXT 215

**TRUSTEES**  
PATRICK BRENNAN  
DEPUTY MAYOR

LILY DOUGHERTY-JOHNSON

JULIA ROBINS

MARY BESS PHILLIPS

**TREASURER**  
ADAM BRAUTIGAM  
EXT 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

Submitted: July 11, 2025  
Meeting: July 17, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: Jeanmarie Oddon, *Deputy Clerk*  
From: Adam Brautigam, *Village Treasurer*

### **Village Treasurer July 2025 Work Session Report**

#### **REQUEST A MOTION BE PLACED ON THE AGENDA FOR:**

Resolution authorizing Treasurer Brautigam to perform attached budget amendment #6536, to appropriate general fund reserves to fund no more than a 25% share of the NYS DOS 25-LWRP-9 RFA grant. The Village hereby authorizes a total project budget of up to \$275,000.00, contingent upon the award of a grant contract. The Village commits to providing the required and assigned local cost share up to but not exceeding 25%, through eligible local funds. This commitment shall only be executed upon formal notification of grant approval and execution of the state contract

Resolution authorizing Treasurer Brautigam to perform attached budget amendment #6535, to appropriate general fund reserves to fund the repair of the Mitchell Park Carousel and directing that budget amendment #6535 be included as part of the formal meeting minutes of the July 24<sup>th</sup> 2025 meeting of the Board of Trustees.

Resolution authorizing Treasurer Brautigam to perform attached budget transfer #6537, to reallocate funds from the Transmission Rights expense line to the Repair of Generator expense line, and directing that budget amendment #6537 be included as part of the formal meeting minutes of the July 24<sup>th</sup> 2025 meeting of the Board of Trustees.

Resolution authorizing Treasurer Brautigam to perform attached budget transfer #6533, to reallocate funds from the Recreational Administration Personnel expense line to the Law contractual expense line, and directing that budget amendment #6537 be included as part of the formal meeting minutes of the July 24<sup>th</sup> 2025 meeting of the Board of Trustees.

### **UTILITY BILLING**

End of Month Statistics for June 2025 completed.

Sector one read, to be billed by 07/11/2025.

Sector two bills to be read and mailed by 7/16/2025.

### **TALKING POINTS**

APPLICATION FEES

### **SIGNIFICANT COLLECTIONS**

RENTS COLLECTED IN JUNE 2025- \$42,673.56

PROPERTY TAX COLLECTED THROUGH JUNE 2025- \$977,175.04

### **SIGNIFICANT PAYMENTS**

CORAZZINI ASPHALT- \$333,143.56

TCC PAYMENT 25%- \$112,119.90

ANNUAL INSURANCE PREMIUMS- \$283,129.77

PERMA- \$72,966.00

LOSAP- \$258,714.00



## **COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY**

6 recertifications and 5 interims were performed for June 2025.

### **INFORMATIONAL:**

Cash Holdings Report - See attached

Utility Billing Statistics Report - See attached

#### **Attachments:**

HA report (PDF)

property tax collected through 6-30-25 (PDF)

BUD MOD #6533 (PDF)

BUD MOD #6535 (PDF)

BUD MOD #6536 (PDF)

BUD MOD #6537 (PDF)

EOM BILLING STATS (PDF)

BANK BALANCE SHEET JULY 2025 (PDF)

## Financial Data Schedule -

## Monthly Revenue &amp; Expenses (HAP REGISTER) - June 2025

| Account Description                                  | 79 | TOTAL VOUCHERS                         | TOTAL HAP, PORT, UTILITIES | 114,204.00 | \$ 151.00 | 300.00 | #APER |
|--|----|--|----------------------------|------------|-----------|--------|-------|
|  |    | Vouchers Leased on last day of month   |                            |            |           |        |       |
|  |    | New Vouchers Issued/No Lease/Searching |                            |            |           |        |       |
| 706 PHA HUD Operating Grants                         |    |  |                            |            |           |        |       |
| 706a Admin fee revenues                              |    |  |                            |            |           |        |       |
| 711 Interest Earned - HAP                            |    |  |                            |            |           |        |       |
| Interest Earned - ADMIN                              |    |  |                            |            |           |        |       |
| 714 Fraud recovery                                   |    |  |                            |            |           |        |       |
| 700 TOTAL REVENUE                                    |    |  |                            |            |           |        |       |
| EXPENSES:  |    |  |                            |            |           |        |       |
| Administrative                                       |    |  |                            |            |           |        |       |
| Auditing fees  |    |  |                            |            |           |        |       |
| Salaries - Ashia (\$35.91), Adam                     |    |  |                            |            |           |        |       |
| 911 Column E, 2 payperiods                           |    |  |                            |            |           |        |       |
| 911a Medical   |    |  |                            |            |           |        |       |
| 911b Dental  |    |  |                            |            |           |        |       |
| 911c Pension T4 15.7%, T5 12.9%                      |    |  |                            |            |           |        |       |
| 914 Payroll Taxes FICA                               |    |  |                            |            |           |        |       |
| 915 Employee Benefit Contribution                    |    |  |                            |            |           |        |       |
| 915 TOTAL  |    |  |                            |            |           |        |       |
| 919  |    |  |                            |            |           |        |       |
| 917 Legal Fees/Nina JG Stewart                       |    |  |                            |            |           |        |       |
| 918 A Gallacher Reimb                                |    |  |                            |            |           |        |       |
| 918a A Gallacher Mileage                             |    |  |                            |            |           |        |       |
| 918b Office Expenses Total                           |    |  |                            |            |           |        |       |
| 918c Administrative Total                            |    |  |                            |            |           |        |       |
| 963 Other General Expenses (Office Rent)             |    |  |                            |            |           |        |       |
| 973 Per Admin Fee                                    |    |  |                            |            |           |        |       |
| 968 TOTAL OPERATING EXPENSES                         |    |  |                            |            |           |        |       |
| 970 EXCESS OPERATING REVENUE OVER OPERATING EXPENSES |    |  |                            |            |           |        |       |
| 972 P+U Utility Allowance                            |    |  |                            |            |           |        |       |
| 973 HAP payments                                     |    |  |                            |            |           |        |       |
| 973 PORT payments                                    |    |  |                            |            |           |        |       |
| 973 HAP, PORT and UTILITY TOTAL                      |    |  |                            |            |           |        |       |
| 110- HAP & UTIL less Port payments                   |    |  |                            |            |           |        |       |
| 110- Total Admin Revenue                             |    |  |                            |            |           |        |       |
| 110 Net ADMIN  |    |  |                            |            |           |        |       |
| 118 Total Hap Revenue                                |    |  |                            |            |           |        |       |
| 118 Net HAP  |    |  |                            |            |           |        |       |
| 900 TOTAL EXPENSES                                   |    |  |                            |            |           |        |       |

