



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

October 16, 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

## PUBLIC HEARING(S)

1. Public hearing regarding the proposed local law 6 of 2025, amending Chapter 136 entitled Water.
2. Public hearing regarding the proposed local law 7 of 2025, amending Chapter 105 entitled Sewers.

## ANNOUNCEMENT & PRESENTATION(S)

- The October 23, 2025 Board of Trustees Regular Session meeting will begin at 5:00pm, at the Greenport Firehouse.
- Historic Preservation Commission Grant Opportunity – Janice Claudio, Chairperson

## 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

- Wetlands Applications – Internal Process and Procedure
- Public Assembly Applications – Internal Process and Procedure
- Village Code - Chapter 150, Short Term Rentals
- Greenport membership/liaisons on Southold Town Committees
- Downtown Revitalization and Moores Woods Grants - McBride Presentation
- Greenport Jail and Seaport Museum, Historic Building Maintenance

## **RESOLUTIONS**

### **Resolution # 10-2025-1**

The Board hereby authorizes entering into an agreement with Preservation Studios to provide grant writing services regarding the “Certified Local Government program: Grant Application FY 2025” at a cost not to exceed \$2,500 and authorizes the Mayor to execute the agreement upon approval of the agreement as to form and substance by the Village Attorney.

### **Resolution # 10-2025-2**

WHEREAS, the Greenport Business Improvement District (the “BID”) has informed the Village that it will pay for one-half of the costs for services provided by Preservation Studio in connection with the Village’s grant application for funding under the “Certified Local Government program: Grant Application FY 2025”, in an amount not to exceed \$1,250 as a cost share,

NOW, THEREFORE, the Village agrees to accept funds from the BID covering one-half of the cost of the Preservation Studio’s services, which sum provided to the Village shall not exceed \$1,250.

## **PUBLIC COMMENT**

**I. Call to Order**

Attendee Name	Title	Status	Arrived
Patrick Brennan	Trustee	Present	
Lily Dougherty-Johnson	Trustee	Present	
Mary Bess Phillips	Trustee	Present	
Julia Robins	Trustee	Present	
Kevin Stuessi	Mayor	Present	

**RESOLUTION# 10-2025-1**

The Board hereby authorizes entering into an agreement with Preservation Studios to provide grant writing services regarding the "Certified Local Government program: Grant Application FY 2025" at a cost not to exceed \$2,500 and authorizes the Mayor to execute the agreement upon approval of the agreement as to form and substance by the Village Attorney.

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

**RESOLUTION# 10-2025-2**

WHEREAS, the Greenport Business Improvement District (the "BID") has informed the Village that it will pay for one-half of the costs for services provided by Preservation Studio in connection with the Village's grant application for funding under the "Certified Local Government program: Grant Application FY 2025", in an amount not to exceed \$1,250 as a cost share,

NOW, THEREFORE, the Village agrees to accept funds from the BID covering one-half of the cost of the Preservation Studio's services, which sum provided to the Village shall not exceed \$1,250.

A local law amending Chapter 136 of the Code of the Village of Greenport, to amend the Water Rate Fee Schedule.

**Section 1.** Village Code §136-3 of the Code of the Village of Greenport is hereby amended to read as follows:

**§136-3. Fee Schedule.**

- A. Residential, meter size less than two inches, invoiced monthly: minimum charge of \$253.74 per year for each meter or \$21.14 per month. The minimum charge includes 2,000 gallons used monthly. Additional usage between 2,000 and 18,000 gallons shall be billed at the rate of \$3.80 per 1,000 gallons. Usage over 18,000 gallons shall be billed at the rate of \$5.53 per 1,000 gallons.
- B. Commercial, meter size two inches or more, invoiced monthly: minimum charge of \$609.49 per year for each meter or \$50.79 per month. The minimum charge includes 9,000 gallons used monthly. Additional usage between 9,000 and 60,000 gallons shall be billed at the rate of \$3.80 per 1,000 gallons. Usage over 60,000 gallons shall be billed at \$5.53 per 1,000 gallons.

**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 judgment or order shall be rendered

**Section 3.** Effective date. This local law shall take effect on the first day of the month immediately following the filing of this law with the Secretary of state

A local law amending Chapter 105 of the Code of the Village of Greenport, to amend the Sewer Fee Schedule.

**Section 1.** Village Code §105-40(B) of the Code of the Village of Greenport is hereby amended to read as follows:

**§105-40(B). Fee Schedule.** All property owners shall be invoiced for the quantity of water used, based on 90% of water meter reading.

1. Inside Village limits, residential, invoiced monthly: minimum charge of \$651.60 per year for each meter or \$54.30 per month. The minimum charge includes 3,600 gallons used monthly. Usage over the minimum 3,600 gallons shall be billed at the rate of \$15.31 per 1,000 gallons up to 16,200 gallons. Usage from 16,201 gallons to 22,500 gallons shall be billed at the rate of \$16.70 per 1,000 gallons. Additional usage over 22,500 gallons shall be billed at a rate of \$18.10 per 1,000 gallons or portion thereof.
2. Inside Village limits, commercial, invoiced monthly: minimum charge of \$701.76 per year for each meter or \$58.48 per month. The minimum charge includes the first 3,600 gallons used monthly. Usage over the minimum 3,600 gallons shall be billed at the rate of \$18.10 per 1,000 gallons used up to 22,500 gallons. Additional usage over 22,500 gallons shall be billed at a rate of \$21.58 per 1,000 gallons or portion thereof.
3. Unmetered sewer connections inside Village limits, commercial and residential users: minimum charge of \$73.38 per month.
4. Outside Village limits, residential, invoiced monthly: minimum charge of \$977.46 per year for each metered unit or \$81.45 per month. The minimum charge includes 3,600 gallons used monthly. Usage over the minimum 3,600 gallons shall be billed at the rate of \$22.97 per 1,000 gallons up to 16,200 gallons. Usage from 16,201 gallons to 22,500 gallons shall be billed at the rate of \$25.06 per 1,000 gallons. Additional usage over 22,500 gallons shall be billed at a rate of \$27.15 per 1,000 gallons or portion thereof.

5. Outside Village limits, commercial, invoiced monthly: minimum charge of \$1052.65 per year for each metered unit or \$87.72 per month. The minimum charge includes the first 3,600 gallons used monthly for each metered unit. Additional usage over the minimum 3,600 gallons for each metered unit shall be billed at the rate of \$27.84 per 1,000 gallons or portion thereof.
6. Unmetered sewer connections outside Village limits, commercial and residential users: minimum charge of \$88.70 per month.

