

**VILLAGE OF EAST HAMPTON BOARD OF TRUSTEES**  
**JULY 5, 2023 ORGANIZATIONAL MEETING**  
**LTV Studios, 75 Industrial Road, Wainscott, NY 11937 AT 11:00 A.M.**  
\*Please note location change

**AGENDA**

**PLEDGE OF ALLEGIANCE:**

**MAYOR'S ANNOUNCEMENTS:**

**ROLL CALL:**

**PUBLIC COMMENT:**

**MOTIONS/RESOLUTIONS:**

**RESOLUTION #561-2023:** Set regular monthly meeting date of the Board of Trustees for the 3rd Friday and Work Sessions for the 1<sup>st</sup> Thursday of each month at 11:00 a.m. to be held temporarily at LTV Studios, 75 Industrial Road, Wainscott, NY 11937 and then to continue at the Emergency Services Building, 1 Cedar Street, East Hampton, NY 11937 after construction is completed.

**RESOLUTION #561-2023**

RESOLVED, that the regular meetings of the Board of Trustees of the Village of East Hampton for the 2022 - 2023 fiscal year be and are hereby established as follows:

Regular Meetings on the 3rd Friday and Work Sessions on the 1<sup>st</sup> Thursday of each month at 11:00 a.m. to be held temporarily at LTV Studios, 75 Industrial Road, Wainscott, NY 11937 and then to continue at the Emergency Services Building, 1 Cedar Street, East Hampton, NY 11937 after construction is completed.

FURTHER RESOLVED, that any additional or special meeting may be called, cancelled, or adjourned as permitted by law; and be it

FURTHER RESOLVED, that the Mayor may reschedule any of the above scheduled meetings upon proper posting, publication and notifications as required by law.

**RESOLUTION #562-2023:** Authorize payment in advance of audit claims for public utility services, postage, freight and express charges, medical insurance premiums, employee reimbursements and the Village Attorney for the 2023-2024 fiscal year.

**RESOLUTION #563-2023:** Approve employee and appointed officers contracts and salary schedule (effective August 1, 2023), members and chairs (1-term as chairpersons) of various committees, official depositories, official newspaper and professional consultants as follows:

BASE SALARY SCHEDULE

<u>NAME</u>	<u>BASE SALARY</u>	<u>TITLE</u>
Baladrón, Marcos	\$179,355.00	Village Administrator
Bennett, Pamela J.	\$119,564.00	Village Clerk/Stenographer
Cummings, Dominique	\$110,491.00	Treasurer
Plinton-Moseley, Pet-Rhona	\$ 56,650.00	Deputy Treasurer
Steckowski, Susan	\$ 89,604.00	Principal Account Clerk/Registrar
McKay, Lorraine	\$ 77,250.00	Senior Office Assistant
Dayton, Susan D.	\$ 74,961.00	Principal Office Assistant
Cangiolosi, Marissa	\$ 56,650.00	Secretary-Mayor
McKay, Gabby	\$ 56,650.00	Secretary-Planning Board
Pond, Tyler	\$ 61,800.00	Custodial Worker II
Jacome, Ivan	\$ 56,650.00	Custodian Worker
Pazmino, Hazel	\$ 55,000.00	Custodial Worker
Martinez, Alexis	\$ 55,000.00	Custodial Worker
Miller, Katrina	\$ 55,000.00	Custodial Worker
Tracey, Michael	\$223,863.00	Police Chief
Midgett, Eric	\$ 47,757.00	Traffic Control Specialist
Byrd, Susanne M.	\$ 90,476.00	Office Assistant
Bennett, Layla	\$ 83,425.00	Senior Clerk
Preiato, Kimberly	\$ 81,813.00	Office Assistant
Foster, James P.	\$141,818.00	Public Safety Dispatcher III
Turza, Gerry	\$165,000.00	Fire & EMS Administrator
Collum, Kenneth	\$131,028.00	Fire Marshall
Preiato, Thomas	\$136,432.00	Principal Building Inspector
Jahoda, Robert	\$ 82,010.00	Ordinance Inspector
Howie, John Kent	\$ 97,469.00	Senior Building Inspector
Beyer, Linda	\$ 72,229.00	Secretary/Deputy Registrar
Carlo, Anthony	\$ 76,828.00	Paramedic
Montalto, Steven	\$ 66,000.00	Paramedic
Bottego, Dyan	\$ 58,240.00	EMT
Collins, David W.	\$131,338.00	Superintendent Department of Public Works
Bouker, Michael	\$115,129.00	Deputy Superintendent Department of Public Works
Helm, Jill	\$ 81,787.00	Clerk
Schaefer, Kevin	\$ 82,642.00	Maintenance Mechanic
Mederios, Tony	\$ 96,998.00	Crew Leader
Aldrich, Robert	\$ 96,998.00	Crew Leader
Yardley, Matthew	\$ 80,877.00	Groundskeeper
Saar, Raymond	\$ 71,838.00	Groundskeeper
MacPherson, Matthew	\$ 67,391.00	Groundskeeper
Anderson, Paul	\$ 91,325.00	Crew Leader
Field, Timmy M.	\$ 83,839.00	A.E.O.
Miller, Jeffrey	\$ 84,938.00	A.E.O.
Verity, Jeffrey M.	\$ 81,599.00	A.E.O.
Downs, Darrin	\$ 76,137.00	A.E.O.
Schaefer, Daniel	\$ 74,027.00	A.E.O.