**VILLAGE OF GREENPORT**  
**Payment to 06/30/2025, Balance as of 06/30/2025**

| Grand Totals    |    | Count | Balance Amt | Count | Paid Amt     | Count | Refunds | Payment Total | Writeoff |
|-----------------|----|-------|-------------|-------|--------------|-------|---------|---------------|----------|
| BID             | MT | 34    | 11,904.01   | 82    | 41,104.99    |       |         | 41,104.99     |          |
| CODEV           | MT | 1     | 6,240.80    | 1     | 16,806.00    |       |         | 16,806.00     |          |
| SEWER           | MT | 16    | 24,072.76   | 7     | 2,211.68     |       |         | 2,211.68      |          |
| VILLT           |    | 354   | 449,284.95  | 705   | 977,175.04   |       |         | 977,175.04    |          |
| WATER           | MT | 15    | 9,384.74    | 8     | 1,984.02     |       |         | 1,984.02      |          |
| Total PRINCIPAL |    |       | 500,887.26  |       | 1,039,281.73 |       |         | 1,039,281.73  |          |
| Total           |    |       | 500,887.26  |       | 1,039,281.73 |       |         | 1,039,281.73  |          |

EOM Billing Statistics Report

Rate Summary - All Routes

Service  
Electric

| Rate# - Description                | Bills | Min. Bills | Usage      | Charge     | Usage | Demand    | Contract | PCA       | NYSCES   | Comm Tax | Res Tax  |
|------------------------------------|-------|------------|------------|------------|-------|-----------|----------|-----------|----------|----------|----------|
| 2 - Electric - Flat Charge         | 9     | 0          | 0          | 0          | 0     | 0         | 494.98   | 19,823.78 | 2,222.77 |          | 5.88     |
| 9 - Residential (1, 1)             | 1388  | 0          | 681022     | 78,733.33  | 0     | 0         |          | 26.35     | 2.97     | 2,440.12 | 2,440.12 |
| 10 - Water Heating (2, 2)          | 9     | 0          | 906        | 80.08      | 0     | 0         |          | 4,109.58  | 461.75   |          | 2.74     |
| 11 - All Electric (3, 3)           | 344   | 0          | 141181     | 16,927.84  | 0     | 0         |          | 10,094.58 | 1,135.74 | 1,301.69 | 534.65   |
| 13 - Demand - Class 3 (5, 5)       | 4     | 0          | 347000     | 19,397.30  | 803   | 9,435.25  |          | 224.10    | 25.21    |          |          |
| 14 - Village St. Lighting (6, 6)   | 5     | 0          | 7703.1     | 886.63     | 0     | 0         |          |           |          |          |          |
| 15 - Town St Lighting (7, 7)       | 1     | 0          | 0          | 0.00       | 0     | 0         |          |           |          |          |          |
| 19 - Traffic Lights (11, 11)       | 1     | 0          | 472        | 55.18      | 0     | 0         |          | 13.73     | 1.54     |          |          |
| 20 - Contract St Lighting (12, 12) | 2     | 0          | 18         | 0.00       | 0     | 0         |          |           |          |          |          |
| 21 - Sterling Harbor (13, 13)      | 2     | 0          | 159.75     | 18.39      | 0     | 0         |          | 4.65      | 0.52     | 2.03     |          |
| 67 - NSF Fee                       | 1     | 0          | 0          | 0          | 0     | 0         | 35.00    |           |          |          |          |
| 77 - RESIDENTIAL SOLAR             | 12    | 0          | 659        | 291.49     | 0     | 0         |          | 53.50     | 6.02     |          | 8.80     |
| 78 - CLASS 3 SOLAR                 | 1     | 0          | 79200      | 4,427.28   | 208   | 2,444.00  |          | 2,304.01  | 259.22   |          |          |
| Electric Total                     | 1759  | 0          | 1258320.85 | 120,817.52 | 1011  | 11,879.25 | 529.98   | 36,654.28 | 4,115.74 | 1,303.72 | 2,992.19 |

