



Board of Directors Meeting

MINUTES OF THURSDAY, March 9, 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, Mandy Mason, Dan Wiley, Pam Youngs

Board Members present remotely: Nadirah Chestnut, Jeanie Fitzgerald, Carol Thomas

Absent: Sharon Sackie (resigned)

Guests:

Kristie Stumpf, Executive Director, Chamber of Commerce

Jake Tibbles, Executive Director, Thousand Island Land Trust

Spencer Busler, Assistant Director Thousand Island Land Trust

Joanne (Jodi) May, Cape Vincent Resident

Scott Burto, WCP Consultants – Scott Burto

Public: Rob and Marion Russell

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 February 9, 2023. Motion made by Pam Youngs. Seconded by Mandy Mason.

Special Reports

Kristie Stumpf discussed the theme of the CV Chamber of Commerce “Stronger Community Together” and encouraged the CVLDC to become a member at \$40/year. An additional \$40/year will be due for the 2024 membership in September 2023.



Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

Spencer Busler presented an overview presentation on the Thousand Island Land Trust (TILT) describing their strategy and recent acquisitions in Cape Vincent. TILT currently does not have plans for the Cape Vincent properties because analysis still needed to be done on soil, water, etc. They have worked with Woods Farm to change the crop for this spring to native grasses and wildflowers to rejuvenate the soil. The CVLDC encouraged TILT continue discussions with us particularly if plans for recreational development begin for the Cape Vincent Properties.

Jodi May talked about the need for senior citizen activities for Cape Vincent seniors particularly in the winter. She suggested partnering with the school to provide talks about local history or teaching skills such as crocheting. Mandy Mason will work with Jodi May to introduce her to school administration and assist in formulating possible projects for the 2023-2024 school year.

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

- The plans are to have at least one boat ramp at East End Park for the fishing season. Construction will limit parking and it was suggested that signs might direct fisherman to other parking in the village.
- The shoreline project at Tibbetts Point Lighthouse is on hold due to signoffs with various government agencies. Recent meetings should expedite these signoffs.
- The supervisor and mayor met with Mr. Trottier regarding purchasing of some of his property. The negotiations will need to continue to reach a mutually agreeable resolution.

Officer Reports

- Chairperson:
 - Need to renew the office lease was discussed. A motion was made to allow signing the lease if it was the same as last year by Mandy Mason and seconded by Dan Wiley.
 - There was a motion for CVLDC to join the Chamber of Commerce based on Kristie Stumpf's presentation by Carol Thomas and seconded by Nadirah Chestnut.
- Vice-Chairperson: No report.
- Secretary: No Report
- Treasurer: Deferred report to Finance Committee segment.

Committee Reports: Finance

- Carol Thomas reported that the current bank balances total \$140,196.82 and that detail reports are available in our Google Drive.
- Joe DeJoia reported that the Finance Committee held a working session on 3/7/2023 and completed the RFP for "Audit and Financial Services". He created a sign on for NYS Contractor Reporter (<https://www.nyscr.ny.gov/>) to post the RFP. He also created a news feature on the CVLDC website that links to the RFP package.



Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

This will allow groups that don't participate in the NYS site to still participate. The package asked for all proposals to be submitted by 3/31/2023.

Committee Reports – Governance

- The chair of our Governance Committee, Sharon Sackie, resigned effective 3/9/2023 so there was no report. The CVLDC used the time to discuss how we might replace Ms. Sackie. Mary Farrell will draft a TI Sun article to alert the community to the opening. All board members were asked to think of individuals who might have the necessary skills (project management, policy writing, and leadership) and alert them to the opening as well. This is a village appointment with a 2-year term. Therefore, the village board will need to approve the CVLDC recommendation.

Committee Reports – Club Street

Scott Burto reported that the committee has met and decided on the following next steps.

- They will meet at the end of March to review the Edgewater Design and gain consensus on what aspects of the plan they recommend doing in Phase 1. A public meeting is tentatively planned for mid-April.

Old Business

- Update on website status: Joe DeJoia reported website status (News Feature) during the Finance Committee segment of the agenda. In addition the CVLDC email is now being forwarded to all board members.
- Update on Town activities: Dan Wiley stated that the deed to Captain Jack's seems to have been resolved and this may cause the Town to renew purchasing the property. Since the purchase of Captain Jack's or an alternative property is a matching amount to the grant for Club Street, either is acceptable to NYS.
- Update on Village activities: Pam Youngs reported that the mayor has had initial discussions with NYS on the NY Forward Grant, but plans are still not crystalized. He and the DPW Manager meet with the NYS DOT to discuss financial assistance on the Road Diet project. DOT has no funds to assist. Mary Farrell spoke about the Federal Grant that Scott Burto will look at when it opens that might assist.
- Update on Childcare project – No update.
- Executive Director: In advance of the meeting, Jeanie Fitzgerald emailed the board a proposed job description for the Executive Director. The board requested additional review time prior to approval and the discussion was postponed to the April meeting. The draft is available for comments on the Google Drive.
- Focus Groups: Jeannie Fitzgerald and Scott Burto provided information to the board in advance of the meeting. Additional groups were recommended for focus group participation. Jeannie and Scott will come to the April meeting with a project plan for approval by the board.



Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

- Strategic Partnership Meeting: It was agreed that the focus group format could be used for some of what needed to be accomplished by this meeting. However, there is some urgency with meeting some of these groups. Scott Burto will contact the principals for these organization to meet with Mary Farrell and Scott. Scott will also update the presentation for use in these meetings.

New Business

- Dan Wiley stated that the Ambulance Squad had purchased a property on Broadway St. and that the property will be in need of renovation to accommodate the group. The Town Board requested that the CVLDC discuss how they might be involved. The group recommended that Scott Burto provide Dan with examples of applicable grants that the Ambulance Squad might use. If assistance with the grant writing is needed the CVLDC agreed that some of Scott Burto's hours could be used for this work.
- Mary Farrell stated that the Tibbetts Point Lighthouse Historical Society would like to apply for a NNYCF grant for \$2,000 to offset some of the repairs needed for the foghorn building. The CVLDC agreed that some of Scott Burton's hours could be used for this work.

Adjournment

Pam Youngs motioned for adjournment of the meeting and Mandy Mason seconded. The meeting was adjourned at 7:35 PM.