**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 judgment or order shall be rendered

**Section 3.** Effective date. This local law shall take effect on the first day of the month immediately following the filing of this law with the Secretary of state

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



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:** October 10, 2025  
**Meeting:** October 16, 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

## **Village Clerk October 2025 Work Session Report**

### **Announcements, Updates and Reminders:**

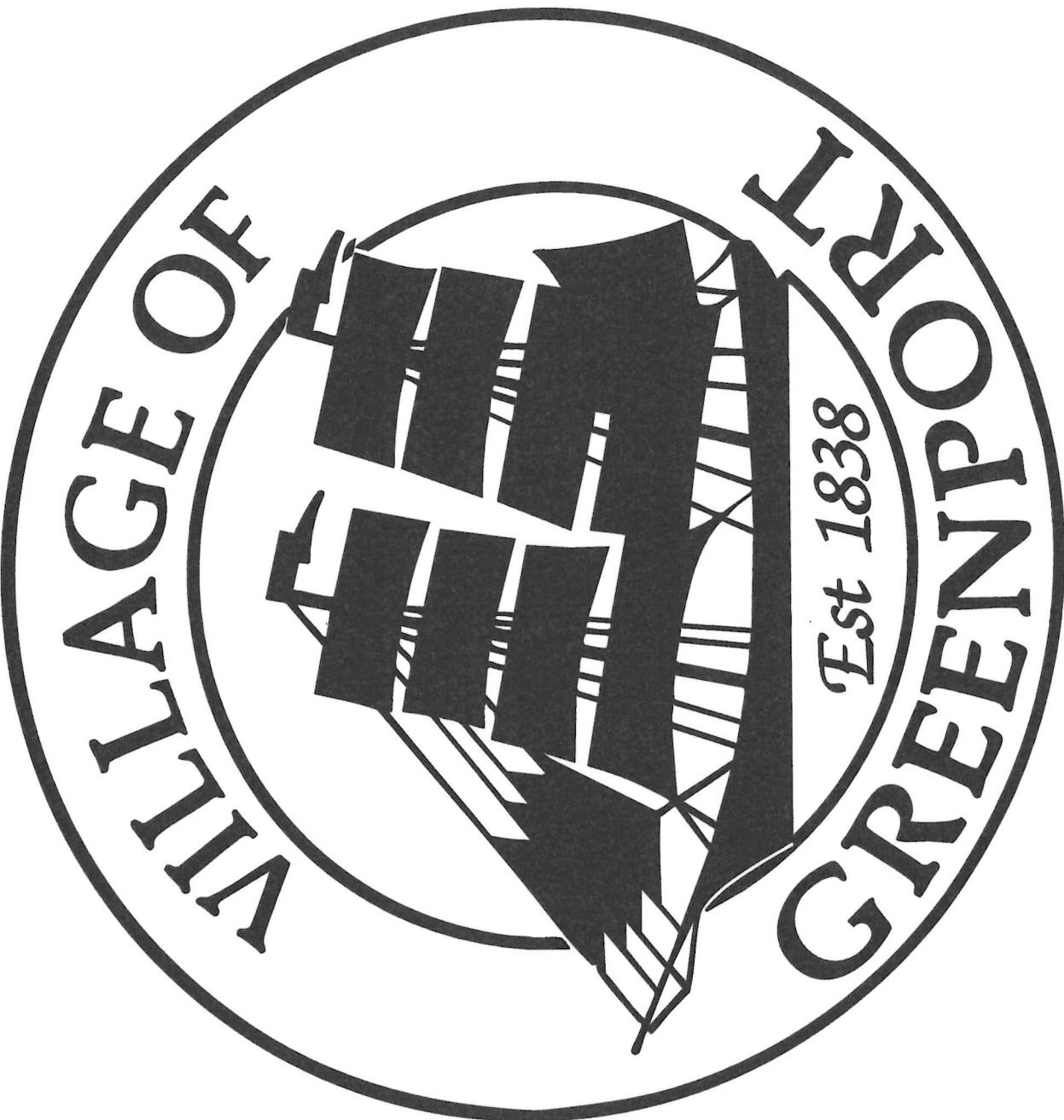
- Village Halloween Celebration and Parade will be held on Saturday, October 25, 2025 – rain date is Sunday, October 26, 2025. Please check the BID website for further details on the event timeline.
- The Greenport Fire Department will conduct the annual hydrant testing on Sunday October 26, 2025 from 9:00am-noon.
- The November Regular Session meeting will take place on Tuesday, November 25, 2025.
- Village Hall will be closed on the following dates in November:
  - Tuesday, November 11, 2025 – for Veterans Day
  - Thursday November 27, 2025 and Friday, November 28, 2025 – for Thanksgiving
- NYCOM (New York Conference of Mayors) Fall School
  - Received training on many topics including the following: AI (Artificial Intelligence) in Municipal Government, Adopting Municipal Policies and Procedures, FOIL, Local Laws, Vital Records, Onboarding and Hiring Best Practices and much more.
  - Employee Handbooks and Village Staff Policies
    - Recommendation to review policies on an annual basis
    - Suggested Village schedule – review early in the year (January/February) as opposed to at the annual organizational meeting
- Village Website and Emails
  - Per NY State law, the Village website will be updated to a domain ending in ".gov". The transition to the new website will be live by January 2026 – rerouting from the current website will be in place to allow the community to adjust to the change.
    - All Village emails will be undergoing the same transition, along with the redirecting from the current email addresses.

**Resolutions:**

- Annual Tree and Stump Removal BID
  - BID Opening October 21, 2025 – pending review with Treasurer Brautigam, the Tree Committee would like to award the BID at the October Regular Session Meeting.
- Village of Greenport Logo – resolution to approve the use of the revised/refreshed Village of Greenport logo (2 versions)
  - Revision of the logo to increase clarity of the logo and to offer options for various administrative purposes.

**Legal Notices:**

- GFD Hydrant Testing
- Water & Sewer Rates – public hearing
- Tree and Stump Removal BID







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: October 10, 2025  
Meeting: October 16, 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 October 2025 Work Session Report**

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

RESOLUTION authorizing Treasurer Brautigam to perform attached budget amendment #6544, to appropriate funds for the final repair of the Electric Plant generator and directing that budget amendment #6544 be included as part of the formal meeting minutes of the October 23<sup>rd</sup> 2025 meeting of the Board of Trustees.

RESOLUTION authorizing Treasurer Brautigam to perform attached budget amendment #6547, to transfer funds from the sewer personnel expense line to the equipment expense line, and directing that budget amendment #6547 be included as part of the formal meeting minutes of the October 23<sup>rd</sup> 2025 meeting of the Board of Trustees.

RESOLUTION authorizing Treasurer Brautigam to perform attached budget modification #6548, to appropriate sewer fund reserves to fund the purchase of a new generator at the Peconic Landing site and directing that budget amendment #6548 be included as part of the formal meeting minutes of the October 23<sup>rd</sup> 2025 meeting of the Board of Trustees.

RESOLUTION adopting the attached SEQRA resolution regarding the proposed local law of 6 2025 amending Chapter 136 (water) of the Village of Greenport Code; adopting lead agency status, determining the adoption of the local law amending Section 136 to be an unlisted action, determining that the adoption of the local law will not have a negative impact on one or more aspects of the environment and adopting a negative declaration for purpose of SEQRA.

RESOLUTION WHEREAS, the Board of Trustees has been considering the adoption of a local law that amends Chapter 136 of the Code of the Village of Greenport, to amend the water rate fee schedule (Bill VOG06-25), and WHEREAS, the law is not a zoning law subject to referral to the Suffolk County Planning Commission, and WHEREAS, the Board has determined that the proposed law is an Unlisted action under the State Environmental Quality Review Act and will not result in a significant adverse environmental impact, and WHEREAS, the Board held published and posted legal notice of a scheduled public hearing on the proposed law, and WHEREAS, the Board held a public hearing on the proposed local law on October 16<sup>th</sup> 2025, and NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Greenport hereby adopts the proposed law VOG 06-25 as Local Law 6 of 2025, a local law amending Chapter 136 of the Code of the Village of Greenport, to amend the water rate fee schedule, and BE IT FURTHER RESOLVED, that the Board directs the Village Clerk to file the law with the New York Secretary of State and take other actions as may be required upon adoption of a local law.

RESOLUTION adopting the attached SEQRA resolution regarding the proposed local law 7 of 2025 amending Chapter 105 (sewers) of the Village of Greenport Code; adopting lead agency status, determining the adoption of the local law amending Section 105-40 to be an unlisted action, determining that the adoption of the local law will not have a negative impact on one or more aspects of the environment and adopting a negative declaration for purpose of SEQRA.