Sewer

|  |      |     |         |            |   |   |  |  |  |  |  |
|--|------|-----|---------|------------|---|---|--|--|--|--|--|
| 3 - Sewer - INSIDE Flat Charge               | 28   | 0   | 0       | 1,741.32   | 0 | 0 |  |  |  |  |  |
| 23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)   | 898  | 559 | 3743.4  | 65,428.78  | 0 | 0 |  |  |  |  |  |
| 25 - Sewer - IN VILL 1" W/SEWER (15, 15)     | 31   | 11  | 333.6   | 4,857.24   | 0 | 0 |  |  |  |  |  |
| 27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16) | 12   | 3   | 94.6    | 1,614.61   | 0 | 0 |  |  |  |  |  |
| 29 - Sewer - IN VILL 2" W/SEWER (17, 17)     | 28   | 7   | 485.9   | 8,110.96   | 0 | 0 |  |  |  |  |  |
| 31 - Sewer - IN VILL 3" W/SEWER (18, 18)     | 1    | 0   | 3.6     | 49.56      | 0 | 0 |  |  |  |  |  |
| 33 - Sewer - IN VILL 4" W/SEWER (19, 19)     | 3    | 0   | 511     | 9,220.93   | 0 | 0 |  |  |  |  |  |
| 54 - Sewer - OUTSIDE RES SEWER (50, 50)      | 92   | 71  | 701.74  | 19,543.38  | 0 | 0 |  |  |  |  |  |
| 57 - SPLIT SEWER BILLING (52, 52)            | 1    | 0   | 0       | 0.00       | 0 | 0 |  |  |  |  |  |
| 62 - O/S DRIFTWOOD COVE 52                   | 1    | 1   | 83.7    | 3,275.00   | 0 | 0 |  |  |  |  |  |
| 63 - O/S DRIFTWOOD COVE 49                   | 1    | 1   | 65.7    | 3,087.00   | 0 | 0 |  |  |  |  |  |
| 64 - O/S PECONIC LANDING 301                 | 1    | 0   | 1104    | 19,371.00  | 0 | 0 |  |  |  |  |  |
| 65 - O/S CLIFFSIDE CONDOS-SEWER              | 1    | 0   | 305     | 5,470.00   | 0 | 0 |  |  |  |  |  |
| Sewer Total                                  | 1098 | 653 | 7422.24 | 141,770.76 | 0 | 0 |  |  |  |  |  |

Water

|  |      |     |      |           |   |   |  |  |  |  |  |
|--|------|-----|------|-----------|---|---|--|--|--|--|--|
| 5 - Water - Flat Charge                | 33   | 0   | 0    | 936.05    | 0 | 0 |  |  |  |  |  |
| 22 - RES VILL 3/4" W/SEWER (14, 14)    | 912  | 309 | 4411 | 28,540.72 | 0 | 0 |  |  |  |  |  |
| 24 - RES VILL 1" W/SEWER (15, 15)      | 32   | 6   | 375  | 1,862.78  | 0 | 0 |  |  |  |  |  |
| 26 - COMM VILL 1 1/2" W/SEWER (16, 16) | 13   | 6   | 140  | 749.35    | 0 | 0 |  |  |  |  |  |
| 28 - COMM VILL 2" W/SEWER (17, 17)     | 30   | 12  | 565  | 2,749.00  | 0 | 0 |  |  |  |  |  |
| 30 - COMM VILL 3" W/SEWER (18, 18)     | 1    | 1   | 4    | 45.35     | 0 | 0 |  |  |  |  |  |
| 32 - COMM VILL 4" W/SEWER (19, 19)     | 3    | 1   | 579  | 2,773.95  | 0 | 0 |  |  |  |  |  |
| 46 - COMM VILLAGE 1 1/2" (42, 42)      | 1    | 1   | 0    | 45.35     | 0 | 0 |  |  |  |  |  |
| 47 - COMM VILLAGE 2" (43, 43)          | 7    | 3   | 288  | 1,250.27  | 0 | 0 |  |  |  |  |  |
| 48 - RES VILLAGE 3/4" (44, 44)         | 153  | 69  | 981  | 6,016.74  | 0 | 0 |  |  |  |  |  |
| 49 - RES VILLAGE SEWER ONLY (45, 45)   | 5    | 0   | 0    | 0.00      | 0 | 0 |  |  |  |  |  |
| 52 - FLAT-FIRE SPRINKLERS (49, 49)     | 33   | 0   | 0    | 0.00      | 0 | 0 |  |  |  |  |  |
| 53 - OUTSIDE RES SEWER (50, 50)        | 90   | 0   | 923  | 0.00      | 0 | 0 |  |  |  |  |  |
| Water Total                            | 1313 | 408 | 8266 | 44,969.56 | 0 | 0 |  |  |  |  |  |

electric-small commercial

|                                  |     |   |          |           |   |   |       |           |          |          |  |
|----------------------------------|-----|---|----------|-----------|---|---|-------|-----------|----------|----------|--|
| 12 - Commercial (4, 4)           | 381 | 0 | 703039.3 | 83,732.94 | 0 | 0 |       | 20,452.02 | 2,301.14 | 7,572.25 |  |
| 16 - Operating Municipalt (8, 8) | 33  | 0 | 32202    | 4,151.55  | 0 | 0 |       | 936.81    | 105.41   |          |  |
| 17 - Water Department (9, 9)     | 2   | 0 | 0        | 24.86     | 0 | 0 |       |           |          |          |  |
| 18 - Sewer Department (10, 10)   | 10  | 0 | 55585    | 6,980.39  | 0 | 0 |       | 1,617.02  | 181.93   |          |  |
| 70 - NSF Fee                     | 1   | 0 | 0        | 0         | 0 | 0 | 35.00 |           |          |          |  |



