

**Bolton LDC Meeting- February 27, 2008**  
**State of New York**  
**Warren County**  
**Town of Bolton**

Present: Phil Farbaniec, Alexander G. Gabriels III, Scott Andersen, Joel Jacko, Jason Saris, Art Baker and Supervisor Kathy Simmes

Public in Attendance: None

**REGULAR MEETING**

Phil Farbaniec called the meeting to order at 5:10 PM.

Treasurer's Report:

Workman's Compensation credit of \$403.00.

Old Business:

Minutes of January 30, 2008- it was decided that the Recording Secretary would send the previous minutes via email to all Board members for their review.

*Formulate and adopt BLDC 2008 budget a pro forma emailed in pdf format 2.25.08-*

P. Farbaniec stated that even though Treasurer Craig Hannon has handed in his resignation that he would still like to get a budget in order for the year. Z. Gabriels stated that he had one previously drafted. S. Andersen suggested that they meet with the managers to assist in the development of the budget and collaborate with CMJ to put it together. J. Joel stated that he would assist P. Farbaniec in getting a budget put together.

*Status of ramp- Spring finalization-*

Z. Gabriels asked if they had a copy of the contract and/or any invoices for the ramp. J. Jacko replied that all paperwork and invoices were with the accountant. He continued that the last bit of work should be completed sometime in April and the approximate cost would be \$8,000. Z. Gabriels stated that in dealing with the DEC, if they would like to get reimbursed or refunded some of the money they have spent they are going to need the documentation to back it. He is also concerned that they may not provide any reimbursement because the DEC likes to approve everything before it is even done. S. Andersen agreed and suggested that when it comes to the bathroom project, they may want to take all the money they have spent and put it together with the estimate for the bathrooms and contact Tony Hall from the Lake George Mirror. They could have him write an article about the partnership with the State which could push their office into action. J. Jacko stated that they have had some initial talks with DEC and they scoffed at the price of the ramp and suggested that they did not even want to talk with them until they had all necessary paperwork. Z. Gabriels suggested that they talk to DEC as soon as

possible about the bathroom project. S. Andersen agreed that the sooner they contact the DEC the better because it will take a while just to get things moving on their end.

*Status of inventory-* there is a little bit left, but not much to speak of.

*Status of two buildings- shed and metal, three sided building- various contractors in Bolton, Digital pictures for historical purposes- taken? Archived location- possible to include on web page?*

P. Farbaniec stated that he has only contacted Don Kingsley who indicated that he is interested in pursuing this project and putting some cash into the deal, but has not discussed specific figures. He asked if anyone else has made contact with others that may be interested. S. Andersen stated that he contacted A. Baker's brother, and he indicated that if he had any questions he would contact Art. A. Baker stated that he spoke with both Barry Kincade and Jeff Tennent and neither was interested. He continued that Barry Persons was interested and was going to be making an offer. P. Farbaniec stated that this project could not take place until early April. S. Andersen agreed and stated that timing is everything and that they should try their best to have it done in April. P. Farbaniec asked if they should post this opportunity on the website for outside contractors to make a bid or are they satisfied that they have contacted enough people. The Board agreed that they have satisfactorily contacted enough individuals for the project and they will proceed with the current offers.

J. Jacko asked if the Board was okay with the removal of the buildings. P. Farbaniec stated that the managers were a bit surprised, but otherwise were okay with the idea. S. Andersen agreed and stated that he too has spoken to one of the managers and feels that she is okay with the idea. He continued that in the summer they can charge the same rate for that space whether it is inside or outside and personally feels that this will provide additional room for operation. Supervisor Simmes stated that she thought that all of the Board was in favor of the removal of the buildings. A. Baker asked if the fence between the two buildings was going to be removed. P. Farbaniec stated that they will need to discuss that and make a decision. S. Andersen stated that he feels that they will have to remove the fence in order to properly grade it. A. Baker asked if they have thought about moving Mitzi's garage to a different location. P. Farbaniec stated that he didn't think that it would be cost effective. J. Saris stated regardless of its location the building would not be useful because it is two boats deep which will not allow for them to provide the self-launching service.

P. Farbaniec stated that they need digital pictures of the buildings. Supervisor Simmes stated that Dave Rosebrook has taken pictures already.

