



## **Board of Directors Meeting**

FINAL MINUTES OF THURSDAY, January 12, 2023

The Board of Directors of CAPE VINCENT LOCAL DEVELOPMENT CORPORATION met on Thursday, January 12, 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  
Mandy Mason  
Carol Thomas  
Dan Wiley  
Pam Youngs

Board Members present remotely: Sharon Sackie, Jeanie Fitzgerald

Board Members present absent: Nadirah Chestnut

Guests: WCP Consultants – Scott Burto (present)

Public: None

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 5:30 pm.

### **Approval of Minutes**

Approval of minutes for November 10, 2022. Motion made by Mandy Mason. Seconded by Dan Wiley.

Approval of Public Meeting minutes for December 8, 2022. Motion made by Pam Youngs. Seconded by Mandy Mason

Resolution 2023-01-04 (Videoconferencing Policy) was passed through roll call vote. Motion by Pam Youngs and seconded by Mandy Mason.



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### Special Reports

Scott Burto provided the following report.

- The next month will mostly involve quarterly reports for on-going projects. Some of these reports were started in December. The remaining reports will be completed this month.
- Village received permits for East End Park.
- There was damage to the Esselstyne Street dock during the Christmas 2022 blizzard. Contractors will make repairs under warranty and modify design to reduce likelihood of damage during future storms.
- The village and town agreed to discontinue service on the LWRP with the current contractor and move the project to WPC Consultants. Scott Burto will work with the State to eliminate their final concerns so that the LWRP can begin its 60-day review with the State. It was agreed that WPC Consultant would keep these hours separate from the CVLDC hours and further discussion on who would pay for these hours will be held in the future.
- Tibbetts Point Shoreline – The work is going well and should wrap up shortly.
- The village was informed that they would not receive a grant for further work on East End Park. The main reason is the status of the deeds for the property on the east side of Route 12E. The State encouraged the village to reapply when deeds are in place.
- The Town was informed they did not receive a grant for the covered ice rink. Scott Burto will meet with the State in the next month to understand what we can do to improve our proposal.
- The following grants are still in process with no announcement dates set:
  - Downtown Revitalization Initiative (DRI)
  - NY Forward
  - Efficiency Grant

### Officer Reports

- Chairperson: No Report
- Vice-Chairperson: Deferred to later agenda item
- Secretary: No Report
- Treasurer: Deferred report to later items in the agenda

### Committee Reports: Finance

- Carol Thomas reported that the Village transferred \$63,823.90 to the CVLDC checking account.
- GS&L requires a minimum balance in the savings account of \$50. Carol transferred some money from checking to savings to avoid a service charge in the future. Carol has set up on-line access to both accounts.
- Quickbooks is set up and checks can be printed with our CVLDC logo.



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### Committee Reports – Governance

- Sharon Sackie, Chair of the Governance Committee requested that all board members review and comment on the proposed RFP document in the “For Review” folder on Google Drive by 1/19/2023. The Governance committee will then meet and make a final document for discussion/adoption via resolution at the February 9 meeting.
- The agreed to RFP format will be used to obtain proposals for an accounting firm to conduct our audits and file for 501C3 status. The finance committee will meet once the form is adopted and modify it for use with the accounting firms. Scott Burto provided a URL for the NYS Contractor website that will be a good place for us to post the accounting RFP when complete.
- Jeanie Fitzgerald asked to be placed on the Governance committee.

### Committee Reports – Club Street

No status was given. Chair of Club Street not present.

### Old Business

- Update on Executive Director Position: Pam Youngs and Sharon Sackie provided an analysis spreadsheet in the “For Review” folder on Google Drive. They asked that all board members review and comment on the spreadsheet by 1/30/2023 in the “comments” column provided. All comments should include the board members’ initials.
- Update on website status: Joe DeJoia reported that all photos have been approved for use. He is working with Mary Rupp and Michelle Bouchard to have village and town websites point to our website. We have registered an additional domain capeldc.org. He will be updating the projects section with items provided by Scott Burto and sent an email to all board members for professional credentials to include on the site. The board also agreed that color schemes for the site were at Joe’s discretion.
- Update on Office Signage: Joe DeJoia discussed signage with Stewart’s signs. They suggested a metal sign attached to the door for a cost of \$75. Joe will send examples of the sign to the board for discussion. Also, the board requested that Scott Burto use the office when he is working in town. Dan Wiley has three keys. He will give one to Scott, one to Carol Thomas and retain one key.
- Update on PARIS: Carol Thomas reported that the budget for 2023 is in PARIS and certified/complete. The next PARIS report will be the 2024 budget due in September 2023. The LDC will need a budget for the village/town in late August.
- Update on Town Activities – Dan Wiley attended the French Festival meeting, and they are in need of volunteers. Town is discussing an ad hoc joint planning/zoning board due to lack of board members. There was discussion that this may not be



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possible based on NYS Law and further discussion is necessary. Scott Burto described that some municipalities were combining with others to fulfill these

- Update on Village Activities – Pam Youngs reported that the Village is looking to install an Alert system and currently has three bids. There was some discussion that it might be a good idea to create one Alert system for the town and the village. Pam also reported that Marty Mason, head of the Village DPW, will be retiring in 2024.
  - Update on Childcare project – Mandy Mason reported that she has been in touch with the new Child Care center in Clayton about a possible satellite Cape Vincent location. The owner said it was too soon to talk about would be open to talking later. Mandy will continue these discussions in the spring. Mandy also said she is beginning discussion on youth activities, such as babysitting and CPR courses. Discussions are in an early phase.

### **New Business**

- The following resolutions were passed through roll call votes.
  - CVLDC Resolution 2023-01-01 (Board Appointments) – Motion by Dan Wiley and seconded by Mandy Mason
  - CVLDC Resolution 2023-01-02 (Officers) – Motion by Carol Thomas and seconded by Dan Wiley
  - CVLDC Resolution 2023-01-03 (Budget) – Motion by Mandy Mason and seconded by Pam Youngs.
- There was an open discussion on how we can begin data gathering for our strategic plan. We discussed groups that we should partner with, for example Jefferson County IDC. Mary Farrell will create a document in the “For Review” folder where individuals can add organizations and contact details for a joint meeting. Mandy Mason will create a draft presentation for that meeting on the LDC. Jeannie Fitzgerald discussed the best approach to gather input would be focus groups. This conversation will continue in our February meeting.

### **Adjournment**

Mandy Mason motioned for adjournment of the meeting and Carol Thomas seconded. The meeting was adjourned at 7:10 PM.