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**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES  
Thursday, July 28, 2022 at 8:30 AM**

A meeting of the Board of Trustees of the Incorporated Village of Head-of-the-Harbor was held on Thursday, July 28, 2022 at 8:30 AM at the Village Hall located at 500 North Country Rd., St. James, NY 11780. Those present were the following members Mayor Douglas A. Dahlgard, Deputy Mayor Daniel W. White, Trustees Judith C. Ogden and L. Gordon Van Vechten. Not in attendance Trustee Jeffrey D. Fischer; Village Attorney, Anthony S. Guardino; Police Chief, Charles M. Lohmann; Village Treasurer, Patricia Mulderig and Co-Counsel, Philip Butler. Also in attendance Building Inspector, Robert O'Shea and Village Administrator/Clerk, Margaret O'Keefe.

**1. Mayor – Douglas A. Dahlgard**

- It was, upon motion by Trustee Ogden, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #067-22**  
**WHEREAS**, on July 16, 2022 a roof leak caused portions of Village Hall to be flooded, and  
**WHEREAS**, on July 28, 2022 the Board adopted a declaration of emergency,  
**BE IT RESOLVED**, the Board of Trustees will meet weekly as needed, until further notice, on Thursdays at 8:00 AM at Village Hall, 500 North Country Rd., County of Suffolk, St. James, New York 11780.

- It was, upon motion by Deputy Mayor White, second by Trustee Van Vechten, and unanimously adopted:  
**RESOLUTION #068-22**

**VILLAGE OF HEAD OF THE HARBOR  
BOARD OF TRUSTEES**

**RESOLUTION DECLARING AND AUTHORIZING EMERGENCY REPAIRS TO  
VILLAGE HALL AND BYPASSING COMPETITIVE BIDDING PROCEDURES**

WHEREAS, on July 16, 2022, at 1:00 PM, there was a severe rainstorm throughout the Village of Head of the Harbor lasting for approximately one-half hour; and

WHEREAS, the bid-awarded contractor replacing the roof at Village Hall earlier in the week left the flat roof area unfinished until such time that their "flat-roof crew" could complete the job; and

WHEREAS, said contractor failed to secure Village Hall from the elements until such time as the job could be completed resulting in extreme flooding inside the Village Hall Meeting Room, Justice's Chambers, Police Station, Police Locker-room, and basement; and

WHEREAS, pursuant to Section 103(4) of the General Municipal Law, the Village is authorized to forego the competitive bidding process when conditions exist whereby circumstances affecting public buildings, public property or the life, health or safety of the inhabitants of the Village of Head of the Harbor require immediate action which cannot await the competitive bidding process to take place; and

WHEREAS, the Board of Trustees of the Head of the Harbor finds that the sudden and unexpected damage affecting substantial portions of Village Hall prevented the use of the affected spaces for Village business, and further, presents life, health and safety issues for employees and visitors to Village Hall; and

WHEREAS, the Board of Trustees finds that emergency repairs to Village Hall are necessary to prevent further damage to and degradation of the premises, and to safeguard public life, health, safety; and

WHEREAS, the Village has received proposal #22-721 from Jeff Singer of SingCo Contracting Inc. to provide general contracting services, and covering certain subcontractor purchase orders, leasing agreements, and service contracts required for the repair and restoration of Village Hall; and

WHEREAS, the Board of Trustees has reviewed SingCo's proposal and wishes to engage it to complete the emergency repairs and services described therein; and

WHEREAS, the proposed action is a Type II Action for purposes of the State Environmental Quality Review Act (SEQRA), and its implementing regulations, and accordingly, no environmental review is required and no environmental impact statement shall be prepared.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees finds that the aforementioned conditions pose a threat to the public health, safety and environment and, due to the fact that immediate action is required to perform emergency repairs and services, and procure goods and services to prevent loss of life, property, and protect the public health and safety, such that the Village of Head of the Harbor cannot wait for the competitive bidding process and/or local procurement process to take place for the procurement of goods and services by the Village of Head of the Harbor related to the conditions giving rise to this emergency; and be it

FURTHER RESOLVED, that in light of the foregoing, the Board of Trustees hereby awards the following contracts and subcontracts on an emergency basis:

1. The Claims Company, Steven Hess, claims adjuster  
Amount: 7% of Total claim
2. TRI Total Restoration Incorporated  
Amount: \$ not to exceed \$60,000.00 without further review
3. Always Electrical Corporation  
Amount: subcontracted; included in Tri Total Restoration Incorporated invoice
4. Air-Tight Security  
Amount: \$ not to exceed \$550.00 without further review
5. Cassone Leasing  
Amount: not to exceed \$3,300.00 (6 mon. lease) without further review
6. All Service Electrical Inc.  
Amount: not to exceed \$8,800.00 without further review
7. Scientific Exterminating  
Amount: not to exceed \$200.00 without further review

Supporting bid/estimate documentation shall be appended to and filed with this resolution.

And be it

FURTHER RESOLVED, that Mayor Douglas A. Dahlgard, or his designee effective as of the date of this resolution retrospectively or prospectively, is hereby authorized and directed, in his official capacity, to execute and deliver such documents and agreements as are necessary and appropriate to enter into the foregoing engagements on the Village's behalf; and be it

FURTHER RESOLVED, that the Board of Trustees hereby authorizes the additional payroll expenses provided by Head of the Harbor's Police Officers to protect and secure public property, maintain crowd control and redirect the public to alternate locations for public service while repair and reconstruction activities are occurring at Village Hall; and be it

FURTHER RESOLVED, that the Board of Trustees hereby authorizes and directs the payroll expenditure of 2 additional hours to Carolanne Darrigo, Court Clerk, at 1.5x customary rate of pay for additional/special services provided on July 21, 2022; and authorizes and directs reimbursement of mileage expenditures, for four (4) roundtrip journey's, to the alternate work location totaling 19.2 miles to transport materials and equipment. Said mileage reimbursement is to be made at the rate approved by the NYS Office of the State Comptroller at the times of travel; and be it

FURTHER RESOLVED, that the Board of Trustees hereby authorizes and directs the payroll expenditure of 27.25 hours at an overtime rate equal to 1.5x times customary rate of pay to Margaret O'Keefe, Village Clerk, for additional services provided from July 16, 2022, through and including July 27, 2022.

WHEREUPON, on motion by Deputy Mayor White, seconded by Trustee Van Vechten, the foregoing resolution was adopted at a duly noticed meeting of the Board of Trustees held on Thursday, July 28, 2022, with the members of the Board voting as follows:

Douglas A. Dahlgard, Mayor	AYE
Daniel W. White, Deputy Mayor	AYE
Judith C. Ogden, Trustee	AYE
L. Gordon Van Vechten, Trustee	AYE
Jeffrey D. Fischer, Trustee	-

Filed in the Office of the Village Clerk on the 28 day of July, 2022.

  
Margaret O'Keefe, Village Clerk

There being no other matters to be brought before the Board; it was, upon motion by Deputy Mayor White, second by Trustee Ven Vechten and unanimously adopted, to adjourn the meeting at 9:35 AM.

Respectfully Submitted,

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Margaret O'Keefe  
Village Administrator/Clerk