## EOM Billing Statistics Report

Rate Summary - All Routes

| Service                         | Rate# - Description         | Bills | Min  | Bills      | Usage      | Charge | Usage     | Demand | Contract  | PCA       | NYSCES   | Comm Tax | Res Tax |
|---------------------------------|-----------------------------|-------|------|------------|------------|--------|-----------|--------|-----------|-----------|----------|----------|---------|
| electric-small commercial Total | 73 - Electric Power Plant   | 5     | 0    | 12067      | 0.00       | 0      |           |        |           |           |          |          |         |
|                                 | 79 - SMALL COMMERCIAL SOLAR | 1     | 0    | 3480       | 415.93     | 0      |           |        |           | 101.24    | 11.39    |          |         |
|                                 |                             | 433   | 0    | 806393.3   | 95,305.67  | 0      |           |        | 35.00     | 23,107.09 | 2,599.87 | 7,572.25 |         |
|                                 | Grand Total                 | 4603  | 1061 | 2080402.39 | 402,663.53 | 1011   | 11,879.25 | 564.96 | 59,761.37 | 6,715.61  | 8,675.97 | 2,992.19 |         |

# EOM Billing Statistics Report

7/3/2025 1:38:41 PM

Rate Summary - All Routes

Service  
Electric

| Rate# - Description                | Total      |
|------------------------------------|------------|
| 2 - Electric - Flat Charge         | 500.86     |
| 9 - Residential (1, 1)             | 103,220.00 |
| 10 - Water Heating (2, 2)          | 112.14     |
| 11 - All Electric (3, 3)           | 22,033.82  |
| 13 - Demand - Class 3 (5, 5)       | 41,364.56  |
| 14 - Village St. Lighting (6, 6)   | 1,135.94   |
| 15 - Town St Lighting (7, 7)       | 0.00       |
| 19 - Traffic Lights (11, 11)       | 70.45      |
| 20 - Contract St Lighting (12, 12) | 0.00       |
| 21 - Sterling Harbor (13, 13)      | 25.59      |
| 67 - NSF Fee                       | 35.00      |
| 77 - RESIDENTIAL SOLAR             | 359.81     |
| 78 - CLASS 3 SOLAR                 | 9,434.51   |

Electric Total

Sewer

|  |           |
|--|-----------|
| 3 - Sewer -INSIDE Flat Charge                | 1,741.32  |
| 23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)   | 65,428.78 |
| 25 - Sewer - IN VILL 1" W/SEWER (15, 15)     | 4,857.24  |
| 27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16) | 1,614.61  |
| 29 - Sewer - IN VILL 2" W/SEWER (17, 17)     | 8,110.96  |
| 31 - Sewer - IN VILL 3" W/SEWER (18, 18)     | 49.56     |
| 33 - Sewer - IN VILL 4" W/SEWER (19, 19)     | 9,220.93  |
| 54 - Sewer - OUTSIDE RES SEWER (50, 50)      | 19,543.38 |
| 57 - SPLIT SEWER BILLING (52, 52)            | 0.00      |
| 62 - O/S DRIFTWOOD COVE 52                   | 3,276.00  |
| 63 - O/S DRIFTWOOD COVE 49                   | 3,087.00  |
| 64 - O/S PECONIC LANDING 301                 | 19,371.00 |
| 65 - O/S CLIFFSIDE CONDOS-SEWER              | 5,470.00  |

Sewer Total

Water

|  |           |
|--|-----------|
| 5 - Water - Flat Charge                | 936.05    |
| 22 - RES VILL 3/4" W/SEWER (14, 14)    | 28,540.72 |
| 24 - RES VILL 1" W/SEWER (15, 15)      | 1,852.78  |
| 26 - COMM VILL 1 1/2" W/SEWER (16, 16) | 749.35    |
| 28 - COMM VILL 2" W/SEWER (17, 17)     | 2,749.00  |
| 30 - COMM VILL 3" W/SEWER (18, 18)     | 45.35     |
| 32 - COMM VILL 4" W/SEWER (19, 19)     | 2,773.95  |
| 46 - COMM VILLAGE 1 1/2" (42, 42)      | 45.35     |
| 47 - COMM VILLAGE 2" (43, 43)          | 1,250.27  |
| 48 - RES VILLAGE 3/4" (44, 44)         | 6,016.74  |
| 49 - RES VILLAGE SEWER ONLY (45, 45)   | 0.00      |
| 52 - FLAT-FIRE SPRINKLERS (49, 49)     | 0.00      |
| 53 - OUTSIDE RES SEWER (50, 50)        | 0.00      |

Water Total

electric-small commercial

|                                  |            |
|----------------------------------|------------|
| 12 - Commercial (4, 4)           | 44,969.56  |
| 16 - Operating Municipali (8, 8) | 114,058.35 |
| 17 - Water Department (9, 9)     | 5,193.77   |
| 18 - Sewer Department (10, 10)   | 24.86      |
| 70 - NSF Fee                     | 8,779.34   |
|                                  | 35.00      |

EOM Billing Statistics Report

Rate Summary - All Routes

| Service                         | Rate# - Description         | Total      |
|---------------------------------|-----------------------------|------------|
|                                 | 73 - Electric Power Plant   | 0.00       |
|                                 | 79 - SMALL COMMERCIAL SOLAR | 528.56     |
| electric-small commercial Total |                             | 128,619.88 |
| Grand Total                     |                             | 493,652.90 |

Report Setup Information:

