



## Cape Vincent Local Development Corporation

121 S Market Street, Cape Vincent, NY 13618

# Board of Directors Meeting

MINUTES OF THURSDAY, March 14, 2024

The Board of Directors of CAPE VINCENT LOCAL DEVELOPMENT CORPORATION met on Thursday, March 14th 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 5:29 pm.

### Approval of Minutes

Approval of minutes for February 8, 2024- Motion by Bill McDonough, Seconded by Mandy Mason

### Special Reports

Audit Results of the board's Accounting/Financial status reviewed by Janell Tuper, Audit Manager and Liz Beth, Partner.

- An in-depth audit report is available, all findings were acceptable with no significant issues found. The Auditors also provided advisement for future consideration if the board determines to manage any specific economic loans.
- Scott Burto, Planner has filed his monthly report which can be accessed in the review file.
  - The Northern NY Grant application for French Festival recommendation is pending anticipate 3-26-24 decision.
- Resident Survey timing was discussed, and Bill McDonough motioned to put the survey on hold, at this point, due to all the other municipalities surveys being conducted and the referendum vote that is slated for the month of April. Seconded by Pam Youngs, Mary Farrell and Dave Snow voted No, all other members voted Yes, the motion passed.



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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 Dave Snow to pay all monthly bills outlined. Seconded by- Dan Whiley- Passed
- Motion Made for Mary Farrell to purchase a laptop and other required office supplies for the new Administrative Assistant. Motion Made by Dave Snow and Seconded by Pam Youngs. Motion Passed.
- David Snow indicated that he would present a Capitalization and Credit Loss Policy to the board during our April meeting.

### Committee Reports - Governance

- Governance- Update to Bi-laws that identified Charis of Key board Committees:
  - Governance: Bill McDonough-Chair, Motion: Mandy Mason/Seconded Pam Youngs
  - Finance: Dave Snow-Chair, Motion: Carol Thomas/Seconded Bill McDonough Both motions passed.
- Communication Form to Request the grant writer's consultant support discussed and a need to review and assist the grant writer with prioritizing requests and projects. Motion made: Mandy Mason /Seconded Bill McDonough-Passed.

### Committee Reports - Club Street

Club Street- Completion of the TI Sun Advertisement discussed. Jim McQueeney will be leading the development of the layout and the content of the advertisement. Targeting 4-4-24 Publication in the TI Sun.

### Committee Reports- Marketing

See above Club Street Advertisement.

### Old Business

- Administrative Assistant employment offer has been accepted, with an April Start date. Office equipment and supplies have been approved for Mary Farrell to purchase.
- Letters of invitation to Planning and Board of Education members discussed.
- Bi-annual meeting agenda for Joint board meetings -Village/Town discussed and an April 11<sup>th</sup> date has been confirmed.
- Update on Town Activities (Dan Whiley), Club Street referendum discussed, see above. Sewer Survey has been published awaiting feedback from the survey. Eclipse discussion, all Schools are closed for the day, anticipate high traffic on April 8<sup>th</sup>.
- Update on Village's Activities (Pam Youngs)



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- Continued discussion with the Village Mayor in Supporting Horne Ferry Operations with Wolf Island. Discussion regarding the purchase of property across the street of East End Park.
- Update on Childcare Project (Mandy Mason)-Continued Discussion on supporting the possible operator of a daycare center in the Village. Mandy Mason had informed the board that she had been providing potential grant options the individual could pursue. Mandy suggested that the board approve the opportunity for our grant writer/planner to provide consultative services of not more than two-hours to this individual. Discussion regarding setting an expectation that the board provide these types of consulting services to all businesses, the planner confirmed, he had performed these types of services in the past.
  - Carol Thomas Motion and Seconded by Bill McDonough to have our planner provide consultive services to this individual, no more than two hours. Mary Farrell abstained from the vote, due to potentially having a future real estate transaction with this individual and Jeanie Fitzgerald voted No. Motion passed.

### **New Business**

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

### **Adjournment**

- The board adjourned. The meeting ended at 7:26 PM. Motion made by Dan Wiley and Seconded by Mandy Mason.