

SPECIAL MEETING OF THE VILLAGE OF PORT HENRY  
BOARD OF TRUSTEES

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

DATE: SEPTEMBER 23, 2013

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough and Rich, Clerk Daly and Champ RV Park / Campground Manager; Bill Baldwin.

ATTENDANCE: Cathy St. Pierre, Sandra Lovell, Jack Sheldon and Laurie Rodick.

The following copies were distributed to the Board prior to the meeting: September 23, 2013 Special Meeting Agenda, 2013 Campground Manager Agreement, Camper Agreement and the current Campground Rate Sheet. Copies of the meeting agenda were made available to the public at the meeting and also posted on the website.

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

Mayor Guerin thanked everyone for attending and indicated that the Board scheduled this Special Meeting to discuss matters pertaining to the campground for the 2014 season. Mayor Guerin turned the floor over to Trustee Brassard who led with discussion points.

Trustee Brassard reported that there were fifty two (52) seasonal campers and approximately ninety (90) transient campers at the campground this season, which is up from last season.

There are trees at the campground that need to be removed. Mayor Guerin suggested contacting the County to request their help with removal of the trees and the Board granted permission for Trustee Brassard to do so.

The water line between the second and third bathrooms needs to be replaced. The materials to do so are on hand and it should take approximately two weeks for the DPW to complete the work. New spickets should also be installed.

The bathroom and shower sections of the bath houses need to be separated for privacy reasons. The Board also discussed installing tiles in the bath houses to eliminate the paint peeling, as well as converting the bath houses that already have 36 inch doors on them so that they are handicap accessible. It was agreed that the Board will check in to pricing for such.

Trustee Brassard reiterated the problem with break-in's at the campground this season and the necessity for a cameras/surveillance system. A quote of \$8,875 was obtained from Security Concepts in Plattsburgh. The Board decided to set up cameras through an internet based feed which will prove to be more economically feasible and work just as well in catching perpetrators. Signs will be erected informing the public that the campground as well as all entrances and exits will be under surveillance. Lighting will also be upgraded as a deterrent. A fence will be erected at the southern end of the campground to deter entrance from the trail in to the campground and CP Rail will be sent a letter asking requesting that they repair their fence along the backside of the campground.

The Board discussed erecting a gate at the entrance to the campground near the manager's site, with a swipe card system in an effort to keep the public from riding and speeding through the campground. This will also aid in having visitor's "check in" before entering the campground.

The black Dodge truck used at the campground for pump out is in poor condition; the floor board is rusted out and just about rotted through making the vehicle unsafe to

operate. The Board decided to use the 1998 Ford Ranger for this purpose instead of surplusing it once the new truck for the water and wastewater departments is delivered. The Ford Ranger will also be used to read water meters in April and October of each year.

There are picnic tables needed at the campground. Trustee Brassard will obtain pricing on six and eight foot metal frames for the next Board meeting. The DPW can then build the picnic tables using pressure treated lumber.

The Board discussed hiring a maintenance person for the 2014 season to clean bathrooms, mow grass and weed-whack at the campground at a rate of \$10.00 an hour, for two and a half hours a day on Fridays, Saturdays, Sundays and Mondays next season.

The Board determined that the fence in front of the manager's site needs to be completed; approximately eight to ten posts and 2x8's will be needed. Another fence is needed to separate the horseshoe pit from the parking lot and the half cedar posts used to separate the beach area from the campground, should continue down further.

Trustee Brassard informed the Board that per the NYS Department of Health inspection performed this season, the large floating balls in the water need to be spaced 25 feet apart; additional floats will need to be purchased for next season. Ropes that show the change in water depth in the swimming area will also need to be purchased and must extend all the way to the shore. The Board discussed shifting the swimming area next season in an effort to avoid the seaweed issue in this area.

The Board agreed to purchase mats for outside of the shower, in the changing area.

Trustee Brassard proposed converting to a "No Cash" system for next season with regard to reservations and paying site fee's. Campers may pay by credit card, personal check, certified bank check or money order. Cash will still be accepted for garbage stickers and pumps outs in an effort to have a minimal amount of cash on site. Transient campers unaware of the policy will be permitted to pay in cash if they have no other method of payment available. This will ultimately save the Village time and money. It was determined that the \$10.00 transient deposit fee will still need to be paid in cash, as it is returned upon inspection of site and departure. The Board agreed to adhere to a "No Cash" policy for next season as outlined above and indicated that the new policy should be disclosed in the annual letter sent to all returning seasonal campers.

Next season the managers will start off with \$25 in petty cash (fives and singles) that will be kept in the cash drawer at all times, in order to make change as needed.

