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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

March 26, 2026 - 5:00pm
Mayor and Board of Trustees – Regular Session Meeting
Greenport Firehouse
Third Street, Greenport, NY 11944

MOTION TO OPEN MEETING

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Kathy Joann Schuhmann
Carol Ann Hallman Taplin

ANNOUNCEMENTS

- Village Hall will close at 12:00pm on Friday April 3, 2026 in observance of Good Friday.
- The Village Annual Budget Hearing will be held on Thursday, April 9, 2026 at 6:00pm at the Old Schoolhouse.
- The Annual Organizational Meeting will be held on Thursday, April 23, 2026, at 5:00pm the Greenport Firehouse.
- Village Brush Pick-Up Schedule has been published on the Village website. The bi-weekly pick-ups will begin on April 7, 2026.
- The Greenport Fire Department's Spaghetti Dinner Fundraiser is on Saturday, April 25, 2026 from 4:00-8:00pm.

PUBLIC HEARINGS

1. Public hearing to discuss a proposed local law to amend Chapter 13, "Code of Ethics" of the Code of the Village of Greenport; the public hearing remained open from the March 19, 2026 Work Session meeting.

2. Public hearing to discuss a proposed local law to amend Chapter 29, "Procurement Policy" of the Code of the Village of Greenport; the public hearing remained open from the March 19, 2026 Work Session meeting.

BOARD DISCUSSION

- Proposed amendments to the following Local Laws:
 - Ch. 13 Code of Ethics
 - Ch. 29 Procurement Policy

- Village of Greenport Policies
 - Privacy Policy (Village Website)
 - Policy for Information & Technology Management
 - Cyber Security Citizens' Notification Policy
 - Cyber Security Employee Training Notification Policy

- Paid Parking – Treasurer Brautigam and Trustee Phillips

- Sandy Beach – Safe Harbor Sewer Extension

- CPF Discussion – Trustee Dougherty-Johnson

- Brush Pick Up – Utilization of Bags and Labor Cost

PUBLIC COMMENT

RESOLUTIONS**RESOLUTION # 3-2026-1**

RESOLUTION adopting the agenda as printed.

RESOLUTION # 3-2026-2

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

VILLAGE TREASURER**RESOLUTION # 3-2026-3**

RESOLUTION approving the attached Software Services Agreement Renewal Contract between the Village of Greenport and The Wanderlust Group Inc. DBA DOCKWA, for the continuation of online reservation services for the Mitchell Park Marina, and authorizing Treasurer Brautigam to sign the Software Services Agreement.

RESOLUTION # 3-2026-4

RESOLUTION authorizing Treasurer Brautigam to perform attached budget amendment #6556, to transfer funds from the sewer personnel expense line to the maintenance of pump stations expense line, and directing that budget amendment #6556 be included as part of the formal meeting minutes of the March 26th 2026 meeting of the Board of Trustees.

RESOLUTION # 3-2026-5

RESOLUTION approving attached budget modification #6555, to appropriate general fund reserves to fund the purchase of a new vehicle for the Village of Greenport Fire Department.

RESOLUTION # 3-2026-6

RESOLUTION approving attached budget modification #6554, to appropriate light fund reserves to fund invoice #3 of the LED streetlight project and directing that budget amendment #6554 be included as part of the formal meeting minutes of the March 26th, 2026, meeting of the Board of Trustees.

RESOLUTION # 3-2026-7

RESOLUTION authorizing Treasurer Brautigam to invest reimbursed BAN proceeds totaling \$1,154,700.71 into the Village of Greenport NYCLASS investment portfolio until such time as funds are required for repayment of the Bond Anticipation Note."

RESOLUTION # 3-2026-8

RESOLUTION approving attached budget modification #6557, to appropriate light fund reserves to fund the monthly power invoice and directing that budget amendment

#6557 be included as part of the formal meeting minutes of the March 26th, 2026, meeting of the Board of Trustees.

VILLAGE CLERK

RESOLUTION # 3-2026-9

RESOLUTION to hire Daniel Kessinger as a part-time Account Clerk in the Treasurer's Office at a pay rate of \$24.00 per hour, effective April 1, 2026.

RESOLUTION # 3-2026-10

Resolution awarding the Sidewalk Saw Cutting BID to the sole bidder Precision Safe Sidewalks LLC, at a total project BID price of \$78,738 to repair various sidewalks in the Village.

RESOLUTION # 3-2026-11

Resolution awarding BID # VOG 2026 Sewage Treatment Plant Improvements: Screw Pump Replacement to the low bidder Excav Services Inc., at a total project BID price of \$98,925.00.

RESOLUTION # 3-2026-12

Resolution accepting the attached Service Agreement submitted by Garratt-Callahan Company for a water treatment chemical program and service, and authorizing Mayor Stuessi to sign the Service Agreement with Garratt-Callahan Company.

RESOLUTION # 3-2026-13

Public assembly application submitted by Linda Kessler on behalf of the Greenport BID to host the annual Egg Roll on Saturday, April 4, 2026 from 10:30am – 12:30pm at Mitchell Park; and approving a waiver of the \$250 application fee.

RESOLUTION # 3-2026-14

Public assembly application submitted by Nicki Gohorel on behalf of the Agro Council to host the Cherry Blossom 5K Fundraiser on Saturday May 2, 2026 from 8:30am to noon; 5K route attached.

RESOLUTION # 3-2026-15

Public assembly application submitted by Don Fisher on behalf of the Railroad Museum of Long Island to host a five-part concert series called "Concerts at the Caboose", held at the Railroad Museum on the west deck at 2:00pm on Sundays on the following dates: May 24, June 14, July 12, September 27 and October 11.

RESOLUTION # 3-2026-16

Public assembly application submitted by the USCG Auxiliary for an event in Mitchell Park to recognize National Safe Boating Week on Saturday, May 16, 2026 from 10:00am to 3:00pm; and approving a waiver of the \$250 application fee.

RESOLUTION # 3-2026-17

Resolution adopting the attached proposed Village of Greenport Investment Policy.

RESOLUTION # 3-2026-18

Resolution adopting the attached proposed Village of Greenport Debt Management Policy.

RESOLUTION # 3-2026-19

Resolution adopting the attached proposed Village of Greenport Electric Utility Payment Policy

RESOLUTION # 3-2026-20

Resolution adopting the attached proposed Village of Greenport Fund Balance Policy.

RESOLUTION # 3-2026-21

Resolution adopting the attached proposed Village of Greenport Retirees Healthcare Premium Policy.

RESOLUTION # 3-2026-22

Resolution adopting the attached proposed Village of Greenport Credit Card Policy.

RESOLUTION # 3-2026-23

Resolution adopting the attached proposed Village of Greenport Elected Officials' Healthcare Policy.

RESOLUTION # 3-2026-24

Resolution adopting the attached proposed Village of Greenport Privacy Policy for the Village Website.

RESOLUTION # 3-2026-25

Resolution adopting the attached proposed Village of Greenport Policy for Information & Technology Management

RESOLUTION # 3-2026-26

Resolution adopting the attached proposed Village of Greenport Cyber Security Citizens' Notification Policy

RESOLUTION # 3-2026-27

Resolution adopting the attached proposed Village of Greenport Cyber Security Employee Training Notification Policy.

RESOLUTION # 3-2026-28

Resolution adopting the attached proposed Local Law 1 of 2026 amending Chapter 13, Code of Ethics of the Code of the Village of Greenport.

RESOLUTION # 3-2026-29

Resolution adopting the attached proposed Local Law 2 of 2026 amending Chapter 29, Procurement Policy of the Code of the Village of Greenport.

VOUCHER SUMMARY

RESOLUTION # 3-2026-30

RESOLUTION approving all checks per the Voucher Summary Report dated March 26, 2026, in the total amount of \$1,016,629.09 consisting of:

- All regular checks in the amount of \$935,579.97.
- All prepaid checks (including wire transfers) in the amount of \$81,049.56.

A Local Law to amend Chapter 13, "Code of Ethics" of the Code of the Village of Greenport.

BE IT ENACTED by The Board of Trustees of the Village of Greenport, County of Suffolk, State of New York, as follows:

Section 1. Legislative Intent and Purpose.

The Board of Trustees finds it necessary and appropriate to amend Chapter 13 of the Village Code to strengthen the existing Code of Ethics and establish a Board of Ethics. The purpose of this amendment is to enhance public trust, avoid conflicts of interest or the appearance thereof, and provide clearer guidance to all Village officers and employees in the performance of their duties.

Section 2. Chapter 13 is amended in its entirety, to read as follows:

§ 13-1 Purpose.

- A. The Board of Trustees of the Village of Greenport recognizes that it must establish high standards of ethical conduct for officers, elected and appointed board, commission and committee members and employees of the Village so as to promote public confidence in the integrity of local government. Officers and employees of the Village of Greenport hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Village of Greenport recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This Code of Ethics of the Village of Greenport establishes those standards.
- B. This Code of Ethics is enacted pursuant to § 806 of the General Municipal Law and § 10 of the Municipal Home Rule Law. Officers and employees of the Village of Greenport must comply with the provisions of the Code of Ethics, as well as the conflict of interest standards prescribed by Article 18 of the General Municipal Law. This Code of Ethics is in addition to the standards contained in Article 18 and is not intended to authorize any conduct prohibited by Article 18 of the General Municipal Law.

§ 13-2 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

- A. "Board" means the governing board of a municipality and any municipal administrative board (e.g. planning board, zoning board of appeals), commission,

committee or other agency or body comprised of two or more municipal officers or employees.

- B. "Code" means this code of ethics.
- C. "Interest" means a direct or indirect financial or material benefit but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.
- D. "Municipality" means the Village of Greenport. The word "municipal" refers to the municipality.
- E. "Municipal officer or employee" means a paid or unpaid officer or employee of the Village of Greenport, including, but not limited to, elected officers, members of any of the municipality's governing board, any of its administrative boards (e.g., Planning Board, Zoning Board of Appeals, Board of Trustees, Board of Ethics), commissions, committees, agencies, department heads and others who work in a similar capacity. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer firefighter or civil defense volunteer, except a fire chief, assistant fire chief, warden or assistant warden.
- F. "Relative" means a spouse, domestic partner, parent, step-parent, sibling (including half sibling), step-sibling, sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.

§ 13-3 Standards of conduct.

- A. Every municipal officer or employee must endeavor to pursue a course of conduct consistent with the declaration of policy and other provisions of this chapter and strive to act so as not to raise reasonable suspicion among the public that the municipal officer or employee may or is likely to be engaged in conduct that is in violation of the public's confidence and trust. The specific prohibitions set forth herein are not necessarily an exclusive list of provisions regarding the ethical conduct of municipal officers or employees.

A municipal officer or employee must not use the municipal office or employee's official position or office, or take or fail to take any discretionary action, in a manner

which the municipal officer or employee knows, or has reason to know, may result in a personal financial benefit for any of the following persons:

- 1) Any municipal officer or employee;
- 2) Any municipal officer's or employee's employer (other than the Village);
- 3) A municipal officer's or employee's relative;
- 4) Any person or business entity that is a customer or client of the municipal officer or employee; or
- 5) Any business entity in which the municipal officer or employee or a relative of the municipal officer or employee has a financial or pecuniary interest or serves as an employee, officer, or director, whether compensated or not compensated, or of which the municipal officer or employee or the municipal officer or employee's relative own 5% or greater of the outstanding stock or has authority to decide upon dispensing grants or other monetary benefits.

B. A municipal officer or employee with the authority, either individually or as a member of a board, commission, or other village agency, to conduct inspections or issue permits or other Village approvals is not permitted to:

- 1) Engage in a business activity or have a financial interest in any business entity that conducts such inspections or applies for or assists in applications for such Municipality permits as a regular and significant part of its business; or
- 2) Conduct any inspection or issue any permit with respect to an application in which the municipal officer or employee's outside employer or business has been involved.

C. Misuse of authority. A municipal officer or employee must not use or attempt to use the municipal officer or employee's official position to secure unwarranted privileges or exemptions for the municipal officer or employee or others.

D. Discrimination. A municipal officer or employee must not:

- 1) Discriminate or cause involuntary segregation, directly or indirectly, based on age, race, creed, color, religion, ethnicity, national origin, alienage or citizenship, familial status, marital status, military status, sex, gender identity

or expression, sexual orientation, lawful source of income, status as a victim of domestic violence, or disability or allow the preceding to be factors affecting recruitment, selection, placement, assignment, compensation or promotion of any Village officer, member of any agency, or employee.

- 2) Permit, directly or indirectly, the use of any Village property, equipment or services by any person, business entity or any other group which directly or indirectly discriminates as set forth in Subsection **D. 1)** above.
- 3) Knowingly allow, cause, or enable the Village to have any financial or business dealings with any business entity or organization which discriminates as set forth in Subsection **D. 1)** above.

§ 13-4 Prohibition on use of municipal position for personal or private gain.

- A. No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- B. This Section 13-4 shall not prohibit a municipal officer or employee from:
 - 1) Voting to approve the municipality's annual budget;
 - 2) Receiving lawful compensation for services as a municipal officer or employee;
 - 3) Receiving payment or reimbursement for actual and necessary expenses reasonably incurred in the performance of official duty;
 - 4) Receiving payments under a lawful municipal contract;
 - 5) Using municipal personnel, vehicles, equipment, materials, supplies or property for any purpose pursuant to law; or
 - 6) Performing a ministerial function that does not require the exercise of discretion.

§ 13-5 Treatment of public.

All municipal officers and employees shall treat all members of the public, whether a person, firm or corporation, or other organization without special advantage in carrying out his or her official duties.

