



## **Board of Directors Meeting**

MINUTES OF THURSDAY, May 11, 2023

The Board of Directors of CAPE VINCENT LOCAL DEVELOPMENT CORPORATION met on Thursday, May 11, 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, Bill McDonough, Dan Wiley, Pam Youngs  
Board Members present remotely: Nadirah Chestnut

Absent: Jeanie Fitzgerald, Carol Thomas

Guests:  
Scott Burto, WCP Consultants – Scott Burto

Public: Two 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 5:31 pm.

### **Approval of Minutes**

Approval of minutes for April 13, 2023. Motion made by Mandy Mason. Seconded by Dan Wiley.

### **Special Reports**

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

- A very positive village walkthrough was held on 5/11 with representatives from NY State, the consulting group hired by the State and Village officials regarding the NY Forward Grant. \$300K for the \$4.5M grant will be set aside for small projects and Mayor Golden requested the LDC administer that part of the grant. More information on what will be required will be forthcoming from the State. It was also requested that once links to NY Forward information are available, we



## Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

post them on the LDC website. NY Forward was going to send a resident survey but have agreed to combine their survey with the survey the LDC has planned. Mr. Burto will monitor the survey plans and keep us informed.

- Mr. Burto has contacted two companies regarding the installation of electric charging stations in the village and is awaiting bids. It was requested that he include this as an ongoing project in his monthly report.

### Resolution

Resolution 2023-05-01, welcoming Bill McDonough to the board was passed.

### Committee Reports: Finance

Carol Thomas submitted a written report which was presented by Mary Farrell.

Bank statements for April have been reconciled & uploaded to CVLDC Banking folder.

- Financial reports for April have been uploaded to CVLDC Financial Reports folder.
- Gouverneur Savings Bank refunded the \$6.21 service charge from last month.
- Checking account balance at 4/30/23 is \$79.17.
- Savings account balance at 4/30/23 is \$133,431.87.
- Expenditures for April were WCP Consultants \$2812.50, Rent \$150, Cape Vincent Chamber of Commerce \$40, and QuickBooks \$59.40, totaling \$3055.69.
- I am happy to report that the engagement with Bowers & Co is moving along very well.

Our contacts are Liz Bush and Jarod Ormsby.

They have begun the 501C3 filing, both Mary & I have been providing them with information.

I set up a Pay.Gov account for the CVLDC as this is required for the 501C3 filing.

We are required to register as a NYS State Charitable organization. I setup a login and filed form CHAR410, and received confirmation that our application was received and is under review.

They have prepared IRS 990N and it will be filed by 5/15/23.

I added Jarod as a user in QuickBooks, so he has direct access to our accounting records.

### Committee Reports – Governance

Mandy Mason and Nadirah Chestnut reported that the Governance committee had a working session, and no one was comfortable chairing the committee at this time. The group is going to work together to complete the review of bylaws and be prepared to present their recommendations at the July meeting.

Bill McDonough will be joining the group as a new member moving forward.



## Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

### Committee Reports – Club Street

- Town board has approved the creation of a purchase agreement to buy the small boathouse and gazebo from Mr. Trottier. Mr. Burto received agreement from NY State that purchasing that property would be appropriate for the Town match on the grant. The Town Board agreed to move forward with either the purchase of Captain Jack's or the Trottier property, whichever was available first, with the other to follow when available.
- The Town Supervisor and Village Mayor also continued discussions with Mr. Trottier regarding the Village purchasing the larger boathouse, but they have not reached an agreed upon price. There is some concern from the majority of the Town Board, that if the Village purchases the large boathouse that the Village would leave the large existing Boathouse standing, as opposed to following the Edgewater proposed conceptual plan. Mr. Wiley reviewed this concern at a Village Board meeting and also during the LDC discussion. Mr. Wiley and Ms. Youngs discussed creating a working session between the two entities to alleviate concerns.
- Town board has received a proposal from Edgewater to proceed with design for Club Street and apply for the BIG (Boaters Infrastructure Grant) to include Shoreline restoration/Sheet Piling/Walkways and new floating docks. The Town Board voted unanimously to proceed with the proposal from Edgewater and apply for the BIG Grant. It is still to be decided what of the three phased to include in the grant proposal.

### Old Business

- Due to Jeanie Fitzgerald's absence, the focus group questions were not discussed, and the discussion was postponed until the June meeting.
- Dan Wiley reported that the Town received approval from Federal Land to Parks/National Park Service, that the Town can complete the shoreline restoration at Tibbetts Point.
- Pam Youngs reported that the Village Mayor is working with George Horn's attorney to purchase the ferry dock. If the dock is purchased by the Village, then renovations to the dock area can be considered for NY Forward funding.
- Joe DeJoia reported that he is exploring a new format for displaying existing projects on our website and that he will send a link for a review when it is completed in a draft format.
- Mandy Mason reported a discussion with the elementary school principal about the possibility of using the gym or cafeteria for an after-school program. It would be important for the program to be free or subsidized for approximately 10 to 15 children. Whomever ran the program would need insurance and it was discussed that possibly another organization, such as the Youth Council could support it under their insurance. Ms. Mason will continue to look for a person to run the program and will have continued discussions on this topic in late July/early August.



## Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

- Mary Farrell/Scott Burto reviewed the successful meeting with Jefferson County legislature representatives, Robert Cantwell and Robert Hagerman. Mr. Burto will now work to set up similar meetings with Scott Gray, NYS Representative, and Mark Walczyk, NYS Senator.

### New Business

- LDC discussed the format for our strategic plan which will be formulated from the focus group and resident survey results. It was agreed to model our plan on the example provided from MRB Group with the following data elements aligned to our strategic pillars: Action, Lead Entity/Partners (using a RACI format – Responsible, Accountable, Consulted, Informed), Resources.
- Dan Wiley requested that the LDC consider funding the Edgewater design proposal for \$11,800 currently being funded by the Town. He suggested that the LDC pay for it this year or take a reduction in next year's funding from the Town. The LDC discussed that we currently don't have any criteria in place to make this decision since we do not have our strategic plan in place. No decision was made on this request.
- Scott Burto provided information on \$10K grants available for non-profits that were impacted by COVID. He will send additional information via email. Several board members will reach out to area non-profits with the information once received.
- FDRLO was discussed. Mandy Mason will find out how many military personnel are in Cape Vincent. Mandy Mason and Bill McDonough will arrange a meeting with them to understand how we can work together to understand federal funding available and how we can promote Cape Vincent to Fort Drum.

### Adjournment

- Pam Youngs motioned to end the meeting and Bill McDonough seconded the motion. The meeting ended at 7:22 PM.