Report Design EOM Billing Statistics Report

Output Type Graphics

| Start Route | End Route | Start Date | End Date  |
|-------------|-----------|------------|-----------|
| 51          | 56        | 5/10/2025  | 6/6/2025  |
| 57          | 63        | 5/17/2025  | 6/13/2025 |
| 64          | 72        | 5/28/2025  | 6/20/2025 |
| 73          | 79        | 6/4/2025   | 7/1/2025  |
| 82          | 82        | 6/4/2025   | 7/1/2025  |
| 80          | 80        | 6/4/2025   | 7/1/2025  |
| 81          | 81        | 6/4/2025   | 7/1/2025  |

| BANK ACCOUNT BALANCES<br>FOR THE MONTH OF JUNE 2025 |                            |             |                                    |                        |
|---|----------------------------|-------------|------------------------------------|------------------------|
| FUND  | BANK ACCOUNT NAME          | G/L ACCT#   | TYPE                               | BALANCE                |
| A   | General                    | A.0200.000  | Checking                           | 118,962.84             |
| A   | Repair & Maintenance       | A.0200.400  | Checking                           | 137,471.76             |
| A   | Greenhill Cemetery         | A.0201.100  | Savings                            | 33,740.01              |
| A   | Money Market               | A.0201.130  | Money Market                       | 675,591.79             |
| A   | Fire Apparatus             | A.0221.110  | Savings                            | 741,368.79             |
| A   | Bulding Department Escrow  | A.0235.101  | Checking                           | 69,262.63              |
| A   | Parks and Recreation       | A.0200.200  | Checking                           | 30,378.30              |
| A   | General Investment Savings | A.0201.110  | Muni Investment Pool               | 1,235,609.16           |
| A   | American Recovery Plan     | A.0200.415  | Checking                           |                        |
|   |                            |             | <b>TOTAL GENERAL FUND</b>          | <b>\$ 3,042,385.28</b> |
| CD  | Small Cities Rehab.        | CD.0200.000 | Savings                            | 1,138.91               |
| CD  | NYS CDBG Funds             | CD.0200.400 | Public Funds Acct                  | 226.21                 |
|   |                            |             | <b>TOTAL COMMUNITY DEVELOPMENT</b> | <b>\$ 1,365.12</b>     |
| E   | Light Fund                 | E.0121.100  | Checking                           | 275,710.74             |
| E   | Light Depreciation Savings | E.0116.100  | Savings                            | 1,295,827.83           |
| E   | Light Investment Savings   | E.0201.110  | Muni Investment Pool               | 1,068,653.88           |
| E   | TTC Collections            | E.0121.120  | Savings                            | 349,532.24             |
| E   | Renewable Energy Savings   | E.0121.130  | Savings                            | 223,777.51             |
| E   | Consumer Deposit Savings   | E.0191.100  | Savings                            | 125,858.21             |
| E   | Consumer Deposit Checking  | E.0244.200  | Checking                           | 9,438.54               |
|   |                            |             | <b>TOTAL LIGHT FUND</b>            | <b>\$ 3,348,798.95</b> |
| F   | Water                      | F.0200.000  | Checking                           | 2,644.67               |
| F   | Water Fund Capital         | F.0200.400  | Savings                            | 8,406.31               |
| F   | Water Investment Savings   | F.0201.120  | Muni Investment Pool               | 506,546.11             |
| F   | Water Fund CD (MM)         | F.0201.000  | Money Market                       | 204,038.04             |
| F   | Water Fund Money Market    | F.0201.130  | Money Market                       | 125,820.38             |
|   |                            |             |                                    | <b>\$ 847,455.51</b>   |
| G   | Sewer                      | G.0200.000  | Checking                           | 1,359,397.31           |
| G   | NYS DEC Consent            | G.0201.000  | Savings                            | 31,625.77              |



|    |                               |             |                                      |              |                      |
|----|-------------------------------|-------------|--------------------------------------|--------------|----------------------|
| G  | Sewer Fund I                  | G.0201.100  | Money Market                         | 297,602.88   |                      |
| G  | Sewer Investment Savings      | G.0201.110  | Muni Investment Pool                 | 800,008.93   |                      |
| G  | NYSEFC                        | G.0205.000  | Checking                             | 185,851.61   |                      |
| G  | Sewer Wastewater              | G.0220.110  | Savings                              | 12,193.93    |                      |
| G  | NYSERDA                       | G.0525.000  | Checking                             | 111.01       |                      |
|    |                               |             | <b>TOTAL SEWER FUND</b>              | <b>\$</b>    | <b>2,686,791.44</b>  |
|    |                               |             |                                      |              |                      |
| H  | Capital                       | H.0200.000  | Checking                             | 6,862,961.08 |                      |
| H  | Capital Reserve               | H.0200.400  | Savings                              | 51,174.73    |                      |
|    |                               |             | <b>TOTAL CAPITAL FUND</b>            | <b>\$</b>    | <b>6,914,135.81</b>  |
|    |                               |             |                                      |              |                      |
| TA | Trust & Agency                | TA.0200.000 | Checking                             | 34,129.66    |                      |
| TA | Retirement Savings            | TA.0201.000 | Savings                              | 50,507.52    |                      |
| TA | WWI Memorial Trust            | TA.0201.001 | Savings                              | 732.74       |                      |
| TA | T & A Special Escrow          | TA.0201.002 | Savings                              | 6,619.06     |                      |
| TA | Justice Court                 | TA.0201.004 | Savings                              | 4,804.50     |                      |
| TA | Global Common                 | TA.0201.009 | Savings                              | 272,072.11   |                      |
| TA | Basketball Court Donations    | TA.0200.101 | Checking                             | 92.00        |                      |
| TA | Tree Committee                | TA.0200.102 | Checking                             | 4,447.63     |                      |
| TA | Summer Day Camp Donations     | TA.0200.103 | Checking                             | 1,680.00     |                      |
| TA | Recreation Center Donations   | TA.0200.104 | Checking                             | 15,316.66    |                      |
| TA | Friends of Fifth Street       | TA.0200.106 | Checking                             | 113.00       |                      |
| TA | American Legion Bldg          | TA.0200.107 | Checking                             | 200.00       |                      |
| TA | Fifth Street Rehab            | TA.0200.120 | Checking                             | 13,796.00    |                      |
| TA | Carousel Committee            | TA.0200.113 | Checking                             | 18,808.84    |                      |
| TA | Mitchell Park Bathrooms Rehab | TA.0200.115 | Checking                             | 30,000.00    |                      |
| TA | Accounts Payable              | TA.0202.000 | Checking                             | 1,704,790.07 |                      |
| TA | Camera Obscura Donations      | TA.0200.116 | Checking                             | 1,093.28     |                      |
|    |                               |             | <b>TOTAL TRUST &amp; AGENCY FUND</b> | <b>\$</b>    | <b>2,158,109.79</b>  |
|    |                               |             |                                      |              |                      |
|    | Wire Account                  |             |                                      | 112,136.51   |                      |
|    | Utility Clearing              |             |                                      | 106,972.76   |                      |
|    |                               |             |                                      | <b>\$</b>    | <b>219,109.27</b>    |
|    |                               |             | <b>TOTAL VILLAGE WIDE</b>            | <b>\$</b>    | <b>19,218,151.17</b> |