§ 13-6 Disclosure of interest in legislation and other matters.

- A. Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a Board, and disposition of

the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest. Where the matter is raised at such a time as to preclude the preparation of a writing, the officer or employee may make the disclosure orally.

- B. The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- C. In the case of a person serving in an elective office, the disclosure shall be filed with the Board of Trustees. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the municipal officer, employee or board having the power to appoint to the person's position.
 - 1) In the event that a person is serving as a member of any municipal Board, then a copy of such disclosure shall be filed with the Board. Any disclosure made to any Board shall be made publicly available at a meeting of the Board and must be included in the minutes of the meeting.

§ 13-7 Investments in conflict with official duties.

- A. No municipal officer or employee may acquire the following investments:
 - 1) Investments that can be reasonably expected to require more than sporadic recusal and abstention under § 13-10 of this code; or
 - 2) Investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- B. This section does not prohibit a municipal officer or employee from acquiring or disposing of any other investments such as the following assets:
 - 1) Real property located within the municipality that is a residence for the municipal officer or employee or commercial property;
 - 2) Less than five percent of the stock of a publicly traded corporation;
 - 3) Bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

§ 13-8 Private Employment in conflict with official duties.

A. No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- 1) Can be reasonably expected to require more than sporadic recusal and abstention pursuant to § 13-10 of this code;
- 2) Can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
- 3) Violates section 805-a(1)(c) or (d) of the General Municipal Law; or
- 4) Requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

§ 13-9 Future employment.

- A. No municipal officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending.
- B. No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.
- C. This section does not prohibit a municipal officer or employee from:
- 1) Representing him or herself, or his or her spouse or minor children, before the Village of Greenport, or any officer, administrative board, commission or other agency of the municipality, in connection with any personal matter that does not arise from or involve a business, commercial or professional activity;
 - 2) Asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children, in connection with any personal matter that does not arise from or involve a business, commercial or professional activity.
 - 3) Appearing before the Town of Southold Town Court on behalf of private citizens.

§ 13-10. Recusal and abstention.

- A. No municipal officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- B. In the event that this section 13-10 prohibits a municipal officer or employee from exercising or performing a power or duty:
 - 1) If the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
 - 2) If the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.
 - 3) If the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.
- C. This code's prohibition on use of a municipal position (§ 13-3), disclosure requirements (§ 13-6), and requirements relating to recusal and abstention (§ 13-10), shall not apply with respect to the following matters:
 - 1) adoption of the municipality's annual budget;
 - 2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - a. all municipal officers or employees;
 - b. all residents or taxpayers of the municipality or an area of the municipality; or
 - c. the general public.
- D. Recusal and abstention shall not be required with respect to any matter:
 - 1) Which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by § 13-10 of this code;
 - 2) Which comes before a municipal officer when the officer would be prohibited from acting by § 13-10 of this code and the matter cannot be lawfully delegated to another person.

§ 13-11. Interests in contracts.

- A. No municipal officer or employee may have an interest in a contract that is prohibited by § 801 of the General Municipal Law.
- B. Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by § 803 of the General Municipal Law.

§ 13-12. Use of municipal resources.

- A. Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to, municipal personnel, and the municipality's money, vehicles, equipment, materials, supplies or other property.
- B. No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - 1) Any use of municipal resources authorized by law or municipal policy;
 - 2) The use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation; or
 - 3) The occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and changes in work schedule.
- C. No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

§ 13-13. Nepotism.

- A. No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the municipality or a municipal board.
- B. No municipal officer or employee may supervise a relative in the performance of the relative's official powers or duties.
- C. Any employee whose employment by the Village began prior to November 10th, 2025, is exempt from § 13-13.

- D. In exceptional circumstances, the limitations set forth in § 13-13 may be waived, provided such exception is approved in advance by a formal vote of the Board of Trustees.

§ 13-14. Political solicitations.

- A. No municipal officer or employee shall directly or indirectly compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- B. No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.
- C. No municipal officer or employee shall use municipal resources for any political campaign or political activity.

§ 13-15. Confidential information.

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

§ 13-16. Gifts.

- A. No municipal officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- B. No municipal officer or employee may directly or indirectly solicit any gift.
- C. No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:
- 1) The gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;
 - 2) The gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or

- 3) The gift is intended as a reward for any official action on the part of the officer or employee.
- D. For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.
- E. Presumption.
- 1) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.
 - 2) A gift to a municipal officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.
- F. This section does not prohibit any other gift, including:
- 1) Gifts made to the municipality;
 - 2) Gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift;
 - 3) Gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
 - 4) Unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
 - 5) Awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or
 - 6) Meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference

or program and the meals and refreshments are made available to all participants;

- 7) Complimentary attendance, food and beverage offered by the sponsor of an event that is widely attended or was in good faith intended to be widely attended, when attendance at the event is related to the municipal officer or employee's duties and responsibilities as a public official or village employee or allows the municipal officer or employee to perform a ceremonial function appropriate to the municipal officer's or employee's position;
- 8) Political contributions that are subject to disclosure and not otherwise prohibited by law.

§ 13-17. Annual financial disclosure.

- A. Within 30 days after taking office, or announcing candidacy for office, and no later than the first Tuesday in April of each year thereafter, all municipal officers and employees shall file with the Village Clerk a financial disclosure statement.
- B. The financial disclosure statement will be in the form approved, from time to time, by the Board of Ethics.
- C. Notwithstanding §13-17 A above, within 30 days of a material change in the information provided in the annual financial disclosure statement or an acquisition or disposition of rental property in the Village, the municipal officer or employee will amend such annual financial disclosure statement to reflect such information. Amendments to annual disclosure statements will be noticed concurrently to the Board of Ethics for a §13-7 A review.

§ 13-18. Board of Ethics.

- A. There is hereby established a board of ethics for the municipality. The board of ethics shall consist of five members. The members of such board of ethics shall be appointed by the Board of Trustees, receive no salary or compensation for their services as members of the board of ethics, and shall serve three-year terms that are hereby staggered. Initial appointments shall be made as follows: two members shall be appointed for an initial term of one year, two members shall be appointed for an initial term of two years, and one member shall be appointed for an initial term of three years. Subsequent appointments for all vacancies shall be for the full three-year term.
- B. Qualification of Board members.
 - 1) All members of the Board of Ethics must be residents of the municipality.
 - 2) The members of the Board of Ethics should be qualified by temperament and experience to carry out the duties and responsibilities of the Board.

- 3) No member of the Board of Ethics shall be a committee person or hold office in a partisan political organization or hold elective office in the Village of Greenport.
- 4) No officer or employee of the Village of Greenport is eligible to serve on the Board of Ethics.

C. Powers and duties of the Board of Ethics.

- 1) The Board of Ethics shall select its own Chairperson from within the Board for a one-year term. The Chairperson or a majority of the Board of Ethics may call a meeting of the Board of Ethics, and the Board of Ethics must meet at least quarterly.
- 2) To prescribe and promulgate rules and regulations governing its own internal organization and procedures in a manner not inconsistent with this section or state or federal law.
- 3) To review lists of municipal officials and disclosure statements pursuant to §13-17 of the Village of Greenport Code of Ethics.
- 4) To conduct investigations pursuant to § 13-19 of the Village of Greenport Code of Ethics.
- 5) To conduct hearings, recommend disciplinary action and initiate appropriate actions and proceeding pursuant to §§ 13-19 and 13-20 of the Village of Greenport Code of Ethics.
- 6) To issue advisory opinions pursuant to § 13-21 of the Village of Greenport Code of Ethics.
- 7) To provide ethics training and education to Village officers and employees on the provisions of the Village of Greenport Code of Ethics and Article 18 of the General Municipal Law.
- 8) The Ethics Board of the Village of Greenport may act only with respect to officers and employees of the municipality and persons having business dealing with the municipality. The termination of a Village officer's or employee's term of office or employment with the Village shall not affect the jurisdiction of the Village Ethics Board with respect to requirements imposed by this chapter on current and former Village officers or employees to the extent permitted by law.
- 9) The Village Ethics Board may refer any matter within its jurisdiction to the County Ethics Board in its discretion.
- 10) A member of the Board of Ethics may be removed from office by a minimum of four votes of the Village Board for failure to fulfill the duties of the office or for violation of this chapter. The Village Board must give the Board member written

notice and an opportunity to reply. The reply must be received within two weeks of the written notice.

- 11) The Board of Ethics must prepare an annual report to the Village Board on its activities and recommend changes to the Village Ethics Law.

§ 13-19. Complaints and investigations.

- A. Upon receipt of a form duly sworn by the person requesting an investigation of an alleged violation of this chapter or upon the Board determining on its own initiative that a violation of this chapter may exist, the Board of Ethics shall have the power and duty to conduct any investigation necessary to carry out the provisions of this section. In conducting any such investigation, the Board may administer oaths or affirmations, subpoena witnesses and compel their attendance and require the production of any books or records which it may deem relevant or material. The form to be utilized in requesting an investigation of an alleged violation of this chapter shall be the form available in the office of the Village Clerk.
- B. The Village Board of Ethics investigation shall be confidential until such time that a final determination of the Village Board of Ethics has been made. Thereafter the Village Board of Ethics shall state, in writing, its disposition of every sworn complaint it receives and of every investigation it conducts and shall set forth the reasons for the disposition to the Village Board. Any findings of violations of this chapter or other applicable law shall be served upon the subject of the investigation within seven days of any such findings of violations and such violations shall be made a public record and shall be indexed and maintained on file by the Village Clerk.

§ 13-20. Enforcement.

- A. Any municipal officer or employee who violates this Code may be censured, fined, suspended or removed from office or employment in the manner provided by law.
- B. Damages. The Board of Ethics may recommend to the Board of Trustees that the Village initiate an action in the Supreme Court of the State of New York to recover damages arising from the violation of this chapter.
- C. Civil forfeiture. The Board of Ethics may recommend to the Board of Trustees that the Village initiate an action or special proceeding, as appropriate, in the Supreme Court of the State of New York to obtain civil forfeiture of any proceeds arising from the violation of this chapter.

- D. Debarment. The Ethics Board may recommend to the Board of Trustees that any person or business entity which violates this chapter be debarred from transacting business with the Village.
- E. Injunctive relief. The Board of Ethics may recommend to the Board of Trustees that the Village initiate an action or special proceeding, as appropriate, in the Supreme Court of the State of New York for injunctive relief to enjoin a violation of this chapter or to compel compliance with this chapter.
- F. Prosecutions. The Board of Ethics may recommend to the Board of Trustees that the Village refer to the appropriate prosecutor possible criminal violations of this chapter.

§ 13-21. Confidential ethics advisory opinions.

- A. The Board of Ethics shall render confidential advisory opinions only to officers and employees of the Village of Greenport with respect to Article 18 of the General Municipal Law and this Code of Ethics.
- B. If a municipal officer or employee is in doubt regarding any particular conduct or issue, the municipal officer or employee may request guidance from the Board of Ethics who shall, in their discretion, prepare an advisory opinion, based on a thorough review of the facts and applicable law.
- C. The Board's opinion is to be based solely on the facts presented in the request or subsequently submitted in a written signed document. The opinion will be rendered in writing to the requester as expeditiously as is practicable, with special attention to the time requirements of a given case.
- D. An officer or employee of the municipality whose conduct or action is the subject of an advisory opinion will not be subject to penalties or sanctions by virtue of acting, or failing to act, due to a reasonable reliance on the opinion, unless material facts were omitted or misstated in the material submitted by the requester.
- E. The Board of Ethics will maintain a confidential indexed file of all advisory opinions issued by the Board.

§ 13-22. Posting and distribution.

- A. The Village Clerk must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the municipality's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.

- B. The Village Clerk must promptly cause a copy of this code, including any amendments to this code to be distributed to every person who is or becomes an officer or employee of the Village of Greenport.
- C. Every municipal officer or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Village Clerk who must maintain such acknowledgments as a public record.
- D. The failure to post this Code of Ethics or an amendment to the code does not affect either the applicability or enforceability of the code or amendment. The failure of a municipal officer or employee to receive a copy of the Code of Ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or of the amendment to the code.

§ 13-23. Biennial ethics training.

- A. All officers and employees of the Village of Greenport and members of the Village of Greenport Board of Ethics must complete an initial ethics training seminar within one (1) year of the effective date of this amendment. Thereafter, all such individuals must complete ethics training on a biennial basis. Ethics training will be provided at the direction of the Village Board, in conjunction with the Board of Ethics.
- B. Ethics training shall be provided by qualified professionals proficient in municipal ethics and will be designed to keep recipients knowledgeable of current standards and issues in municipal ethics.
- C. The training seminar will be made available each year.
- D. Scheduling and records documenting compliance with this section will be performed and maintained by the Village Clerk.

Chapter 29

PROCUREMENT POLICY

§ 29-1.	Determination of type of purchase; competitive bidding.	§ 29-4.	Proposals.
§ 29-2.	Methods for securing goods and services.	§ 29-5.	Exceptions.
§ 29-3.	Documentation required.	§ 29-6.	Purchase orders.
		§ 29-7.	Requests for bids and proposals.

[HISTORY: Adopted by the Board of Trustees of the Village of Greenport 12-9-1993; amended in its entirety 4-25-2011 by L.L. No. 5-2011. Subsequent amendments noted where applicable.]

§ 29-1. Determination of type of purchase; competitive bidding.

