



Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

Board of Directors Meeting

MINUTES OF THURSDAY, January 11, 2024

The Board of Directors of CAPE VINCENT LOCAL DEVELOPMENT CORPORATION met on Thursday, January 11, 2024, 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
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 5:30 pm.

Approval of Minutes

Approval of minutes for December 14, 2023- Motion by Bill McDonough, Seconded by Jim McQueeney

Special Reports

- Kristi Dippel, Executive Director Clayton Improvement Association, introduced to the board the results of a survey conducted that identified a lack of affordable-long term rentals, reduction of school age population and the expansion of the elderly population that is stressing emergency services. Kristy is seeking to establish collaborative initiatives by the River Communities to begin to address these economic challenges to balance our tourist demands versus attractive year-round residents.
- Scott Burto, Planner has filed his monthly report which can be accessed in the review file, items included East End administrative close up and activities for Club Street project.
 - Regarding the Strategic Plan, Mary Farrell has introduced conducting a resident survey versus Scott's initial plan of having a public working session. He is comfortable supporting whatever approach the board would want to proceed with to obtain more community feedback. Assessment of the timing, type, and mailing of a survey is being evaluated.
 - Northern NY Committee Foundation Grant- French Festival, application has been completed and will be submitted by January 15th.



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Annual Meeting Resolutions:

- Resolution 2024-01-01, Board Members: Motion Bill McDonough, Seconded Mandy Mason- Passed.
- Resolution 2024-01-02, Board Member Appointment: Motion Dan Whiley, Seconded Pam Young- Passed
- Resolution 2024-01-03, Board Officer Appointments: Motion Dave Snow, Seconded Jim McQueeney-Passed
- Resolution 2024-01-04, Conflict of Interest Code of Ethics: Motion Mandy Mason, Seconded Pam Youngs- Passed
- Resolution 2024-01-05-Annual Resolution: Motion Jeanie Fitzgerald , Seconded Dan Whiley- Passed

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 Carol Thomas to pay all monthly bills outlined. Seconded by Mandy Mason.- Passed

- Financial Audit is underway with a kick-off call with auditors, Bowers, they will proceed upon obtaining January bank statements.
- Investment strategy to leverage a six -month CD in the amount of \$50,000 which will produce a 4.25% interest rate. Motion made by Mandy Mason, Seconded by Carol Thomas- Passed
- MRB Agreement for 2024, Motion made by Carol Thomas, Seconded by Pam Youngs- Passed
- NY State Exempt Sales Tax application is underway as well as 1099 income statement will be issued by January 31st for Board Planner.

Committee Reports – Governance

- Governance- Nothing to Report

Committee Reports – Club Street

Club Street- no report

Old Business

- Update on Town's Activities (Dan Wiley)
 - The Town Budget is being finalized as well as 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.



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- 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.
 - Cape Housing Board introduced the concept of accessible transportation for residents that may require assistance to shop and visit establishments in the village.
- Update on Childcare Project (Mandy Mason)-Nothing to Report.
- Frontenac Islands Meeting- Mary Farell 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.
- Update on Administrative Position, Mary Farell, advertisements are being run in the TI Sun as well as our website.

New Business

- Scott introduced the NY State Economic Development Council membership which would afford the board members training and networking opportunities, Scott to provide a link to the web site for the Board Members to evaluate. The annual cost is \$850.00 per year. More discussion next month on this option.
- Discussion was introduced to consider having other community representatives participate in Board meetings, such as TI School District, to support child care initiatives.

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

Adjournment

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