RESOLUTION WHEREAS, the Board of Trustees has been considering the adoption of a local law that amends Chapter 105 of the Code of the Village of Greenport, to amend the sewer fee schedule (Bill VOG07-25), and WHEREAS, the law is not a zoning law subject to referral to the Suffolk County Planning Commission, and WHEREAS, the Board has determined that the proposed law is an Unlisted action under the State Environmental Quality Review Act and will not result in a significant adverse environmental impact, and WHEREAS, the Board held published and posted legal notice of a scheduled public hearing on the proposed law, and WHEREAS, the Board held a public hearing on the proposed local law on October 16<sup>th</sup> 2025, and NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Greenport hereby adopts the proposed law VOG 7-25 as Local Law 7 of 2025, a local law amending Chapter 105 of the Code of the Village of Greenport, to amend the sewer fee schedule, and BE IT FURTHER RESOLVED, that the Board directs the Village Clerk to file the law with the New York Secretary of State and take other actions as may be required upon adoption of a local law.

### **UTILITY BILLING**

End of Month Statistics for September 2025 completed.

Sector one read, to be billed by 10/10/2025.

Sector two bills to be read and mailed by 10/17/2025.

### **TALKING POINTS**

### **SIGNIFICANT COLLECTIONS**

RENTS COLLECTED IN SEPTEMBER 2025- \$75,448.97

PROPERTY TAX COLLECTED THROUGH SEPTEMBER 2025- \$1,358,146.74

### **SIGNIFICANT PAYMENTS**

2014 Serial Bond - \$181,371.88

### **COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY**

4 recertifications and 9 interims were performed for September 2025.

### **INFORMATIONAL:**

Cash Holdings Report - See attached

Utility Billing Statistics Report - See attached

#### **Attachments:**

BANK BALENCE SEPT 2025 (PDF)

BUD MOD #6544 (PDF)

BUD MOD #6548 (PDF)

BUD MOD 6547 (PDF)

CD REPORT (PDF)

HA REPORT (PDF)

property taxes collected through sept 2025 (PDF)

SEPTEMBER EOM (PDF)

sewer rates 2025 local law new (DOCX)

water rates 2025 local law new (DOCX)

BANK ACCOUNT BALANCES FOR THE MONTH OF SEPTEMBER 2025				
FUND	BANK ACCOUNT NAME	G/L ACCT#	TYPE	BALANCE
A	General	A.0200.000	Checking	49,777.03
A	Repair & Maintenance	A.0200.400	Checking	137,471.76
A	Greenhill Cemetery	A.0201.100	Savings	33,748.51
A	Money Market	A.0201.130	Money Market	824,768.48
A	Fire Apparatus	A.0221.110	Savings	742,397.26
A	Bulding Department Escrow	A.0235.101	Checking	73,012.63
A	Parks and Recreation	A.0200.200	Checking	52,756.78
A	General Investment Savings	A.0201.110	Muni Investment Pool	1,248,471.67
A	American Recovery Plan	A.0200.415	Checking	
				<b>TOTAL GENERAL FUND \$ 3,162,404.12</b>
CD	Small Cities Rehab.	CD.0200.000	Savings	1,141.42
CD	NYS CDBG Funds	CD.0200.400	Public Funds Acct	226.21
				<b>TOTAL COMMUNITY DEVELOPMENT \$ 1,367.63</b>
E	Light Fund	E.0121.100	Checking	23,525.34
E	Light Depreciation Savings	E.0116.100	Savings	1,738,051.94
E	Light Investment Savings	E.0201.110	Muni Investment Pool	1,079,778.43
E	TTC Collections	E.0121.120	Savings	461,652.18
E	Renewable Energy Savings	E.0121.130	Savings	234,554.64
E	Consumer Deposit Savings	E.0191.100	Savings	121,525.00
E	Consumer Deposit Checking	E.0244.200	Checking	14,551.62
				<b>TOTAL LIGHT FUND \$ 3,673,639.15</b>
F	Water	F.0200.000	Checking	923.85
F	Water Fund Capital	F.0200.400	Savings	8,407.37
F	Water Investment Savings	F.0201.120	Muni Investment Pool	511,819.21
F	Water Fund CD (MM)	F.0201.000	Money Market	204,089.47
F	Water Fund Money Market	F.0201.130	Money Market	90,972.69
				<b>\$ 816,212.59</b>
G	Sewer	G.0200.000	Checking	1,041,993.46
G	NYS DEC Consent	G.0201.000	Savings	31,633.74

G	Sewer Fund I	G.0201.100	Money Market	297,677.90	
G	Sewer Investment Savings	G.0201.110	Muni Investment Pool	808,336.93	
G	NYSEFC	G.0205.000	Checking	185,851.61	
G	Sewer Wastewater	G.0220.110	Savings	12,195.47	
G	NYSERDA	G.0525.000	Checking	111.01	
				<b>TOTAL SEWER FUND</b>	<b>\$ 2,377,800.12</b>
H	Capital	H.0200.000	Checking	2,837,659.20	
H	Capital Reserve	H.0200.400	Savings	51,287.30	
				<b>TOTAL CAPITAL FUND</b>	<b>\$ 2,888,946.50</b>
TA	Trust & Agency	TA.0200.000	Checking	87,782.29	
TA	Retirement Savings	TA.0201.000	Savings	50,618.62	
TA	WWI Memorial Trust	TA.0201.001	Savings	732.83	
TA	T & A Special Escrow	TA.0201.002	Savings	6,619.89	
TA	Justice Court	TA.0201.004	Savings	4,805.10	
TA	Global Common	TA.0201.009	Savings	272,072.17	
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	30,742.84	
TA	Mitchell Park Bathrroms Rehab	TA.0200.115	Checking	30,000.00	
TA	Accounts Payable	TA.0202.000	Checking	739,960.98	
TA	Camera Obscura Donations	TA.0200.116	Checking	1,548.28	
				<b>TOTAL TRUST &amp; AGENCY FUND</b>	<b>\$ 1,258,980.01</b>
	Wire Account			16.61	
	Utility Clearing			101,276.59	
					<b>\$ 101,293.20</b>
				<b>TOTAL VILLAGE WIDE</b>	<b>\$ 14,280,643.32</b>

## VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2026 Period: 9 Trans Type: B1 - Transfer Status: Batch  
Trans No: 6544 Trans Date: 09/12/2025 User Ref: ADAM  
Requested: D. JACOBS Approved: Created by: ADAM 09/12/2025  
Description: TO CONTINUE REPAIRS TO THE GENERATOR AT THE LIGHT PLANT Account # Order: No  
Print Parent Account: No

Account No.	Account Description	Amount
E.0781.405	TRANSMISSION RIGHTS	-44,800.00
E.0715.320	REPAIR - GENERATOR..	44,800.00
<b>Total Amount:</b>		<b>0.00</b>

## VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2026 Period: 10 Trans Type: B2 - Amend Status: Batch  
Trans No: 6548 Trans Date: 10/09/2025 User Ref: ADAM  
Requested: A. HUBBARD Approved: Created by: ADAM Date: 10/09/2025  
Description: TO APPROPRIATE FUNDS FOR THE PURCHASE OF A NEW GENERATOR FOR PECONIC LANDING SEWER SYSTEM Account # Order: No  
Print Parent Account: No

Account No.	Account Description	Amount
G.5990	APPROPRIATED FUND BALANCE	40,540.00
G.8130.200	PUMP STATION EQUIPMENT..	40,540.00
<b>Total Amount:</b>		<b>81,080.00</b>