- A. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to § 103 of the General Municipal Law:
- (1) Purchase contracts that are for \$20,000 or less and public works contracts that are for \$35,000 or less.
 - (2) Emergency purchases.
 - (3) Certain municipal hospital purchases.
 - (4) Goods purchased from agencies for the blind or severely handicapped.
 - (5) Goods purchased from correctional institutions.
 - (6) Purchases under state and county contracts.
 - (7) Surplus and secondhand purchases from another governmental entity.
 - (8) Purchase contracts that are from sole source providers, a sole source provider being a provider or vendor that has been determined to be the only source of the goods or services that are to be obtained or provided.
- B. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, documentation from manufacturers, contractors, suppliers or vendors, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. If the purchase is approved or the contract is awarded by a resolution of the Board of Trustees, the resolution shall state the reason why the purchase was not subject to competitive bidding.

§ 29-2. Methods for securing goods and services.

- A. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances:
- (1) Purchase contracts over \$20,000 and public works contracts over \$35,000 (which are subject to competitive bidding).
 - (2) Goods purchased from agencies for the blind or severely handicapped pursuant to § 175-b of the State Finance Law.
 - (3) Goods purchased from correctional institutions pursuant to § 186 of the Correction Law.
 - (4) Purchases under state contracts pursuant to § 104 of the General Municipal Law.
 - (5) Purchases under county contracts pursuant to § 103, Subdivision 3, of the General Municipal Law.
 - (6) Purchases pursuant to § 29-4 of this chapter.
 - (7) Purchases from a sole-source provider.
 - (8) Purchases under State contracts, pursuant to General Municipal Law §104.
 - (9) Purchases under county contracts, pursuant to General Municipal Law §103(3).
- B. The following method of purchase will be used when required by this chapter in order to achieve the highest savings:
- (1) Purchase contracts.

Estimated Amount of Purchase Contract	Method
\$2,500 to \$9,999	2 written quotations
\$10,000 to \$20,000	3 written quotations or written requests for quotations

- (2) Public works contracts.

Estimated Amount of Public Works Contract	Method
\$3,000 to \$4,999	2 written quotations
\$5,000 to \$19,999	2 written quotations
\$20,000 to \$35,000	3 written quotations or written requests for quotations

C. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

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Village of Greenport, NY

§ 29-3. Documentation required.

- A. Documentation is required of each action taken in connection with each procurement.
- B. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

§ 29-4. Proposals.

- A. All proposals shall be made by the Clerk of the Village or the Clerk's designee. All proposals shall require a response by a specified date and time, and late proposals will neither be accepted nor considered. The Village may reject any and all quotes. All quotes shall be submitted to the Clerk in a sealed envelope. On the face of the envelope there shall be written the person or entity submitting the quote and the proposal to which the quote is in response. All quotes shall remain in the sealed envelope until the time and date specified in the proposal, and no quote thereafter shall be considered. Nothing herein requires solicitation of quotes be in writing. The Village may reject all quotes.
- B. No officer or employee of the Village shall solicit or accept quotes pursuant to these guidelines except the Village Clerk or the Clerk's designee.
- C. The Village Clerk shall maintain a list of individuals and entities from which proposals shall be solicited whenever proposals are solicited pursuant to this chapter and the Village Procurement Guideline Solicitation List.¹
- D. The Village Procurement Guideline Solicitation List shall contain the name, address, telephone number and area of expertise of any person or entity which notifies the Village, in writing, to the attention of the Village Clerk, that the person or entity desires to be included upon the list. Such writing shall set forth the name, address, telephone number and area of expertise with respect to which the person or entity desires to receive proposals from the Village.
- E. Whenever proposals are sought by the Village pursuant to these procurement guidelines and the work or goods to be procured fall within an area of expertise identified on the Village Procurement Guideline Solicitation List, then in that event, every person or entity on the list with expertise in the area for which proposals are sought shall be invited by the Village to submit a proposal. Nothing herein shall prohibit the Village from soliciting proposals from persons or entities not on the list.

Commented [BS1]: As noted in the footnote, this list is "on file in the office of the Village Clerk". Whether this file is in fact on file should be researched

§ 29-5. Exceptions.

Pursuant to General Municipal Law §-104-b, ~~Subdivision 2f~~ the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interests of the Village of Greenport to solicit quotations or document the basis for not accepting the lowest bid:

- A. Professional services or services requiring special or technical skill, training or expertise except that the Village of Greenport recognizes that while professional services are exempt from competitive bidding requirements, that in order to insure that the Village receives the best value when procuring these services, whenever practicable will seek additional quotes for these services.
 - (1) The individual or company must be chosen based on accountability, reliability, responsibility,

1. Editor's Note: This list is on file in the office of the Village Clerk.

skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category, the Village of Greenport shall take into consideration the following guidelines:

- (a) Whether the services are subject to state licensing or testing requirements.
 - (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services.
 - (c) Whether the services require a personal relationship between the individual and municipal officials.
- (2) Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare or review plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.
- B. Emergency purchases pursuant to § 103, Subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods and services must be purchased immediately. "Emergency" is defined as an urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk. A failure to properly and timely plan in advance for a procurement, which then results in a situation in which normal procurement practices cannot be followed, will not constitute an emergency. This section does not preclude alternate proposals if time permits.
- C. Purchases of surplus and secondhand goods from any source. If alternate proposals are required, the Village of Greenport is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices of used goods and a lower price may indicate an older product.
- D. Goods or services under \$2,500. The time and documentation required to purchase through this chapter may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
- E. Sole-source purchases and contracts. Where competition would otherwise be required, but is not feasible due to the sole-source, single-source or emergency nature of a commodity or service, the Village must be able to justify and document the selection of the vendor and establish the reasonableness of the price. In accordance with the State Finance Law, exceptions to the general requirement for competitive selection shall only be made under unusual circumstances. The Village must maintain written justification supporting the sole-source, single-source or emergency determination.

§ 29-6. Purchase orders.

- A. Purchase orders must be obtained for all purchases over \$100.
- B. Purchase orders must be obtained (dated) prior to the invoice date.

- C. In the event that, due to time constraints, a purchase order is not obtained prior to purchase, a written justification for the absence of said purchase order must be submitted with the voucher for payment.
- D. Expenditures for utility, phone, and professional services are exempt from purchase orders.

§ 29-7. Requests for bids and proposals.

- A. Requests for bids and proposals are required for all purchase contracts in excess of \$20,000 and public works contracts in excess of \$35,000, and are encouraged for all other contracts and purchases where practicable.
- B. All requests for bids and proposals shall be in standard Village form, shall comply with the New York State General Municipal Law as to minimum or substantive requirements, and shall contain the following language: "The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital/financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment-related matter, and the Village of Greenport 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 and evidence that compliance to the Village of Greenport by providing an affidavit to that effect. The Village of Greenport encourages bids for public works and other contracts with the Village of Greenport and subcontractors of the bidders for those contracts by minority- and women-owned contractors and entities, and the Village of Greenport will solicit bids and contracts from such entities with respect to the public work noticed herein."

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2026 Period: 3 Trans Type: B2 - Amend Status: Batch
 Trans No: 6557 Trans Date: 03/16/2026 User Ref: ADAM
 Requested: A. BRAUTIGAM Approved: Created by: ADAM 03/16/2026
 Description: TO APPROPRIATE LIGHT FUND RESERVES TO FUND MONTHLY POWER Account # Order: No
 INVOICE Print Parent Account: No

Account No.	Account Description	Amount
E.5990	APPROPRIATED FUND BALANCE	384,421.75
E.0721	POWER PURCHASED	384,421.75
Total Amount:		<u>768,843.50</u>

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2026 Period: 3 Trans Type: B2 - Amend Status: Batch
 Trans No: 6554 Trans Date: 03/02/2026 User Ref: ADAM
 Requested: A BRAUTIGAM Approved: Created by: ADAM 03/02/2026
 Description: TO APPROPRIATE LIGHT FUND RESERVES TO FUND THE LED STREET LIGHT PROJECT INVOICE #3
 Account # Order: No
 Print Parent Account: No

Account No.	Account Description	Amount
E.5990	APPROPRIATED FUND BALANCE	97,791.22
E.0372	STREET LTG & SIGNAL	97,791.22
Total Amount:		<u>195,582.44</u>



DOCKWA CONTRACT FORM

ACCOUNT INFORMATION -

FULL NAME Adam Brautigam
MARINA NAME Mitchell Park Marina
TAX STATUS Exempt from sales tax, state issued exemption certificate attached
CONTACT EMAIL(S) abrautigam@greenportvillage.org
PHONE NUMBER +16314772200
PHYSICAL ADDRESS 115 Front Street
CITY Greenport
STATE NY
ZIP 11944

ENROLLMENT - Make change at contract renewal

ADDITIONAL TERMS -

This Agreement shall be automatically renewed for a 12 month term, unless either party requests not to renew at least thirty (30) days prior to the end of the then-current term. THE FEES FOR ANY AUTOMATIC RENEWAL TERM WILL BE 4% HIGHER THAN THE TERM IMMEDIATELY PRECEDING SUCH AUTOMATIC RENEWAL TERM.

RENEWAL DATE - 2026-03-31

RENEWAL SUBSCRIPTION TERM - 12 months



DOCK SIMPLY.

ITEMIZED BREAKDOWN

CURRENCY: U.S. Dollar

LINE ITEM	BILLING FREQUENCY	SALES PRICE
Marinas.com Platinum - Bundle	N/A	\$0.00
Leads Module	N/A	\$0.00
Transient Module (medium) - Annual	Annually	\$6,500.00
Storage Module (medium) - Annual	Annually	\$1,500.00
Dockwa Insights Module - Annual	Annually	\$1,668.00

TOTAL DUE AT SIGNING (EXCLUDING SALES TAX): \$9,668.00

TOTAL CONTRACT VALUE (EXCLUDING SALES TAX): \$9,668.00

SUBSCRIPTION TERM: 12 months

CARD PROCESSING FEE - 3.20%

ACH FEE - 1%, \$25 CAP

CARD FIXED FEE - \$0.15



DOCK SIMPLY.

SOFTWARE SERVICES AGREEMENT

This SaaS Services Agreement ("Agreement") is entered into on this 2026-03-04 (the Effective Date) between The Wanderlust Group, Inc., with a place of business at 449 Thames Street, Newport, RI 02840 ("Company"), and the Customer listed above ("Customer"). This Agreement includes and incorporates the above Order Form, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

..... Signed for ("Customer") Date
Adam Brautigam	Treasurer
..... Name (Print) Title
115 Front Street	Greenport NY 11944
..... Address City/State/Zip
Signed by: <i>Morgan Ball</i>	3/4/2026
..... 813D7DFEB346466... Signed for The Wanderlust Group, Inc. Date
Morgan Ball	Marina Success Manager
..... Name (Print) DocuSigned by: Title
<i>Matt Fradette</i>	3/4/2026
..... AD7367F7E67C4C8... Manager Approval for The Wanderlust Group, Inc. Date

SALES ORDER TERMS AND CONDITIONS

Customer shall pay for the Services set forth in this Sales Order. The Sales Order is governed by the Dockwa SaaS Agreement located at <https://marinas.dockwa.com/saas-terms-of-service> ("Terms"), as modified by any addendum between the Parties, unless otherwise indicated below.

Purchase Orders; No Other Terms. Customer's standard terms of purchase (including purchase order terms), if any, are not applicable.

Account Activation. The Wanderlust Group (TWG) will activate Customer's Account upon receipt of the Customer's signed Sales Order and payment information. Enrollment in TWG's automatic payment program is required for Customers who do not pay fees annually in advance. Customers enrolled in AutoPay shall provide a payment method for TWG to maintain on file (either credit card or banking information for ACH draws), and authorization for TWG to collect fees when due.

Fees and Payment. Fees are set forth in this Sales Order. Unless otherwise specified, the pricing set forth in this Sales Order is for the current Subscription Term only. Customer acknowledges that the following do not constitute fee increases: (i) additional fees for any upgrade or an additional service or Professional Service that Customer orders, and (ii) expiration of any discount or incentive programs to which Customer was previously entitled. Unless otherwise specified in writing, (1) TWG will automatically charge Customer's payment information on file for any renewals, upgrades, and additional services purchased; (2) TWG will bill and collect in advance for use of Services; (3) invoices are due upon the date set forth in the invoice.

Renewal. This Agreement shall be automatically renewed for a 12-month term, unless either party requests not to renew at least thirty (30) days prior to the end of the then-current term. The fees for any automatic renewal term will be 4% higher than the term immediately preceding such automatic renewal term.

Payment processing services for Marinas on TWG are provided by Stripe, Inc. ("Stripe") and are subject to the Stripe Connect Account Agreement (currently viewable at <https://stripe.com/us/connect-account/legal>), which includes the Stripe terms of service (currently viewable at <https://stripe.com/us/legal/>) (collectively, the "Stripe Services Agreement"). *Marinas using payment processing services through Stripe will not be refunded any payment processing fees paid to Stripe, TWG, and/or Dockwa for a refund, chargeback, returns, or reversal transaction processed by the Marina.*

Late Payments; Suspension. TWG may impose, and the customer shall pay, interest on overdue amounts at the rate of 1.5% per month or the maximum rate permitted by law (whichever is lower). TWG may suspend or terminate customer accounts which are greater than thirty (30) days past due.



