

Sept. 22, 2022

Joint Meeting of the Village Board of Trustees, Town of Cape Vincent Councilmen and Cape Vincent  
Local Development Committee Board

Present: Trustee Youngs Nadera Chestnut, LDC - remote  
Trustee Stark Mandy Mason, LDC  
Trustee Ewing Kathleen Karenko - remote  
Mayor Golden Scott Burto  
Councilman Wiley  
Councilman Aubertine  
Supervisor Mason  
Mary Farrell, LDC Chairperson

Chairperson Farrell reviewed the evenings agenda, and introduced the CVLDC members who were present. The village and town board members present also introduced themselves.

Chairperson Farrell talked about the process the CVLDC has discussed regarding the replacement of board members of the CVLDC. She said that they have talked about three procedures as follows; speak to current applicants to see if they want to remain on the board, advertise the vacancy in the TI Sun, seek approval from town and village.

The board discussed the transition from a Committee to a Board as they now have their Certificate of Incorporation.

Councilman Wiley said that the MRB group is waiting for the 501C-3 status to come through. He said that it will need to be in place when someone wants to give money.

Scott Burto said that the town or village will need to adopt a virtual meetings law if the CVLDC wishes to have virtual meetings. Mayor Golden said that the village will be doing this.

Mayor Golden said that the town and village fund the CVLDC, and asked if Scott's pay will come from the CVLDC board.

Scott said that his contract for next year will be with the village and town, and he said that a statement can be added to it stating that the CVLDC would issue his pay when the 501C-3 status comes through.

Chairperson Farrell said that the CVLDC will continue to operate as they have until the status comes through.

Chairperson Farrell reviewed the estimated proposed 2023 budget.

Advertising	\$2,000.00
Office space	\$1,800.00
Office Supplies	\$1,000.00
Audit	\$5,000.00 - \$10,000.00

Compliance Officer	\$3,000.00
Website Hosting	\$250.00
Grant writer/Planner	\$30,000.00-\$35,000.00
Executive Director	\$30,000.00
Engineering & Consulting	\$20,000.00

Mayor Golden asked if there would be any revenues from folks donating money and he was told that there could be.

Trustee Youngs asked about insurance, specifically Directors and Officers insurance. The board discussed this and all agreed that it would be necessary to have the coverage.

Trustee Stark asked if the town could add renter's insurance on to their existing policy for the rented office space that the CVLDC uses. Supervisor Mason said that he would look into this.

Councilman Wiley talked about the Executive Director, how will they find someone, and will this person be part time. He said that they should advertise for the position and keep in mind that the person may want a part time job.

Mayor Golden said that it has to happen; they need to find someone.

Supervisor Mason suggested that when a logo is created it should be shared with the town.

Trustee Ewing said that the Chamber of Commerce is always looking for volunteers to help with events.

Councilman Aubertine asked about a timeline to hire the Executive Director, and asked when they thought it would happen.

The board discussed this and agreed it wouldn't happen until 2023 or 2024. Councilman Wiley said that a lot of work still needs to be done before they get to that stage.

Chairperson Farrell reviewed the Executive Director's job description that the CVLDC put together.

Councilman Aubertine asked if the Executive Director is a voting member and the board told him that person is not a voting member.

Mayor Golden said that he was approached by Legislator Cantwell regarding Air BnB's. Mayor Golden said that Mr. Cantwell is looking for a letter of support for bed tax to be collected on these rentals. He said that the County Board of Legislators are looking into this with regard to the creation of a bed tax for them. The board discussed this and some of the issues surrounding the recent surge of Air BnB's in the area. Some of the concerns are zoning, home price increases, and that there aren't homes left for families to buy keeping kids in the schools. The board also discussed the bed tax regulations.

Chairperson Farrell said that now that the CVLDC is an official entity, they would like to have an open meeting with the public so they could introduce themselves and the ideas that they have. She said that they would also like to hear what the public has in mind.

Mandy Mason said that she feels the community does not realize what grants have been applied for and what grants have been awarded. She said she feels it is important to inform the public.

Councilman Wiley said that he, Supervisor Mason and Scott Burto met to discuss some of the grants. He said that they discussed moving back to a fixed incentive amount. He said that when a grant is awarded the board should decide who administers it.

Mayor Golden said that he has no issues with that.

Trustee Stark said that matching fund grants are getting harder for the town and village to come up with. She said they need to slow down and take a moment to look at what they have out there for matching funds

Scott said that he feels they need to stay in front of the state, it takes time, and taking a break is not the right idea because then they won't be seen. He said that if you aren't in front of the State every year, they lose sight of you. He said that they need to see that Cape Vincent is an active community.

Councilman Aubertine said that the town can't budget for all the incentives or matching funds on the grants being issued.

Trustee Ewing said that people talk about the Cape and they see the future for the Cape. He also said that Gouverneur Savings is very receptive of new ideas and he thinks they will get involved.

Trustee Youngs said that she would like to see a list of goals for next year.

Chairperson Farrell said that the CVLDC wants to set in place good business practices.

Trustee Stark discussed that a proposal for Scott was done by one entity, and she thought that was not a good business practice.

It was felt that the discussion regarding Scott Burto and his contract should be done in Executive Session.

Mayor Golden talked about the contract with Scott and wondered if it should not have an incentive.

Chairperson Farrell said she felt it was ok if Scott's proposal has both, with and without an incentive proposal. She said that she felt the proposal should be a competitive bid, and that she would like the CVLDC to do this.

Chairperson Farrell said that she would like the CVLDC to come up with a format to be used when seeking a grant writer/planner and she would like to share it with both the village and town boards. She said that she would like the CVLDC to do the leg work. She shared that she thought this would be good business practice.

Trustee Stark said that there is an overlap in Scott's contract as it will expire before the 501c-3 comes through. She said that decisions have to be made and there is no process in place. She said that this is less about Scott and more about the process. Trustee Stark asked if the CVLDC is free to advertise and solicit bids for projects.

Chairperson Farrell said that Scott has work that he needs to continue with. She suggested that the CVLDC take the time to come up with the business practice document.

Mandy Mason said that she would like to move forward with the business practice, she said that moving backwards is not a good idea at this time.

Councilman Aubertine said that the town and village own the current projects, and asked once the 501c-3 comes in, can they transfer the projects to the CVLDC. The board told him they couldn't be transferred because the grants were awarded to the town or village.

The board discussed transparency, creating a request for proposal form, and creating a good solid business practice. All agreed that this would take some time, that it could not be completed in a week.

Councilman Wiley made a motion to adjourn the meeting at 7:50pm.

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Michelle Bouchard, RMC – Town Clerk