

SPECIAL MEETING OF THE VILLAGE OF PORT HENRY  
BOARD OF TRUSTEES

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

DATE: JANUARY 31, 2012

TIME: 6:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough Rich and Viestenz, Clerk Daly and Treasurer Jurkiewicz.

ATTENDANCE: Tom McDonald; AP Reale & Sons, Inc., Linda Smyth, Thomas Finnessey, Jeff Kelly, Jackie Viestenz, William Bryant, Fred Buck and Fred Mastroianni of Greenman-Pedersen, Inc. (GPI).

Mayor Guerin called the meeting to order at 6:05 pm, followed by the salute to the flag.

Mayor Guerin thanked everyone for attending the meeting tonight and informed the public that the Special Meeting was called to discuss and review the Campground Restoration Project with the public in regard to the bids received and the financial impact the project may have on the 2012-2013 budget process.

The Bid's were publicly opened on January 27, 2012 at 2:01 pm in the order that they were received and are listed below in such order, as follows:

|                                     |                   |
|-------------------------------------|-------------------|
| 1. Reale Construction, Inc.         | 1. \$796,000.00   |
| 2. Luck Brothers, Inc.              | 2. \$1,244,798.00 |
| 3. Kubricky Construction Corp.      | 3. \$798,966.50   |
| 4. Jameson General Contractors, LLC | 4. \$843,269.00   |
| 5. A.P. Reale & Sons, Inc.          | 5. \$777,100.00   |
| 6. Bast Hatfield                    | 6. \$969,600.00   |
| 7. Peckham Road Corp.               | 7. \$874,685.00   |
| 8. Resnick Construction             | 8. \$976,672.00   |

Trustees Brassard and McDonough met with Fred Buck and Fred Mastroianni of GPI before the meeting to discuss and review the bids and obtain GPI's recommendations regarding the contract award.

Trustee McDonough indicated that AP Reale & Sons, Inc. came in as low bidder on the project at \$777,100. The Board decided that the contract will not be awarded this evening, as the Performance Bid Bond submitted by AP Reale & Sons needs to be revised, signed and must equate to 5% of the bid amount. GPI produced a list of seven other required documents that the contractor must submit prior to the award of the contract. AP Reale & Sons, Inc. will be notified of these conditions and informed that all documentation must be faxed to GPI no later than February 3, 2012. Tom McDonald, of AP Reale & Sons, Inc. was present and asked for a copy of the seven additional documents required. Fred Mastroianni informed Mr. McDonald that the information he requested is listed in the contract documents.

Mr. Mastroianni, Project Engineer for GPI, introduced himself and commented that the Village is paying out a lot of money for this project that it does not have and is hoping to

be reimbursed for by FEMA, that being said, Mr. Mastroianni made perfectly clear that the Village does not expect to see any “extra expenses” associated with this project. The Village has the right to void the contract at any time. The project has a firm deadline completion date of May 1, 2012; due to the fact that 20% of the Village’s revenue is generated from the campground.

William Bryant asked how long the project will take from start to finish and was informed that work will begin immediately after the contract is awarded and must be completed by May 1, 2012. Fred Buck, from GPI will be the full time inspector on site.

Mr. Mastroianni showed the public the project plans via a large scale map posted on the wall and provided an overview of the project.

Jeff Kelly expressed concern regarding dredging under the bridges in the Mill Brook. Trustee Brassard indicated that the County will begin work on the catch basin for the Mill Brook in two to three weeks. Mr. Kelly asked if the Village can utilize all of the dirt/soil that has been placed at the campground, for the project. Fred Mastroianni indicated that yes, it can be utilized and that the County may place check dams in the brook as well, as they have been used at other locations.

The Board reviewed the Potential Financial Impact Sheet (listed below) for fiscal year ending May 31, 2013. Copies were distributed to the public for review with the meeting agenda.

VILLAGE OF PORT HENRY  
 CAMPGROUND RESTORATION PROJECT  
 POTENTIAL FINANCIAL IMPACT  
 FISCAL YEAR END 05/31/2013

FYE 2012

|                            |                  |
|----------------------------|------------------|
| Project Cost               | \$950,000        |
| FEMA/SEMO<br>Reimbursement | <u>(831,250)</u> |
| Village Responsibility     | \$118,750        |

FYE 2013

|                                    |               |
|------------------------------------|---------------|
| Interest<br>Expense                | \$38,000      |
| Legal<br>Expense                   | 5,000         |
| Potential Lost Revenue<br>(May)    | <u>10,000</u> |
| Impact on<br>Tax Levy              | \$53,000      |
| Taxable Village<br>Property (2011) | \$49,828,622  |
| Impact on Tax Rate per<br>Thousand | \$1.06365     |
| Percent<br>increase                | 10.69%        |

|                                                                        |       |
|------------------------------------------------------------------------|-------|
| Increase in Property Tax<br>Bill<br>for property assessed at \$100,000 | \$106 |
|------------------------------------------------------------------------|-------|