Pond
ty Park

N Rd

Moores Ln

2

3

Main Rd

H Stony Brook
Long Island

(27)

GHS 5K Route

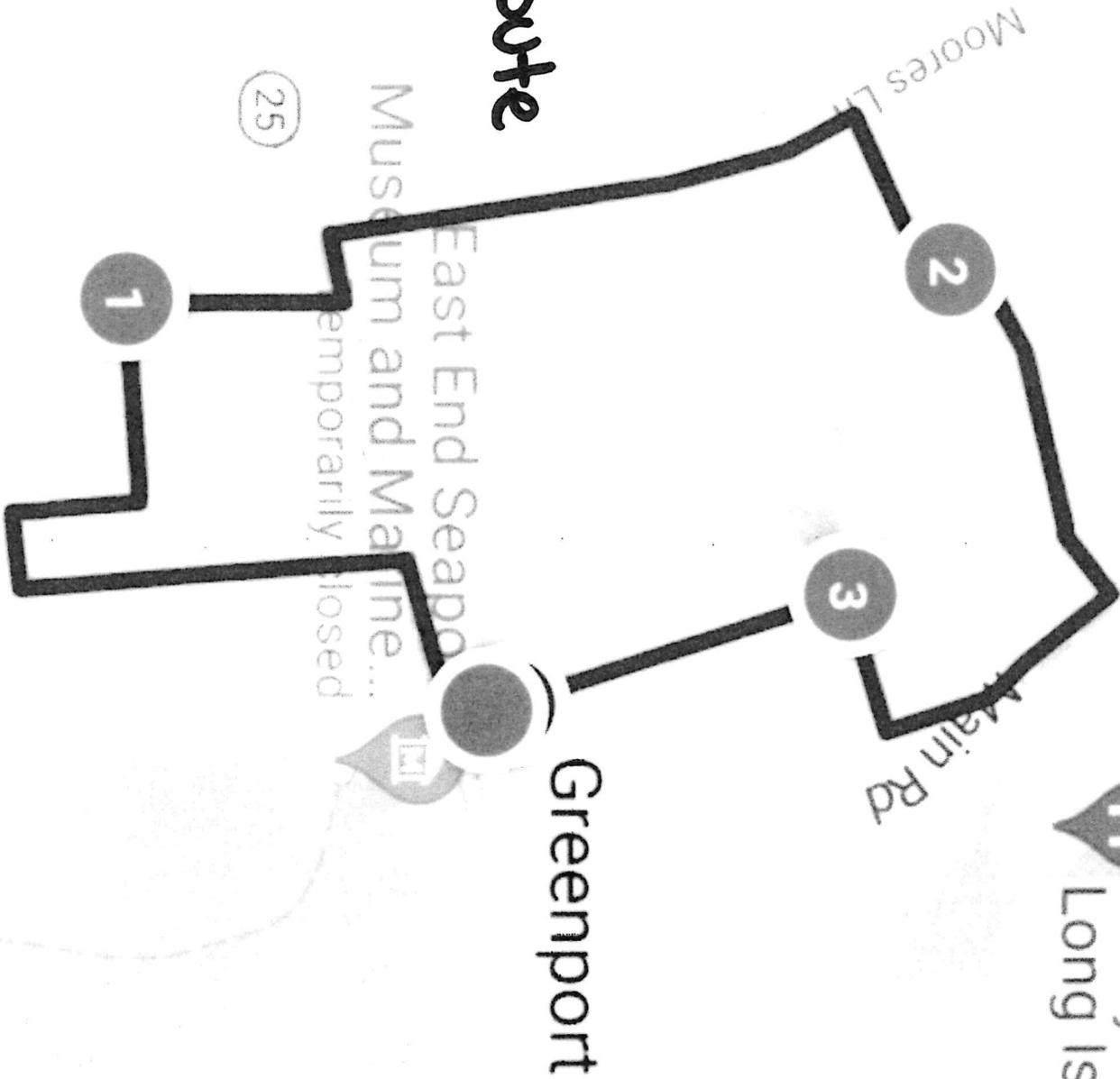
(25)

East End Seaport
Museum and Marine...
temporarily closed

1

Greenport

1





Garratt-Callahan Company
50 Ingold Road
Burlingame, California 94010

Hello,

Enclosed is your **Certificate of Contractor Registration**. Please keep this document as proof of your registration.

This Certificate is valid for two (2) years, unless revoked or suspended.

If you bid or commence work on a public work project or covered private project without being properly registered, you may be subject to a civil penalty and denial of your registration application pursuant to NYS LL § 220-I(8).

If your registration or a subcontractor's registration lapses while performing contracted work on a covered project, the work for that project may be completed.

If you are determined unfit and your certificate is revoked or suspended, then a monitor approved by the Commissioner must be appointed to oversee the completion of the work at your expense.

If your certificate is to be suspended or revoked for any reason, you will receive a notice and an opportunity to contest at a hearing prior to the suspension or revocation taking effect.

Please note that any subcontractors or independent contractors you hire to work on a public work or covered private construction project must obtain their own Certificate of Contractor Registration to perform such work.

If you allow a subcontractor or independent contractor to perform work on a public work or covered private project without being properly registered, you and the other contractor may be subject to a civil penalty and revocation/suspension/denial of your registration pursuant to NYS LL § 220-I(8).

Any project where work is performed in violation of Contractor Registration requirements, or any provisions of NYS Labor Law Article 8, is subject to the issuance of a Stop Work Order, pursuant to NYS LL § 224-B.

Shaun McCready
Director of Public Work &
Prevailing Wage Enforcement

WE ARE YOUR DOL



DIVISION OF SAFETY AND HEALTH LICENSE AND CERTIFICATE UNIT, STATE OFFICE CAMPUS, BUILDING 12, ALBANY, NY 12226

CERTIFICATE OF CONTRACTOR REGISTRATION

This Certificate Entitles the Holder to Perform and Bid on Public Work and

Covered Private Construction Projects in the State of New York,

Subject to the Prevailing Wage Requirements of

NYS Labor Law Article 8

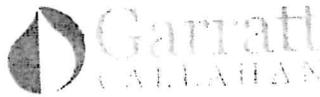
Garratt-Callahan Company
306 Talmadge Road, Edison, NJ, USA
Edison, New Jersey 08817
Phone Number: 6506975811
Registration Number: 25-64TL6-CR
Date of Issue: 2025-01-24
Expiration Date: 2027-01-24

(This license is valid only for the contractor named above)

A handwritten signature in cursive script that reads "Roberta Reardon".

Roberta Reardon
Commissioner
New York State Department of
Labor





SERVICE AGREEMENT

Beginning Date: 3/1/2026 End Date: 2/28/2027 Customer Number: 9786052
 Bill To: Attn: Doug Jacobs Customer Site: Attn: Doug Jacobs
Village of Greenport, Electric Department Village of Greenport, Electric Department
236 Third Street, Greenport NY 11944 236 Third Street, Greenport NY 11944

GARRATT-CALLAHAN COMPANY agrees to provide a water treatment chemical program and service from the effective date as described in the following program summary.

For this program, CLIENT agrees to pay to GARRATT-CALLAHAN COMPANY the starting sum of:
Ten Thousand Eight Hundred DOLLARS \$ 10,800.00

Payable in 1 MONTHLY, QUARTERLY, ANNUAL (Check One) installment(s) of:
Ten Thousand Eight Hundred DOLLARS \$ 10,800.00

Such invoices are to be paid by CLIENT monthly/ quarterly/ annually. Only monthly/ quarterly/ annual invoices will be submitted to the customer.

GARRATT-CALLAHAN COMPANY has the ability to request a price increase for agreements annually based on current inflationary trends, increased cost of raw materials, shipping, manufacturing, labor, etc. not to exceed ___% of the current price. Requests will be submitted approximately 11 months into the agreement of each year and will go into effect on the first invoice of the next renewal. Example: Terms of agreement are January - December. In November a notice will be sent about price increase and the new price will be effective January of the following year.
 Initial: _____ Date: _____

In the event that the contract is terminated prematurely, the client will pay any balance that exists as a result of more product having been shipped than has been accounted for with regular monthly invoicing.
 Initial: _____ Date: _____

For those agreements including equipment, GARRATT-CALLAHAN COMPANY will keep track of the equipment pay-off balance. Should the client terminate the agreement prior to the equipment being paid off, GARRATT-CALLAHAN COMPANY will invoice the client the remaining balance of said equipment. If equipment is included, the agreement is not to exceed 12 months.
 Initial: _____ Date: _____

State and local taxes are not included in the dollar amount shown and will be added to each invoice unless a tax exemption certificate is submitted to GARRATT-CALLAHAN COMPANY.
 Initial: _____ Date: _____

Invoices for materials used in conducting the program will be maintained internally by GARRATT-CALLAHAN COMPANY.

GARRATT-CALLAHAN COMPANY will make periodic calls to your facility, during which time we will perform all pertinent analyses for your applicable systems and make recommendations for all necessary parameters in order to make your treatment operation successful. Copies of our reports will be sent to responsible personnel as required.

The contract figure is based upon maintaining all limits according to our specifications and recommendations, and also upon normal load conditions and operations. Any change in the criteria, including expansions, additions, product costs, etc., will require renegotiation of terms.



GARRATT-CALLAHAN COMPANY will be responsible only for reasonable diligence and care in providing its program under the agreement. GARRATT-CALLAHAN COMPANY will not be responsible for failure or delay in providing its program due to any act or circumstances beyond its control.

Either party may terminate this agreement when just cause has been identified and delivered in writing, and if the deficient party has not taken corrective action within 90 days of the written notification. Upon termination the remaining chemical inventory (unopened container and within shelf life) and equipment shall be returned to G-C.

By signing, you are indicating that you have read and agreed to our Terms and Conditions of Sale, PO3410.

CLIENT: _____

GARRATT-CALLAHAN COMPANY

BY: _____
(PRINTED NAME)

BY: Peter Cheng

(PRINTED NAME)

(SIGNATURE/DATE)

Peter Cheng
Digitally signed by Peter Cheng
DN: cn=Peter Cheng, o=Garratt-Callahan Company, email=Peter.Cheng@garratt-callahan.com
Date: 2021.02.11 15:34:35 -0500

(SIGNATURE/DATE)

TITLE: _____

TITLE: District Manager



Terms and Conditions of Sale

Approval and Acceptance

All orders are subject to approval and acceptance at the Seller's office in Burlingame, California. The quoted prices are subject to acceptance within thirty (30) days of this quotation date, and may change without notice after that time. Orders received within the thirty (30) days period will be invoiced at the quoted figure provided delivery is accepted within six (6) months of G-C's receipt of the order.

Prices and Freight Charges

Unless specifically quoted otherwise, all Garratt-Callahan (G-C) prices are f.o.b. destination, freight prepaid to any point in the Continental United States serviced by commercial truck lines. Alaska, Hawaii and all other destinations outside the continental U.S. will incur additional freight charges.

Note: The following exception applies:

A freight charge of \$100.00 will be added to shipments of chemicals less than or equal to 100 pounds gross weight. This charge does not apply to equipment, test kits or reagents.

As G-C prices include freight (except as noted above) you are not billed freight by the freight line.* In comparing G-C chemical formulation prices with those of companies that ship collect, add in a freight cost to their prices.

*When the customer requires delivery by a Garratt-Callahan truck or special services such as ChemFeed delivery, chemical transfer into another container, lift gate or stake trucks, weekend or holiday delivery, air freight, rush orders, delivery within a building, gather and ship, etc., the charges will be added to the invoice. Where ChemFeed is available for a specific product the service includes chemical transfer into another container and removal of transferred empty drums. (Excluding 5 gal pails).

Note: Lift gates will not be used to off-load totes (IBCs) due to the inherent danger of doing so.

International Orders

Buyer must pay the costs and freight charge to import the goods. Freight terms are EX-Works unless approved otherwise by the Burlingame Corporate Office.

Prices and Freight Charges – Maritime Sales

Maritime Sales are F.O.B Port within continental U.S.A. Selling prices are evaluated quarterly in order to determine whether a price change is warranted.

Applicable Taxes

Quoted prices do not include any applicable taxes or other charges levied by the government of the United States, any State, County, or local government body. Such levies, or charges, are to be paid by the Buyer.



Invoice Payment Terms

Terms are net thirty (30) days from the date of the sellers invoice and prices do not include any applicable sales taxes. Customers with unpaid invoices after ninety (90) days will be subject to being placed on credit hold status until payment verification is made. Orders pending may be released at the discretion of the local Garratt-Callahan office or the Accounting Department Manager.

Warranty and Return

Manufactured materials sold are warranted to be free of defects in composition and workmanship. All other warranties, whether expressed or implied, are excluded unless such warranties are expressed in writing and signed by an officer of the G-C Company. Upon inspection and instructions by the Buyer, defective materials may be returned to the Seller. If found to be defective such goods will be replaced or repaired by the Seller. The Seller shall not be liable for breach of warranty for any loss or damage arising from the use of such materials, either direct, indirect, consequential and or punitive damages. The exclusive remedy against the Seller for breach of warranty shall be that of replacement of defective materials.

Any chemical product provided to the customer becomes the property of the customer once the delivered chemical container, is opened, or if a stored chemical exceeds its' expiration date. Chemical containers received at customer location, remove opened, if a stored chemical exceeds its expiration date or used in the management of the customers' water treatment system become the property of the customer. In addition, spill residue or spill cleanup materials of chemicals accidentally or inadvertently released at the customer's facility become the responsibility of the customer. Unopened chemicals within their expiration date may be returned to Garratt-Callahan upon approval, however, shipping will be the responsibility of the customer and there will be a restocking charge.

Note: For return of merchandise ordered in error, or that is not wanted for any reason, there will be a 20% restocking charge for full resalable drums of chemicals and/or resalable equipment items if prepaid to G-C plant; a 25% restocking charge if not prepaid.

