



Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

Board of Directors Meeting

MINUTES OF THURSDAY, February 8th, 2024

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

Attendance

A quorum was present. Board Members present in person:

Mary Farrell, Bill McDonough, Dan Wiley, Mandy Mason, Carol Thomas, Pam Youngs, David Snow.

Board Member Virtual: Jim McQueeney, Jeanie Fitzgerald

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 5:33 pm.

Approval of Minutes

Approval of minutes for January 11th, 2023- Motion by Mandy Mason, Seconded by Pam Youngs

Special Reports

- Scott Burto, Planner has filed his monthly report which can be accessed in the Google Drive, Scott's report represents a very busy month.
 - New York Community Foundation application submitted for a \$12,000.00 grant for CV French Festival
 - Tibbetts Point Shoreline, fence is out to bid -second time.
 - Joint LWRP-Army Corp letter for possible changes that may be required.
 - East End Park-On-line final reporting, 27 pages, with 88 long form answers required.
 - Club Street- Update on upcoming public referendum.
- CVLDC Strategic Plan, moving forward with resident survey, leveraging Survey Monkey, CV taxpayers, criteria of survey, advertising the survey to the public by Jim McQueeney, payment of the survey will be assessed by Carol Thomas and Scott Burto.



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Committee Reports: Finance

Carol Thomas reviewed the board bills to be paid. Please refer to the Finance Files in the shared drive. Motion Made by Mandy Mason to pay all monthly bills outlined. Seconded by- David Snow- Passed

- Financial Audit is underway with auditors, Bowers.
- Investment strategy to leverage a six -month CD has been purchased on January 12th and will mature on July 12th, 2024. in the amount of \$50,000 which will produce a 4.25% interest rate.
- MRB Agreement for 2024, Motion made by Carol Thomas, Seconded by Pam Youngs- Passed
- NY State Exempt Sales Tax has been obtained.

Motion Made by Mary Farrell to renew the CVLDC Office Lease – one year, Motion Pam Youngs and Second by Carol Thomas.

Committee Reports – Governance

- Governance- Nothing to Report

Committee Reports – Club Street

Club Street- Letter of Support was introduced to support the Club Street initiative. The board recommended putting out an advertisement in the TI Sun, 3/30-4/15/2024, Motion by Bill McDonough, Seconded by Jim McQueeney. Jim McQueeney will develop the content of the advertisement.

-Seeking to have the Chamber publish Frequent Ask Questions to inform the public on the facts surrounding the Club Street Project and the Financial Impact to Taxpayers.

Committee Reports- Marketing

Jim McQueeney will be developing a business process to support the Chamber and Wolf Island representatives for co-sponsorship of specific community events that could enhance tourism traffic for both sides of the river.

Old Business

- Update on Town's Activities (Dan Wiley)
 - The Town public hearings/presentation, regarding the Club Street Project. Residents are seeking clarification on if this project will impact tax levies. Discussion of the possibility to produce FAQs on the subject may be appropriate to reduce assumptions and rumors.
 - Town to create a resident survey for the Route 12 sewer development project. Scott Burto will be administrating and utilizing his planner



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time to conduct the survey. Motion made Dave Snow, Seconded Jim McQueeney- Passed.

- Update on Village's Activities (Pam Youngs)
 - The Chamber addressed the April 8th Eclipse and what plans are being put in place on the possibility of tourist activity.
- Update on Childcare Project (Mandy Mason)-Reporting an interested childcare operator is seeking vacant land, to be acquired by 5-20-24, to possibly build a childcare facility, preference would be in the Village, seeking possible grant money.
- Frontenac Islands Meeting- Mary Farrell has conducted two meetings that have been very productive. One, regarding Ontario Providence subsidiaries for the ferry, which will be getting the Mayor of Cape Vincent's endorsement to reduce the cost of the Ferry. As well as collaboration with Cape Vincent's Art Council to collaborate on advertising campaigns. Include Chamber to support co-community advertisement of community events.
- Update on Administrative Position, Mary Farrell, advertisements are being run in the TI Sun as well as our website, deadline 2-21-24. Three candidates, Jeanie Fitzgerald is building an assessment tool to conduct virtual interviews with the three candidates. Jeanie Fitzgerald, Mandy Manson, and Mary Farrell will conduct the virtual interviews utilizing a team panel approach.

New Business

- Scott introduced the NY State Economic Development Council membership which would afford the board members training and networking opportunities, Mandy Manson motioned for the board to join the Council for the \$850.00 annual membership. Seconded by Jim McQueeney- Passed.
- Discussion was introduced to consider having other community representatives-non-voting members, to participate in Board meetings. The board decided to have ad hoc invitations, based on the need for subject matter experts on specific topics/information.

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

Adjournment

- The board adjourned. The meeting ended at 7:27 PM. Motion made by Mandy Mason and Seconded by Dan Wiley.