Sag Harbor Village Board of Trustees
Friday, April 24, 2026
Special Meeting - 5:00 PM
AGENDA

I. Call to Order

II. Executive Session

III. Introduction

1. Resolution to Schedule a Public Hearing on Tuesday, May 12, 2026, to consider a local law amending Village Code §42-12, Powers and duties, to include a new section "G" related to oversight of Village infrastructure and capital improvement projects.

   Motion Made By _____
   Motion Seconded By _____

IV. Action Items

1. **RESOLUTION SEPARATING POSITIONS OF VILLAGE CLERK AND VILLAGE ADMINISTRATOR**

   WHEREAS, the Village of Sag Harbor currently maintains the combined office of Village Clerk and Village Administrator; and

   WHEREAS, the current Village Clerk/Administrator has submitted a formal resignation effective May 1, 2026; and

   WHEREAS, pursuant to Village Code § 42-10, the Board of Trustees possesses the authority to define the duties and the organizational structure of village offices to ensure the efficient administration of Village business; and

   WHEREAS, the Board of Trustees finds that the complexity of current municipal operations necessitates the separation of these roles to provide dedicated focus to each function; and

   WHEREAS, the Board of Trustees intends to ensure a stable transition and a collaborative process for the appointment of successor officials; and now, therefore be it

   RESOLVED, that the offices of Village Clerk and Village Administrator are hereby formally separated into two distinct positions effective May 1, 2026; and be it further

   RESOLVED, that the Village Board of Trustees hereby establishes Search Committee comprised of Mayor Gardella and Trustee Kane, to vet candidates for the position of Village Administrator. This committee shall develop a recruitment strategy and present qualified candidates to the Board for its "advice and consent" in accordance with Village Law.

   Motion Made By _____
   Motion Seconded By _____

2. **RESOLUTION APPOINTING ACTING VILLAGE CLERK**

WHEREAS, the Village Clerk/Administrator resigned effective May 1, 2026, leaving a vacancy; and

WHEREAS, the Village Board of Trustees has separated the offices of Village Clerk and Administrator by resolution adopted on April 24, 2026, pursuant to Village Code section 42-10; and now therefore be it

RESOLVED, that pursuant to NYS Village Law section 3-312(3), the Mayor and Board of Trustees hereby appoint Connie McGrath to the position of Acting Village Clerk; and be it further

RESOLVED, that the Mayor and Board of Trustees hereby authorize that Connie McGrath shall receive a stipend in the amount of $9,000.00 for the position of Village Clerk.

Motion Made By _____
Motion Seconded By _____

3. **RESOLUTION AUTHORIZING BOUNDARY LINE AGREEMENT WITH 22 LATHAM STREET**

WHEREAS, the Village of Sag Harbor is the owner of 18 Roger Street, Sag Harbor, New York, (SCTM 0903-003.00-04.00-076.000) and maintains a drainage pond or sump on 18 Roger Street that has been in existence on site since prior to 1962 which takes up the entirety of the property at 18 Rogers Street; and

WHEREAS, the drainage pond collects runoff from various sites in the Village of Sag Harbor and is an important contributor to the Village's drainage system; and

WHEREAS, the Village of Sag Harbor maintains a fence around 18 Rogers Street to protect people and/or pets from entering that area and endangering themselves to protect the health safety and welfare of persons in the Village of Sag Harbor; and

WHEREAS, the fence encroaches onto the property known as 22 Latham Street, Sag Harbor, New York, (SCTM 0903-003.00-04.00-063.000) and the owners of 22 Latham Street have requested a boundary line agreement with the Village to ensure the Village does not claim ownership of their property; and

WHEREAS, the boundary line agreement allows: (i) the fence to remain in its current place on 22 Latham Street, (ii) acknowledges that only the Village may relocate the fence and gate encroachments to protect persons from entering the drainage pond area in furtherance of the health safety and welfare of the public, and (iii) the Village to enter its property to maintain the existing gate and fence referenced herein provided Village employees enter from the 18 Roger Street side of the fence; now therefore be it

RESOLVED, that the Village Board of Trustees hereby authorizes the Village of Sag Harbor to enter into a boundary line agreement with the property owner of 22 Latham Street and the Mayor is authorized to execute same.

Motion Made By _____
Motion Seconded By _____

4. **RESOLUTION AUTHORIZING THE MAYOR TO PROVIDE A LETTER OF SUPPORT**

WHEREAS, the Sag Harbor Whaling & Historical Museum will host a "Colonial Village Living History Festival" on May 23–24 in recognition of America250 and the Battle of Sag Harbor (Meigs Raid); and

WHEREAS, the event will be free to the public and is part of a village-wide commemoration; and

WHEREAS, the Mayor and Board of Trustees approved this event on April 14, 2026; and

WHEREAS, the Museum has requested a letter of support for a grant application through Discover Long Island to help fund the event;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor is authorized to provide a letter of support or behalf of the Village for this grant application.

Motion Made By _____
Motion Seconded By _____

5. **RESOLUTION AUTHORIZING ACCEPTANCE OF THERAPY/WELLNESS DOG**

WHEREAS, the Sag Harbor Village Police Department recognizes the importance of supporting the mental health, wellness, and community engagement efforts of its officers and the public; and

WHEREAS, therapy and wellness dogs have proven to provide emotional support, reduce stress, and strengthen positive interactions between law enforcement and the community; and

WHEREAS, the Suffolk County Police Foundation, in partnership with the Matt Martin Foundation, has offered to donate a trained therapy/wellness dog named "Gillies"; and

WHEREAS, the Sag Harbor Village Police Department supports officer wellness and community engagement; and

WHEREAS, therapy dogs help reduce stress and strengthen positive interactions between law enforcement and the public; and

WHEREAS, "Gillies" will support officer wellness, assist during critical incidents, and participate in community outreach;

NOW, THEREFORE, BE IT RESOLVED, that the Sag Harbor Village Board of Trustees accepts the donation of "Gillies," subject to the approval of a memorandum of understanding; and

BE IT FURTHER RESOLVED, that the Police Department is authorized to integrate "Gillies" into its operations, will establish appropriate policies for the dog's care, training, and use, and that the Board expresses its gratitude to the Suffolk County Police Foundation and the Matt Martin Foundation for their support.

Motion Made By _____
Motion Seconded By _____

6. Robert Drake, Chief of Police, requests authorization to attend the 2026 NYS Chiefs Association Training Conference, from May 18-21, 2026, in Lake Placid, NY.

Motion Made By _____
Motion Seconded By _____

7. Bruce Schiavoni, Senior Building Inspector, requests authorization to advertise for a part-time Fire Marshal/Code Enforcement Officer at the hourly rate of $34.00.

Motion Made By _____
Motion Seconded By _____

V. Motion to Adjourn

VI. Videoconferencing Details

Village Office is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
https://us02web.zoom.us/j/85468706758
Meeting ID: 854 6870 6758
Passcode: 668952

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