Delivery and Losses

G-C will make every effort to provide the quoted materials and services promptly and on a schedule required by the Buyer and/or estimated by G-C. The Seller shall not be liable for losses, either direct, indirect, consequential or punitive damages, caused by delays in delivery resulting from labor disputes, shortage of raw materials, fire, flood, riot, insurrection, and acts of God, or any other cause beyond the control of the Seller.

Right to Cure

Buyer shall give G-C written notice specifying any performance deficiencies and allow G-C a meaningful opportunity of no less than ninety (90) days to correct prior to taking actions adverse to G-C.



Insurance

G-C shall be relieved of its obligations with respect to its warranties, performance goals, cost saving or usage goals or any other commitments, in addition to any other remedies it may have, in the event of Buyer's failure: (a) to operate the systems treated with G-C's Goods and all related equipment and processes ("Systems") within control parameters or, if none, within industry customary operating conditions; (b) to maintain the Systems in good operating order and repair; (c) to follow G-C's recommendations or to fulfill its responsibilities for System operation; (d) to communicate to G-C hidden or not obvious system, process, or equipment conditions affecting G-C's Goods or (e) to provide complete and accurate System data. In the event G-C fails to comply with any of Buyer's insurance requirements, whether imposed by contract or otherwise, Buyer's sole remedy shall be termination of purchases from G-C.

Exceptions

All orders are accepted solely on the basis of the above terms and conditions, regardless of contrary conditions set up in Buyer's purchase order, unless exceptions are clearly stated in writing and signed by an officer of Garratt-Callahan Company.

Indemnification

Each Party, by the execution and delivery of this Agreement, expressly indemnifies the other Party with respect to any and all liabilities, costs, including reasonable attorneys' fees, losses, claims, demands or judgments arising from or as a consequence of the actions, inactions or other activities of the indemnifying Party performed, or which the indemnifying Party has failed to perform, under or pursuant to this Agreement. The indemnifying Party, at the sole cost and expense of that indemnifying Party, will assume and will thereafter defend, utilizing legal counsel and other consultants who are specifically approved, in advance, by the Party being indemnified (such approval not to be unreasonably withheld), any lawsuits or other litigation which is instituted or filed against the indemnified Party, or where the indemnified Party is subsequently impleaded or joined, by reason of such actions, inactions or other activities by or on the part of the indemnifying Party.

Assignment

This agreement cannot be assigned by either party without the prior written consent of the other, except to a parent or subsidiary or a subsidiary of its parent, or to a successor by merger, consolidation or purchase of substantially all the assets of at least that portion of the assigning party's business related specifically to this agreement.

Equal Opportunity

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a), and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status, or disability.



U.S. Department of Homeland Security's E-Verify System

By entering into this Contract, Garratt-Callahan certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of all persons employed to perform duties within the United States of America, during the term of the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date(s) set forth below.

CUSTOMER

DATE

Peter Cheng

GARRATT-CALLAHAN COMPANY

2/11/2026

DATE



INVESTMENT POLICY

I. SCOPE

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

II. OBJECTIVES

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

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

III. DELEGATION OF AUTHORITY

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

IV. PRUDENCE

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

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

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

V. DIVERSIFICATION

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

VI. INTERNAL CONTROLS

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

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

VII. DESIGNATION OF DEPOSITORIES

The Board of Trustees shall establish a list of banks and trust companies authorized for the deposit of moneys, subject to maximum deposit levels as may be determined by the Board from time to time by resolution.

VIII. COLLATERALIZATION OF DEPOSITS

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

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

2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the Village of Greenport for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

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

IX. SAFEKEEPING AND COLLATERALIZATION

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

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

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when

a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

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

- Special time deposits accounts,
- Certificates of deposit,
- Obligations of the United States of America,
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America,
- Obligations of the State of New York,
- Obligations issued pursuant to Local Finance Law §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Village of Greenport,
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general state statutes governing such entities or whose specific enabling legislation authorizes such investments,
- Certificates of Participation (COPS) issued pursuant to General Municipal Law §109-b, and
- Obligations of the Village, but only with any moneys in a reserve fund established pursuant to General Municipal Law §§6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-l, 6-m or 6-n.

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

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Village of Greenport shall maintain a list of financial institutions and dealers with which it is authorized to place investments. All financial institutions with

which the Village of Greenport conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Greenport. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for the evaluation of the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

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

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

All purchased obligations, unless registered or inscribed in the name of the Village of Greenport, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization by the Treasurer. All such transactions shall be confirmed in writing to the Village of Greenport by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

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

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

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

Appendix A.

Schedule of Eligible Securities - Village Funds

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

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

Schedule of Eligible Securities - LOSAP Funds

- Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Zero coupon obligations of the United States government marketed as "Treasury Strips".
- Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.

Commercial paper rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledge



DEBT MANAGEMENT POLICY

Introduction

The following policy is enacted in an effort to standardize and rationalize the issuance and management of debt by the Village of Greenport, New York (the "Village"). The primary objective is to establish conditions for the use of debt and to create procedures that minimize the Village's debt service and issuance costs, retain the highest practical credit rating, and maintain full and complete financial disclosure and reporting. The policies apply to all general obligation debt issued by the Village, debt guaranteed by the Village, and any other forms of obligation of indebtedness.

Regular, updated debt policies can be an important tool to insure the use of the Village's resources to meet its commitments to provide needed services to the citizens of the Village and to maintain sound financial management practices. These policies are therefore guidelines for general use, and allow for exceptions in extraordinary conditions.

The Village Board has adopted these policies by resolution. As one function of these policies is to stimulate discussion and broader appreciation of debt issues, these policies will serve as a guideline. Under the recommendation of the Village's Financial Advisor, the Village will evaluate its experience under these policies, and will make changes if needed. The Debt Management Policies of the Village can be adjusted at any time by resolution of the Village Board.

Creditworthiness Objectives

Section 1. Credit Rating: The Village seeks to maintain the highest possible credit ratings for all categories of short-and long-term General Obligation debt that can be achieved without compromising delivery of basic Village services and achievement of adopted Village policy objectives.

The Village recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. The Village Board remains committed to ensuring the actions within their control are prudent and beneficial to its citizens.

Section 2. Financial Disclosure: The Village is committed to full and complete financial disclosure and to cooperating fully with rating agencies, institutional and individual investors, Village departments and agencies, other levels of government, and the general public to share clear, comprehensible and accurate financial information.

The Village is committed to meeting secondary disclosure requirements on a timely and comprehensive basis.

Section 3. Capital Planning: To enhance creditworthiness and prudent financial management, the Village is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning. Evidence of this commitment to systematic capital planning will be demonstrated through adoption of a five-year Comprehensive Capital Budget.

Purposes and Uses of Debt

Section 4. Debt Limits: The Village will keep outstanding debt within the limits prescribed by State statute and at levels consistent with its creditworthiness objectives.

Section 5. Capital Financing: The Village normally will rely on internally generated funds and/or grants and contributions from other governments to finance its capital needs. Debt will be issued for a capital project only when other funding is not available or sufficient.

Section 6. Asset Life: Village debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed, as recommended by its Bond Counsel and Financial Advisor.

Debt Standards and Structure

Section 7. Length of Debt: Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries of users and in compliance with statutory restrictions, including the New York State Local Finance Law and New York State Constitution, Article VIII

Section 8. Debt Structure: Debt will be structured to achieve the lowest possible net cost to the Village given market conditions, the urgency of the capital project, and the nature and type of security provided. Moreover, to the extent possible, the Village will design the repayment of its overall debt so as to recapture rapidly its credit for future use.

Section 9. BANs: Use of short-term borrowing, such as bond anticipation notes (BANs) will be undertaken only if the transaction costs plus interest of the debt are less than the cost of internal financing, or available cash is insufficient to meet working capital requirements.

Section 10 Competitive Sale: In general, Village debt will be issued through a competitive bidding process. The Village shall retain the services of a Financial Advisor to administer the competitive bidding process.

Section 11. Bond Counsel: The Village will retain external bond counsel for all debt issues. All debt issued by the Village will include a written opinion by bond counsel affirming that the Village is authorized to issue the debt, stating that the Village has met all state constitutional and statutory requirements necessary for issuance, confirming that the issuance is in accord with this policy, and determining the debt's federal income tax status. Bond Counsel will be selected by the Board of Trustees and shall coordinate efforts with the Village Treasurer and the Village's Financial Advisor for the preparation of bond authorizations and the issuance of bonds, bond anticipation notes and other obligations of the Village.

Section 12 Financial Advisor: The Village will retain an independent Financial Advisor to be selected by the Board of Trustees. The utilization of the financial advisor for a particular bond or note sale will be at the discretion of the Village on a case by case basis and pursuant to the financial advisory services contract. The Financial Advisor will coordinate efforts with the Village Treasurer and the Village's Bond Counsel to achieve efficient and orderly issuance of bonds, bond anticipation notes and other obligations of the Village. The Financial Advisor will also act as the designated Dissemination Agent for the Village, responsible for the preparation and filing of the Annual Statement of Financial and Operating Information as required by Rule 15(c)2-12 of the U.S. Securities Exchange Commission.

Section 13 Property Tax Supported Debt Service Thresholds: In order to maintain appropriate budgetary controls and to prevent imposing excessive burden on taxpayers of the Village, it is the intention of the Board of Trustees to limit debt service expenditures supported by local real property taxes to no more than 15 % of aggregate budgetary appropriations in the Village General Fund in any given fiscal year of the Village.



Electric Utility Policy

1. Purpose: This policy outlines the procedures to be followed when customers fail to pay their electric bills within the required timeframe. The goal is to encourage timely payments and maintain fair service for all customers.

2. Applicability: This policy applies to all residential and commercial customers of the Village of Greenport's electric utility service.

3. Deposits:

- **Residential Renters and Commercial Customers:** A deposit is required for residential renters and commercial customers: (the amount of the deposit will be twice the Average Highest Bill, except for new construction which will require a deposit in an amount as determined from time to time by the Village Treasurer); upon voluntary termination of service the deposit including interest will be returned to the customer less any outstanding balance.

4. Billing and Delinquency Timeline:

- **0 - 60 Days Past Due:**
 - If payment is not received by the due date, a late fee of 1.5% of the outstanding balance will be applied to the account per billing cycle.
- **90 Days Past Due:**
 - If payment is not received within 90 days, customers will be notified to provide an opportunity for payment before the shutoff occurs.
 - If payment is not received or a payment plan is not agreed upon within 15 days of the notice, the account will be subject to shut-off, and electric service will be disconnected.
 - Disconnection can be postponed if a resident has serious health problems and provides a certified letter by a licensed physician.

5. Payment Plan Options:

- **Eligibility for Payment Plan:** A payment plan will only be offered to customers who are at risk of service shutoff due to non-payment.
- **Conditions:**
 - The remaining balance will be split into six equal monthly payments.
 - The customer must remain current on all future electric bills to continue the payment plan.

- No payment plans will be granted to customers who are already on an existing payment plan.

6. Reconnection Process:

- If service is disconnected due to non-payment, customers must pay the full outstanding balance, including a \$75 fee for residential customers or a \$150 fee for commercial customers, before service can be restored.



FUND BALANCE POLICY

In recognition of sound fiscal policy and in order to maintain and possibly enhance the current credit rating of the Village of Greenport, Suffolk County, New York (the "Village"), the Board of Trustees of the Village will make all reasonable efforts to maintain an unreserved fund balance in its General Fund at the end of each fiscal year equal to no less than 15% of its operating budget. Such unreserved fund balance will be exclusive of any reserve funds maintained by the Village. The Board of Trustees believes that this is a reasonable amount of unreserved fund balance to achieve at the end of each fiscal year as unanticipated events during the course of a year can have negative effects on non-tax revenues or expenditures, or both.

If an emergency or a need were to occur that necessitated the appropriation of funds that would result in reducing the unreserved fund balance below 15%, a resolution of the Board of Trustees would be adopted to approve such appropriation. Subsequent to such appropriation, the Village would immediately begin the process of reducing expenditures or raising revenues in order to restore the unreserved fund balance to 15%.

Unreserved fund balance above 15% may be appropriated for the following purposes:

- To reduce the subsequent year's property taxes.
- For one-time capital expenditures.
- For emergencies caused by natural occurrences such as hurricanes or blizzards.

This policy will remain in effect until amended or revoked by resolution from the Board of Trustees of the Village of Greenport.



VILLAGE RETIREE HEALTHCARE PREMIUM PAYMENT POLICY

WHEREAS, the Board of Trustees is authorized to establish policies with respect to healthcare coverage for retirees who are enrolled in the Village's healthcare plan provided through New York State Health Insurance Program (NYSHIP), and

WHEREAS, the Village has a long standing policy providing for retirees to continue to participate in the Village NYSHIP healthcare coverage plan, and

WHEREAS, retirees participating in the NYSHIP coverage plan pay to the Village for healthcare premiums, in accordance with a sliding scale dependent on length of service as follows:

Minimum 10 years' service: 50% for individual and 65% for family/dependent coverage,

Minimum 15 years' service: 40% for individual and 55% for family/dependent coverage, and

Minimum 20 years' service: 30% for individual and 45% for family/dependent coverage, and

WHEREAS, such payments are due to the Village by the 15th of the month for payment for coverage for the following month,

NOW, THEREFORE, it is hereby

RESOLVED, that the Board reconfirms the aforesaid policy with respect to premium payment responsibility for retirees, and for the timing of retiree's payment to the Village on account of premiums, and be it further

RESOLVED, that upon a retiree's failure to make timely payment of any premium due, the Village Treasurer may provide notice to the retiree that the failure to remit such payment by the last non-holiday weekday of the month shall result in the cancellation of coverage, and be it further

RESOLVED, that if a retiree fails to remit payment by the last non-holiday weekday of the month in which such premium payment is due, that retiree's coverage in NYSHIP is cancelled at the end of that month with no additional notice of cancellation required.