BASE SALARY SCHEDULE ( continued)

<u>NAME</u>	<u>BASE SALARY</u>	<u>TITLE</u>
Renos, Jordan	\$ 58,849.00	H.E.O
Jaycox, David	\$ 95,481.00	Mechanic III
King, Robert	\$ 90,823.00	Mechanic I
Forde, Frank	\$ 82,047.00	Mechanic I
Smith, Drew	\$ 79,568.00	Beach Manager
King, Hugh	\$ 45,845.00	Historic Site Manager
Hajek, William	\$114,091.00	Planner
Larsen, Gerard	\$ 26,000.00	Mayor
Minardi, Chris	\$ 16,500.00	Deputy Mayor/Trustee
Amaden, Sarah	\$ 14,000.00	Trustee
Doyle, Carrie	\$ 14,000.00	Trustee
Melendez, Sandra	\$ 14,000.00	Trustee
ZBA-DRB-PB - Chairs	\$ 7,000.00	each
ZBA-DRB-PB - Members	\$ 5,550.00	each

## OFFICIAL NEWSPAPER:

The East Hampton Star

## OFFICIAL DEPOSITORIES:

Dime Bank                      Chase Bank  
MBIA (NY Class)              Wells Fargo (LOSAP)

## PROFESSIONAL CONSULTANTS:

Braun Marketing  
Cashin Associates, PC, Engineers  
Clark & Marshall, Real Estate Appraisers  
Craft Engineering Studio, PLLC  
Duda Actuarial Consulting  
East Hampton Star  
En-Consultants  
George H. Walbridge Co.  
H2M Architects & Engineers  
Harter Secrest & Emery, LLP  
Hawkins, Delafield & Wood, LLP  
Robert Hefner, Historic Consultant  
Lamb & Barnosky, LLP  
Lee Bertrand Photography and Fine Art LLC  
Lincoln IT  
Jennifer Mesiano  
Munistat Services, Inc.  
Perillo Hill, LLP  
Pinsky Law Group, PLLC  
Proudcity, Inc.  
PW Grosser Consulting, Inc.  
Satty, Levine & Ciacco, CPA's, P.C.  
Skinnon and Faber  
Tarbet, Lester & Schoen, PLLC  
The Raynor Group  
Vincent Toomey  
Kimberly Woods

