

SPECIAL MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

LOCATION: MUNICIPAL BUILDING, 4303 MAIN STREET
PORT HENRY, NY 12974

DATE: MARCH 28, 2011

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees McDonough, Sheldon and Viestenz, Clerk Daly, Treasurer Jurkiewicz and Deputy Superintendent of Water and Street; John Tromblee.

ABSENT: Trustee Belden

ATTENDANCE: Jackie Viestenz, Linda Smyth, Staley Rich, Matt Brassard and Ann Tesar.

Mayor Guerin called the Special Meeting to order at 7:00 pm, followed by the salute to the flag.

The Board called this Special Meeting to discuss and review matters regarding the Champ RV Park/Campground, for the 2011 season.

The Board set the following opening and closing dates for the 2011 season:

Champ RV Park/Campground:

Open - Friday May 6, 2011

Close - Monday October 3, 2011

Beach:

Open – Saturday June 25, 2011

Close – Monday September 5, 2011

Trustee Sheldon informed the Board that there is the possibility that the water level may be too high on opening day of the campground and asked if the Board will consider issuing refunds if campers can not get on their sites for an extended period of time. A discussion was held regarding this matter and the Board decided that if a refund is requested, in writing from a camper, each request will be reviewed individually by the Board.

The campground manager, Marge Seguin, has agreed to clean all of the bathrooms in the campground, including replenishing all paper towels, toilet paper and hand soap as needed, on Mondays and Fridays for the 2011 season.

Phyllis Rounds has agreed to fill in for Ms. Seguin again this season on her two days off a week. In return, Ms. Rounds is asking the Board for the same agreement she received last season, in which the Board waives her seasonal site fee and pump out fees. Ms. Rounds will be available to the campers on the manager's two days off, 24 hours a day and will handle all reservations, collections, paperwork and will maintain the flowers at the entrance to the campground. Ms. Rounds will pay for her electricity for the season. A letter of written agreement will be presented to Ms. Rounds regarding this arrangement and will be kept on file in the Village office.

Arthur Dashnaw, a seasonal camper, has agreed to clean all of the bathrooms in the campground, including replenishing all paper towels, toilet paper and hand soap as needed, on Saturday's and Sunday's in lieu of paying for electricity for the 2011 season. A letter of written agreement will be presented to Mr. Dashnaw regarding this arrangement and a copy will be kept on file in the Village office.

The Campground Maintenance position has been advertised and the deadline to receive applications is 4:00 pm on Monday April 11, 2011. The Campground Maintenance duties will consist of cleaning all campground bathrooms, including replenishing all paper towels, toilet paper and hand soap as needed on Tuesday's, Wednesday's and Thursday's, as well as general maintenance and other duties, as needed.

John Tromblee has agreed to provide one DPW laborer to work up to 25 hours per week at the campground to do pump outs, mowing, trimming and building maintenance. The DPW employee will not be required to clean bathrooms.

Mayor Guerin asked if the prisoner's can be obtained to help at all with opening preparations for the campground and Mr. Tromblee indicated that they have in the past helped with clean up in the spring.

Matt Brassard indicated that the seaweed at the Village beach has become a nuisance and asked if there is anything the Village can do to reduce the amount in the swimming area. A brief discussion was held regarding this matter and Mr. Brassard was informed that there is very little the Village can do, due to NYS DEC regulations pertaining to Lake Champlain.

Trustee Sheldon informed the Board that Ms. Seguin does not wish to operate the beach house for this season as she has in the past. The agreement is that the manager can sell candy, food, etc. from the beach house at her cost for inventory, while retaining 100 % of the profits made from the sales. The Board discussed leasing out the beach house as Trustee Sheldon indicated he has recently talked to a couple of people who may be interested. The Board agreed to contact the Village insurance company and attorney's to obtain more information regarding this matter.

