



Board of Directors Meeting

MINUTES OF THURSDAY, June 8, 2023

The Board of Directors of CAPE VINCENT LOCAL DEVELOPMENT CORPORATION met on Thursday, June 8, 2023, at 5:30 PM at Recreation Park, Cape Vincent, NY.

Attendance

A quorum was present. Board Members present in person:
Mary Farrell, Mandy Mason, Bill McDonough, Carol Thomas, Dan Wiley, Pam Youngs
Board Members present remotely: Nadirah Chestnut
Board Members absent: Joseph DeJoia

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 May 11, 2023. Motion made by Mandy Mason. Seconded by Bill McDonough.

Special Reports

Scott Burto provided a written report prior to the meeting. He was not in attendance. Resolution 2023-05-01, welcoming Bill McDonough to the board was passed.

Committee Reports: Finance

Carol Thomas reviewed our finance standing.

Bank statements for May have been reconciled and uploaded to CVLDC Banking folder.

- Checking account balance at 5/31/23 is \$71.27.
- Savings account balance at 5/31/23 is \$129,431.87.
- Expenditures for May were WCP Consultants \$2812.50, Rent \$150, Legal fees \$690, and Office Supplies & software 355.40, totaling \$\$4,007.90.
- We have received our NYS Charities Bureau Registry. This would allow us to get a tax-exempt status from NYS but after discussion the board decided that they would



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121 S Market Street, Cape Vincent, NY 13618

wait to apply for this when the 501C3 was granted since we have minimal taxable expenses at this time.

Committee Reports – Governance

The Governance Committee (Nadirah Chestnut, Jeanie Fitzgerald, Mandy Mason, and Bill McDonough) held a meeting to review the by-laws of the Corporation in accordance with their twice annual meeting minimum. They reported the need for three changes based on the current organizational structure supported by the board, which consists of no regular employees and only independent contractors.

- Article I, Section 3, sub-bullet I – Change “hire employees.”
- Article IV, Section 1 – Change Executive position to contracted.
- Article IV, Section 2 – Eliminate “all employees” and replace with Contractors.

The Board agreed with these changes. Jeanie Fitzgerald will update the by-laws and the board will vote on a resolution regarding the updated by-laws at the next meeting.

Committee Reports – Club Street

- The Club Street sub-committee has not held a meeting since the Edgewater presentation in May.
- Town board has approved the creation of a purchase agreement to buy the small boathouse and gazebo from Mr. Trottier, and that purchase agreement is with Mr. Trottier for signature. The Town board, Village board, Mr. Burto, and Edgewater Consulting will meet and discuss the appropriate grants and funding sources for the purchasing of Club Street properties.

Old Business

- Jeanie Fitzgerald reviewed the invitation wording, focus group questions, and invitee list for the first focus group. All board members agreed with these items. Ms. Fitzgerald will work with the Chamber of Commerce to obtain the correct contact information and the goal is for the first focus group to be held by the end of June.
- Dan Wiley reported that the Town received additional information regarding the extension of public sewers along Route 12E and is continuing to work on possible grants for that project. He also stated that a meeting with NYS regarding the final approval of the LWRP was very positive.
- Pam Youngs reported that the Village Mayor is working with George Horn’s attorney to get the ferry operational. She also reported that the East End Park project is still ahead of schedule.
- Joe DeJoia was absent, so no website report was given.
- There was no update on the Childcare project.

New Business



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- Dan Wiley requested a final decision on the LDC funding the Edgewater design proposal for \$11,800 currently being funded by the Town. Carol Thomas will inquire with the CPA firm to see how this might be done appropriately from an auditing perspective.
- FDRLO (Advocate Drum) was discussed. Mandy Mason reported the official number of Fort Drum families supplied by the school was low and probably not complete. The Board discussed how they might be able to use existing Cape Vincent events to encourage military families to come to Cape Vincent. Mandy Mason will discuss with the Chamber of Commerce to create some ideas for the Board's consideration. She and Bill McDonough will continue to be the point-people on this project.
- Dan Wiley reported they did not have an answer yet on whether a joint application between the Town and Village would improve chances of success on the Federal Pedestrian Safety Grant.

Adjournment

- The board then adjourned to an executive session to discuss the Executive Director job description. The meeting ended at 7:05 PM.