



Board of Directors Meeting

MINUTES OF WEDNESDAY November 1, 2023

The Board of Directors of CAPE VINCENT LOCAL DEVELOPMENT CORPORATION met on Wednesday November 1st, 2023, at 5:30 PM at Recreation Park, Cape Vincent, NY.

Attendance

A quorum was present. Board Members present in person:
Mary Farrell, Bill McDonough, Carol Thomas, Dan Wiley, Pam Youngs, Jeanie Fitzgerald,
Mandy Mason, Joseph DeJoia
Board Member Virtual Jim McQueeney

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 October 12, 2023- Motion made by Mandy Mason, Seconded by Jim McQueeney.

Special Reports

- Scott Burto, Planner, per his monthly report, October, to the board:
Club Street Grant, Key Accomplishments (10/22) Next Month's Key Milestones (11/22) Greg is working on documents needed to report to NYSDOS. Minutes were received to file with quarterly report.
East End Park LWRP Phase 1, Project is complete with just a small punch list left. Ribbon cutting was held.
Joint LWRP, Followed up DOS and no new information on the approval.
Tibbetts Point Shoreline, The town received a final contract for the Supervisor's signature. The Fenceproject is at the bidding stage.
- NY Forward (Pam Youngs)- Pam reported that the NY Forward Committee, Project Recommendations have been determined with several projects that were not approved.



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Committee Reports: Finance

Carol Thomas reviewed our financial standing. Please refer to the Finance Files in the shared drive.

- Budget has been downloaded into the Paris System, 10-23-2023.
- Debit card has been obtained to support reoccurring monthly expenses, which the board agreed is a much more efficient approach.
- Scott Burto's introduction of the NYCLASS Local Government Investment Pool (newyorkclass.org), was not an option for the board to consider and Carol requested permission to transfer funds to a 6-month CD- in the amount of 65K to obtained more favorable interest rate. **Discussion tabled for a future board meeting -December.**
- Update on Zoom instructions has been added to the share drive to afford any of the board members access to virtual working/committee meetings.
- Carol introduced the Economic Development Membership of \$850.00 annual dues which it was determined would be discussed in the December Board Meeting.
- Carol introduced a new effective document that summarizes the monthly expenses and total request of payments. **-Motion made by Carol Thomas, Seconded by Mandy Mason- APPROVED.**
- As of Board Meeting, 11-01, still awaiting our non-for-profit status-5013C and on November 6th we obtained the approval.

Committee Reports – Governance

- Governance- Nothing to Report

Committee Reports – Club Street

Club Street- moving forward to acquire identified properties- objective to close on the properties by the end of 2023.

Old Business

- Focus group update (Jeanie Fitzgerald), Jeanie solicited the board to approve her presentation for the participants of the focus group. **Motion was made by Mandy Mason, Seconded by Dan Wiley-Approved**
- Status of 501c3 application- see above Financial Committee report.



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- Grant Communication Process, was introduced by Bill McDonough and Mandy Mason, with the intention to facilitate/document communication of requests from the village and town boards regarding services for CVLDC Planner's Services. Bill will be seeking to be added to the Town and Village board meetings to introduce the document and obtain both boards agreement. **Motion Made, Mandy Mason, Second by Carol Thomas, Approved.**
- Article for the TI Sun for the 2024 term replacement. **Motion Jeanie Fitzgerald, Second Mandy Mason-Approved.**
- Board Evaluation Status, Bill reviewed the outcome of the survey with the board and it provided the board with areas of improvement that we should focus on improving.
- Publicity Plan-No report this month.
- Update on Town's Activities (Dan Wiley) Scott shared a design plan and Dan provided an update that the fence project at Tibbits has been approved by NY State Parks.
- Update on Village's Activities (Pam Youngs)-Ribbon Cutting for East End Park was held.
- Update on website status (Joe DeJoia)- 2024 Budget was added to the Web Site.
- Update on Childcare Project (Mandy Mason)-Nothing to Report.
- French Festival Funding, the board requested that Scott begin the application with the Northern Community Foundation to solicit a 2024 Grant in the amount of 10K.
- Clayton Improvement Association- Mary Farrell reached out to the Clayton Improvement Association per the board requests in the October meeting and has invited Kristi -Director to our 12-14-23 Board Meeting to provide a presentation.

New Business

- Board Administrative Assistance, Mandy Mason introduced the concept of an administrative assistant, and it was discussed that the board revisit the administrative requirements. Jeanie Fitzgerald offered to continue completing the Board Minutes and Joe DeJoia offered to continue maintaining the website after his term expires. The board is in favor of obtaining administrative support and will continue to explore the options.

Privilege of the Floor/Public Comment-no public comments.

- **Executive Session was requested at 7:12pm- Motion Pam Youngs, Seconded Mandy Mason**
- **Executive Session ended, 8:29pm- Motion made by Jim Mc Queeney, Seconded by Bill McDonough.**



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- **A motion was made to notify the Executive Director Candidates that the position will not be pursued by the Board, Jeanie Fitzgerald agreed to notify the candidates in writing. Motion Made Bill Mc Donogh and Second by Mandy Mason.**
- **A motion was made to extend the planners contract for an additional six-months with specific milestones and objectives identified as well as it is the intention of the board to extend the Planners contract after 7-1-2024. Motion made: Bill McDonough, Second by Jim McQueeney.**

Adjournment

- The board then adjourned. The meeting ended at 9:12 PM. Motion made by Dan Wiley and Seconded by Pam Youngs.