The Board discussed the need for upgrades to the existing water lines at the campground due to several water line breaks in the past, a water pressure problem and the matter of providing clean water. Trustee McDonough indicated that \$10,000 was set aside last year in a reserve fund for such improvements. Trustee Sheldon indicated that the Board also agreed, after raising the site fees this year, to place \$75.00 from each site fee collected into a reserve fund for future capitol improvements to the campground. The upgrades may be done in stages, during the camping season, with as little disturbance or disruption to the campers as possible. The Board also discussed using any leftover funds towards upgrading approximately 10 sites to 50 amp electrical service. It was noted that the Village may need to hire an electrician for this project. It may be necessary to issue a Request for Proposals and obtain estimates. Mayor Guerin indicated he will have someone look at it.

The National Grid Energy Audit was e-mailed to the Board and discussed. The audit recommends that one person be listed on the contact information for communication purposes. The Board agreed to discuss this further at the Special Meeting/Budget Workshop scheduled for Wednesday March 29, 2011 at 6:00 pm.

Trustee Sheldon asked the Board for permission to be present at the campground on opening day to assist the manager along with the DPW as he did last year with set up. The Board granted Trustee Sheldon permission to do so and thanked him for his continued help and support. Trustee Sheldon reiterated that, according to the NYS Department of Health, campers must be placed at least 10 feet apart.

A discussion was held regarding converting the space where the old BB-Q pit was, into a seasonal site. The Board decided to do so. Electricity will need to be run to this site and an electrician may need to be hired for this purpose to insure it is done to code. There is water already available in this location.

The Board discussed placing recyclable bins at the campground to eliminate the illegal burning of cardboard. The Board indicated that campers burning cardboard should be cited. John Tromblee will obtain prices on large recycling bins. Cardboard will need to be broken down before placing it in the bins. The bins will be placed next to the garbage containers near beach house.

Trustee Sheldon suggested placing signs on the bathrooms indicating that children under a certain age have to be accompanied to the bathrooms by a parent or adult. John Tromblee indicated that there are enough signs at the campground. Mayor Guerin suggested any complaints regarding the condition of the bathrooms be brought to the campground manager's attention.

Trustee Sheldon informed the Board that there is a rocking horse at the playground that broke off and has been buried, the teeter totters are missing parts and the clamps need to be replaced on them.

The Board discussed erecting or building a pavilion at the campground for public use that could be rented out. Trustee McDonough suggested using any remaining capitol reserve funds towards this project. Mayor Guerin indicated that it could be built in stages, pour the concrete slab this year and erect the pavilion next year. Trustee McDonough suggested contacting Boces to build the pavilion if the Village supplies the materials.

After a brief discussion, the Board decided to proceed as we did last year regarding the lifeguards. Two lifeguards will be hired at a rate of \$10.00 per hour, five days per week, including Saturdays and Sundays. The beach will remain closed on Mondays and Tuesdays throughout the season. One lifeguard is required per 50 feet of beach. Signs are placed at the beach stating there is "No swimming permitted without a lifeguard on duty". The Board agreed to advertise for two lifeguards for the 2011 season as soon as possible.

Trustee Sheldon suggested going back to coin operated showers as there were a lot of complaints last year regarding not being able to control the temperature of the water and the water in the showers being too hot. The Board agreed not to revert back to coin operated showers. John Tromblee will adjust the temperature valve as needed.

The Board discussed raising the number of seasonal sites as there are currently 25 people on the waiting list. Trustee Sheldon indicated that the seasonal sites were raised last year from 70 to 80 and the campground needs to keep transient sites available as reservation requests are made throughout the season. The Board agreed not to raise the number of seasonal sites for this season.

Trustee McDonough indicated that she would accompany Trustee Sheldon at the campground on opening day.

A motion was made by Trustee McDonough, seconded by Trustee Sheldon to adjourn the Special Meeting at 8:26 pm. Yes; Trustees McDonough, Sheldon and Viestenz. No' none. Absent; Trustee Belden, motion carried.

ADJOURNED

Village Clerk