

Approved via email

**Harbour Village Resort Board of Directors
Meeting Minutes
Egg Harbor Town Hall
March 23, 2019**

Call to Order:

President Derek Bell called the meeting to order at 9:00 a.m.

Present: President Derek Bell, Vice-President John Niedbalski, Treasurer Sue Vandermeuse, Member Barrett Stueck, Member Jason Haines, Member Scott Martens, Member Brian Wallace

Absent: Secretary Paulette Kussow, Member Mary Pekarske-Siers, General Manager Anne Fiorello

Opening Comments: Derek B.

- This meeting will be recorded for transcribing purposes.
- During the meeting, please do not interrupt the Board's discussion by making comments without being recognized.
- Are there any items on the agenda that any Board member feels they should be removed from the discussion based on a conflict of interest?

Pledge of Allegiance

Open Session:

- Selys Perry asked about the OAF she submitted in January. *Derek thought that Anne would follow up on this issue. Derek will check with Anne on this OAF. Board did address the issue.*
 - Selys said this was the second OAF that she had to ask about the follow-up to the issue that was addressed.
- Question about whether a staff member was staying in the park all year round. *No one has a permanent residence in the park. Your permanent address cannot be Harbour Village Resort. Someone does come and stay for short periods in the winter to help keep roads open, tend to plumbing issues if needed, etc. but does not stay in the park all the time.*
 - Don't want this to cause problems with Egg Harbor and the State.
 - Will follow up with Anne on exactly what this usage is and that it is appropriate.
 - John N. was at WACO and is checking into the cost of metering sites.
 - Have to keep roads open for emergency vehicles.
 - Discussion on equipment that Harbour Village had in the past for plowing roads.
- Suggestion to have owner IDs like in the past for voting. *Members show their ID at the Annual Meeting and it is checked whether they are in good standing and if they are not, they cannot vote.*
- Discussion on reestablishing the front gate. When there is entertainment on the weekends, there should not be people just coming into the park.

Approved via email

- *Anne has talked to other campgrounds about how they handle it when there is entertainment in the park. Looking at charging people who come from the outside and how much to charge them. Do we need more security? Do we need fencing?*

Consent Agenda:

- Announce approval of January 19, 2019, Board meeting minutes via email.
- Manager's Report – February and March, 2019 (attached with these minutes).
- Financial Report – December 2018 (updated), January and February, 2019
 - Taxes will be filed by the deadline.
- ***Motion made by Sue V. and seconded by Jason H. to approve the Consent Agenda. Motion carried unanimously.***

NEW BUSINESS

- **PCI Compliance**
 - This has to do with credit card security. Do we need to have chip readers, etc.?
 - Equipment is not cheap to upgrade.
 - Anne is going to work with Reserve America and our POS system vendors to be sure that we are in compliance.
 - ***Will have to discuss in April when Anne is present.***
- **Datasphere Advertising**
 - Spending \$250 per month on this advertising.
 - Discussion on what we are getting from this advertising.
 - Harbour Village doesn't seem to be getting the advertising exposure that we thought this would give us.
 - Looking into having a greater online presence with Facebook, Twitter, etc. that are free to us.
 - Gesika is very good with these and there is no cost to Harbour Village.
 - ***Anne was will be looking into better uses of these advertising dollars.***
- **Offseason Staffing**
 - Anne is needed at the meeting to discuss this further.
 - Need to have a plan so if something happens during the offseason (like pipes breaking), how is this handled.
- **Plow Truck**
 - Multiple problems with plow truck this year.
 - What is the path forward regarding the plow truck?
 - Discussion on getting a V-plow which would require a ¾ ton truck in good shape.
 - Suggestion from member: 2-yard tipper is a 2-ton truck that could have uses in the summer also. (gravel and wood)
 - Need to look at the reserve account and determine what project the purchasing of the truck would replace.
 - Need cost estimates for a truck.

Approved via email

- *Scott M. and John N. will work with Nancy L. to come up with cost estimates.*
- The Project Committee can then come up with options.
- *Will be discussed further at the April Board meeting.*

OLD BUSINESS

- **Extended Season Agreement**
 - Tabled until the April meeting.
 - Need input from Anne.
- **Hot Tub Discussion**
 - Update as to how we got where we are:
 - Last year at the Annual Meeting we thought everything was in order.
 - We were just waiting to be signed off by the State Inspector.
 - New person in the State position and determined that it was not done to a standard that the State would be OK with.
 - They sent it back to us and basically said to start over.
 - John N. checked into it. Had a problem relationship with SPLASH over the last few years which is being repaired.
 - Started discussion on our options with the hot tub.
 - Option:
 - Have already spent about \$8,000 on the hot tub up to this time.
 - John N. -\$1,600 will get us the pump testing and the rest that is required to get the State submittal done.
 - If we decide to go forward and do the final submission, we are looking at about \$4,750 to install with new covers.
 - We may be able to save that amount because we do have brand new covers if they meet the criteria from the State.
 - \$1,600 will tell us if it is feasible and what it will cost to get the hot tub running.
 - To put a hot tub at the adult pool would cost between \$150,000 and \$200,000.
 - ***Consensus of the Board to move ahead with the \$1,600 for the testing that needs to be done to get the State submittal done.***
 - Money will come out of General Operating for Pool Expense.
- **Chart of Accounts – Brian W.**
 - Discussed the Chart of Accounts with Accountant Asher and Treasurer Sue V.
 - Have a large list of accounts that are either inactive or should be marked Do Not Use.
 - We are now at a point where we can inactivate these accounts and mark as Do Not Use.
 - Once these accounts are inactive, the account descriptions can be added and we should have a solid Chart of Accounts that we can use.

Approved via email

Open Session

- Question on outside fun passes bought through radio ads. Are they allowed to use the park on weekends? They were not allowed to use the park on weekends but only during the week about 5 years ago. They might have been swimming passes. On the weekends, the park is usually so packed. *Anne is looking at discontinuing these passes. Don't see much value in these.*
- Any thoughts of putting jumping lily pads in the Oasis? *Had mats last year in the Oasis.. Always have to look at what is safe. Need to get better at how the things are anchored.*
- There was talk about having a camera system to deter vandalism. *Security updates are always being looked at.*

Motion was made by Scott M. and seconded by Sue V. to adjourn the Open Session. Meeting adjourned at 10:00 a.m.

Paulette Kussow
HV Board Secretary

Board moved to Executive Session

Next Board Meeting: April 20, 2019 – Egg Harbor Town Hall – 9 a.m.

2019 Board Meeting

May 11
June 22
July 20
August 17 – Annual Meeting
September 14 – Budget Review
October 19 – Budget Feedback
November 2 – Budget Work
November 9 – Finalize Budget
December 7 – Publish Budget