RESOLUTION # 03-2025-31



Village Credit Card Procedure & Policy

PURPOSE:

To establish a convenient, efficient and cost-effective method of paying for Constant Contact (which company requires that payment be made by credit card) and purchasing goods and services when vendors will not accept purchase orders and/or when cost savings may be achieved by purchasing goods or services online.

POLICY:

The Village authorizes a credit card for the Village Treasurer to be used for purchases of goods and services online, payment to Constant Contact, and/or to pay Village expenses when attending conferences, workshops and/or courses when purchase orders are not accepted by the vendor.

PROCEDURE:

The Village will obtain one credit card from the financial banking institution in which it has established its account.

One credit card will be issued for the Village Treasurer. A credit limit of \$2,000.00 shall be established. The credit card may be used for the purchase of goods, software, Village's website account and other items that require either prepayment through the Internet, or when purchasing via the internet will achieve cost savings for the Village.

The Village card also may be used for purchases that cannot be performed with vouchers and to pay for business meals, fuel and any other goods and services in connection with attendance at conferences, workshops and/or courses that cannot be obtained by purchase order. If the amount of the credit card purchase is less than \$250, no prior authorization for the credit purchase is required, but at least 2 oral quotations must be obtained prior to the purchase, and the purchase must be specially approved by the Village Treasurer and Mayor. All credit card purchases of \$250 or more, except for payments to Constant Contact, are subject to approval by the Board of Trustees.

Only the Treasurer shall have the authority to use the Village credit card for internet purchases. Employees and Board members may request the use of the Village card through the Village Treasurer. Employees and Board members may only use a Village credit card when attending conferences, workshops or courses for purchases and approved expenses in accordance with this policy.

GENERAL:

Employees and Board members will be required to sign out the card when possession of the card is necessary to use for the purposes provided in this policy. Use of the Village credit cards will be blocked for cash advances. Each employee and board member using

a Village credit card shall be responsible for the security of his or her purchases and shall sign an acknowledgement setting forth their understanding of the terms of this policy. Each employee and Board member using a Village credit card shall return the card and provide itemized receipts for each purchase to the Village Treasurer at the first available instance after use of the card. All receipts must indicate the reason and nature of purchase. All receipts and expenditures shall be reconciled with the monthly statements and audited by the Village Board of Trustees. If the officer, employee or Board member using a Village credit card cannot produce a receipt, he or she shall be responsible for reimbursement to the Village.

No personal purchases may be made with the card. No expenditures for entertainment or non-Village business purposes shall be made. All purchases not expressly authorized in the budget must be approved by the Board.

Any loss or theft of a credit card must be reported within 24 hours of discovery to the Village Treasurer. In the event of willful or negligent default of the obligations and responsibilities of the cardholder, the Mayor shall take such recovery action as deemed appropriate by law.

The Village Treasurer will maintain all credit cards in a safe location and will ensure the return of the credit card to the Village Clerk upon the request of the Board or upon termination of the Treasurer's term of office. The Village card may also be used for purchases that cannot be done with vouchers, and to pay for business meals, fuel and any other goods and services in connection with attendance at conferences, workshops and / or courses that cannot be obtained by purchase order. If the amount of the credit card purchase is less than \$250, no prior authorization for the credit purchase is required, but at least 2 oral quotations must be obtained prior to the purchase, and the purchase must be specifically approved by the Village Treasurer and Village Mayor. All credit card purchases of \$250 or more must be pre-approved by the Board of Trustees.

Only the Village Treasurer shall have the authority to use the Village credit cards for internet purchases. Employees and Board members may request the use of the Treasurer's credit card through the Treasurer. Employees and Board members may only use a Village credit card when attending conferences, workshops or courses for purchases and approved expenses in accordance with this policy.



VILLAGE ELECTED OFFICIAL'S **HEALTHCARE POLICY**

WHEREAS, the Board of Trustees is authorized to establish policies with respect to healthcare coverage for elected officials ("Officials"), and

WHEREAS, the Village has a long-standing policy providing for Officials to opt in to participate in the Village healthcare coverage plan provided through New York State Health Insurance Program (NYSHIP), and

WHEREAS, upon opting in to the Village's health insurance coverage, the Village pays for the cost of individual coverage (premiums) in full and a participating official must pay for the cost of family or dependent coverage to the extent the cost for such family or dependent coverage exceeds the cost of individual coverage,

NOW, THEREFORE, it is hereby

RESOLVED, that the policy providing for the Village's payment of individual coverage for Officials and that Officials must pay for the cost of family or dependent coverage to the extent the cost for such family or dependent coverage exceeds the cost of individual coverage premiums is hereby confirmed, and be it further

RESOLVED, that such premium payments to be paid by an Official shall be paid to the Village no later than the first of each month when such payment is due for that month, and be it further

RESOLVED, that upon failure to make timely payment of any premium due, the Village Treasurer may provide notice to the Official that the failure to remit such payment by the last non-holiday weekday of the month shall result in the cancellation of coverage, and be it further

RESOLVED, that if an Official fails to remit payment of any amount due on account of costs owed by the Official by the last non-holiday weekday of the month in which such notice has been provided and/or in which such premium payment is due, that Official's family or dependent's coverage in NYSHIP is cancelled at the end of that month with no additional notice of cancellation required and be it further

RESOLVED, cancellation of coverage is not a federal continuation of benefits (COBRA) qualifying event.

RESOLUTION # 03-2025-32



Privacy Policy

The Village of Greenport ("Village", "we", "our", or "us") respect your privacy and are committed to protecting it through our compliance with this policy. This policy describes how we collect, process, retain, and disclose personal data about you when providing services to you through our websites, and services that link to this policy (our "Services") and our practices for using, maintaining, protecting, and disclosing that information.

This policy applies only to information we collect:

- Through the Services.
- In communications, including email, text, chat, and other electronic messages, between you and the Services.
- ParkingTicket Assist (Fundamental Business Service, Inc.).
- Utility Bills (InvoiceCloud).

It does not apply to information collected by:

- Us offline or through any other means, including on any other website operated by Village or any third party that does not link to this policy; or
- Any third party, including through any application or content (including advertising) that may link to or be accessible from or through the Services.

We may provide additional or different privacy policies that are specific to certain features, services, or activities.

Please read this policy carefully to understand our policies and practices regarding your information and how we treat it. By interacting with our Services or providing us with your information, you agree to the collection, use, and sharing of your information as described in this privacy policy. This policy may change from time to time (see How We Retain Your Personal Data). Your continued use of the Services after we make changes as described here is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Children's and Minors' Data

Our Services are not intended for, and we do not knowingly collect any personal data from, children under the age of 18. If we learn we have collected or received personal data from a child under 18 years old without verification of parental consent, we will delete that information.

The Personal Data That We Collect or Process

"Personal data" is information that identifies, relates to, or describes, directly or indirectly, you as an individual, such as your name, email address, telephone number,

home address, or payment information (for example, account information such as name, postal address, and email address, credit card number).

The types and categories of personal data we collect or process include:

- Account and contact information, including name, address[(such as home address, work address, or other address)], email address, phone number, username, and other contact information you provide us.
- Payment information, including credit card or debit card information.
- Account history, including information about your subscription, account, transactions, purchases, order history, or discounts.
- Location information.
- Device information, including your IP address, and other device information.
- Content and information you elect to provide as part of your profile.

We also collect:

- **Statistics or aggregated information.** Statistical or aggregated data does not directly identify a specific person, but we may derive non-personal statistical or aggregated data from personal data. For example, we may aggregate personal data to calculate the percentage of users accessing a specific Services feature.
- **Technical information.** Technical information includes information about your internet connection and usage details about your interactions with the Services, such as clickstream information to, through, and from our Services (including date and time), products that you view or search for; page response times, download errors, length of your visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), or methods used to browse away from a page.

If we combine or connect non-personal statistical or technical data with personal data so that it directly or indirectly identifies an individual, we treat the combined information as personal information.

How We Collect Your Personal and Other Data

You Provide Information to Us

We collect information about you when you interact with our Services, such as when you create or update an account, subscribe, make a [purchase][reservation][request], participate in surveys, sweepstakes, contests, or promotions, or create, upload, or post content to the Services, including reviews, media such as photos, videos, or audio recordings.

Automatically Through Our Services

As you navigate through and interact with our Services, we may use automatic data collection technologies to collect information that may include personal data. Information collected automatically may include usage details, IP addresses, operating system, and browser type, and information collected through cookies, web beacons, and other tracking technologies including details of your interactions with our Services, such as traffic data, and other communication data, and which resources and Services features that you access and use.

Using automatic collection technologies helps us to improve our Services and to deliver a better and more personalized experience.

The technologies we use for this automatic data collection may include:

- **Cookies.** A cookie is a small file placed on your device when you interact with the Services. You may refuse to accept or disable cookies by activating the appropriate setting on your browser or device. However, if you select this setting, you may be unable to access certain features of the Services.
- **Web Beacons.** Some parts of the Services and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Village, for example, to count users who have visited those parts or opened an email and for other related statistics (for example, recording the popularity of certain content and verifying system and server integrity).

To the extent any of these automated technologies are considered a personal data sale, targeted advertising, or profiling, under applicable laws, depending on where you live, you may opt out from use of these automated technologies for such uses by emailing the Village at info@villageofgreenport.gov. Please note that some Services features may be unavailable as a result.

When you interact with the Services, there are third parties that may use automatic collection technologies to collect information about your or your device. These third parties include:

- **Utility Bills.** Should you choose to pay your utility bill on-line, you will use a third party service operated by a provider called Invoice Cloud, Inc. Their privacy policy may be found at: <https://compliance.invoicecloud.net/privacy-policy>. Their policy may, from time to time, change. If at any point you do not agree to the terms of their policy, you may pay your utility bill by paper check and request that they delete your account information.
- **Parking Tickets.** Should you choose to pay your parking ticket on-line, you will use a service called parkingTicket Assist. This application is owned and operated by Fundamental Business Service, Inc. and their privacy policy may be found at: <https://www.parkingticketassist.com/Greenport/Privacy>. Their policy may, from time to time, change. If at any point you do not agree to the terms of their policy,

you may pay your parking ticket by paper check and request that they delete your account information.

These third parties may use tracking technologies to collect information about you when you use the Services. The information they collect may be associated with your personal data or they may collect information, including personal data, about your online activities over time and across different websites, apps, platforms, and other online services. They may use this information to provide you with interest-based (behavioral) advertising or other targeted content.

We do not control these third parties' tracking technologies or how they may be used. If you have any questions about an advertisement or other targeted content, you should contact the responsible provider directly.

How We Use Your Information

We use information that we collect about you or that you provide to us, including any personal data, to:

- Provide you with the Services and any contents, features, information, products, or services that we make available through the Services.
- Fulfill and manage purchases.
- Fulfill any other purpose for which you provide it.
- Carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection.
- Notify you when Services updates are available and about changes to any products or services we offer or provide through them.
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.

The usage information we collect, whether connected to your personal data or not, helps us improve our Services and deliver a better and more personalized experience by enabling us to:

- Estimate our audience sizes and usage patterns.
- Store information about your preferences, allowing us to customize the Services according to your individual needs and interests.
- Speed up your searches.
- Recognize you when you return to our Services.

Who We Disclose Your Information To

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

We may also disclose personal data that we collect or you provide as described in this privacy policy:

- To other governmental entities.
- To contractors, service providers, and other third parties we use to support our organization.
- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by us when you provide the information.
- With your consent.

We may also disclose your personal data:

- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply our Terms of Use and other agreements, including for billing and collection purposes.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of our organization, or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.

Your Rights and Choices About Your Information

This section describes mechanisms you can use to control certain uses and disclosures of your information and rights you may have under state law, depending on where you live.

Advertising, marketing, cookies, and other tracking technologies choices:

- **Cookies and Other Tracking Technologies.** You can set your browser to refuse all or some browser cookies or other tracking technology files, or to alert you when these files are being sent. If you disable or refuse cookies or similar tracking files, some Services features may be inaccessible or not function properly. Some browsers include a "Do Not Track" (DNT) setting that can send a signal to the online services you visit indicating you do not wish to be tracked. Because there is not a common understanding of how to interpret the DNT signal, our Services may not respond to all browser DNT signals. Instead, you can use the range of other tools to control data collection and use, including the cookie controls and advertising controls described in this policy.

Your State Privacy Rights

Depending on your state of residency, you may have certain rights related to your personal data, including:

- **Access and Data Portability.** You may confirm whether we process your personal data and access a copy of the personal data we process. To the extent feasible, data will be provided in a portable format. Depending on your state, you may have the right to receive additional information and it will be included in the response to your access request.
- **Correction.** You may request that we correct inaccuracies in your personal data that we maintain, taking into account the information's nature and processing purpose.
- **Deletion.** You may request that we delete personal data about you that we maintain, subject to certain exception under applicable law.
- **Opt Out of Using Personal Data for Targeted Advertising, Profiling, and Sales.** You may request that we do not use your personal data for these purposes.

Important: The exact scope of these rights vary by state. There are also several exceptions where we may not have an obligation to fulfill your request.

To exercise any of these rights, please email your request to info@villageofgreenport.gov. To appeal a decision regarding a consumer rights request please email the basis for your appeal to info@villageofgreenport.gov.

