



Board of Directors Meeting

MINUTES OF THURSDAY, April 13, 2023

The Board of Directors of CAPE VINCENT LOCAL DEVELOPMENT CORPORATION met on Thursday, March 9, 2023, at 5:30 PM at Recreation Park, Cape Vincent, NY.

Attendance

A quorum was present. Board Members present in person:
Joseph DeJoia, Mary Farrell, Carol Thomas, Dan Wiley, Pam Youngs
Board Members present remotely: Nadirah Chestnut, Jeanie Fitzgerald

Absent: Mandy Mason, Sharon Sackie (resigned)

Guests:
Scott Burto, WCP Consultants – Scott Burto

Public: Three members of the public attended.

In accordance with the agenda, the following matters were considered by the Board.

Call to Order/Pledge of Allegiance/Roll Call

The meeting was called to order at 5:32 pm.

Approval of Minutes

Approval of minutes for March 9, 2023. Motion made by Carol Thomas. Seconded by Joe DeJoia.

Special Reports

Scott Burto provided a written report prior to the meeting. He added the additional information:

- East End Park REDI work is moving along nicely. Completion date is now mid-September.
- The shoreline project at Tibbetts Point Lighthouse is still on hold due to signoffs. Final signoffs should be available soon.

Officer Reports



Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

Officers deferred discussion until topics later in the agenda.

Committee Reports: Finance

- Carol Thomas reported that the current bank balances total \$136,566.73. March expenses totaled \$3,630.09.
- Resolution 2023-04-01 to hire Bowers & Company CPAs, PLLC was presented. The resolution was passed. Carol Thomas will reach out to them and let them know they have been selected and begin working with them on the March Tax form completion.

Committee Reports – Governance

No report was given. At the May meeting, the board will discuss who would like to chair this committee moving forward.

Committee Reports – Club Street

Scott Burto reported that the committee at the end of March and met with both the town and village boards on April 12. The purchase of Captain Jack's is again being pursued by the town. Edgewater Consulting will be visiting Cape Vincent from 4/24 – 4/26. They will meet with various stakeholders and update their design. A public meeting will be held on 4/26. Time TBA.

Old Business

- Jeanie Fitzgerald/Scot Burto gave an update on the board on the focus group plan.
 - Meetings will be no longer than 45 minutes.
 - Maximum of 6 participants.
 - Target groups: Hospitality, Tourism, Business Owners, Education
 - Send a survey to residents using survey monkey. Nadirah Chestnut will create the survey and create public relations.
 - The board agreed with the plan, and Jeanie/Scott will move forward.
- Jeanie Fitzgerald discussed the Executive Director position. It was agreed that board members would make any final comments to the description in Google Drive. The board agreed that they would interview internal and external candidates simultaneously. The following board members will be the hiring committee: Jeanie Fitzgerald, Dan Wiley, and Pam Youngs.
- All fiduciary forms are complete for 2023.
- Dan Wiley reported on the Town Board voting on the LWRP during the State's 60-day review period.
- Pam Youngs reported that the Village Board passed their annual budget. They will also vote on the LWRP during the 60-day State Review period.
- Joe DeJoia reported that he will be moving News items to the front page. He will also be consulting MRB Group to ensure compliance items on the website are correct.



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- Mandy Mason was absent but provided a written report. There was no update on childcare. She introduced Jodie May to the elementary school principal, Chelsea Nohle regarding partnering senior citizens with students. The principal was enthusiastic about the idea, and they will reach back out to the board if they need any future assistance.
- Mary Farrell/Scott Burto reviewed the successful meeting with Jefferson County IDA. Scott will be setting up an additional introductory meeting with Robert Cantwell, County Legislator.

New Business

- Mary Farrell requested that the board review strategic plan formats sent in April 5 email. This will be discussed in the May meeting.
- Pam Youngs discussed the electric car charging project. Scott Burto will discuss with local contact and look for grant opportunities.

Adjournment

- The board moved to executive session to discuss applications for the open seat on the board. Pam Youngs motioned to move to executive session and Dan Wiley seconded the motion.
- Dan Wiley motioned to end the executive session and the meeting and Pam Youngs seconded the motion. The meeting ended at 7:35 PM.