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**Clayton Local Development Corporation Board:**

Jamie Ganter, Chairman  
Bobby Cantwell, Vice Chairman  
Christine Powers, Secretary  
Chris Bogenschutz, Asst Sec

John Cooper, Treasurer  
Mike Bashaw  
Lance Peterson  
Mike Hazelwood

Doug Rogers  
Jack Stopper  
Dennis Weller  
Norma Zimmer

**Exec Dir:** Kristi Dippel

**Town Representative:** Kathy LaClair

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## **CLDC Board Meeting**

4:00 pm January 5, 2023 @ 913 Strawberry Lane

### **Agenda**

#### **Approval of December 1, 2022 Regular and Annual Board Meeting Minutes**

**Chairman's Report**  
2023 Goals

Jamie Ganter

**Treasurer's Report**

John Cooper

**Director's Report**

Kristi Dippel

**Committee Updates**

Governance Committee  
Strategic Committee

Dennis Weller  
Doug Rogers

**Municipal Updates**

Planning Board  
Town projects  
Village projects

**Old Business**

**New Business**

**Need for Executive Session**

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Clayton Local Development Corporation  
913 Strawberry Lane, Clayton NY 13624  
Phone 315-686-3212 Fax 315-686-2503  
www.claytonldc.org

### **Annual Meeting Minutes on December 1, 2022**

**Chair Jamie Ganter called the Annual Meeting of the Clayton Local Development Corporation to order at 4:01 p.m. Also in attendance were Vice Chair Bobby Cantwell, Treasurer John Cooper, Assistant Secretary Chris Bogenschutz, Mike Bashaw, Mike Hazlewood, Doug Rogers, Jack Stopper and Norma Zimmer. Kathy LaClair, Christine Powers and Dennis Weller were excused. Executive Director Kristi Dippel was also in attendance.**

**For the Nominating Committee report, Chair Chris Bogenschutz reported that there was a vacant seat available. The nominating committee will place a press release in the Thousand Islands Sun, the Clayton Chamber of Commerce Newsletter and on social media requesting interested community members to apply.**

**The community member position currently held by Jamie Ganter was up for reappointment. On motion by Chris Bogenschutz, seconded by Bobby Cantwell, the Board unanimously reappointed Jamie Ganter to another 3-year term.**

**Board Officer positions were nominated as follows: Chairman: Jamie Ganter; Vice Chair: Bobby Cantwell; Secretary: Christine Powers; Treasurer: John Cooper; and Assistant Secretary Chris Bogenschutz. On motion by Doug Rogers, second by Norma Zimmer, the Board unanimously appointed the slate of officers.**

**For Committee Chairman appointments the following were nominated: Governance Committee: Dennis Weller; Ethics Officer: Doug Rogers; CLDC Audit Committee: Christine Powers; Nominating Committee: Chris Bogenschutz; Loan & Grant Review Committee: Christine Powers; Riverwalk/REDI: Dennis Weller; Strategic Planning Committee: Doug Rogers; and DRI Committee: Jamie Ganter. On motion by Jack Stopper, second by Bobby Cantwell, the Board unanimously appointed the slate of committee chairs.**

**The next agenda item was the review and renewal of annual contracts. The annual contract between the Clayton Improvement Association, LTD (CIA) and the Clayton Local Development Corporation (CLDC) was reviewed. On a motion made by Jack Stopper, second by Chris Bogenschutz, the Board unanimously approved the annual contract as presented. The annual contract for an auditor was not approved. Kristi is seeking quotes for auditing services.**

**Chair Ganter presented the required annual Confidential Board Performance Evaluation Form. Board members were asked to complete and return to Kristi. In addition, Board Members were asked to complete the Acknowledgement of Fiduciary Duty form if they had not already done so.**

**Under Old Business, Executive Director Dippel reminded Board members that they needed to review and sign the Conflict-of-Interest Disclosure if they had not previously done so.**



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**On a motion by Bobby Cantwell second by Mike Hazlewood, the Annual meeting adjourned at 4:18pm.**

**Respectfully Submitted  
Chris Bogenschutz, Assistant Secretary**

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## Meeting Minutes on December 1, 2022

Chair Jamie Ganter called the December meeting of the Clayton Local Development Corporation to order at 4:18 p.m. Also in attendance were Vice Chair Bobby Cantwell, Treasurer John Cooper, Assistant Secretary Chris Bogenschutz, Mike Bashaw, Mike Hazlewood, Doug Rogers, Jack Stopper and Norma Zimmer. Kathy LaClair, Christine Powers and Dennis Weller were excused. Executive Director Kristi Dippel was also in attendance.

