

SPECIAL MEETING OF THE VILLAGE OF PORT HENRY  
BOARD OF TRUSTEES

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

DATE: FEBRUARY 20, 2015

TIME: 9:00 AM

PRESENT: Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich.

ATTENDANCE: Nicole Allen; the Laberge Group, Keith Lobdell; Denton Publications and Lohr McKinstry; the Press Republican.

Mayor Guerin called the meeting to order at 9:07 am, followed by the salute to the flag and thanked everyone for attending. Mayor Guerin indicated that the purpose of the Special Meeting was to discuss the Campground, the preliminary budget and meet with zoning consultants.

#### CAMPGROUND

Trustee Brassard indicated that an applicant from Massachusetts will be interviewed for the Campground Manager's position. The starting salary will be \$16,000.

Phyllis Rounds has informed Trustee Brassard that she is willing to cover the campground office/beach house for two days a week in exchange of a seasonal campsite. Randy Welch has also indicated that he is willing to come back this season. Mr. Welch helped part time last season working 10- 15 hours a week at \$10.00 an hour performing pump outs and mowing. Trustee Brassard indicated that he did a great job.

The Board discussed the lifeguard salaries. Mayor Guerin indicated that the two that are currently on board; Amanda French and Sydney Mitchell, have been with the Village for a few years, with Amanda actually entering her fifth season. Both are reliable, dependable and work well with the public. They are familiar with blue-green algae, can recognize the blooms at early stages and know what to do about it. The Board unanimously decided to increase their rate of pay from \$10.00 to \$12.00 an hour for the 2015 season.

The board discussed and decided to hire a third lifeguard this season at \$10.00 an hour and will work it in to the budget, in order to keep the beach open 7 days a week.

The Board discussed renovating the 4<sup>th</sup> bath/shower house at the campground by installing new handicap accessible showers as well as new sinks and toilets. The Board decided to hire the job out and will solicit for bids.

It was noted that the Village should look into recreational grants to build a new pavilion at the campground. A brief discussion was held with regard to installing Wi-Fi at the campground.

It was noted that the Town of Moriah raised their campground rates for the 2015 season. They charge \$1900 for a lakefront site. After further discussion the Board decided to increase the rates for the Champ RV Park & Campground as follows:

Seasonal Lakefront site, from \$1675 to \$1800  
Non Lakefront site, from \$1405 to \$1525  
Transient Lakefront site, from 40 to \$50  
Transient Non Lakefront site, from \$35 to \$40

Mid season change of status:

June: Lakefront, from \$1340 to \$1600  
Non lakefront, from \$1120 to \$1325

July: Lakefront, from \$1170 to \$1400  
Non Lakefront, from \$970 to \$1125

Aug. Lakefront, from \$1000 to \$1200  
Non Lakefront, from \$800 to \$925

A motion was made by Trustee Brassard, seconded by Trustee McDonough to raise the rates at the Champ RV Park and Campground for the 2015 as listed above. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

## BUDGET

The DPW has requested a new truck with a built in salter. If it is purchased this year, it won't affect the 2015-2016 fiscal year budget. Mayor Guerin indicated that a new salter for the pick up truck may be purchased with left over funds from this current year fiscal budget. The salter can be taken out if need be, as it slides out and could be placed in a new truck.

The 1999 red dump truck with plow will be kept for now. The Village spent \$4500 on it and it has lasted us another year. The Board will determine what to surplus after a new truck is obtained.

Trustee Brassard indicated that the DPW would also like to invest in a light pole to assist with water and sewer breaks when it is dark out. Mayor Guerin suggested that a light pole may also be purchased out of this year's current budget.

Trustee Brassard discussed funding for sidewalk repairs. The Village usually budgets approximately \$13,000 a year for such repairs and therefore could look into how much of a loan the Village could obtain with a yearly payment of \$13,000 in order to repair the sidewalks from the liquor store down to the beach on both sides. Mayor Guerin indicated that there may be funding available through the Streetscape Grant; he will confirm with Anna Reynolds, of Essex County Community Development and Planning.

Trustee Rich suggested budgeting \$25,000 for consulting services with regard to implementing zoning regulations in case the Village is not awarded the Smart Growth Grant, and the Board agreed.

Mayor Guerin indicated that the Village budgeted for a payment of \$62,000 (\$49,000 principal and \$13,000 in interest) with regard to the BAN for the Campground Restoration Project however the Board has decided to pay \$440,000 now, while waiting for the remaining \$188,000 from FEMA and will pay off the rest of the BAN when the funds re received.

A discussion ensued again with regard to sidewalks; the Board would like to borrow \$100,000 and budget \$15,000 per year as payment on said loan. Lohr McKinstry asked if the Village would replace/repair the sidewalks along both sides of Main Street and down to the pedestrian bridges. The Board confirmed that eventually yes, that is part of the plan. Mr. McKinstry indicated that this would help with the original goal, and for economic reasons would allow for campers and boaters access to businesses and restaurants.

Trustee Rich introduced Nicole Allen from the Laberge Group. Ms. Allen informed the Board that after review, the first steps in the process of implementing Zoning in the Village have been completed however there is still a long way to go. The Village's goal is to keep the zoning regulations light with the main focus on the downtown business district. Ms. Allen asked the Board who would be in charge of working with the

consultant and was informed the Board would work with the Laberge Group. Ms. Allen recommended a small group, including the CEO. Mayor Guerin asked Ms. Allen what would happen after the zoning regulations and laws are passed and the Village is dissolved; would the Town have to re-create zoning or could it be abolished? Ms. Allen indicated that boundaries would need to be re-created for zoning but only in the former Village. Mayor Guerin asked Ms. Allen what would happen if the Village became a small city. Ms. Allen indicated that is a much harder process, but it could be done.

Ms. Allen informed the Board that zoning regulations for the Village of Port Henry should have good bones while working with a struggling economy and ensure that they are not over regulated. Ms. Allen informed the Board that the Laberge Group can begin work immediately with a kick off meeting and then hold three additional meetings before a draft is presented and then fine tune it from there. The Laberge group will be available to attend public meetings, prepare power point presentations and answer questions from the public. The Laberge Group's proposal comes to \$19,825 plus reimbursables, travel time, etc.

The Board asked a few question of Ms. Allen with regard to zoning regulations: the first being; could you be a property or business owner who lives outside of the Village, but still hold a seat on the Village Planning Board? Ms. Allen believed that it should be allowed as such an individual would have a vested interest.

Ms. Allen confirmed that once the funds open up and the Village moves forward, a Public Hearing will be held however no referendum is required; the Village Board makes the final decision on adopting zoning laws.

Trustee Rich indicated that the Village had a streetscape design done which would most likely prove helpful and should be included. Lohr McKinstry indicated that the Village has a Comprehensive Plan however a few elements may need to be added to it, such as; demographics, census data, GIS mapping and public input. Mr. McKinstry asked Ms. Allen if she recommends an actual Comprehensive Plan that the Department of State would accept be created before or during the implementation of zoning regulations. Ms. Allen indicated that New York State is very loose with regard to requirements for comprehensive plans and that what the Village currently has will suffice. The challenge would be applying for future grants, but the current Village Comprehensive Plan does not have to be updated for the zoning process. Trustee Rich indicated that the proposed plan, if adopted as it currently is, could be amended in the future.

The board thanked Ms. Allen for attending the meeting on behalf of the Laberge Group.

A motion was made by Trustee Rich, seconded by Trustee Brassard, to adjourn the Special Meeting at 10:47 am. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

ADJOURNED

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Denise C. Daly, Village Clerk