**VILLAGE OF GREENPORT****Budget Adjustment Form**

Year: 2026 Period: 7 Trans Type: B2 - Amend Status: Batch  
Trans No: 6535 Trans Date: 07/10/2025 User Ref: ADAM  
Requested: A. BRAUTIGAM Approved: Created by: ADAM 07/10/2025  
Description: TO COVER REPAIRS AT THE CAROUSEL Account # Order: No  
Print Parent Account: No

| Account No.          | Account Description       | Amount      |
|----------------------|---------------------------|-------------|
| A.5990               | APPROPRIATED FUND BALANCE | -35,138.01  |
| A.7312.401           | CAROUSEL EXPENSE          | 35,138.01   |
| <b>Total Amount:</b> |                           | <b>0.00</b> |

VILLAGE OF GREENPORT  
Budget Adjustment Form

Year: 2026 Period: 7 Trans Type: B2 - Amend Status: Batch  
Trans No: 6536 Trans Date: 07/11/2025 User Ref: ADAM  
Requested: A. BRAUTIGAM Approved: Created by: ADAM 07/11/2025  
Description: TO APPROPRIATE GENERAL FUND RESERVES TO FUND UP TO A 25% SHARE  
OF THE NYS DOS 25-LWRP-9 RFA GRANT, NOT TO EXCEED \$75,000  
Account # Order: No  
Print Parent Account: No

| Account No.   | Account Description       | Amount     |
|---------------|---------------------------|------------|
| A.5990        | APPROPRIATED FUND BALANCE | -75,000.00 |
| A.1990.400    | CONTINGENT ACCOUNT..      | 75,000.00  |
| Total Amount: |                           | 0.00       |





**VILLAGE OF GREENPORT****Budget Adjustment Form**

Year: 2026 Period: 7 Trans Type: B2 - Amend Status: Batch  
Trans No: 6536 Trans Date: 07/11/2025 User Ref: ADAM  
Requested: A. BRAUTIGAM Approved: Created by: ADAM 07/11/2025  
Description: TO APPROPRIATE GENERAL FUND RESERVES TO FUND UP TO A 25% SHARE  
OF THE NYS DOS 25-LWRP-9 RFA GRANT, NOT TO EXCEED \$75,000 Account # Order: No  
Print Parent Account: No

| Account No.   | Account Description       | Amount      |
|---------------|---------------------------|-------------|
| A.5990        | APPROPRIATED FUND BALANCE | -275,000.00 |
| A.1990.400    | CONTINGENT ACCOUNT..      | 275,000.00  |
| Total Amount: |                           | 0.00        |



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**MAYOR**  
KEVIN STUESSI  
EXT 215

**TRUSTEES**  
PATRICK BRENNAN  
DEPUTY MAYOR

LILY DOUGHERTY-JOHNSON

JULIA ROBINS

MARY BESS PHILLIPS

**TREASURER**  
ADAM BRAUTIGAM  
EXT 217

**VILLAGE CLERK**  
CANDACE HALL  
EXT 214

Submitted: July 14, 2025  
Meeting: July 17, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: William Schulz,  
From: Village Administration

## Recreation

# Work Session Report Recreation Department

July 17, 2025

### Mitchell Park Marina/Parks

- ❖ New industrial cooling fans were purchased for the Carousel.
- ❖ The Department of Labor Inspection for the Carousel and Mini Railroad was held on June 10<sup>th</sup>. Both permits were received and displayed in their perspective areas.
- ❖ A Ribbon cutting Ceremony was held on June 14<sup>th</sup> to celebrate the reopening of the Carousel after the remodification was completed.
- ❖ Routine greasing of the carousel mechanism continues.
- ❖ Sinkhole repairs along Mitchell Park bulkhead were completed.
- ❖ Dockwa reservations continue to be processed.
- ❖ Working on improving the Wi-Fi at Mitchell Park Marina. Purchase order issued for the cost.
- ❖ Fifth Street Beach masonry work completed.
- ❖ Daily Mitchell Park garbage and debris collection.

