Sag Harbor Village Board of Trustees
Tuesday, December 23, 2025
Special Meeting - 10:30 AM
AGENDA

I. Call to Order

II. Action Items

1. **RESOLUTION AUTHORIZING THE MAYOR TO SIGN A CHANGE ORDER #1 WITH AKRF FOR ENVIRONMENTAL CONSULTING SERVICES**

   WHEREAS, additional environmental consulting services are needed to evaluate village property adjacent to and in the vicinity of the former Sag Harbor Manufactured Gas Plant (MGP); and

   WHEREAS, additional project strategy support and catch basin sampling and report will be added to the initial scope of work provided by AKRF; and

   NOW, THEREFORE, BE IT RESOLVED, that the Mayor is hereby authorized to sign change order #1 agreement with AKRF, Inc. for additional environmental consulting services related to the Village property near the former Sag Harbor MGP, at additional cost not to exceed $18,280.00.

   Motion Made By _____
   Motion Seconded By _____

2. **RESOLUTION AUTHORIZING AN INCREASE IN THE SALARY OF ALEXANDRA BALSERUS, VILLAGE TREASURER FOR ADDITIONAL DUTIES RELATED TO THE SEWER EXPANSION PROJECT**

   WHEREAS, Alexandra Balserus, Village Treasurer has been assigned additional duties and responsibilities beyond the scope of her regular position, specifically related to the financial management, accounting, reporting and oversight of the Village's sewer expansion project; and

   WHEREAS, such additional duties require increased time, expertise, and coordination with engineers, contractors and members of the public; and

   WHEREAS, the Board of Trustees finds it appropriate and in the best interests of the Village to provide additional compensation to Alexandra Balserus, Village Treasurer, in recognition of these expanded responsibilities;

   NOW, THEREFORE, BE IT RESOLVED, that the salary of Alexandra Balserus, Village Treasurer, shall be increased to $78,000.00 effective December 23, 2025.

   Motion Made By _____
   Motion Seconded By _____

3. **RESOLUTION CLOSING CERTAIN VILLAGE OFFICES ON DECEMBER 26, 2025**

   WHEREAS, Village of Sag Harbor employees demonstrate dedication and professionalism throughout the course of each year; and

WHEREAS, Christmas Day 2025 is on a Thursday; and

WHEREAS, the volume of business in Village offices is usually reduced on the day following Christmas, enabling the Village to close nonessential services with minimal impact on operations;

NOW, THEREFORE, BE IT RESOLVED, that the following Village departments and/or offices will be closed to the public on Friday, December 26, 2025:

Village Clerk's Office, Building Department, Justice Court & Highway Department

and be it further,

RESOLVED that the following Village departments and/or offices will remain open on December 26, 2025 with staffing to be determined by each department's respective Department head:

Village of Sag Harbor Police Department and Sewer Department

and be it further,

RESOLVED, that those full-time CSEA, administrative, and administrative support employees who are required to work on December 26, 2025 shall be granted eight (8) hours of vacation time, which must be used on or before May 31, 2026 and such use of leave time must be approved by the employee's Department Head; and be it further

RESOLVED, that the Chief of Police and PBA members shall be paid holiday pay in accordance with the provisions of their respective contracts.

Motion Made By _____
Motion Seconded By _____

III. Executive Session

IV. Motion to Adjourn

V. Videoconferencing Details

Village Office is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
https://us02web.zoom.us/j/81533501472

Meeting ID: 815 3350 1472
Passcode: 741572

One tap mobile
+16469313860,,81533501472#,,,,*741572# US
+19292056099,,81533501472#,,,,*741572# US (New York)

Join instructions
https://us02web.zoom.us/meetings/81533501472/invitations?signature=0fswLMNv57X-Jqhnup1Vwo0kq9RETOU9KY81Mpu5X34