On motion by Chris Bogenschutz, second by Doug Rogers, the Board unanimously approved the minutes of the meeting of October 6, 2022.

For the Chairman's report, Chair Jamie Ganter reviewed the 2022 goals for performance and what needed to be updated for 2023. The final 2023 goals will be presented at the January 5, 2023 meeting.

Treasurer Cooper presented two bills for approval in the amount of \$6,105.88 which, when paid, will leave a balance of \$17,162.54 in the General Checking Account. On motion by Mike Bashaw, second by Jack Stopper, the Board unanimously approved the Treasurer's, and the payment of the bill, copies of which are attached to these minutes.

Executive Director Kristi Dippel reported that she had spoken with Empire State Development representatives, and they encouraged the CLDC to look for other funding if we were not awarded a DRI Grant in 2022. Next, Kristi reported that she is working with the Michael Ringer Gallery on Riverside Drive to apply for a Restore New York grant. Kristi is also currently working on REDI Grant Administration for the Town of Clayton and will begin the initial phase of the LWRP update with the Village of Clayton as the lead agency.

Under Governance Committee, the committee made recommendations to update the CLDC's Model Governance Charter and the CLDC Code of Ethics, copies of which are attached to these minutes. On motion by Bobby Cantwell, second by Jack Stopper, the Board unanimously approved the changes.

Strategic Committee Chair Doug Rogers stated is compiling a summary to the goal and action plans. A final summary will be provided at the January meeting.

Under Municipal Updates, Planning Board Chair Doug Rogers there is a pre-conference with Precision Car Wash for a new structure at the corner of Mercier Ave and NYS Route 12. Matthew Turcotte is looking to create a storage facility at the top of McCarn Hill, and Jeremy Kellogg is still working on plans for the gated community on outer James Street just past the Family Dollar. Mayor Norma Zimmer reported the Mary Street dock, Riverwalk, and sewer projects are still



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**progressing. The Village is looking at a parking and street/traffic flow study which will be paid for with ARPA money. Kathy LaClair, Town of Clayton representative, was absent and did not provide a report.**

**The next Regular Meeting will be held January 5, 2023. On motion by Mike Hazlewood, second by Bobby Cantwell, the Chair declared the meeting adjourned at 4:58 p.m.**

**Respectfully submitted,  
Chris Bogenschutz, Assistant Secretary**

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## CLDC Abstract January 2023

### General Checking Account

| Date       | Check #  | Amount             | Balance                   |
|------------|--|--------------------|---------------------------|
|            |  |                    | \$ 17,162.54              |
| 12/13/2022 | ***VOID***   | 1306 \$ -          |                           |
| 12/13/2022 | NYS Dept of Law<br>2020 tax fee increase                             | 1307 \$ (25.00)    | \$ 17,137.54              |
| 1/5/2023   | Clayton Improvement Association<br>reimbursement for 2021 audit cost | 1308 \$ (2,450.00) | \$ 14,687.54              |
| 1/5/2023   | DiMarco, Abiusi, Pascarella<br>balance of 2021 audit                 | 1309 \$ (3,000.00) | \$ 11,687.54              |
| 1/5/2023   | Clayton Improvement Association<br>December Ed hours and overhead    | 1310 \$ (3,041.67) | \$ 8,645.87               |
|            |  |                    | <b><u>\$ 8,645.87</u></b> |

### Reserve Account

| Date | Check # | Amount                    | Balance                   |
|------|---------|---------------------------|---------------------------|
|      |         |                           | \$ 1,771.74               |
|      |         | ***No account activity*** |                           |
|      |         |                           | \$ 1,771.74               |
|      |         |                           | <b><u>\$ 1,771.74</u></b> |

