

SPECIAL MEETING OF THE VILLAGE OF PORT HENRY  
BOARD OF TRUSTEES

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

DATE: MARCH 28, 2013

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon

ATTENDANCE: None.

Mayor Guerin called the meeting to order at 7:02 pm, followed by the salute to the flag.

Mayor Guerin indicated that the Special meeting was called to discuss matters pertaining to campground operations for the 2013 season.

The Board reviewed the Campground Manager's Job Description and Agreement and made the following changes:

**Job Description #8** – Remove: *“beaches”*.

**Job Description #18**- Remove: *“and the manager of the concession will pay the electric bill.”*

**Manager Agreement #8** - Add: *“Violation of any of these terms will result in termination of the agreement.”*

A motion was made by Trustee Brassard, seconded by Trustee Sheldon to approve the 2013 Champ RV Park/Campground Manager Agreement and Job Description to include the changes listed above. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor; motion carried.

The Board stipulated and agreed that the campground manager will be required to file a copy of their current \$500,000 liability insurance policy with the Village office.

Allan LaDuc paid the \$150 campsite reservation fee for the 2013 season. Mr. LaDuc called the Village office on Tuesday March 26, 2013 to inform the Village that he has suffered a stroke and will not be able to camp this summer and requested reimbursement of the \$150 reservation fee he has paid. The Board discussed the request and approved and authorized the refund of \$150 to Mr. LaDuc, by motion from Trustee Rich, seconded by Trustees McDonough. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor; motion carried.

The Board determined that the campground managers will be responsible for obtaining any required permits associated with operating the concession stand.

Trustee Sheldon indicated that it needs to be made clear to campers this season that due to liability issues the Village will not be responsible for mowing occupied campsites. Each camper is required to keep their own site mowed during the camping season. The Village will only mow vacant campsites.

The Board agreed to the following with regard to the campground for the 2013 season:

- A small air conditioning unit will be purchased for the campground office, out of the capital reserve fund for the campground, at a cost of approximately \$150.
- Look into obtaining dial up internet service for the campground office.
- Look into free advertising options for the campground and utilize accordingly.

- Hire a local electrician to install the new light fixtures that were purchased for the campground bathrooms.
- Look into upgrading a bathroom to make handicap accessible at a feasible cost.
- Install the new water line in the spring or fall, when there are minimal or no campers.
- Move washer & dryer to little room off of kitchen to allow more flexible hours and access for campers.
- Purchase a new toilet at a cost of approximately \$130 for 3<sup>rd</sup> bathroom and cut out & repair floor.
- Purchase new fabric shower curtains for the bathrooms to eliminate privacy issues.
- Obtain estimates on painting all of the bathrooms and shower rooms. The Village will supply the paint.

The Board also discussed the following matters pertaining to the campground for the 2013 season:

- New shower heads are needed in the bathrooms and the scalding hot water issue will be taken care of.
- New heavy duty basketball rims and/or backboards, (whichever is needed to alleviate the necessity of having to weld and repair them throughout the season) will be purchased and installed.
- A regulation horseshoe pit will be set up in the vicinity near the entrance to the campground.
- Look into possibly purchasing a pressure washer for the campground.
- John Warner has indicated that he has a refrigerator to donate, for the campground.
- A new sign is needed indicating days and hours the beach is open. Trustee Sheldon will speak with John Tromblee with regard to such.
- The dresser and other miscellaneous items need to be removed from the beach house.
- The floors and walls in the beach house are in need of painting.
- Both screen doors will be replaced on the beach house at a cost of approximately \$25 each.
- There are tree limbs that are in need of being cut back and/or removed.
- The weeds in the swimming area will be taken care of. Discussed possible purchase of a “Weed Wizard”, at a cost of approximately \$200.
- A new sign is needed for the campground. Discussion ensued as to where to place one. Mayor Guerin will speak with Bill Ball regarding this matter.

The DPW has begun their seasonal preparation and duties associated with opening the campground.

A motion was made by Trustee Rich, seconded by Trustee Sheldon to adjourn the Special meeting at 8:28 pm, at which time the Board entered into Executive Session to discuss personnel matters pertaining to the campground. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried.

ADJOURNED

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Village Clerk