



Board of Directors Meeting

MINUTES OF THURSDAY, October 12, 2023

The Board of Directors of CAPE VINCENT LOCAL DEVELOPMENT CORPORATION met on Thursday, October 12, 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

Board Member Virtual JimMcQueeney

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 5:30 pm.

Approval of Minutes

Approval of minutes for September 14,2023- Motion made by Mandy Mason, Seconded by Bill McDonough.

Approval of the minutes of September 25,2023- Motion made by Bill McDonough, Seconded by Mandy Mason.

Special Reports

- Scott Burto provided a presentation to the board which outlined current-2023/24 and outstanding potential 2024 grant projects, which will be awarded in December/January that the Board will need to consider for the 2024 budget/administrative obligations. It was also noted that the board will need to implement a notification approval process to address any Ad hoc request from the town and or village. See attached Presentation.
- NY Forward (Pam Youngs)- Pam reported that there is a NY Forward Committee Meeting next Thursday, 10-19-23, to provide project recommendations to the state.



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Committee Reports: Finance

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

- A request was made for Carol to obtain a debit card that will assist with reoccurring monthly expenses, which the board agreed is a much more efficient approach.
- Finance Committee- presented the Budget to the Village and Town meeting and will proceed to upload it to the State PARA database.
- Scott Burto introduced NYCLASS Local Government Investment Pool (newyorkclass.org), interest bearing bank account as an option of consideration, due to the current rate of 6% and the ability to add and extract funds at any time which would provide financial flexibility for the board.
- Carol also addressed the need to obtain feedback from MRB/BSK-Broady on the inquiries made regarding our non-for -profit application-due date of 10-23-23. Scott Burto offered to reach out to Brody to obtain his attention to the urgent deadline of needing to respond to the State's inquiry.
- Mary Farrell inquired about the status of the IMA agreement with the town and village. Dan Wiley and Pam Youngs did not have any updates.

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

- Resolution 2023-10-01 (Bylaws 2023) – Motion Mary Farell, Second Carol Thompson, Joe Deloia- absent- **Approved**
- Resolution 2023-07-02 (Governance Charter)-Motion Jim McQueeney Second Mandy Mason, Joe Deloia -absent- **Approved**
- Focus group update (Jeanie Fitzgerald), Jeanie seeking board approval to share the presentation outcome with all participants of the focus group. The board agreed to allow Jeanie to share the information. A motion was made by Mandy Mason, Seconded by Dan Wiley-**Approved**
- Update on Town's Activities (Dan Wiley) see above Club Street/shoreline restoration. See above details of Committee Report- Club Street.



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- Update on Village's Activities (Pam Youngs)-referral to NY Forward Special Reports.
- Update on website status (Joe DeJoia)- Nothing to Report.
- Update on Childcare Project (Mandy Mason)-Nothing to Report.

New Business

- Clayton Improvement Association- Mary Farrell inquired with the board if there would be interest in having the association at a board meeting for an informational presentation. It was motioned to have Mary Farrell reach out to the association; motion made by Mandy Mason Seconded by Pam Youngs- **Approved.**
- Annual French Festival Request of \$10,000.00, Dan Whiley reported that the French Festival Committee identified a projected \$20,000 deficit, due to mass gathering regulations. Initial requests were for the town/village to each provide \$5,000.00 and the CVLDC to provide the remaining \$10,000.00. Mary Farrell inquired about a Jamestown, NY fund of DRI money she had read about as an option. Scott Burto suggested as an alternative option to seek a grant from Jefferson County NY Foundation, he committed to evaluate the grant application.
- Discussion and kicking off a Publicity Plan, Jim McQueeney introduced the idea of starting to add on-going articles-new events to the TI Sun, regarding the activities and accomplishments of the CVLDA. It was also noted that the board may want to reach out to Canada/Kingston Chamber of Commerce to obtain information on the Horne's Ferry and if Cape Vincent could be identified as a destination on the Ferry. It was noted that we should leverage the Chamber notifications to add CVLDC activities and accomplishments.
- Zoom renewal, the board has decided to let the zoom annual contract lapse and Scott Burto offered to afford the board his Zoom business account.
- Board Evaluation, introduced by Mary Farrell, a survey for the board members to complete. An electronic copy will be developed, by Bill McDonough, and to be completed and returned by each board member.
- Joe DeJoria's term limit resignation was discussed, and the board recommended that we publish a notice in the TI Sun.

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

- **Executive Session was requested at 7:29pm- Motion Mary Farrell, Seconded Jim McQueeney**
- **Executive Session ended, 8:10pm- Motion made by Mandy Mason, Seconded by Bill McDonough.**

Adjournment



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- The board then adjourned. The meeting ended at 8:12 PM. Motion made by Dan Wiley and Seconded by Pam Youngs.