## VILLAGE OF GREENPORT

## Budget Adjustment Form

Year: 2026 Period: 10 Trans Type: B1 - Transfer Status: Batch  
Trans No: 6547 Trans Date: 10/09/2025 User Ref: ADAM  
Requested: A. HUBBARD Approved: Created by: ADAM 10/09/2025  
Description: TO TRANSFER FUNDS FROM SEWER PERSONNEL TO EQUIPMENT EXPENSE Account # Order: No  
LINE TO COVER TROJAN 3 YEAR CONTRACT Print Parent Account: No

Account No.	Account Description	Amount
G.8110.101	SUPERVISORY LABOR..	-9,825.00
G.8130.201	EQUIPMENT / SECONDARY TREATMENT..	9,825.00
<b>Total Amount:</b>		<b>0.00</b>

**FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - September 2025**

Account Description	REVENUE: 213 Center	REVENUE: 278 2nd Street	EXPENSES: 213 Center	EXPENSES: 278 2nd Street		
213 Center						
Rent	\$ 1,125.00	\$ 2,100.00	\$ 1,900.00	\$ 1,950.00		
Late Fees/Credits	\$ 50.00	\$ (50.00)				
<b>TOTAL REVENUE</b>	<b>\$ 1,175.00</b>	<b>\$ 2,050.00</b>	<b>\$ 1,900.00</b>	<b>\$ 1,950.00</b>	<b>\$ 5,900.00</b>	
<b>EXPENSES:</b>						
213 CENTER						
Utilities						
Electric	\$ 68.30				\$ 16.24	
Water/Sewer					\$ 86.78	
Propane/Heating Oil					\$ 441.75	
Admin						
Salaries & Benefits (Asha, Adam)	\$ 615.09				\$ 1,845.26	<b>\$ 2,460.35</b>
Payment Agreement to Village					\$ 1,000.00	
<b>Total</b>	<b>\$ 683.39</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,390.03</b>	
213 CENTER						
Maintenance Repairs/Other						
Pine Oaks Landscaping					\$ 625.00	
Twin Forks Pest Control	\$ 185.00					
Southold/Ace Hardware					\$ 80.00	
JP McHale Pest Mgmt, LLC					\$ 91.30	
Matthuck Enviro Services					\$ 45.23	
Pine Oaks Landscaping					\$ 250.00	
Total Maintenance Expenses	\$ 185.00				\$ -	<b>\$ 1,091.53</b>
<b>MONTHLY FINANCIAL SUMMARY</b>						
Interest Earned						
Total Revenue	\$ 1,175.00				\$ 5,900.00	
Total Expenses	\$ 868.39				<b>\$ 4,481.56</b>	
NET REVENUE	\$ 306.61				\$ 1,418.44	
<b>EXCESS (DEFICIENCY) OF TOTAL REVENUE</b>	<b>\$ 306.61</b>				<b>\$ 1,418.44</b>	
<b>1000 OVER (UNDER) TOTAL EXPENSES</b>						

### Financial Data Schedule -

**Financial Data Schedule -  
Monthly Revenue & Expenses (HAP REGISTER) - September 2025**

Date Prepared: 10/06/2025 11:08 AM  
Report Date: 10/06/2025  
Purpose Table: ALL

## VILLAGE OF GREENPORT Payment To 09/30/2025 Report

COL4080  
Page 1 of 1  
Prepared By: ADAM

### Grand Totals

		Count	Payment Amt	Count	Refunds	Payment Total	Writeoff
BID	MT	109	50,891.05			50,891.05	
CODEV	MT	2	23,046.80			23,046.80	
SEWER	MT	18	10,495.81			10,495.81	
VILLT			1,358,146.74			1,358,146.74	
WATER	MT	18	5,387.60			5,387.60	
<b>Total PRINCIPAL</b>			<b>1,447,968.00</b>			<b>1,447,968.00</b>	
PEN		47	4,896.94			4,896.94	
<b>Total PENALTY</b>			<b>4,896.94</b>			<b>4,896.94</b>	
<b>Total</b>			<b>1,452,864.94</b>			<b>1,452,864.94</b>	

Service	Rate# - Description	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	NYSCES	Comm Tax	Res Tax
Electric	2 - Electric - Flat Charge	9	0	983444	108,266.12	0	0	494.98	34,265.05	3,403.71	5,888	3,512.97
	9 - Residential (1,1)	1374	0	578	66.71	0	0	20.15	2.00	0	2.23	0
	10 - Water Heating (2, 2)	9	0	197496	22,384.80	0	0	6,881.15	683.59	0	745.13	2,950.29
	11 - All Electric (3, 3)	344	0	546934	30,573.61	773	9,082.75	19,056.27	1,892.94	0	0	0
	13 - Demand - Class 3 (5, 5)	4	0	17128.15	1,971.44	0	0	596.78	59.29	0	0	0
	14 - Village St. Lighting (6, 6)	5	0	210,725	24.25	0	0	7.34	0.73	0	0	0
	15 - Town St Lighting (7, 7)	1	0	944	100.91	0	0	32.89	3.27	0	0	0
	19 - Traffic Lights (11, 11)	1	0	0	0.00	0	0	0	0	0	0	0
	20 - Contract St Lighting (12, 12)	2	0	221,875	25.54	0	0	175.00	0	0	0	0
	21 - Sterling Harbor (13, 13)	2	0	0	0	0	0	0	0	0	0	0
	66 - Reconnection Fee- Residential	3	0	0	0	0	0	0	0	0	0	0
	77 - RESIDENTIAL SOLAR	12	0	2585	456.33	0	0	0	0	0	0	0
	78 - CLASS 3 SOLAR	1	0	68400	3,823.56	188	2,209.00	961	11,291.75	669.98	63,373.53	6,295.24
Electric Total		1767	0	1817941.75	167,692.27	961	0	0	0	0	0	0
Sewer	3 - Sewer -INSIDE Flat Charge	28	0	0	1,741.32	0	0	0	0	0	0	0
	23 - Sewer - IN VILL 3/4" W/SEWER (14, 14)	897	423	5183.3	80,482.89	0	0	0	0	0	0	0
	25 - Sewer - IN VILL 1" W/SEWER (15, 15)	31	12	388.7	5,879.97	0	0	0	0	0	0	0
	27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16)	12	0	157.5	2,371.97	0	0	0	0	0	0	0
	29 - Sewer - IN VILL 2" W/SEWER (17, 17)	29	7	697.6	11,906.13	0	0	0	0	0	0	0
	31 - Sewer - IN VILL 3" W/SEWER (18, 18)	1	0	3.6	49.56	0	0	0	0	0	0	0
	33 - Sewer - IN VILL 4" W/SEWER (19, 19)	3	1	940.6	17,135.90	0	0	0	0	0	0	0
	54 - Sewer - OUTSIDE RES SEWER (50, 50)	92	50	2379.4	53,645.75	0	0	0	0	0	0	0
	57 - SPLIT SEWER BILLING (52, 52)	1	0	0	0.00	0	0	0	0	0	0	0
	62 - O/S DRIFTWOOD COVE 52	1	1	98.1	3,589.56	0	0	0	0	0	0	0
	63 - O/S DRIFTWOOD COVE 49	1	1	77.4	3,382.47	0	0	0	0	0	0	0
	64 - O/S PECONIC LANDING 301	1	1	815	20,778.03	0	0	0	0	0	0	0
	65 - O/S CLIFFSIDE CONDOS-SEWER	1	1	130	4,832.10	0	0	0	0	0	0	0
Sewer Total		1098	497	10871.2	205,795.65	0	0	0	0	0	0	0
Water	5 - Water - Flat Charge	34	0	0	970.60	0	0	0	0	0	0	0
	22 - RES VILL 3/4" W/SEWER (14, 14)	913	225	6105	34,228.24	0	0	0	0	0	0	0
	24 - RES VILL 1" W/SEWER (15, 15)	32	7	479	2,410.16	0	0	0	0	0	0	0
	26 - COMM VILL 1 1/2" W/SEWER (16, 16)	13	6	181	854.82	0	0	0	0	0	0	0
	28 - COMM VILL 2" W/SEWER (17, 17)	31	11	792	3,657.29	0	0	0	0	0	0	0
	30 - COMM VILL 3" W/SEWER (18, 18)	1	1	4	45.35	0	0	0	0	0	0	0
	32 - COMM VILL 4" W/SEWER (19, 19)	3	2	1050	5,130.90	0	0	0	0	0	0	0
	46 - COMM VILLAGE 1 1/2" (42, 42)	1	1	0	45.35	0	0	0	0	0	0	0
	47 - COMM VILLAGE 2" (43, 43)	7	3	290	1,333.81	0	0	0	0	0	0	0
	48 - RES VILLAGE 3/4" (44, 44)	155	49	2222	11,122.54	0	0	0	0	0	0	0
	49 - RES VILLAGE SEWER ONLY (45, 45)	5	0	0	0.00	0	0	0	0	0	0	0
	52 - FLAT-FIRE SPRINKLERS (49, 49)	34	0	0	0.00	0	0	0	0	0	0	0
	53 - OUTSIDE RES SEWER (50, 50)	90	0	1511	-203.46	0	0	0	0	0	0	0
Water Total		1319	305	12634	59,595.60	0	0	0	0	0	0	0
electric-small commercial	12 - Commercial (4, 4)	381	0	983167.7	122,767.85	0	0	0	0	0	0	0
	16 - Operating Municipal (8, 8)	33	0	41446	5,283.86	0	0	0	0	0	0	0
	17 - Water Department (9, 9)	2	0	0	24.86	0	0	0	0	0	0	0
	18 - Sewer Department (10, 10)	10	0	46625	5,845.95	0	0	0	0	0	0	0
	73 - Electric Power Plant	5	0	15539	0.00	0	0	0	0	0	0	0