- EMERGENCY SERVICES OFFICERS: Mary Mott, Chief, Department of EMS  
Mary Ellen McGuire, Asst. Chief, Department of EMS  
Duane Forrester, Chief Engineer, Fire Department  
Alex Verdugo – 1<sup>st</sup> Assistant Chief Engineer, Fire Department  
Greg Brown – 2<sup>nd</sup> Assistant Chief Engineer, Fire Department  
Bradford Billet – Emergency Manager
- BOARD OF TRUSTEES COMMITTEES: Jerry Larsen, Mayor – Police Commissioner  
Chris Minardi, Deputy Mayor – Beaches  
Sandra Melendez, Trustee - Dept. of Public Works  
Carrie Doyle, Trustee – Department of EMS  
Sarah Amaden, Trustee – Fire Department & Museums
- ETHICS BOARD: Frank Newbold as Chair, Rabbi Leibel Baumgarten, Pamela Bennett
- SHORT-TERM RENTAL COMMITTEE: Dan Ujvari-Chair, Marcos Baladrón, Judy Desiderio, Carol Hayes,  
Eric Kauffman, Ken Collum, David Driscoll, and Heather Baris
- HISTORIC PRESERVATION COMMITTEE: Frank Newbold and Larry Kane - Co-Chairs, Kevin O'Sullivan,  
Georgia DeHavenon and Adrienne Possilico
- CENTRAL SEWER COMMITTEE: Mayor Larsen- Chair, Marcos Baladrón, Lisa Perillo, Billy Hajek,  
Tom Prieto, David Collins and Jennifer Mesiano
- AESTHETICS COMMITTEE: Carrie Doyle and Sarah Amaden as Co-Chairs and members: Erica  
Broberg, Dwyer Derrig, Michael Derrig, Stephen Drucker, Larry Kane,  
Lisa Larsen, Frank Newbold, Mary Margaret Trousdale, Nathan Wold  
and Michael Giannelli
- BUSINESS REVITALIZATION COMMITTEE: Sarah Amaden and Carrie Doyle – Co-Chairs and members: Alan  
Patricof, Valerie Smith, Mark Smith, Barbara Layton, and Christina  
DeSanti, Robert Rattenni, David Hashmall and Donna McDonald
- BOARD MEMBERS/EMPLOYEES/SEASONAL STAFF
- RESOLUTION #564-2023:** Appoint Police Chief Mike Tracey as the Village liaison to East Hampton Volunteer Ocean  
Rescue, effective immediately.
- RESOLUTION #565-2023:** Appoint Police Chief Mike Tracey as the Village liaison to Town of East Hampton Town  
Anti-Bias Task Force, effective immediately.

- RESOLUTION #566-2023:** Appoint Susan Steckowski as Registrar at an annual salary of \$1,000 and Linda Beyer as Deputy Registrar at an annual salary of \$600.
- RESOLUTION #567-2023:** Re-appoint Hugh R. King as Village Historian at no additional compensation.
- RESOLUTION #568-2023:** Re-appoint John McGuirk III as Chairman of the Zoning Board of Appeals, and James McMullan as Vice-Chair of the Zoning Board of Appeals effective August 1, 2023 (term to expire 7/31/24).
- RESOLUTION #569-2023:** Re-appoint Robert Caruso as Chair of the Planning Board, and David Driscoll as Vice-Chair of the Planning Board (term to expire 7/31/24)
- RESOLUTION #570-2023:** Re-appoint Robert Caruso as member of the Design Review Board, effective August 1<sup>st</sup>, 2023 (term to expire 7/31/25).
- RESOLUTION #571-2023:** Appoint C. Sherrill Dayton and Re-appoint Kristin Corwin as members of the Design Review Board (term to expire 7/31/2025).
- RESOLUTION #572-2023:** Re-appoint Robert Caruso as Chair of the Design Review Board, and Kristin Corwin as Vice-Chair of the Design Review Board (term to expire 7/31/24).
- RESOLUTION #573-2023:** Approve promotion of Georgia Plankster to the rank of Lifeguard Lieutenant at \$21/hour effective July 1<sup>st</sup>, 2023 and employ seasonal beach staff:  
Lifeguards: Harper Craig & Aniela Bedini at \$17.50/hour effective retroactively to June 18<sup>th</sup>, 2023, Justin Zorbo at \$20/hour effective retroactively to June 22<sup>nd</sup>, 2023  
Beach Staff Members: Jacen Sheades & Leo Schuman at \$13/hour effective June 30<sup>th</sup>, 2023. (*per June 19<sup>th</sup> and June 29<sup>th</sup>, 2023 memos from D. Smith*)
- RESOLUTION #574-2023:** Employ 2023 Seasonal Traffic Control Officer David Buitrago, effective June 30<sup>th</sup>, 2023 (*per June 27<sup>th</sup>, 2023 memo from Chief Tracey*)
- RESOLUTION #575-2023:** Authorize Traffic Control Officer Sebastian Farez-Gordillo employment termination, effective retroactively to June 29<sup>th</sup>, 2023 (*per June 29<sup>th</sup>, 2023 memo from Chief Tracey*)
- RESOLUTION #576-2023:** Approve the correction to Resolution #551-2023, in reference to Retired Police Officer Kenneth Brabant's authorized payout of \$163,755.94 to be paid August 15<sup>th</sup>, 2023 from the Employee Benefit Leave Reserve Fund (EBLR) for accumulated time (*per June 20<sup>th</sup>, 2023 memo from Chief Tracey*)

#### ACCOUNTING

- RESOLUTION #577-2023:** Approve Budget Transfer Schedule #8, Reference #8, dated June 2023.
- RESOLUTION #578-2023:** Resolved the 2022-2023 Village Budget is hereby amended to increase estimated revenue and appropriations in the amount of \$476,780.00 for expenditures related to the EMS building.
- RESOLUTION #579-2023:** Authorizing the transfer of up to \$500,000.00 from the Undesignated Fund Balance to the Capital Reserve Fund.

