



Clayton Local Development Corporation  
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### **Minutes of Meeting on November 4, 2021**

Chairman Jamie Ganter called the Meeting of the Clayton Local Development Corporation to order at 4:00 p.m. In attendance were Chairman Jamie Ganter, Secretary Kylie Peck, Treasurer John Cooper, Doug Rogers, Jack Stopper, Norma Zimmer, Christine Powers (via Zoom) and Dennis Weller (via Zoom). Vice President Bobby Cantwell, Assistant Secretary Chris Bogenschutz, Mike Bashaw, Lance Peterson and Tom LaRochelle were excused. Executive Director Kristi Dippel was also in attendance.

With a correction to the minutes to reflect October 7<sup>th</sup> as the meeting date, a motion was made by Norma Zimmer, second by John Cooper, the Board unanimously approved the minutes of the meeting of October 7<sup>th</sup> board meeting.

#### **Chairman's Report**

Chairman Jamie Ganter reported that he met with the Clayton Improvement Association to improve communication and establish a stronger relationship between the CLDC and CIA.

#### **Treasurer's Report**

Treasurer John Cooper provided the treasurers report. The Village of Clayton stipend was received in the amount of \$10,000. Additionally, the Village of Clayton made their second payment of \$2,000 for the Historic District grant admin for a total payment of \$12,000. One bill was presented in the amount of \$2,584.23 for the October Executive Director hours invoice leaving an ending balance of \$9,844.63 in the General Checking Account. There was no activity to report in the RBEG and Reserve accounts. A new account was established for the Town of Clayton ARPA funds with a starting balance of \$148,000.

On motion by Doug Rogers, second by Norma Zimmer, the Board approved the Treasurer's Report, and the payment of the bill, copies of which are attached to these minutes.

#### **Directors Report**

Executive Director Kristi Dippel reported that the \$10 Million DRI presentation took place on Friday, October 8, 2021. As of this meeting, there has been no additional information from NYS regarding status. Kristi has been working on closing out grants for the Historic District project. A letter of support was requested by TILT to assist with future funding for the Sissy Danforth Trail. The 2022 Clayton LDC budget was sent to board members via email and ratified at the November 4 meeting. Town of Clayton REDI projects are moving forward but are still in the beginning phases.

#### **Committee Updates**

Dennis Weller and Jamie Ganter provided an update for the Governance Committee. The governance committee met prior to the board meeting. Committee charters were reviewed including the Audit Committee Charter. The Audit Committee Charter will be reviewed and voted on at the December meeting. There are suggested changes to the bylaws to be reviewed by the board. A vote on these changes was tabled until the next meeting to allow time for review and discussion. The committee also reviewed residency requirements of board members with

no recommended changes at this time. It was determined ex-officio members can send a representative in their place to CLDC meetings, but the representative cannot vote. Additionally, board surveys were reviewed, and concerns addressed. There were noted lower rankings in the following areas: Goals and Strategies, Knowledgeable on Finances/Reporting Requirements, Accurate and Complete Information Before Public Release, Empowered to Delay and Table Votes, Oversight of CEO and Staff and Risk to Authority. Each of these areas were discussed and John Cooper will create an online form that will allow additional anonymous comments to be made in order to properly address concerns in the future.

Chris Powers reported that the Grant and loan committee has a first draft application for ARPA funds. A meeting will be scheduled to determine April deadline for program requirements and finalize the application.

Chris Powers reported provided a Nominating Committee update. On October 22, 2021 Tom LaRochelle submitted a formal resignation letter leaving an open seat on the board. This open seat will be filled for 2022. The following term extensions have been presented: Chris Powers, John Cooper and Kylie Peck. All existing officers' positions will remain for 2022.

Doug Rogers provided an update for the Strategic Committee. Doug provided an update and overview to the strategic plan including requested changes made by board members throughout the review process. On a motion by Chris Powers, second by Dennis Weller the board unanimously approved the strategic plan.

Mayor Norma Zimmer provided an update on village projects. The Historic Project is nearing completion, and a ribbon cutting ceremony will take place at the end of October. The specific date has not yet been announced.

The next Regular Meeting will be held on December 2, 2021. On a motion by Norma Zimmer, second by Jack Stopper, the meeting adjourned at 5:15 p.m.

Respectfully submitted,  
Kylie Peck, Secretary