Rate Summary - All Routes		Rate# - Description	
Service		79 - SMALL COMMERCIAL SOLAR	
electric-small commercial Total		1090057.7	134,338.45
Grand Total		2931504.65	567,421.97

	Bills	Min. Bills	Usage	Charge	Usage	Demand	Contract	PCA	NYSCES	Comm Tax	Res Tax
	1	0	3480	415.93	0			121.25	12.04		
	432	0	1090057.7	134,338.45	0			37,438.41	3,718.87	12,213.35	
	4616	802	2931504.65	567,421.97	961	11,291.75	669.98	100,811.94	10,014.11	15,166.58	4,280.99

## Rate Summary - All Routes

Service	Rate# - Description	Total
Electric	2 - Electric - Flat Charge 9 - Residential (1,1) 10 - Water Heating (2, 2) 11 - All Electric (3, 3) 13 - Demand - Class 3 (5, 5) 14 - Village St. Lighting (6, 6) 15 - Town St Lighting (7, 7) 19 - Traffic Lights (11, 11) 20 - Contract St Lighting (12, 12) 21 - Sterling Harbor (13, 13) 66 - Reconnection Fee- Residential 77 - RESIDENTIAL SOLAR 78 - CLASS 3 SOLAR	500.86 149,447.85 91.09 30,694.67 63,555.86 2,627.51 32.32 137.07 0.00 36.97 175.00 605.31 8,632.48 256,556.99
Electric Total		
Sewer	3 - Sewer - INSIDE Flat Charge 23 - Sewer - IN VILL 3/4" W/SEWER (14, 14) 25 - Sewer - IN VILL 1" W/SEWER (15, 15) 27 - Sewer - IN VILL 1 1/2" W/SEWER (16, 16) 29 - Sewer - IN VILL 2" W/SEWER (17, 17) 31 - Sewer - IN VILL 3" W/SEWER (18, 18) 33 - Sewer - IN VILL 4" W/SEWER (19, 19) 54 - Sewer - OUTSIDE RES SEWER (50, 50) 57 - SPLIT SEWER BILLING (52, 52) 62 - OIS DRIFTWOOD COVE 52 63 - OIS DRIFTWOOD COVE 49 64 - OIS PECONIC LANDING 301 65 - OIS CLIFFSIDE CONDOS-SEWER	1,741.32 80,492.89 5,879.97 2,371.97 11,906.13 49.56 17,135.90 53,635.75 0.00 3,589.56 3,382.47 20,778.03 4,832.10 205,795.65
Sewer Total		
Water	5 - Water - Flat Charge 22 - RES VILL 3/4" W/SEWER (14, 14) 24 - RES VILL 1" W/SEWER (15, 15) 26 - COMM VILL 1 1/2" W/SEWER (16, 16) 28 - COMM VILL 2" W/SEWER (17, 17) 30 - COMM VILL 3" W/SEWER (18, 18) 32 - COMM VILL 4" W/SEWER (19, 19) 46 - COMM VILLAGE 1 1/2" (42, 42) 47 - COMM VILLAGE 2" (43, 43) 48 - RES VILLAGE 3/4" (44, 44) 49 - RES VILLAGE SEWER ONLY (45, 45) 52 - FLAT-FIRE SPRINKLERS (49, 49) 53 - OUTSIDE RES SEWER (50, 50)	970.60 34,228.24 2,410.16 854.82 3,657.29 45.35 5,130.90 45.35 1,333.81 11,122.54 0.00 0.00 -203.46 59,595.60 172,639.45 6,871.41 24.86 7,624.14 0.00
Water Total		
electric-small commercial	12 - Commercial (4, 4) 16 - Operating Municipal (8, 8) 17 - Water Department (9, 9) 18 - Sewer Department (10, 10) 73 - Electric Power Plant	

**EOM Billing Statistics Report****Rate Summary - All Routes**

<u>Service</u>	<u>Rate# - Description</u>	<u>Total</u>
	79 - SMALL COMMERCIAL SOLAR	549.22
electric-small commercial Total		187,799.08
Grand Total		709,657.32

**Report Setup Information:**

Report Design    EOM Billing Statistics Report  
 Output Type    Graphics

<u>Start Route</u>	<u>End Route</u>	<u>Start Date</u>	<u>End Date</u>
51	56	8/7/2025	9/9/2025
57	63	8/14/2025	9/15/2025
64	72	8/26/2025	9/26/2025
73	79	9/4/2025	10/21/2025
82	82	9/4/2025	10/21/2025
80	80	9/4/2025	10/21/2025
81	81	9/4/2025	10/21/2025

A local law amending Chapter 136 of the Code of the Village of Greenport, to amend the Water Rate Fee Schedule.

**Section 1.** Village Code §136-3 of the Code of the Village of Greenport is hereby amended to read as follows:

**§136-3. Fee Schedule.**

- A. Residential, meter size less than two inches, invoiced monthly: minimum charge of \$253.74 per year for each meter or \$21.14 per month. The minimum charge includes 2,000 gallons used monthly. Additional usage between 2,000 and 18,000 gallons shall be billed at the rate of \$3.80 per 1,000 gallons. Usage over 18,000 gallons shall be billed at the rate of \$5.53 per 1,000 gallons.
- B. Commercial, meter size two inches or more, invoiced monthly: minimum charge of \$609.49 per year for each meter or \$50.79 per month. The minimum charge includes 9,000 gallons used monthly. Additional usage between 9,000 and 60,000 gallons shall be billed at the rate of \$3.80 per 1,000 gallons. Usage over 60,000 gallons shall be billed at \$5.53 per 1,000 gallons.