Z. Gabriels stated that they will need a demo permit and asked if that would be something they would want to get or should the contractor get it. Supervisor Simmes stated either way it is \$50 which will be out of pocket or factored into the estimate.

A. Baker asked when start date will be. J. Saris stated that they need to be careful with the timing because they want to have the space available for summer rental, but currently there are boats inside and they need to remain there until the snow and ice are gone. P. Farbaniec stated that April 15<sup>th</sup> could be set as their benchmark. J. Saris agreed that the ice is usually out by then. P. Farbaniec stated that hopefully by the next meeting they can decide who is doing it and when.

*Verizon Easement request-*

P. Farbaniec stated that he has a concern because Verizon wants to go overhead with the lines instead of underground and wondered if they are going to have any sailboat storage that this may interfere with. S. Andersen stated that they have discussed this prior and felt that as long as the wires were out of the way and didn't interfere with the business operation it would be okay. J. Saris stated that most lines over roads have to be of a certain height for vehicles and trucks to have clearance and feels that these lines will be at least that height for them as well. P. Farbaniec stated that they will wait for Verizon to contact them.

*Status of dock rentals for 2008-*

P. Farbaniec stated that at this time he was unsure of the exact status, but feels that they are in good shape. He stated that they have not changed the rate per linear foot but they have changed the way they measure the boats, by measuring from the forward most part of the boat to the motor including any platform.

*Another Board member for BLDC-*

P. Farbaniec stated that they are now down two Board members. He would ideally like to fill both positions, but would feel comfortable if they could at least fill one. He is concerned because currently they are without a Treasurer. He stated that he has spoken to Tom Burhol, owner of Canoe Island Lodge, but is concerned just as some of the other Board members that summer is coming and may be too busy to participate fully. A. Baker stated that he spoke to Hal Huesner who is not interested at this time due to a busy work schedule. Supervisor Simmes stated that she has spoken to Roger Wilson and he is not interested. P. Farbaniec asked the Board if they felt they could function without two members. J. Saris stated that he feels that they should not panic, but ultimately work towards having a full Board. P. Farbaniec stated that he will keep this as part of the regular agenda and requested that suggestions or nominations be given to either him or to Supervisor Simmes.

J. Jacko asked if C. Hannon had been added as a signature on the accounts. P. Farbaniec stated yes. J. Jacko stated that this will need to be addressed and changed so that checks can be written for any bills that need to be paid. P. Farbaniec stated that he and J. Jacko will go to the bank to have it changed.

P. Farbaniec stated in the meantime they will need a Treasurer. Z. Gabriels stated that he would take on the responsibility temporarily.

*Update and revise BLDC and NMI web pages- payment of monthly bill to Lori LaGoy-* Supervisor Simmes stated that she was at the County Center for a Tourism presentation and was very impressed with their webpage and suggests that they update or get a better webpage for NMI and link it to the County. S. Andersen stated that they could do it through the County and pay a little more or they can use someone they know personally. He suggested that they could use Mannix Marketing because they do a lot with Warren County and LakeGeorge.com, who is linked to Warren County, and feels that it would be a natural flow. Supervisor Simmes stated that they have a whole website on marinas and boating and felt that they should look into linking up with this site. S. Andersen estimated that the cost for a webpage could range from \$1,200-1,500. Supervisor Simmes stated that it would be well worth the money spent for the marketing and exposure. S. Andersen agreed, and stated that he was just suggesting that if they know someone locally who does it, they could save some money. J. Saris stated that he would be interested in talking to someone about it. He feels that they could potentially have someone design the page but maintain it themselves, because the monthly maintenance could be costly. He feels that they should explore their options because the website could be created and maintained many different ways. S. Andersen stated that once the site is created you can purchase a maintenance package. He stated that F.R. Smith & Sons has a webpage and package which is relatively inexpensive. The package includes banners, listings, a certain number of links and placement with search engines. They have their own code so that they can change their website when necessary. He agreed with J. Saris that a lot of firms do this and they should explore their options. Z. Gabriels stated that he was concerned that they would personally maintain the website. J. Saris stated that they could still have someone like Lori LaGoy to maintain the site for them. A. Baker is concerned because years ago the website hype began, but since then there are so many dead sites and questioned whether this would be worth it to them especially since they are not necessarily selling products. Supervisor Simmes stated that she thought it is the best marketing tool. J. Saris agreed. He stated that the site will be useful to out-of-town boaters who are looking to find out information about hours, launching rates, etc. and instead of having to wait until business hours to call they can easily go on-line and look up the necessary information. It also provides an additional way to contact the marina via email. A. Baker agreed and feels that it is most important to maintain the site frequently. P. Farbaniec asked if someone could make contact with an individual or firm to request that they attend the next meeting to explore their options. Supervisor Simmes stated that she already spoke with Linda from Warren County about attending a meeting to discuss their options and would contact her to attend the March 12<sup>th</sup> meeting.