**RESOLUTION #580-2023:** Authorizing the transfer of up to \$500,000.00 from the Undesignated Fund Balance to the EBLR Fund (Employee Benefit Leave Reserve Fund).

**RESOLUTION #581-2023;** Accept the East Hampton Village Foundation donation of \$42,200.40 for Herrick Park Phase I A Renovation Project.

EXPENDITURES

**RESOLUTION #582-2023:** Accept the \$13,700 quote from GM Dege Inc. to conduct abandonment of the five-hundred-gallon underground waste oil tank at the Department of Public Works shop (per June 26<sup>th</sup>, 2023 memo from D. Collins)

**RESOLUTION #583-2023:** Accept the \$45,324.50 quote from Alpine Software to replace the current Fire House software (per June 29<sup>th</sup>, 2023 memo from K. Cullum).

**RESOLUTION #584-2023:** Accept the \$92,000 quote from P.W. Grosser for the East Hampton Town Pond Benthic Mat Installation.

**RESOLUTION #585-2023:** Accept the \$98,319.17 quote from Advantage Sport & Fitness Inc. for Gym Equipment at 1 Cedar Street.

VILLAGE POLICIES

**RESOLUTION #586-2023:** RESOLVED, that the Village Attorneys' Office is hereby appointed to represent the Board of Appeals of the Village of East Hampton in actions and proceedings to which the Board is a party, and the Village Attorneys' Office is further authorized to appear before the Board of Appeals of the Village of East Hampton as an advocate on behalf of the Village of East Hampton.

**RESOLUTION #587-2023:** RESOLVED, that Susan Steckowski be and is hereby authorized, empowered and directed to notify the New York State Employees Retirement System and the Suffolk County Civil Service Department that during 2023/2024 fiscal year the Village Administrator, the Treasurer and Mayor Jerry Larsen, may sign all payrolls for the Village of East Hampton.

**RESOLUTION #588-2023:** RESOLVED, during the 2023/2024 fiscal year, the following individuals are authorized to access the payroll production system: Mayor Jerry Larsen, Marcos Baladrón, Dominique Cummings, Susan Steckowski and Rhona Plinton.

**RESOLUTION #589-2023:** RESOLVED, that the Comptroller and/or Village Attorneys be and hereby are authorized to obtain, within budgetary limits, an appraisal or update thereof of any Village property be it real or personal; and be it further RESOLVED, that the Village Treasurer and the Village Administrator be and hereby is authorized to obtain, within budgetary limits, actuarial services.

**RESOLUTION #590-2023:** RESOLVED, that the responsibility for administration of the investment program of the Village of East Hampton is delegated to the Village Administrator and the Village Treasurer, to invest monies, designate banks and/or trust companies as depositories of the Village of East Hampton, and hereby be authorized to contract for the purchase of investments or establishing any bank or trust accounts, and be it further RESOLVED, that the current Investment Policy and cash management policy are hereby adopted and ratified.

**RESOLUTION #591-2023:** Authorizing the Village Administrator to invest all funds of the Village of East Hampton for the 2023/2024 fiscal year pursuant to law.

**RESOLUTION #592-2023:** RESOLVED, that the following banks or trust companies operating within the Village of East Hampton be and they are hereby designated as depositories of Village of East Hampton funds for the 2023/2024 fiscal year: Dime Bank, Chase Bank, MBIA (NY Class) and Wells Fargo (LOSAP) and be it further RESOLVED, that the Mayor is authorized to enter into agreements with the above banks and trust companies, and to amend such agreements from time to time, which agreements provide for the ordinary and necessary banking service incident to acting as a depository; and be it further RESOLVED, that the Mayor is authorized to enter into agreements with the banks and trust companies designated by the above-mentioned financial institutions to serve as a custodial bank holding collateral to secure deposits of Village of East Hampton funds held by these institutions; and be it further RESOLVED, that the preceding paragraphs be made part and parcel of the Investment Policy for the Village of East Hampton.