Some browsers and browser extensions support the Global Privacy Control ("GPC") that can send a signal to process your request to opt out from certain types of data processing, including data "sales" as defined under certain laws. When we detect such a signal, we will make reasonable efforts to respect your choices indicated by a GPC setting as required by applicable law.

How We Protect Your Personal Data

We use commercially reasonable administrative, physical, and technical measures designed to protect your personal data from accidental loss or destruction and from unauthorized access, use, alteration, and disclosure. However, no website, mobile application, system, electronic storage, or online service is completely secure, and we cannot guarantee the security of your personal data transmitted to, through, using, or in connection with the Services. In particular, email, texts, and chats sent to or from the Services may not be secure, and you should carefully decide what information you send to us via such communications channels. Any transmission of personal data is at your own risk.

The safety and security of your information also depends on you. You are responsible for taking steps to protect your personal data against unauthorized use, disclosure, and access.

How We Retain Your Personal Data

We keep the categories of personal data described in this policy for as long as reasonably necessary to fulfill the purposes described or for as otherwise legally

permitted or required, such as maintaining the Services, operating our organization, complying with our legal obligations, resolving disputes, and for safety, security, and fraud prevention. This means that we consider our legal and business obligations, potential risks of harm, and nature of the information when deciding how long to retain personal data. At the end of the retention period, personal data will be deleted, destroyed, or deidentified.

Changes to Our Privacy Policy

We may update this policy from time to time, and we will provide notice of any such changes to the policy as required by law. The date the privacy policy was last updated is identified at the top of the page. We will notify you of changes to this policy by updating the "last updated" date and posting the updated policy on the Services. We may email or otherwise communicate reminders about this policy, but you should check our Services periodically to see the current policy and any changes we have made to it.

Contact Information

To exercise your rights or ask questions or comment about this privacy policy or our privacy practices, contact us at:

236 Third Street
Greenport, NY 11944

info@villageofgreenport.gov

or via our phone number: (631) 477-0248

VILLAGE OF GREENPORT

Policies for Information & Technology Management

The Village of ("Village") has created and employs two policies to guide the management and usage of the Village's Information Technology resources, which include any and all equipment (including computers, networks, communication devices), information (including data bases, files, spreadsheets), software products and services, and communication services (including e-mail, messaging, social media sites, Internet access, and Internet linkages).

1. Village of Information Technology ("IT") Management Policy – presents the framework within which Village's information and technology functions are to be managed in order to enhance Village business efficiency and efficacy within a secure, compliant business structure. This document will include:
 - i. Management roles and responsibilities
 - ii. Acceptable Usage Policy (Detailed in a separate policy statement)
 - iii. Problem resolution procedures
 - iv. Password protection policy
 - v. Breach Procedures
 - vi. Business Continuity & Disaster Recovery; Secure storage of critical data
 - vii. Policy on storing and destroying information
 - viii. Software (Change management)
 - ix. Firewall protection of installation; virus protection
 - x. Enforcement Approach

2. Village of Acceptable Usage Policy – presents the policies that will guide the behavior of all users of Village information and technology resources, specifically officials, employees (full and part time), volunteers, and contractors¹. In addition, the policy defines the rights and processes associated with the Village administering this policy. This document includes:
 - a. General Guidelines for Use of Village IT
 - i. General Prohibitions
 - ii. Authorization/De-authorization Process
 - iii. Handling of Public vs Private information

 - b. Detailed list of permitted and not permitted uses for Employees for each IT function. [Note: Any differences for other user groups (volunteers, temps, vendors, public) will be noted].
 - i. Village Information (Public vs Private)
 - ii. Internet
 - iii. Links to sites of Related Village entities
 - iv. Email/Messaging

¹ The Village will offer public access to selected information and equipment as part of complying with New York State laws, including the New York State Freedom of Information Law (FOIL) . This access will be highly restricted and segregated from other Village information and technology resources. The Business Administrator will investigate the need for a separate policy to guide public access.

- v. Phones (Land lines and mobile)
- vi. Social Media
- vii. Hardware, Software

c. Acceptable Usage Acknowledgement Process & Form

Village of GREENPORT

Information Technology Management Policy

The Village of Greenport's Information Technology Management Policy presents the framework within which Village's information and technology functions are to be managed in order to enhance Village business efficiency and efficacy within a secure, compliant business structure.

This policy, as the name indicates, is provided to make clear 1) the management roles and responsibilities of the Village IT management team and 2) the acceptable usage standards for each user. In addition the Policy provides guidelines for the following management functions:

- Problem resolution
- Password protection
- Business Continuity & Disaster Recovery
- Policy on retaining and destroying information
- Change management
- Enforcement Approach

Management roles and responsibilities

Mayor – has overall management responsibility for all Village functions including the management of Village IT resources. The Mayor therefore has final authority on all IT activity and policy. As defined in the procedures outlined below, the Mayor must be kept informed on all relevant IT-related activity, especially in times of business service interruption.

Board of Trustees – working with the Mayor, the Board of Trustees (“BOT”) has the responsibility to establish and maintain the Village's IT policies. In the event of the unavailability of the Mayor or Deputy Mayor (who has authority in the absence of the Mayor as provided in New York State Village Law) during a service interruption, the BOT as a group (and in a crisis, any Trustee) may temporarily act on behalf of the Mayor in reviewing Technical and/or Business Administrator's recommendation.

Business System Administrator – a Village officer (usually the Village Clerk/Treasurer) should be designated as the Business System Administrator responsible as the name implies for all business-related management functions associated with the IT operation, including

- Authorizing/De-authorizing usage of the IT resources to individuals
- Enforcing the IT Management Policy
- Overseeing the Acceptable Usage Policy

- Overseeing all changes to the business functions provided on the IT resources
- Resolving business problems associated with the IT system

Technology System Administrator – an individual (could be a Village employee or an independent contractor) should be designated as the Technology Systems Administrator responsible as the name implies for all technology-related management functions associated with the IT operations, including

- Designing, implementing, and overseeing the operation of the Village's IT infrastructure
- Support the Mayor and Business System Administrator in executing the IT Management Policy and the Acceptable Usage Policy
- Ensuring that the IT infrastructure remains current and viable. As part of this, oversee all technology changes to IT infrastructure, consistent with the Change Management policy
- Resolving technology problems associated with the IT system
- Ensures virus protection software has been installed, and is working, on all Village computers
- Ensures that firewall protection software has been installed, and is working, on all Village computers and the Village IT network.

Acceptable Usage Policy

The Village's Acceptable Usage Policy delineates acceptable use of the Internet and Village of Information technology resources by

- Village officials and authorized full and part-time employees of the Village of .
- Volunteers who are authorized to use the Village of resources to access the Internet.
- Contractors who are authorized to use Village of owned or leased equipment or facilities as part of their contracted responsibilities.

For purposes of this document, all three of these user types² will be treated the same under this Acceptable Usage Policy unless otherwise noted.

The Village Acceptable Usage Policy ensures that uses of the Village's IT resources are solely in support of Village of business goals and objectives. The use of the Internet or any other such resources provided by the Village may not

² The Village will offer public access to selected information and equipment as part of complying with New York state laws. This access will be highly restricted and segregated from other Village information and technology resources. The Business Administrator will investigate the need for a separate policy to guide public access.

be used in violation of any local, state, federal, or international laws, regulations, or other government requirements. This includes, but is not limited to: theft or infringement of copyrights, trademarks, trade secrets, or other types of intellectual property; fraud; forgery; theft or misappropriation of funds, credit cards, or personal information; and threats of physical harm; harassment. Non-business communications and access to information for non-business related activity is not authorized. Any employee or user who shall knowingly and intentionally violate any provisions of the Acceptable Usage policy shall be subject to disciplinary actions as provided by law.

The Business Systems Administrator, working in conjunction with the Mayor and Technology Systems Administrator, is responsible for maintaining and enforcing the Acceptable Usage Policy as part of his/her management responsibilities.

Problem resolution

In the event that normal business operations are disrupted for any reason including but not limited to operational problems, system malfunction, unauthorized breach of security protections, and business interruption, the Business Administrator will serve as the primary management control point, with the System Administrator the back-up in case of the unavailability of the Business Administrator. The Business Administrator will oversee the problem resolution process and maintain a record of all actions made during the process. If the decision is made to bring the system down, the Business Administrator must contact the Mayor (and in the event of unavailability of the Mayor, the Deputy Mayor, or in the absence of both, a Trustee) for approval, except in cases where any delay presents further risk to the Village.

Problems will be categorized as Severe (causing total service interruption), Modest Impact (causing the interruption of some services, but not all), and Minor Impact (services continue while problem is addressed). Severe and Modest Impact problems should be escalated to the Mayor as quickly as possible, and a post-mortem analysis performed to understand the root causes and assess the effectiveness of the resolution process.

Password protection policy

The Village Acceptable Usage Policy describes the responsibilities of each user regarding their passwords. From a management perspective, the following policies are included in the Acceptable Usage Policy:

- Passwords must be unique and meet the complexity standard established by the Systems Administrator to ensure a reasonable protection level.

- Passwords must be changed at least once every 90 days. Passwords will expire automatically every 90 days.
- Passwords must be managed by the user compliant with the Acceptable Usage Policy requirements.
- The Systems Administrator shall implement a lock out policy to prevent user access after a set number of failed log-in attempts. All users are required to have their own distinct password and shall not share passwords with any other user.
- After 20 minutes on non-use, computer systems will turn off automatically, and access will require the input of a password.
- All users must log off upon leaving their terminal/work station.

Business Continuity & Disaster Recovery

Recognizing that the information produced and used as part of Village business is a critical asset of the Village, a Business Continuity and Disaster Recovery policy is hereby established and includes:

- The requirement that all information on the system be moved to, and stored in, a secure off-site location each business day as part of a service contract by an independent contractor.
- The service contract should also provide for the contractor's ability to restore any information requested by the Village within a 24 hour period.
- The requirement that the System Administrator establish a secure operating environment by implementing and operating the requisite firewalls, virus protections, intruder detection and other capabilities to ensure secure, continued operation of the Village's IT resources.

Policy on destroying information

The law provides for retention of certain records for particular periods of time. The Village, and all users of the Village systems, are required to abide by these record retention laws. No information, including e-mails, shall be destroyed or deleted unless specifically authorized by the Village Records Access Officer.

E-mail messages sent or received in conjunction with Village business may:

- Be releasable to the public under the Freedom of Information Law.
- require special measures to comply with the Personal Privacy Law.
- Be retained in accordance with record retention laws.
- Be subject to discovery proceedings in legal actions.

Change management

It is the responsibility of the System and Business Administrators to oversee the maintenance and enhancement of the Village's IT operating environment, including equipment, software, and operating procedures. As such, they are

responsible to ensure that the IT resources remain current and supportable, which will require periodic updates to the IT resources. All such changes must be made within a controlled Change Management process, approved by the Mayor, and communicated to the impacted parties by the Business Administrator.

Enforcement, Privacy and Access

The Village of retains the right to monitor employees' use of Computer Resources (including computers, the Internet and e-mail) to assure compliance with applicable laws, rules and regulations, as well as the Acceptable Usage Policy. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information. There can thus be no expectation of privacy with respect to an employee's use of the Internet and Village equipment. The Village of , through the Business System Administrator, reserves the right to record the location of all Internet sites accessed by users and the right to block access to or from any Internet resources.

In support of their oversight and enforcement responsibilities, the Business and Technology System Administrators, when authorized by the Mayor and Board of Trustees, may arrange for an annual independent audit of the Village's IT operation, to be performed by a qualified independent third party. The results of this audit will be presented to the Mayor, Board of Trustees, Business System Administrator, and Technology System administrator on an annual basis.

E-mail messages are not personal and private. E-mail system administrators will not routinely monitor individual staff member's e-mail and will take all reasonable precautions to protect the privacy of e-mail. However, technical staff may access an employee's e-mail:

- For a legitimate business purpose (i.e., the need to access information when an employee is absent for an extended period of time).
- To diagnose and resolve technical problems involving system hardware, software, or communications.
- To investigate possible misuse of e-mail when a reasonable suspicion of abuse exists or in conjunction with an approved investigation.

A staff member is prohibited from accessing another user's e-mail without his or her permission.

Village of GREENPORT

Acceptable Usage Policy

The Village's Acceptable Usage Policy delineates acceptable use of the Internet and Village Information Technology resources by

- Village officials and authorized full and part-time employees of the Village of .
- Volunteers who are authorized to use the Village of resources to access the Internet.
- Contractors who are authorized to use Village of owned or leased equipment or facilities as part of their contracted responsibilities.

For purposes of this document, all three of these user types will be treated the same under this Acceptable Usage Policy unless otherwise noted.³

The use of the Village's IT resources must be in support of Village of business goals and objectives. The use of the Internet or any other such resources provided by the Village may not be used in violation of any local, state, federal, or international laws, regulations, or other government requirements. This includes, but is not limited to: theft or infringement of copyrights, trademarks, trade secrets, or other types of intellectual property; fraud; forgery; theft or misappropriation of funds, credit cards, or personal information; and threats of physical harm; harassment. Non-business communications and access to information for non-business related activities is not authorized.

Computer hardware and software is intended for the sole benefit of the management and operational effectiveness of the Village of . Computers and related information technology (IT) equipment and related resources shall be used for Village work only. Unapproved or non-business use may terminate your privilege to use such technology and could lead to appropriate disciplinary actions.

The Village has the right and the option to install software and systems that monitor and record all Internet and computer use. These systems may record each Internet site visit and each e-mail into and out of the Village's internal networks, and the Village reserves the right to do so at any time.