**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 judgment or order shall be rendered

**Section 3.** **Effective date.** This local law shall take effect on the first day of the month immediately following the filing of this law with the Secretary of state

A local law amending Chapter 105 of the Code of the Village of Greenport, to amend the Sewer Fee Schedule.

**Section 1.** Village Code §105-40(B) of the Code of the Village of Greenport is hereby amended to read as follows:

**§105-40(B). Fee Schedule.** All property owners shall be invoiced for the quantity of water used, based on 90% of water meter reading.

1. Inside Village limits, residential, invoiced monthly: minimum charge of \$651.60 per year for each meter or \$54.30 per month. The minimum charge includes 3,600 gallons used monthly. Usage over the minimum 3,600 gallons shall be billed at the rate of \$15.31 per 1,000 gallons up to 16,200 gallons. Usage from 16,201 gallons to 22,500 gallons shall be billed at the rate of \$16.70 per 1,000 gallons. Additional usage over 22,500 gallons shall be billed at a rate of \$18.10 per 1,000 gallons or portion thereof.
2. Inside Village limits, commercial, invoiced monthly: minimum charge of \$701.76 per year for each meter or \$58.48 per month. The minimum charge includes the first 3,600 gallons used monthly. Usage over the minimum 3,600 gallons shall be billed at the rate of \$18.10 per 1,000 gallons used up to 22,500 gallons. Additional usage over 22,500 gallons shall be billed at a rate of \$ 21.58 per 1,000 gallons or portion thereof.
3. Unmetered sewer connections inside Village limits, commercial and residential users: minimum charge of \$73.38 per month.
4. Outside Village limits, residential, invoiced monthly: minimum charge of \$977.46 per year for each metered unit or \$81.45 per month. The minimum charge includes 3,600 gallons used monthly. Usage over the minimum 3,600 gallons shall be billed at the rate of \$22.97 per 1,000 gallons up to 16,200 gallons. Usage from 16,201 gallons to 22,500 gallons shall be billed at the rate of \$25.06 per 1,000 gallons. Additional usage over 22,500 gallons shall be billed at a rate of \$27.15 per 1,000 gallons or portion thereof.

5. Outside Village limits, commercial, invoiced monthly: minimum charge of \$1052.65 per year for each metered unit or \$87.72 per month. The minimum charge includes the first 3,600 gallons used monthly for each metered unit. Additional usage over the minimum 3,600 gallons for each metered unit shall be billed at the rate of \$27.84 per 1,000 gallons or portion thereof.
6. Unmetered sewer connections outside Village limits, commercial and residential users: minimum charge of \$88.70 per month.

**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 judgment or order shall be rendered

**Section 3.** **Effective date.** This local law shall take effect on the first day of the month immediately following the filing of this law with the Secretary of state



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: October 9, 2025  
Meeting: October 16, 2025 6:00 PM  
*Work Session Meeting*  
To: Mayor Kevin Stuessi  
Board of Trustees  
Prepared By: William Schulz,  
From: Village Administration

## Work Session

# Work Session Report for Road and Utilities

October 16, 2025

## Administrator's Office

### Statistics

#### Work Orders:

Electric = 60 Written, 60 Completed

Water = 32 Written, 32 Completed

Sewer = 58 Written, 58 Completed

Road = 89 Written, 89 Completed

### Reports

- ❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 9-05-2025. 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 9-05-2025.

**Discussion**

**Resolutions**

**Road/Water Department**

**Statistics**

Water Distribution:

11,123,000 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 = 0.89 mg/L

Third Street Firehouse - Kitchen Sink

Total Coliform = Absent

E Coli = Absent

Residual Chlorine = 0.91 mg/L

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

## Report

Tasks Accomplished:

- ❖ Daily garbage collection.
- ❖ Daily liter pick parking lots.
- ❖ Ongoing daily clean up at basketball courts, 6th beach, skate park, and 3rd street park.
- ❖ Ongoing Mon/Wed/Fri AM Street sweeping
- ❖ Patched railroad crossings
- ❖ Removed garbage from Sandy Beach
- ❖ Repaired sidewalks on 3rd street.
- ❖ Repaired fence at end of 4th street.
- ❖ Removed fencing at 3rd basketball court
- ❖ Serviced mowers.
- ❖ Repaired 2x2 truck tires.
- ❖ Sprayed downtown for weeds.
- ❖ Ongoing repair of G-32
- ❖ Placed deer management signs throughout Village.
- ❖ Street sweep whole Village.
- ❖ Removed old paper work from Village Hall.
- ❖ Ongoing mowing of mini train station.

- ❖ Ongoing mowing of parks.
- ❖ Patched throughout village.
- ❖ Maritime Festival prep.
- ❖ Ongoing biweekly brush pick up.
- ❖ Cleared drains of blockages.
- ❖ Removed couch from Bay Ave.
- ❖ Planted flowers at turntable
- ❖ Ongoing mowing of the cell tower.
- ❖ Started tree pruning list.
- ❖ Started servicing salters for winter.
- ❖ Replaced stop signs at Broad Street
- ❖ Started tree removal list.

## **Sewer Department**

### **Statistics**

#### **Flow and Sampling:**

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

Total plant flow for the month of September = 10,681,000 Gallons

Average Daily Flow = .356 (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 = 7 MPN. Permit limit 200 MPN/100  
Coliform Total General = 32 MPN. Permit limit 700 MPN/100  
Total Nitrogen = 15.2 LBS/day

Sludge Removal:

120,000 Gallons of sludge hauled in September

**Report**

❖ Treatment Plant:

Replaced burnt bulb in UV system

❖ Collection System:

Control panel at Central Station repaired

SCADA systems installed at satellite pump stations

Jet-rod business district for preventative maintenance

## Electric Department

### Statistics

#### Monthly Power Usage:

Maximum usage day = September 6 @ 110.610 Mwh

Minimum usage day = September 8 @ 80.524 Mwh

Peak demand for the month = 6.000 MW September 06, 03:30pm

Monthly total usage = 2,668.937 Mwh

Service calls/call outs = 10

Street light repairs = 5

Customers shut off for nonpayment = 3

Customers turned on for payment = 3

Customers turned on for the season = 0

New Services/Upgrade = 1 new service and 0 service upgrade.

#### Tasks Accomplished:

- ❖ Engine #5 is back in service, the cylinder liner was replaced, engine reassembled, engine was filled with 550 gallons of oil, jacket water was refilled, tested for water leaks by pressurizing of jacket water for 2 hours. Once ready started engine test ran for 1 hour with service crew observing operation.
- ❖ DMNC test was performed on engine #5 and submitted to NYPA, we also received confirmation that it was received.

- ❖ The DMNC testing was also done on engines 4 and #6, these were submitted at an earlier date than #5. Both units performed and ran well.
- ❖ New employee for the Electric Department started on the 3rd of September, Jacob Schott. He will be attending the NEPPA apprenticeship program at the first of the year.
- ❖ Replaced the wiring to the automatic gate opener, found it was shorted out.
- ❖ Serviced several streetlights throughout the village, the LED streetlight replacement is set to start on mid-October.
- ❖ Responded to several flickering light calls
- ❖ Shop work, cleaning up after service of engine #5, general shop and yard maintenance, cleaning up trucks.
- ❖ Reviewed annual tree list that was submitted by the Tree Committee will be working with the Highway department in the next month on the list.
- ❖ General shop and grounds maintenance.
- ❖ Assisted IT with the repair of the WIFI system at the Campground.