**RESOLUTION #593-2023:** WHEREAS, the Village of East Hampton enters into numerous professional services agreements, public works and purchase contracts; and

WHEREAS, during the course of performance of some of those contracts it is necessary to execute amendments, modifications and change orders within the scope of construction/services and when time is of the essence:

NOW, THEREFORE, on motion of Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, be it

RESOLVED, that the Mayor be and hereby is authorized to execute amendments, change orders and/or modifications to professional services agreements, public works contracts and purchase contracts that in total do not exceed 10% of the total contract price.

**RESOLUTION #594-2023:** Adopt procurement policy. (no changes from current policy)

PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the VILLAGE OF EAST HAMPTON involved in the procurement process, now, therefore, be it

RESOLVED, that the VILLAGE OF EAST HAMPTON does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF EAST HAMPTON

Section 1. 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 Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another government entity.

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, 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.

As permitted by Section 103 (16) of the General Municipal Law, the Village is authorized to purchase goods and services (exempt from competitive bidding) through the use of contracts that are let by the United States or any agency thereof, any state or any other political subdivision or district therein (also known as “piggybacking”) so long as the contract was bid in accordance with the provisions of General Municipal Law Section 103. Also pursuant to GML Section 103, the Village is authorized to purchase from purchasing cooperatives upon approval by resolution of the Board of Trustees to join said purchasing cooperative.

Section 2. All goods and services will be secured by use of written request 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: purchase contracts over \$20,000.00 and public works contracts over \$35,000.00; goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of the policy:



RESOLUTION #594-2023 (continued)  
PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

Section 3. A. General:

All vendors must be approved by the Administrator's office prior to the placement of any orders.

1. Purchase orders must be obtained for all expenditures exceeding **\$1,000.00**. Expenditures shall be defined as goods, materials, and services or any combination thereof.
2. All purchase orders must sufficiently detail the item or items to be purchased. All purchase orders must be approved by the Village Administrator and Department head before incurring the expenditure.
3. Only department heads and members of the Board of Trustees may submit purchase orders.
4. Any willful attempt to bypass the purchase order policy as stated herein shall be noted and brought to the attention of the Board of Trustees. Particular attention shall be paid to avoid splitting purchases of like materials so as to avoid exceeding the purchase order limits established herein.

B. Written Estimates:

Two or more estimates (quotes) must be obtained for all purchases of materials in excess of **\$2,000.00**. All purchase orders involving labor must comply with this policy regarding written estimates. All written estimates should be attached to the purchase order at the time of submission. Purchases made from approved State, County or local bids are not required to obtain any additional written estimates but are still required to obtain purchase orders.

C. Exemptions:

1. The following expenditures are exempt from the purchase order requirement:
  - a. Employee travel expenses for overnight travel, which have been approved by the Village Board.
  - b. Reimbursement of petty cash funds.
  - c. Utility bills: PSEG, Telephone/Internet/Media service provider, Suffolk County
  - d. Interdepartmental charges; for example, water billings, gas billings, vehicle repairs, etc.
  - e. Medical examinations, veterinarian fees, insurance claims (medical and workers' compensation), medical insurance premiums.
  - f. Legal advertising and public notices in publications as required by law.
  - g. Postage meter cost.
  - h. Labor or services provided by Village employees.
  - i. Credit card statements (Resolution #4-2021; Credit Card Use & Policy Allow payment outside of warrant to avoid late charges, adopted **1-7-21**)

## RESOLUTION #594-2023 (continued) PROCUREMENT POLICY OF THE INC. VILLAGE OF EAST HAMPTON

## D. Emergency Provisions:

This policy and related policies established by the Board of Trustees may be waived under emergency conditions. Emergency conditions include but are not limited to the following:

1. Civil defense emergency, fire, hurricane, or severe storm conditions.
2. Stranding of marine mammal.
3. Circumstances that might imperil public health or public safety.

Under emergency conditions, any Village employee or official compelled to incur an expenditure that would ordinarily require a purchase order may incur same provided he or she documents said emergency and the necessity for such purchase. A purchase order shall be submitted after the emergency has subsided.

4. 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.

5. Pursuant to General Municipal Law Section 104-b(2)(f), 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 EAST HAMPTON 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. The individual or company must be chosen based on accountability, reliability, responsibility, 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 BOARD OF TRUSTEES 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; and (c) whether the services require a personal relationship between the individual and municipal officials. 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 engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing 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 pre-packing software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.