- ❖ Schedules for July were completed for the Carousel, Mini Railroad, Fifth Street Beach and Camp Counselors.
- ❖ Fifth Street Beach officially opened on June 28<sup>th</sup>.
- ❖ Five Lifeguards were hired for Fifth Street Beach. A meeting was held at the Recreation Center to review Policies and Procedures.

Monthly Revenue Reports are attached

## **Recreation Center**

### **Statistics**

Attendance:

Summer Day Camp = 75 Campers Enrolled

### **Reports**

- ❖ Summer Day Camp commenced on June 30<sup>th</sup>. A seamless opening day.
- ❖ The last day of the After School Program is scheduled for June 13<sup>th</sup>.
- ❖ All Library programs, Front Street Station and East End Museum schedules have been solidified.
- ❖ All the Camp Counselors received their First Aid and CPR Certifications.



## **Campground**

### **Tasks Accomplished**

- ❖ Sites were prepared for all new arrivals.
- ❖ Mowing and light landscaping continues.
- ❖ All necessary supplies and equipment were ordered.
- ❖ Plants were planted at the campground.
- ❖ Deposits and reservations continue to be taken through June.
- ❖ Site map updated.

### **Attachments:**

Recreational Monthly Revenue Report June 2025 (PDF)





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## Work Session

# Work Session Report for Road and Utilities

July 17, 2025

## Administrator's Office

### Statistics

### Work Orders:

Electric = N/A Written, N/A Completed

Water = 34 Written, 34 Completed

Sewer = 47 Written, 47 Completed

Road = 75 Written, 75 Completed

### Reports

- ❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 6-05-2025. 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 6-05-2025.

## **Discussion**

## **Resolutions**

## **Road/Water Department**

### **Statistics**

Water Distribution:

7,343,000 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 = 0.60 mg/L

Third Street Firehouse - Kitchen Sink

Total Coliform = Absent

E Coli = Absent

Residual Chlorine = 0.64 mg/L

The form, DOH-360, was filed with the DOH on June 5, 2025, with the above results.

## **Report**

Tasks Accomplished:

- ❖ Daily garbage collection.
- ❖ Daily liter pick parking lots.
- ❖ Daily work orders being documented
- ❖ Ongoing daily clean up at basketball courts, 6th beach, skate park, and 3rd street park.
- ❖ Weeded 5<sup>th</sup> Street beach.
- ❖ Repaired turn-table fence.
- ❖ All Highway trucks 2-way radios were repaired.
- ❖ Ongoing parking lot clean up.
- ❖ Mon/Wed/Fri A.M street sweeping.
- ❖ Mon/Wed/Fri AM water planters.
- ❖ Fri/Sat/Sun 5pm garbage collections.
- ❖ Patched roads throughout the Village.
- ❖ Painted new parking spots at 6<sup>th</sup> street park.
- ❖ Trimmed trees near various signs throughout the Village for visibility.
- ❖ Assisted with Pride Parade set up and garbage.
- ❖ Replaced old clay sand/level softball field.
- ❖ Removed garbage dumped at end of Webb Street.
- ❖ Ongoing Bi-weekly brush pick up.
- ❖ Weeded steamboat corner.
- ❖ Assisted power plant with tree removal on Webb Street.
- ❖ Replaced benches at campground.
- ❖ Transferred clay sand to pole yard for storage.



- ❖ Trimmed Trees at 6<sup>th</sup> Street Park.
- ❖ Repaired fence at 6<sup>th</sup> Street Park.
- ❖ Removed driftwood from baymens dock.
- ❖ Repaired parking signs on 1<sup>st</sup> Street.
- ❖ Added crosswalk sign on Manor Place.
- ❖ Trimmed hedges at 3<sup>rd</sup> Street basketball court.

## Sewer Department

### Statistics

#### Flow and Sampling:

The plant continues to run well, exceeding DEC permit requirements.

Total plant flow for the month of June = 10,384,000 Gallons

Average Daily Flow = .346 (MGD) Permit Limit = .650 MGD

Total Suspended Solids percent removal (TSS) = 98% Permit Limit = 75%

CBOD percent removal = 99% Permit Limit = 75%

Coliform Fecal General = <1.9 MPN. Permit limit 200 MPN/100

Coliform Total General = 11 MPN. Permit limit 700 MPN/100

Total Nitrogen = 5.8 LBS/day

#### Sludge Removal:

42,000 Gallons of sludge hauled in June

#### Report

##### ❖ Treatment Plant:

Put BNR Basin #1 in service

Contractor repaired internet connection at treatment plant

Front gate repaired

DEC chemical storage inspection

##### ❖ Collection System:

Backflushed pumps at 6<sup>th</sup> St station

Ex Cav in to troubleshoot #1 pump at Nursing Home station

#### Electric Department

#### Statistics

Monthly Power Usage:

Maximum usage day = June 25 @ 137.225 Mwh

Minimum usage day = June 1 @ 75.601 Mwh

Peak demand for the month = 7.536 MW June 25, 04:30pm

Monthly total usage = 2,864.564 Mwh

Service calls/call outs = N/A

Street light repairs = N/A

Customers shut off for nonpayment = N/A

Customers turned on for payment = N/A

Customers turned on for the season = N/A

New Services/Upgrade = N/A new service and N/A service upgrade.