**Attachments:**

Greenport Meter 09-2025 (PDF)

Total Usage: 2,668,937.0000 KWH

Peak Demand: 6000.00 KW

Occured On: September 06 2025 15:30

Load Factor: 61.78%

Date Start: Monday, September 1, 2025

Date End: Tuesday, September 30, 2025

Period Ending	KWH
9/1/2025	90,387.00
9/2/2025	88,576.00
9/3/2025	87,724.00
9/4/2025	91,653.00
9/5/2025	106,309.00
9/6/2025	110,610.00
9/7/2025	88,569.00
9/8/2025	80,524.00
9/9/2025	80,548.00
9/10/2025	80,931.00
9/11/2025	86,250.00
9/12/2025	85,241.00
9/13/2025	88,907.00
9/14/2025	93,173.00
9/15/2025	91,701.00
9/16/2025	83,274.00
9/17/2025	83,732.00
9/18/2025	89,070.00
9/19/2025	99,280.00
9/20/2025	89,021.00
9/21/2025	82,199.00
9/22/2025	81,202.00
9/23/2025	85,383.00
9/24/2025	85,712.00
9/25/2025	90,455.00
9/26/2025	97,263.00
9/27/2025	92,588.00
9/28/2025	91,550.00
9/29/2025	85,218.00
9/30/2025	81,887.00



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: October 9, 2025  
Meeting: October 16, 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

October 16, 2025

## Mitchell Park Marina/Parks

- ❖ The Carousel hours of operation from Labor Day through Columbus Day are 11:00 am - 5:00 pm, Saturdays and Sundays and all Greenport School Holidays.
- ❖ Regreased all zerks, open gears, saddle bearings, and telescopes on Carousel.
- ❖ Routine cleaning on Carousel building continues.
- ❖ Daily routine public and private bathroom sanitation.
- ❖ The Friends of Mitchell Park sponsored another “Free Carousel Day” on September 2<sup>nd</sup>. A great big Thank you for the Friends of Mitchell Park for their generosity.
- ❖ Landscaping and clean up at Mitchell Park continues daily.
- ❖ Daily Spraying of seagull dropping accumulations of concrete floating docks.
- ❖ Daily refuse can and debris collection at Mitchell Park.
- ❖ Three weekends in September were sold out at Mitchell Park Marina. Labor Day weekend, Offsoundings Event, and 2025 Maritime Festival.
- ❖ Dockwa reservations processed for Maritime 2026 and sold out the morning following this year’s event. Waiting list in effect.

- ❖ 2026 Mooring and Bayman applications mailed out with a due date by January 17<sup>th</sup>.
- ❖ Fifth Street Beach officially closed following Labor Day on September 2<sup>nd</sup>.
- ❖ It was a successful year having 5 Lifeguards and a full schedule for the entire season.
- ❖ Removed swimline, volleyball net, and Lifeguard chair at Fifth Street Beach. Bathroom facility is closed until Memorial Day 2026.

Monthly Revenue Reports are attached

## **Recreation Center**

### **Statistics**

Attendance:

After School Program = 15 Children Enrolled

### **Reports**

- ❖ The Recreation Center was busy preparing for the 2025/2026 school year.
- ❖ All rooms were cleaned and sanitized.
- ❖ All furniture moved back to emulate a classroom setting.
- ❖ The first day of the After School Program was September 8<sup>th</sup>. It was a great start to the new school year.
- ❖ Enrollment continues with the After School Program.

## Campground

### Tasks Accomplished

- ❖ Reservations continue for the season.
- ❖ Seasonal arrivals continue to come to the camp site.
- ❖ Landscaping and light maintenance continue.
- ❖ All money has been collected for the month of September.
- ❖ Site map updated.
- ❖ All RV sites have been prepared for September arrivals.
- ❖ Bathrooms cleaned daily.
- ❖ Labor Day weekend at the Campground was a huge success.
- ❖ All sites prepped for September arrivals.

**Attachments:**

RECREATION MONTHLY REVENUE REPORT 9-2025 (PDF)



## Village of Greenport Building Department

### Monthly Report

05/01/2025 - 06/01/2025

WORK TYPE	PERMIT #	PERMIT DATE	PARCEL ID	ADDRESS
SIGN ONLY	25-027	05/02/25	006-002-23.5	313 THIRD STREET
BUILDING 3 CAR GARAGE	25-029	05/06/25	005-001-006	427 KAPLAN AVE
SIGN ONLY	25-030	05/07/25	004-009-019	218 FRONT STREET
REPLACE ROOFING & SIDING	25-033	05/09/25	006-003-005	429 SIXTH STREET
INSTALL POOL	25-020	05/22/25	006-005-006	413 SIXTH STREET
REPLACEMENT WINDOWS FRONT PORCH – REPLACE BOARDS & POST WRAP	25-031	05/22/25	004-004-033	239 5TH AVE
INSTALL NEW KITCHEN/BATH/BASEMENT	25-015	05/23/25	002-002-047	314 MANOR PLACE
INSTALL HEATING & A/C	25-028	05/28/25	002-005-016	625 2ND STREET
REPLACE PORCH/DECK CONVERT UTILITY ROOM TO HABITAL SPACE	25-035	-	005-002-19.1	130 BAY AVE



## Village of Greenport Building Department

### Monthly Report

06/01/2025 - 06/30/2025

WORK TYPE	PERMIT #	PERMIT DATE	PARCEL ID	ADDRESS
BATHROOM RENOVATION	25-018	06/05/25	002-006-026	122 NORTH STREET
SIGN ONLY	25-036	06/05/25	006-002-21.1	309 FRONT STREET
CREATED DOORWAY	25-037	06/20/25	004-009-23.5	206 FRONT STREET



## Village of Greenport Building Department

### Monthly Report

07/01/2025 - 07/31/2025

WORK TYPE	PERMIT #	PERMIT DATE	PARCEL ID	ADDRESS
INSTALL POOL & PROPANE TANK	25-002	07/17/25	002-006-028	114 NORTH STREET
INSTALL COUNTERS W/PLUMBING & ELECT	25-027	07/25/25	004-007-012	423 MAIN STREET
REPAIR STUCCO SIDING	25-029	07/21/25	004-007-012	409-423 MAIN STREET



## Village of Greenport Building Department

### Monthly Report

08/01/2025 - 08/31/2025

WORK TYPE	PERMIT #	PERMIT DATE	PARCEL ID	ADDRESS
DORMER ADDITION/FINISHING ATTIC W/SPRINKLER	25-023	08/08/25	005-002-006	161 CENTRAL AVE
CONSTRUCTION OF DECK	25-034	08/08/25	007-003-007	426 CLARK STREET
ERECT 3 FENCES	25-040	08/07/25	006-002-010	411 FRONT STREET
INSTALL GUNITE 14X22 POOL	25-002	08/15/25	002-006-028	114 NORTH STREET
RENOVATION OF EXISTING BARN	25-038	08/29/25	007-005-014	417 CLARK STREET



236 THIRD STREET  
GREENPORT, NY 11944

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

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

**Submitted:** October 10, 2025  
**Meeting:** October 16, 2025  
**Work Session Meeting**  
**To:** **Mayor Kevin Stuessi**  
**Board of Trustees**  
**Prepared by:** Lily Dougherty-Johnson, Village Trustee  
**From:** Lily Dougherty-Johnson, Village Trustee

---

## **Trustee Lily Dougherty-Johnson October 2025 Work Session Report**

**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

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

Submitted: October 10, 2025

Meeting: October 16, 2025

To: Mayor Kevin Stuessi  
Board of Trustees

From: Lily Dougherty-Johnson, Trustee

Prepared by: Lily Dougherty-Johnson

### **Suffolk County DSS Childcare Vouchers at our after school & summer camp:**

Suffolk County Department of Social Services Childcare Department vouchers can be used at our after school program and summer camp. Parents who are eligible (households making under \$70,000) can apply by calling the department at 631-854-3349, emailing [daycare@suffolkcountyny.gov](mailto:daycare@suffolkcountyny.gov), or filling out the application: [https://www.suffolkcountyny.gov/Portals/0/formsdocs/socialservices/pdfs/OCFS-6025\\_English\\_Application\\_Rev. 6-2024\\_Word.docx](https://www.suffolkcountyny.gov/Portals/0/formsdocs/socialservices/pdfs/OCFS-6025_English_Application_Rev. 6-2024_Word.docx)

Each parent would then bring in some paperwork to be filled out by the after school program (3 pages).