*Public Officers Liability Insurance- status coverage?*

P. Farbaniec has been filling out the necessary paperwork and has a few questions which he hopes to have answered and submitted ASAP because time is of the essence.

*Creation of Marine Operating Plan for NYSDEC- Gabriels/Saris/Andersen*

Z. Gabriels stated that he, S. Andersen and J. Saris have gotten together to discuss the organization of the MOP. He stated that they have an outline of what needs to be included and have started to fill in the Plan. He gave a brief overview of what is going to be included. P. Farbaniec asked if it would be possible to have the MOP in some sort of final format before the season begins. S. Andersen stated yes. J. Saris felt they would have a lot of the blanks filled in by the next meeting. Once the BLDC has had a chance to review it they will put it in final form to present to NYS DEC and it will not be adopted until the DEC has agreed upon it. P. Farbaniec asked if the MOP would include actual operating procedures for the managers and employees. Z. Gabriels stated that he has not started on that concept and is not sure if the DEC expects that. P. Farbaniec stated that it doesn't necessarily have to satisfy DEC, but he was hoping to have something like this for daily operations. J. Saris stated that they should mention in the MOP that there is an employee handbook with policy and procedures for employee conduct. He stated that it would be better this way because they can change the employee handbook as many times as they want and not have to go back to DEC for agreement or approval. He indicated that the DEC is more concerned, for example, with policies of setting their prices and schedules to be sure that the terms of the Conservation Easement are being adhered to. S. Andersen feels that they should satisfy what the DEC is looking for and leave the details for in an employee handbook. J. Jacko agreed, but feels that the employee handbook would be more important for him and Phil because they will have more interaction at that level. J. Saris stated that it should be considered Norowal Marina Incorporated Policies and Procedures. J. Jacko agreed. Z. Gabriels stated that he could assist in that as well, but requested an outline of what they may be looking for. J. Jacko stated that he would work with him on that, but would like to get the MOP done first. J. Saris stated that they could get some information together with old handbooks from him, S. Andersen and Norowal Marina.

*NYS Public Authorities Accountability Act-*

Z. Gabriels stated that there are few dates coming up. Friday, March 28<sup>th</sup>- 9:30 AM to 5:00 PM and Friday, April 25<sup>th</sup>- 9:30 AM to 5:00 PM, both in Albany. There are other dates available in May and later.

New Business:

*Seasonal Pass Issue- Long term storage business- numbers of slots and cost of each?*

S. Andersen did some research on the current going rate for self-service quick launch in the area. He stated that full-service quick launch ranges from \$100-160/ft. There are three places locally that do the self-service quick launch. Bayview is the most expensive at \$160/ft., Fishers is \$125/ft and another one in Warner Bay across from Fishers which is \$125/ft. He stated that they vary in their amenities, but each is a low volume service. He stated regardless of the volume that they do it is guaranteed income regardless of the weather. P. Farbaniec asked if a parking spot is included in the price of dock space or self-service launching. S. Andersen stated yes each are guaranteed one parking space.

P. Farbaniec stated that they need to come up with the cost. S. Andersen suggested that they come up with a cost soon because people start looking early for spots and they

should be ready. J. Jacko stated that he has put this service in the brochure, but did not specify the amount of spots or cost. S. Andersen stated they could adjust the price next year if needed, but will need to limit the volume until the buildings are down and they know how many they can truly accommodate. P. Farbaniec agreed, but would like to have some numbers for them to bring to the boat show. J. Saris felt that they shouldn't charge any less than \$125/ft because that seems to be the low end of the spectrum. P. Farbaniec remembered that upon discussing this service with the managers, \$125/ft was about what they came up with. The Board agreed that the price would be set at \$125/ft measuring from the very front tip of the boat to the motor including the platform, not including the trailer and they would limit it to 12-15 boats until the buildings are removed.