The usage of any Information Technology resources provided by the Village of to a user will be subject to search or inspection, random or specific, at any time by

³ The Village will offer access to selected information and equipment as part of complying with New York State laws. This access will be highly restricted and segregated from other Village information and technology resources. The Business Administrator will investigate the need for a separate policy to guide public access.

the Village of to investigate and enforce Village Acceptable Usage Policy. Accordingly, users should have no expectations of privacy and their activity may be monitored.

Authorization/De-authorization Process

The Village Systems Administrator and Village Business Administrator will be responsible to respectively identify the technical and business users permitted to use the Village IT environment and to specify exactly what functions they are permitted to perform. These Administrators, working in concert with village management, are also responsible to maintain and revise the Village Policy as needed.

There will be a formal authorization process for each user, which includes the signing of the Acceptable Usage Acknowledgement form and the signoff of either of the 2 administrators before a user may be activated for usage.

Any employee who shall knowingly and intentionally violate any provisions of this policy shall be subject to disciplinary actions by either of the administrators which may include immediate withdrawal of usage authorization (de-authorization) without any notice or hearing as well as possible suspension or termination from employment in the manner provided by law.

Public versus Private information

The Village's Acceptable Usage Policy will comply with all local, state, and federal regulations regarding availability of public information, working within the existing FOIL request process. The Business Administrator must review and approve all such requests and has the right to withhold information that is exempt from disclosure under FOIL .

Below is a list of additional general prohibitions for all users of Village IT resources:

- Creating, storing, viewing or transmitting information which is fraudulent, harassing, embarrassing, sexually explicit, obscene, or defamatory.
- Participating in any activity which constitutes harassment under the Village of Harassment Policy or under state or federal law or regulations.
- Reading, deleting, copying or modifying e-mail messages sent to others without their permission.
- Promoting political or religious positions.
- Operating a personal business, or any use for personal gain.
- Using or installing any software or peripheral equipment not approved in advance by the System Administrator.
- Engaging in any activity which would compromise the security of the Village of network and computer resources such as any attempt to harm or destroy data

through the upload or creation of computer viruses, hacking, monitoring or using systems without authorization

Officials, employees, volunteers, citizens, and contractors who are not authorized to access the Internet as part of their official duties or authorizations may not access the Internet using Village of facilities under any circumstances. It is expected that users who are authorized access will do so to enhance their ability to execute their job responsibilities; improve their job knowledge; to access scientific, technical, and other information on topics which have relevance to their assignments; to communicate with their peers in other Government agencies, academia, and industry; or to access information they have legal rights to.

Users should be aware that when access is accomplished using Internet addresses and domain names registered to the Village of , they might be perceived by others to represent the Village of . Users are advised not to use the Internet for any purpose that would reflect negatively on the Village of or its employees.

The Village of retains the right to monitor employees' use of Computer Resources (including computers, the Internet and e-mail) to assure compliance with applicable laws, rules and regulations, as well as the Acceptable Use Policy. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information. There can thus be no expectation of privacy with respect to an employee's use of the Internet. The Village of , through the Business System Administrator, reserves the right to record the location of all Internet sites accessed by users and the right to block access to or from any Internet resources.

The Village of will not be responsible for any damages resulting from the public's use of authorized data. This includes but is not limited to losses resulting from delays, non-deliveries, viruses or service interruptions. Use of any information obtained is at the user's risk.

Village Information & Resources

The use of the Village of 's Information Technology resources, including e-mail and Internet access, is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and may be cause for disciplinary action up to and including discharge. The Village of Board or the (named official) may request the System Administrator to deny, revoke, or suspend specific user access privileges, when use that violates these policies has been determined.

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given

authorization: electronic mail, data or programs or information protected under state and federal laws.

Users must not release another person's restricted information.

Passwords

Users are responsible for their own passwords and passwords must not be shared. Users must not use other user's passwords, user id's, or accounts or attempt to capture or guess other user's passwords. Users are also restricted from using business equipment for personal use. Users must not hide their identity for malicious purposes or assume the identity of another user.

- Security is a high priority and the following must be adhered to:
- Do not use another individual's account.
- Do not give your password to any other individual.
- Passwords must be complex.
- Passwords must be changed once every 90 days.
- Passwords will be locked out, if not changed, every 90 days.
- All users are required to have their own distinct password and shall not share passwords with any other user.
- After 20 minutes of non-use, computer systems will turn off automatically, and access will require the input of a password.
- All users must log off upon leaving their terminal/work station.
- Attempts to log into the network as any other user will result in cancellation of user privileges.
- Any user identified as a security risk may be denied access to the Village of Information Technology resources.

Internet

The following uses of the Internet shall be strictly prohibited for any employee utilizing any Village resources, including Internet connections, accessed through the Village of :

'Surfing the web' opens the potential for viruses to invade the Village system when visiting unknown sites. Therefore, surfing for entertainment or shopping purposes is strictly prohibited.

Visiting non-business related websites

Sending restricted or confidential data over the internet or off the locally managed network .

Using of the Internet for downloading or uploading Internet games or any other type of software, unless specifically approved for Village work. Only licensed

versions of application software and/or operating system software are permitted. Software not approved by the System administrator not permitted on Village-owned computers.

Viewing or posting of messages, replies, or any type of announcements to the Internet via message boards, forums, chat rooms, on-line classifieds, news groups, or any other type of public website, unless directly related to an employees' scope of work and not conflicting with any other communications policy set by the Village of .

If as part of authorized usage a user links to another Internet set from the VOSC network, this access is intended only to support authorized activity and in no way should be interpreted as permission to pursue non-business activity on this site.

Email/Messaging/Social Media

E-mail and other communication services, which include the electronic transmission of mail, documents, files, data and other information, like other means of communication, are to be used to support Village business. The following policy shall apply to all users of official Village of E-mail addresses:

E-mail addresses shall be administered by the Village Clerk's office. Requests for new e-mail accounts should be submitted to the Village Clerk's office in writing, with a brief explanation of need.

An official Village of e-mail Address is intended only for Village of business and all mail becomes the property of the Village of . E-mail users are personally accountable for all access through their account and must take all reasonable precautions to prevent access by unauthorized individuals. Accounts are to be logged out when not in active use.

E-mail messages must be drafted in a professional, business manner and shall use appropriate language. E-mail messages sent to all, or a group of, Village of employees must be approved by the sender's supervisor prior to delivery.

E-mail users are expected to check their Village e-mail accounts frequently and make provisions to have mail forwarded if they expect to be away for an extended period of time.

E-mail, created or received by the Village of employees in connection with official business, is a record that is subject to access, privacy and records management and retention laws and regulations. Information communicated through email systems must be identified and managed as any other document. It is the responsibility of the user of the e-mail system to manage e-mail messages and to retain messages for the approved retention period in accordance with records retention schedules as established by New York State Archives Records Administration.

Compliance with this policy is mandatory for all officials, employees and officers of the Village of . This policy applies to all Village of information, computer systems and data that is used for official Village of business, regardless of its location.

Users should recognize that computing resources are limited and user activities may have an impact on the entire network. Users must not misuse e-mail; spread e-mail widely and without good purpose or flood an individual, group or system with numerous or large e-mail messages.

Authorized users shall not use Village e-mail accounts for illegal, disruptive, unethical or unprofessional activities, for personal use or economic gain or for any purpose that would jeopardize the legitimate interests of the Village of .

Users are not permitted to send chain letters, viruses, and obscene or otherwise offensive material through official Village of e-mail.

Engaging in e-mail practices that involve ongoing message receipt and transmission, referred to as "instant messaging" is prohibited.

Users should not open e-mail from unknown senders or e-mail that seems suspicious.

Users are not permitted to access Social Media sites, unless specifically approved by their manager as part of an authorized assignment that requires such access.

Users shall report any suspicious activity or e-mails to the Business System Administrator.

Users shall report any computer problems to the Technology System Administrator.

Users shall not install or connect any personal software or hardware to the Village IT network without written permission from the Business System Administrator.

Social Networking

- The use of Village logos, names, pictures or accounts of activities is strictly prohibited without prior approval from the Business Administrator.
- Personal blogs or other postings should have clear disclaimers that the views expressed by the author are the author's alone and do not represent the views of the Village.
- Social media activities must not interfere with work related commitments or activities.
- Your online presence reflects the Village. Be aware that your actions captured via images, posts, or comments can reflect that of the Village.
- Do not reference or cite Village employees or vendors without their express written consent.

Phones (Land lines and mobile)

Phones and other communication devices provided by the Village to an employee as part of performing their authorized activity are granted for the sole purpose of performing their responsibilities and should not be used for personal purposes, except in times of emergency.

Hardware, Software

Users must take reasonable efforts to protect the physical and electronic integrity of equipment, networks, software and accounts on any equipment that is used for the Village of . As part of this, users should not

- knowingly introduce worms or viruses or other malicious code into the system, nor disable protective measures such as antivirus, spyware firewalls
- install unauthorized software, remove authorized software, or make unauthorized copies of software.
- attempt to access restricted files or portions of operating systems, security systems or administrative systems to which they have not been given authorization.

- download any software, products or applications without the written permission of the Business System Administrator
- connect unauthorized equipment or media, which includes but is not limited to: laptops, thumb drives, removable drives, wireless access points, ipads and mp3 players.

Acceptable Usage Acknowledgement Form

The Internet offers many resources to Village of employees and other users for the efficient exchange of information and the timely completion of assigned responsibilities. The use of Internet facilities and e-mail by any official, employee, volunteer, citizen, or contractor must be consistent with this Acceptable Use Policy. Each affected user must therefore carefully read, and agree to abide by, the following Village of Acceptable Usage Policy before being granted permission to access any Village of IT resource.

Conformance to this Policy should be considered to be a term and condition of affected employee's employment or non-employee's access grant. Any other non-conformance to this Policy may be cause for disciplinary action up to and including discharge.

VILLAGE OF GREENPORT
ACCEPTABLE USAGE ACKNOWLEDGEMENT FORM

By submitting and signing this form, I state that I have read and understand the attached Acceptable Usage Policy and agree to its terms and conditions. I understand that non-compliance with this agreement can result in immediate suspension of any and/or all access to information and/or technology resources of the Village of as well as investigation, and/or referral for disciplinary action.

I understand that I am responsible for any and all activity attributable to the use of computers and other devices, networks, software, and Internet connections assigned for my use while employed by the Village of . I further understand that staff requiring access to my computer, files and mail in my absence should be trusted colleagues and may be given delegate rights. I understand and agree that if I am given delegate rights to use computers, networks and Internet connections not directly assigned to me I am still subject to compliance with the Acceptable Usage Policy.

I understand that if I receive any suspicious, threatening or harassing material, or if I suspect that my computer might have received a virus, I will immediately notify the Village of Systems or Business Administrator.

EMPLOYEE NAME: _____
EMPLOYEE SIGNATURE: _____
TITLE: _____ DEPARTMENT: _____
DATE: ____ / ____ / ____

MANAGER SIGNATURE: _____
TITLE: _____ DEPARTMENT: _____
DATE: ____/____/____



CYBER SECURITY CITIZENS' NOTIFICATION POLICY

- A. This policy is consistent with the State Technology Law §208. This policy requires notification to impacted New York residents and nonresidents. The Village of Greenport (Village) and New York State value the protection of private information of individuals. The Village is required to notify an individual when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and this policy.
- B. The Village, after consulting with the New York State Office of Cyber Security and Critical Infrastructure (CSCIC) to determine the scope of the breach and restoration measures, shall notify an individual when it has been determined that there has been, or is reasonably believed to have been a compromise of private information through unauthorized disclosure.
- C. A compromise of private information shall mean the unauthorized acquisition of unencrypted computerized data with private information.
- D. If encrypted data is compromised along with the corresponding encryption key, the data shall be considered unencrypted and thus fall under the notification requirements.
- E. Notification may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. In such case, notification will be delayed only as long as needed to determine that notification no longer compromises any investigation.
- F. The Village will notify the affected individual. Such notice shall be directly provided to the affected persons by one of the following methods:
 - 1. Written notice;
 - 2. Electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form and a log of each such notification is kept by the Village when affected persons are notified in such form;



CYBER SECURITY CITIZENS' NOTIFICATION POLICY

3. Telephone notification, provided that a log of each such notification is kept by the Village when affected persons are notified in such form; or
 4. Substitute notice, if the Village demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000 or that the affected class of subject persons to be notified exceeds 500,000 or if the Village does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - i. E-mail notice when the Village has an e-mail address for the subject persons;
 - ii. Conspicuous posting of the notice on the Village's Web site page; and
 - iii. Notification to major statewide media.
 - G. The Village shall notify CSCIC as to the timing, content and distribution of the notices and approximate number of affected persons.
 - H. The Village shall notify the Attorney General and the Consumer Protection Board whenever notification to a New York resident is necessary as to the timing, content and distribution of the notices and approximate number of affected persons.
 - I. Regardless of the method by which notice is provided, such notice shall include contact information for the Village of Greenport and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.
 - J. This policy also applies to information maintained on behalf of the Village by a third party.
 - K. When more than 5,000 New York residents are to be notified at one time, then the Village shall notify the consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. This notice, however, will be made without delaying notice to the individuals.
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CYBER SECURITY EMPLOYEE TRAINING NOTIFICATION POLICY

- A. In accordance with State Technology Law §103-f, all Village employees who use technology as a part of their official job duties shall take annual cybersecurity awareness training.
- B. The Village shall make available such required training to be conducted during each employee's regular working hours and each employee shall receive compensation at their regular rate of pay for any time participating in such training.