## Clayton LDC Profit & Loss Prev Year Comparison January through December 2022

|                                 | Jan - Dec 22       | Jan - Dec 21      | \$ Change          | % Change       |
|---------------------------------|--------------------|-------------------|--------------------|----------------|
| <b>Ordinary Income/Expense</b>  |                    |                   |                    |                |
| Income                          |                    |                   |                    |                |
| ARPA Project Delivery           | 0.00               | 18,000.00         | -18,000.00         | -100.0%        |
| ARPA Admin                      | 0.00               | 130,000.00        | -130,000.00        | -100.0%        |
| ARPA Project Delivery - Other   |                    |                   |                    |                |
| Total ARPA Project Delivery     | 0.00               | 148,000.00        | -148,000.00        | -100.0%        |
| Interest                        | 0.67               | 0.90              | -0.23              | -25.6%         |
| Town Income                     | 15,000.00          | 15,000.00         | 0.00               | 0.0%           |
| USDA RD RBEG                    | 4,675.00           | 4,675.00          | 0.00               | 0.0%           |
| Village Income - Contracted Ser | 20,000.00          | 22,000.00         | -2,000.00          | -9.1%          |
| Total Income                    | 39,675.67          | 189,675.90        | -150,000.23        | -79.1%         |
| <b>Gross Profit</b>             | 39,675.67          | 189,675.90        | -150,000.23        | -79.1%         |
| Expense                         |                    |                   |                    |                |
| ARPA Grant                      | 129,999.98         | 0.00              | 129,999.98         | 100.0%         |
| CLDC                            |                    |                   |                    |                |
| Fees/Permits/Taxes              | 75.00              | 25.00             | 50.00              | 200.0%         |
| Insurance                       | 897.00             | 897.00            | 0.00               | 0.0%           |
| Office Expense                  | 1,316.58           | 1,200.00          | 116.58             | 9.7%           |
| Officer Compensation            | 4,780.84           | 3,390.40          | 1,390.44           | 41.0%          |
| Postage/Delivery                | 24.70              | 0.00              | 24.70              | 100.0%         |
| Printing/Advertising            | 891.50             | 310.20            | 581.30             | 187.4%         |
| Professional Fees               |                    |                   |                    |                |
| Auditing & Financial Services   | 3,000.00           | 5,250.00          | -2,250.00          | -42.9%         |
| Professional Fees - Other       | 2,450.00           | 1,380.00          | 1,070.00           | 77.5%          |
| Total Professional Fees         | 5,450.00           | 6,630.00          | -1,180.00          | -17.8%         |
| Total CLDC                      | 13,435.62          | 12,452.60         | 983.02             | 7.9%           |
| CLDC - Program Delivery         | 30,962.26          | 26,420.35         | 4,541.91           | 17.2%          |
| Total Expense                   | 174,397.86         | 38,872.95         | 135,524.91         | 348.6%         |
| <b>Net Ordinary Income</b>      | -134,722.19        | 150,802.95        | -285,525.14        | -189.3%        |
| <b>Net Income</b>               | <b>-134,722.19</b> | <b>150,802.95</b> | <b>-285,525.14</b> | <b>-189.3%</b> |

## CLDC GOALS FOR 2023

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~~1. Develop and implement a small business grant program based on the Town of Clayton and federal guidelines for the American Rescue Plan Act (ARPA).~~

2.1. Work with the Village of Clayton, the Town of Clayton and local businesses to submit viable applications to appropriate NYS and federal funding opportunities, to include future ~~the 2022~~ NYS Downtown Revitalization Initiative (DRI) programs if available.

~~3. Continue to collaborate with the Village of Clayton, and granting agencies to closeout the funding programs for the downtown underground utility project.~~

4.2. Continuing to work with local agencies and municipalities to expand and connect the local trail and walkway system, to include the Sissy Danforth Trail and Clayton Riverwalk.

5.3. Explore additional revenue generating activities to ensure the future sustainability of the CLDC.

6.4. Continue to update the Strategic Plan to accurately reflect the needs of the community and organization and generate measurable action items

7.5. Support the Village and Town of Clayton in the implementation of the Resiliency Economic Development Initiative (REDI) program and FEMA funds that impact the shoreline.

8.6. Work with the Town and Village of Clayton, as well as the Joint Planning board towards revising and updating the 2013 Joint Local Waterfront Revitalization Plan.

9.7. Explore the need for and the feasibility of a community Housing Needs Assessment.

~~10.8. Evaluate the feasibility of relocating the Village Water/Waste Water Treatment facility. Work with potential developers for possible development projects in the community~~