Tasks Accomplished: N/A

**Attachments:**

Greenport Meter 06-2025 (PDF)

Total Usage: 2,864,564.0000 KWH  
Peak Demand: 7536.00 KW  
Occured On: June 25 2025 16:30  
Load Factor: 52.79%  
Date Start: Sunday, June 1, 2025  
Date End: Monday, June 30, 2025

| Period Ending | KWH        |
|---------------|------------|
| 6/1/2025      | 75,601.00  |
| 6/2/2025      | 77,477.00  |
| 6/3/2025      | 78,631.00  |
| 6/4/2025      | 79,482.00  |
| 6/5/2025      | 90,293.00  |
| 6/6/2025      | 95,852.00  |
| 6/7/2025      | 89,433.00  |
| 6/8/2025      | 85,873.00  |
| 6/9/2025      | 78,396.00  |
| 6/10/2025     | 76,912.00  |
| 6/11/2025     | 84,998.00  |
| 6/12/2025     | 95,765.00  |
| 6/13/2025     | 90,736.00  |
| 6/14/2025     | 82,497.00  |
| 6/15/2025     | 77,788.00  |
| 6/16/2025     | 78,677.00  |
| 6/17/2025     | 78,566.00  |
| 6/18/2025     | 85,633.00  |
| 6/19/2025     | 104,506.00 |
| 6/20/2025     | 107,193.00 |
| 6/21/2025     | 112,900.00 |
| 6/22/2025     | 114,378.00 |
| 6/23/2025     | 124,531.00 |
| 6/24/2025     | 133,280.00 |
| 6/25/2025     | 137,255.00 |
| 6/26/2025     | 97,902.00  |
| 6/27/2025     | 88,926.00  |
| 6/28/2025     | 102,211.00 |
| 6/29/2025     | 121,510.00 |
| 6/30/2025     | 117,362.00 |



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*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: Jeanmarie Oddon, *Deputy Clerk*  
From: Lily Dougherty-Johnson, *Trustee*

---

## Trustee Lily Dougherty-Johnson July 2025 Work Session Report

### Attachments:

July Work Session Report, LDJ (PDF)



## **June Work Session Report, Village of Greenport**

Submitted: July 11, 2024

Meeting: July 17, 2024

To: Mayor Kevin Stuessi  
Board of Trustees

From: Lily Dougherty-Johnson, Trustee

Prepared by: Lily Dougherty-Johnson

### Dances in the Park:

Still have opportunities for volunteers (get free merch!)

### Camera Obscura:

Ongoing opportunities for volunteers

Open 9-11am Saturdays and Sundays

Signage

### Communication Committee:

Instagram/Facebook

Newsletter

LWRP

Website

### Tree Committee:

Finalizing tree planting and pruning and takedown list for the fall

Grant opportunity

Tree canopy evaluation

Codes

### Parks:

Signage/bathrooms (website)

Mural

Resurfacing

Bulkhead

Relic beach cleanup stations

Southold Town:

CPF

Liaisons - housing, water, anti-bias, economic, police advisory, land preservation

Mass Assemblies:

Change application to include amplified music and different categories of amounts of people

Clarify nonprofits (churches, libraries, museums, arts) and site plan compliance (restaurants)

6 exceptions for nonprofit events (like Blast for Cast)

Residential: should number be 50 or 100 or take out completely?

Deal with Village sponsored events as resolutions, not permits (including Fire Department)

Policy for schoolhouse - allow education and not for profits

Recreation code could limit number of people further in parks

Pull catering and exceptions out of entertainment permit (zoning chapter update)

Etc:

BID appointments - map and bylaws

RR dock rules

Recycling

Carousel credit card policy

Mini RR lights

Ferry queue

Village administrator listing and process



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Board of Trustees  
Prepared By: Jeanmarie Oddon, *Deputy Clerk*  
From: Patrick Brennan, *Trustee*

---

## **Deputy Mayor Patrick Brennan July 2025 Work Session Report**

### **Attachments:**

TRUSTEE BRENNAN WORK SESSION REPORT 7 17 2025 (PDF)

## **VILLAGE OF GREENPORT - WORK SESSION REPORT**

**TO:** MAYOR STUESSI & TRUSTEES  
**FROM:** TRUSTEE BRENNAN  
**DATE:** 7/17/2025

### **MINI RR – UPDATE**

- Held meeting of MINI RR committee – June 24<sup>th</sup>, 9:30AM
- Attended by; PB Rich Israel, Wayne Robinson, Greg Nissen
- Planning to meet three times per year.
  - Spring - pre-season
  - Summer – mid-season
  - Fall – post-season
- Working on improving signage and plan to bring a concept to this Board

### **FIRE DEPARTMENT – UPDATE**

- 4<sup>th</sup> Street signage – No Parking
- Fire Boat Acquisition –
  - Obtained draft Purchase Agreement from Vendor – under review

### **HARBOR MANAGEMENT & PLANNING – UPDATE**

- None

### **LWRP – UPDATE**

- Prepared Submitted Questions to NYSDOS on 6/20
- Begun interviewing potential consultants
- Working with McBride Consulting to complete the RFA by July 28th
- App questions, Support letters, Funding Resolution
  - 6/24 LWRP Committee Meeting
  - 6/26 Conf call with McBride team
  - 7/1 LWRP Committee Meeting
  - 7/2 Conf call with McBride team
  - 7/7 Conf call with McBride team
  - 7/9 Conf Call with McBride team

**GENERAL DISCUSSION TOPICS**

Village Administrator Role - Status

Village Organizational Chart - Status

Public Comment/Letters Policy - Review

Village Complaints Policy - Review

Sidewalk & Road Repair - Priorities

Policing – Coverage Expectations

Code Enforcement – Staffing Status

Ferry Project – Inspections – Payments – Punchlist – Completion

Carousel Project – Payments