### **Mass Assemblies:**

Chapter 44-1.1: *(Italics mine)*

...

### **MASS ASSEMBLY EVENT**

Any organized parade, procession, walk, run, march, race, ride, motorcade, concert, theatrical event, cultural event, exhibit, fair, fundraising event, boat show, car show, sporting event, catered event or any other similar social occasion or event or activity that involves the planned one-time assembly of persons for a common purpose, with or without a requirement for the payment of any fee or donation or any sponsorship, of more than A) to the extent utilizing in whole or in part any i) public space, ii) public waterway, iii) public right-of-way or iv) private property located in any residential area, the lesser of a) such number of persons as shall be prescribed for any applicable public park pursuant to Chapter 101 and b) 50 persons;

*(Add exceptions for churches and library? Is 50 the right number? Does this capture sports clinics? Change our application to say 50 or 100 for private property in a non residential area?)*

or B) in all other cases, 100 persons. Examples of mass assembly events may include, without limitation, a circus, carnival, fair, festival, block party, marathon or other running event, bicycle race or tour, sporting tournament, spectator sporting event (such as football, baseball and basketball games), art show, craft fair, barbecue, reception party, wedding, family reunion, graduation party, birthday party, dance or movie screening event.

*(Do we want this in at all? Wouldn't it require permits for Blast for Cast, events at American Legion, East End Seaport Museum or NFAC?)*

...

#### Chapter 44-2B:

A mass assembly permit shall not be required for any of the following:

...

(5)

Events sponsored by the Village of Greenport, including, without limitation, an annual Halloween parade, an annual Christmas parade and tree lighting, an annual menorah lighting, a summer concert series in Mitchell Park, an Easter egg hunt, and other similar events; or

*(Take this out? Or leave it in and make these announcements instead of resolutions? Vision for Greenport meetings? Fire Department events?)*

...

*Use of the schoolhouse: historically, the schoolhouse has been used for meetings of the historical society, classes run by CAST, BID meetings, Skate Park meetings, Glory Going Green youth workshops, Pride student art exhibits, etc. Do we want to require mass assembly permits? Insurance? Do we want to allow use by other nonprofits like the Butterfly Effect Project or Family Service League? Or ad hoc community groups? What's the capacity of the schoolhouse (under 50 or 100?) Is it considered public space?*

*Insurance requirements? Garbage, staff, fees?*

Suggestions (with thanks to Planning Board chair):

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)

Southold Town:

land preservation and anti-bias?

Camera Obscura:

Signage

Open Saturdays and Sundays 10am-12pm and by appointment

Parks:

Rules/codes of conduct

Mural

Communication Committee:

Social media

Tree Committee:

Bid for pruning, take-downs, and stump grinding

Mural Committee:

Members to be appointed: Patricia Kilbride (chair), Paul Henry, Verona Penalba

Working on a project to repaint a mural on the 5th Street bathroom building, hopefully working with the school



236 THIRD STREET  
GREENPORT, NY 11944

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

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

**Submitted:** October 10, 2025  
**Meeting:** October 16, 2025  
**Work Session Meeting**  
**To:** **Mayor Kevin Stuessi**  
**Board of Trustees**  
**Prepared by:** Patrick Brennan, Village Deputy Mayor  
**From:** Patrick Brennan, Village Deputy Mayor

---

**Deputy Mayor Patrick Brennan**  
**October 2025 Work Session Report**

**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

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

**TO:** **MAYOR STUESSI & TRUSTEES**  
**FROM:** **TRUSTEE BRENNAN**  
**DATE:** **10/16/2025**

### **MINI RR – UPDATE**

- Closed for season
  - Engine repairs
  - Rotary support

### **FIRE DEPARTMENT – UPDATE**

- San Simeon
- DASNY Grant
- No Parking

### **HARBOR MANAGEMENT & PLANNING**

- Chapter 48 - BOATS & BOATING
- Short-Stay docking facility

### **GENERAL DISCUSSION TOPICS**

BID – Joint meeting  
Village Administrator Role - Status  
Village Organizational Chart - Status  
Sidewalk & Road Repair - Priorities  
3<sup>rd</sup> Street Basketball Court - Signage  
Building Department – Staffing Status  
Code Enforcement – Staffing Status

## CHAPTER 48 – BOATS AND BOATING

PB 9/17/25

### GENERAL

- *HARBOR MASTER*
  - Consider restoring position, eliminating reference, or updating definition to have same meaning as “Marina Manager”.
  - Check code enforcement ability.
- *VILLAGE DOCK COMMITTEE*
  - Consider re-creating committee or eliminating reference.
  - Review hearing requirements & time-frames

### 48-2 JURISDICTION

- *Confirm legality of overlapping jurisdictions (i.e. 1500 ft from shore)*
- *Consider need for IMA*

### 48-3 SANITATION

- *Check alignment with other authorities having jurisdiction (AHJ)(NYS, FED- USCG)*

### 48-4 HAZARDS TO NAVIGATION; ABANDONED VESSELS

- *Check alignment with other AHJ (NYS, FED- USCG)*
- *Consider expanding definition of “Abandoned Vessels” to include any vessel moored in Stirling Basin anywhere other than assigned mooring.*

### 48-5 OPERATION NEAR BATHERS

- *Check alignment with other AHJ (NYS, FED- USCG)*

### 48-6 WATER SKIERS

- *Check alignment with other AHJ (NYS, FED- USCG)*

### 48-7 SPEED LIMITS; MANNER OF OPERATION

- *Check alignment with other AHJ (NYS, FED- USCG)*

### 48-8 WAKE RESPONSIBILITY

### 48-9 MAINTENANCE AND CLEANING

### 48-10 EQUIPMENT

### 48-11 OPERATORS

- *Bring into alignment with NYS Boat Safety Certification requirements*

**48-12 PILOT RULES; RULES OF THE ROAD**

- *Reference DHS USCG Navigation Rules and Regulations*

**48-13 MARINE EVENTS****48-14 MUFFLERS**

- *Review terminology - "Reasonable manner"*
- *Coordinate with CH 88 - Noise*

**48-15 GENERAL PROVISIONS**

- *Review terminology - "Unreasonable period of time"*

**48-16 USE REQUIREMENTS****48-17 PERMITS**

- *Review insurance requirements; types & amounts*

**48-18 RESTRICTED AREAS****48-19 REVOCATION OF PERMITS**

- *Review appeals process*

**48-20 RULES AND REGULATIONS****48-21 PENALTIES FOR OFFENSES**

- *Review fine amounts & consider moving to a separate fines schedule*