J. Saris mentioned that they will need to come up with policies and procedures for these self-launch individuals. This should explain the service and what it includes, the launching procedure, docking limitations, etc. S. Andersen stated that he has samples from other marinas that he can provide to assist in creating this.

J. Saris mentioned, as a side note, that if they have any vacant dock spaces to let him know because Dusty Rhodes needs a space. He stated that he mentioned this before and was hoping they could talk to the managers to see if this could be worked out because Dusty Rhodes helped them in this project. Z. Gabriels agreed that he was extremely helpful in setting up Norowal Marina Inc and hoped that they could do something to accommodate him. Supervisor Simmes stated that she thought there was one space left but it was only for a 23 ft. boat. J. Saris stated that he was unsure of the size of his boat and requested that Phil or Joel ask the managers if this was possible. P. Farbaniec stated that they would find out what size spaces are available and let J. Saris know.

*Boat Show- attendance- materials secured? March 13-??*

J. Jacko stated that they have ordered everything and should have all the materials in time for the show. A. Baker stated that if the brochures are not available for the show that he could provide a flyer to handout at the show. J. Jacko stated that he would help him with that.

P. Farbaniec stated that one of the managers is concerned about committing to every day at the show and is possibly looking for some relief. J. Jacko agreed. A. Baker stated that he would be willing to assist at the show. S. Andersen stated that they could also check with some previous employees of Norowal Marina to see if they might be interested in assisting because they are familiar with how the marina operates.

S. Andersen stated that he thinks that they should be thinking about a license agreement for the self-service launching spaces just as they do for regular dock spaces. At the boat show, he feels that it is okay for them to take a deposit and sign them up, but until they sign an agreement it is not binding. They need to express to the individuals that they

must sign the license agreement before they are locked in. He stated that he will bring some samples to the next meeting and the Board can review them and he will put a final agreement together for them to use. P. Farbaniec asked if they should run the license agreement through Counsel. S. Andersen agreed.

Z. Gabriels asked if they need any checks for the show or for materials because they do not have a Treasurer. S. Andersen stated that they will need a check for the show, but could bring it with them. J. Jacko stated that if they need a check that P. Farbaniec is still on the accounts or they could get a check from the managers out of the Norowal Marina account.

*Chamber of Commerce- would like a BLDC Board member to attend next meeting.*

P. Farbaniec stated that he had asked J. Saris to go originally, but that was cancelled and now they want them to attend the March 11<sup>th</sup> meeting. J. Saris stated that he could attend. P. Farbaniec stated that it would be important to attend to clear up any misunderstandings that the public may have.

P. Farbaniec asked if there were any other issues that needed to be discussed.

S. Andersen stated that with the amount of snow that we have received and the delicate nature of the new ramp, he is running out of room for snow removal and asked Supervisor Simmes if the Town could come down with equipment to remove some of the snow. Supervisor Simmes stated no. S. Andersen asked the Board that should they need to do that, does he have the authority to hire someone to remove some of the snow. The Board agreed.

P. Farbaniec stated that once the season starts, he anticipates that both he and Joel will be at the marina on a regular basis and interacting with the managers. In order to be consistent he feels that if there are any problems that they should come to either him or Joel to deal with it. J. Saris stated that he does not have a problem with that but would like to let the managers know that if they are in a jam, they should feel comfortable contacting any of the Board members. All Board members agreed. P. Farbaniec suggested that they should have the managers attend a BLDC meeting prior to the start of the season. J. Jacko agreed. J. Saris suggested asking the managers to review drafts of the employee handbook, self-service launching protocol and agreements and provide input and comments at upcoming meetings. P. Farbaniec agreed.

Executive Session: None

S. Andersen suggested that since they have so much going on before they open up for the season that they meet every two weeks in order to get caught up. The Board agreed and set the next meeting for Wednesday, March 12, 2008 at 5:00 PM.

The meeting was adjourned at 6:55 PM.

Minutes respectfully transcribed by  
Kristen MacEwan  
Recording Secretary