ANNUAL IMPACT FOR FIVE YEARS AFTER FYE 2013 \*

|                                                                        |              |
|------------------------------------------------------------------------|--------------|
| Loan<br>Repayment                                                      | \$23,750     |
| Interest<br>Expense                                                    | <u>3,500</u> |
| Impact on<br>Tax Levy                                                  | \$27,250     |
| Impact on<br>Tax Rate                                                  | \$0.54687    |
| Percent<br>Increase                                                    | 5.50%        |
| Increase in Property Tax<br>Bill<br>for property assessed at \$100,000 | \$55         |

\* Financials may vary depending on the financial terms for loan repayment

William Bryant asked if the Village will increase the camping fees for this season, indicating that the campers should incur some of the cost of the interest associated with the loan. Mayor Guerin indicated that a fee increase may be a possibility. The Treasurer reminded the Board that the site fee's were raised \$150 last season and no refunds were issued to the campers for September and October of 2011 (after closure due to damages by Hurricane Irene) and advised the Board that the Village should be careful not to out price themselves.

George Daly commented that the Village property owner's taxes increase every year therefore the campers should also incur a portion of the cost for restoration of the campground. Mr. Daly further indicated that most of the public is unaware of the costs associated with this project. Mr. Daly asked if the Village has an alternate plan should FEMA reimbursement not come through, which has been known to happen in the past as the reimbursement funds are not guaranteed. Fred Mastroianni indicated that FEMA has been kept apprised of the project, have reviewed all documentation from day one and have provided no indication that the funds will not be available or reimbursed once the project is complete. The Village has obtained all necessary permits in order to begin the project, as well as a DSR number. Trustee Viestenz indicated that the alternate plan would be to abandon the campground and not generate any revenue at all this season. Trustee Viestenz further indicated that all Board meetings are advertised and open to the public, however, the lack of public interest regarding Village business is unfortunately evident in the attendance numbers for such meetings.

Mr. Daly asked the Board if a feasibility study has been done, or research, to determine the financial outcome and impact on the taxpayer should the Village proceed with the restoration project regarding associated costs versus the campground not opening this season while repairs are made and the impact the lack of anticipated revenue would have on the Village taxpayer. Trustee Viestenz indicated that the later had not been done however if anyone was willing to volunteer their time to do so, the Board would welcome the publics help. Mayor Guerin indicated that the Village needs to move forward with

the project, if it does not, there will be no income at all from the campground this season. Fred Mastroianni indicated that the project needs to be completed before FEMA will issue reimbursement funds. Jeff Kelly commented that if FEMA reimbursement is contingent upon completion of the project then the Village should move forward.

Linda Smyth asked how the Village will recruit new campers. Trustee Rich indicated that a small increase does not mean that other campers will not come, as the location will be well sought after if advertised properly. Treasurer Jurkiewicz reminded the Board that our current campground rates are already higher than the Town's, whom we are in competition with. Mayor Guerin indicated that the Village and Town campgrounds are very different and that it should not be a problem to fill both, even if the Village does decide to raise its rates.

George Daly suggested that the Village send a letter to the campers to provide them with information regarding the project plans. Trustee Viestenz indicated that the Village has never had to advertise, but this year, may have to. It was agreed that a direct letter to the campers is an excellent idea. Mayor Guerin indicated that the website may also be of assistance with regard to advertising. Fred Mastroianni agreed to provide the project site map electronically to place on the website and suggested that a local reporter be contacted to write a story. It was also suggested that the Village hold a publicized groundbreaking ceremony and issue a press release with regard to the campground project.

Trustee Viestenz provided a brief recap of the financial impacts associated with the Campground Restoration Project. Treasurer Jurkiewicz reviewed the Potential Financial Impact Sheet and pointed out that the figures listed on the sheet are estimates. Mayor Guerin asked the Treasurer what the increase in property taxes on a property assessed for \$100,000 would be if the \$65,000 in anticipated revenue from the campground for the 2012 season was not generated? The Treasurer indicated that the estimated impact on the tax rate per thousand would be \$1.30.

The Board scheduled a Special Meeting for Monday February 6, 2012 to award the contract for the Campground Restoration Project. The meeting will commence at 7:00 pm at the Village Hall and is open to the public.

A motion was made by Trustee McDonough, seconded by Trustee Rich to adjourn the Special Meeting at 7:01 pm. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Viestenz. No; none. All in favor, motion carried.

ADJOURNED

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Village Clerk