



Clayton Local Development Corporation
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Minutes of Meeting on January 6, 2022

Chairman Jamie Ganter called the regular meeting of the Clayton Local Development Corporation to order at 4:03 p.m. In attendance were Chairman Jamie Ganter, Vice Chairman Bobby Cantwell, Secretary Kylie Peck (via Zoom), Asst. Secretary Chris Bogenschutz (via Zoom), Treasurer John Cooper (via Zoom), Mike Bashaw (via Zoom), Doug Rogers, Jack Stopper, Norma Zimmer, Dennis Weller (via Zoom), Chris Powers, Lance Peterson (via Zoom). Executive Director, Kristi Dippel was also in attendance.

On a motion made by Dennis Weller, second by Bobby Cantwell, the Board unanimously approved the minutes of the Annual Meeting held on December 2, 2021.

On a motion made by Norma Zimmer, second by Jack Stopper, the Board unanimously approved the minutes of the regular Board Meeting held on December 2, 2021 with the following corrections:

- The November 4, 2021 financial abstract provided to Board Members prior to the meeting included a description error for Check #1287 and should have read: October 2021 ED hours. A correction was made to the abstract.
- Waring Blackburn attended the December 2 meeting to present the need for senior housing and potential development opportunities in Clayton.

Chairman's Report

Chairman Jamie Ganter reviewed and provided updates to the 2022 goals which were sent out for approval. An initial overview of Board Evaluations was provided which will go to the governance committee to evaluate and suggest actions to the full board for improvements. On a motion by Chris Powers, second by Norma Zimmer, the Board unanimously approved no February board meeting to be held in 2022. Chairman Ganter requested the board move into Executive Session at the conclusion of the board meeting.

Treasurer's Report

Treasurer Cooper provided the treasurer's report. The following two bills were presented: \$2,584.23 for the December Executive Director hours and overhead and \$253.50 for DRI Advertising in the TI Sun, leaving an ending balance of \$4,422.67 in the General Checking Account. There was no activity to report in the RBEG, Reserve and ARPA accounts.

On motion by Chris Powers, second by Dennis Weller the Board approved the Treasurer's Report, and the payment of the bills, copies of which are attached to these minutes.

Directors Report

Kristi Dippel provided an update on activity over the past month and provided an updated 2022 Standing Committee list and updated contact sheet. Annual Reports are due to NYS ABO by 3/31. There are six reports filed annually, 90 days after the close of the year. A grant disbursement letter was received from ESD (Empire State Development) for \$1 million. The \$500,000 DOS (Dept. of State) grant has been closed out. The village has

a scheduled conference call with their consultant to refocus and determine next steps regarding REDI (Resiliency & Economic Development Initiative).

Committee Updates

Nominating Committee: Discussed potential board members to fill vacant seat. A list of names will be presented to board members for consideration.

An update to the governance committee was provided by Dennis Weller. On a motion by Chris Powers, second by Dennis Weller the Board approved the Audit Charter upon the removal of all mentions of an internal audit as the CLDC uses an external audit procedure. Following the Audit Charter approval a motion was made by Norma Zimmer, second by Jack Stopper the board unanimously approved the updated Bylaws.

The Grant and loan committee discussed the marketing plan for ARPA fund program. A final draft of the application and process will be sent to board members. Chris Powers explained next steps in the process and requirements and welcomes comments and recommendations from the board.

The Strategic Committee provided an update and discussion took place regarding marketing of the CLDC and improving community awareness and potential steps to determine future projects. This discussion covered strategies to approach a public relations program and conversation about potential action will continue at future meetings.

Doug Rogers provided an overview of planning board activity. Mayor Norma Zimmer provided an update on village projects including the Riverwalk bid and other projects such as the Mary Street dock. Lance Peterson provided brief updates on projects going to bid and other town updates.

The next Regular Meeting will be held on March 3, 2022. On a motion by Chris Powers, second by Jack Stopper the regular session of the meeting adjourned at 5:26pm.

At 5:28 pm on a motion by Bobby Cantwell, second by Jack Stopper, the meeting moved into Executive Session. Kristi Dippel was not present during the Executive Session.

During the Executive Session, discussion took place regarding the performance of the Executive Director. It was determined that Chairman Jamie Ganter will execute a formal review process including a self review and chairman review. Based on an exceptional performance a recommendation was made by the board of directors to execute a one-time bonus to be voted on at the next regular meeting.

A motion was made to move into regular session by Chris Powers, second by Norma Zimmer at 5:43 pm. On a motion by John Cooper, second by Chris Powers the meeting adjourned at 5:43 pm.

Respectfully submitted,
Kylie Peck, Secretary