Trustee Brassard suggested putting up a pavilion at the campground that the public would also be able to utilize. The Board discussed location and the cost for such. Mayor Guerin suggested looking into applying for a Parks and Recreation Grant for this purpose. Jack Sheldon suggested pouring the concrete and contacting BOCES to ask if they would be willing to help with the project.

The Board decided to get an estimate to have lights installed to illuminate the playground and American flag.

Cathy St. Pierre exited the meeting at 8:15 pm after confirming that the Board has no intention of closing the campground.

The bulletin board at the campground will be re-done and a roof will be added to it.

The flower bed border will be re-done and top soil added for plantings in the spring.

The Board discussed placing a sign along Main Street to advertise the campground and will budget for such next year.

The Board discussed ways to entice more campers to camp at the Champ RV Park/Campground. Offering discounts to transient campers, seniors, military,

firefighters, police, etc., was suggested. The Board will check to see if the Village can legally offer such discounts by contacting NYCOM.

The Board discussed possibly leasing the campground out in the future and all were in agreement to look into the matter.

The DPW will be asked to build a new trash/recyclable bin at the campground and a new air conditioner will be purchased for the beach house/office.

The Board discussed putting the propane/gas out for bid for the campground due to the fact that the campground ran out of gas/propane three or four times this season, when it was scheduled for automatic delivery.

The Board reviewed the Campground Manager's Agreement and unanimously agreed to make the following changes/revisions/additions:

*The beach house will be open daily, seven days a week as follows: Sunday – Thursday 9:00 AM to 5:00 PM and Friday –Saturday from 9:00 AM to 7:00 PM.*

*The manager will provide security of the campground by riding through the campground a few times daily.*

The topic of grey water violations was raised and discussed. The Village could be fined up to \$50,000 for such violations by campers. The Board directed the following language to be added to the annual letter sent to returning seasonal campers; "Please note the following changes for the 2014 season (including changes to rules): (In bold type): **"Any one expelling grey water will be immediately evicted from the campground."** A sign will also be posted at the campground informing campers of such.

The Board agreed that the Code Enforcement Officer should perform inspections at least three times throughout each season with regard to this matter and should also inspect the sink designated for disposing of grey water to ensure that the pipes are flowing directly in to the sewer line.

The Board reviewed the Camper Agreement and unanimously agreed to make the following changes/revisions/additions. Trustee Rich suggested consolidating "the rules" with bullet points and volunteered to revise with the following changes listed below: (specific rule changes/additions are numbered according to the applicable rule)

10.) ADD - *Campers must sign a "Check Out" form when vacating for the remainder of the season.*

11.) *Please keep voices/music/ sounds to a level that is respectful to neighboring campers. Complaints /violators will be handled as follows: 1<sup>st</sup> incident - verbal. 2<sup>nd</sup> incident - written notice. 3<sup>rd</sup> incident - removal for remainder of season.*

14.) BOLD – **"Dogs must be leashed at all times"**.

16.) BOLD – **"Campers may burn only untreated wood"**.

21.) BOLD – **"six (6)"**

25.) ADD – All electric bills must be paid *"within thirty days of receipt of bill notice"*.

27.) BOLD - (all of rule #27)

30.) ADD – *1<sup>st</sup> incident; verbal warning. 2<sup>nd</sup> incident; written notice. 3<sup>rd</sup> incident; eviction.*

The following are not currently rules at this time, but the Board directed that they are to be added to the revised rules:

*“All campers will be issued parking permits upon entrance to the campground; all permits must be kept visible at all times. Vehicles without displayed parking permits will be towed at the owner’s expense”.*

*“The Village of Port Henry and Campground Manager’s have the right to place campers on sites as directed”.*

Jack Sheldon offered the following suggestion to the Board with regard to the campground for the 2014 season:

The trees that need to be removed at the campground should be marked and Mr. Sheldon volunteered his time to help with this matter.

The Village and Campground Manager’s need to ensure that backflow preventer’s are installed on all spickets. Visible inspections should be performed by the Code Enforcement Officer while performing inspections on the grey water issue. The Village may want to look into installing permanent backflow preventers.

The Village may be able to utilize the metal sign post that was given to the pH7 Committee, for the campground.

Basket ball hoops for younger kids have been requested and should be installed.

The sign stating that the park/playground closes at dusk needs to be removed. The playground and basketball courts are open to the public until 10pm.

A motion was made by Trustee McDonough, seconded by Trustee Brassard, to adjourn the Special Meeting at 9:27 PM, at which time the Board will enter in to Executive Session to discuss a personnel matter. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

ADJOURNED

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Denise C. Daly, Village Clerk