



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
Timothy LaLonde

Exec Dir: Kristi Dippel

Town Representative: Kathy LaClair

CLDC Board Meeting

June 1, 2023 - 4:00 pm @ 913 Strawberry Lane

Agenda

Approval of March 2, 2023 Regular Minutes

Chairman's Report

Jamie Ganter

Treasurer's Report

John Cooper

Director's Report

Kristi Dippel

Housing Study

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



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

Meeting Minutes of May 4, 2023

Chair Jamie Ganter called the May meeting of the Clayton Local Development Corporation to order at 3:59 p.m. Also in attendance were Vice Chair Bobby Cantwell, Secretary Christine Powers, Treasurer John Cooper, newest member Tim Lalonde, Mike Bashaw, Mike Hazlewood, Doug Rogers, and Norma Zimmer. The following member attended virtually: Dennis Weller. Executive Director, Kristi Dippel was also in attendance. Christopher Bogenschutz was excused, Jack Stopper and Town Representative Kathy LaClair were absent.

Chair Jamie Ganter opened the meeting with a welcome to incoming Board Member, Timothy LaLonde. Introductions were made and Tim expressed sincere interest in joining the Board.

On a motion by Doug Rogers, second by Bobby Cantwell, the Board unanimously approved the minutes of the Meeting of March 2, 2023, with no further discussion. There was no meeting in April 2023.

For the Chairman's report, Jamie Ganter discussed the "downtown square project" and the status to date. Property owners have been contacted by realtor, Les Henry to discuss the potential sale of all properties in that vicinity and several homeowners expressed concerns. The developer has requested that the CLDC act as facilitator in moving the project forward through a discovery process. After Board discussion, it was decided that the CLDC will not take the lead on this project and the developer will be notified.

Chair Ganter reviewed the summary results of the Evaluation of Board Performance forms and noted that we will provide clarification on the "Statutory Obligation" question to ensure all understand that this refers to the CLDC and not NYS.

At the request of Chair Ganter, Executive Dippel left the room during Board discussions regarding her annual Performance Evaluation. The evaluation was presented with all in favor of the overall performance analysis. Discussion ensued regarding what percentage the Clayton Improvement Association pays and how her time is divided between the two organizations. With unanimous approval of the analysis, Chair Ganter will finalize the evaluation with Ms. Dippel.

Treasurer John Cooper presented the Treasurer's report for May 2023. Two bills were presented in the amounts of \$6,085.91 and \$5,900.00 leaving a balance of \$14,625.40 in the General Checking account. There was no activity in the Reserve Account. On a motion by Chris Powers, second by Dennis Weller, the Board unanimously approved the Treasurer's report and the payment of the bills, copies of which are attached to these minutes.



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Under the Executive Director, Kristi Dippel's report, the following were discussed:

Housing Study – The request for a grant for the Housing Study that was submitted to the Northern New York Community Foundation, through the Jefferson County Economic Development Fund, for \$3,000 was approved. A question arose as to whether the Town of Clayton is involved in the discussions and Kristi stated not yet but Chair Ganter will contact the Town with regard to this. At this point, the Village budgeted \$4,500 towards the project and Mayor Norma Zimmer will ensure that the Village Board is aware of the NNYCF award. Mike Bashaw indicated that he continues to gather information on tracking residents and will provide the results to Kristi for the study. Jamie Ganter inquired about the proposal from Asterhill Research Company and whether or not it remains current. Kristi informed the Board that it does remain at \$4,500.00. On a motion by Bobby Cantwell, second by John Cooper, the approval is granted to accept the award funds from NNYCF with all in favor. In addition, on a motion by Chris Powers, second by Mike Bashaw, the approval to move forward with the housing study proposal from Asterhill was granted with all in favor.

Business With a Twist – The previous discussion of partnering with the Harbor Hotel for a date this year will not come to fruition as the hotel will not be hosting the event in 2023 due to scheduling conflicts. General discussion continued on who we may be able to partner with and it was decided that Kristi will contact the Chamber to further discuss options for 2024.

Center for Businesses in Transition – Kristi explained that the Adirondack North Country Association (ANCA) Center for Businesses in Transition (CBIT) covers Jefferson County and others across NYS. The goal is to provide matchmaking services between businesses that want to sell with potential buyers through planning tools and connection services. There is potential for the CLDC to become a liaison with ANCA to assist our local businesses through the process. The Board approved for Kristi to continue to explore this opportunity as a service to our community.

Stakeholders Forum – the Board agreed that Kristi should continue to investigate having a meeting this fall to bring together “stakeholders” in the Clayton community to garner feedback on what the organization should be undertaking to enhance the outcome for all. This was done in previous years and Kristi suggested we may be able to have a speaker who would share experiences and recommendations. She will research all possibilities.

Kristi also provided a chart listing all Board members in need of completing the required training.

The Audit Committee Chair, Chris Powers, updated the Board with the results of the annual meeting with DiMarco, Abiusi & Pascarella, the accounting firm hired by the CLDC. Maria Snyder and Joe Richer were on the conference call, which was attended by Audit Committee members Jamie Ganter, Doug Rogers and Mike Bashaw. They both stated that the audit went very



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smoothly, and that management is very cooperative and experienced. Maria stated that the Clayton community is very fortunate to have the CLDC and the improvements and advances made are examples of strong commitment. No matters of attention were noted.

Doug Rogers, Strategic Planning Chair, distributed the completed Action Plans and requested that Board members review and make any further recommendations. He suggests that we focus on one area of importance in the Action Plan so that we can thoroughly complete the task presented. It was noted that the Strategic Plan correlates with the continued work on the LWRP.

Governance Committee Chair, Dennis Weller, stated that the committee will hold a meeting to further investigate the NYS rule on completing meetings under the audio/video conferencing method.

Under Municipal Updates:

Planning Board - Doug Rogers updated the Board on the following projects:

- Cottage Community at French Creek Marina – pending further site plans.
- Victorian Subway has been closed and replaced by in-house meals and food to go.
- Sub Shop proposal at the corner of Webb and State Streets.
- Clayton Center Dog Kennel (room and board only) by Donna Jenis.
- Clayton Marina request for permit extension for 4th storage building.

Town of Clayton – no report presented.

Village of Clayton – Mayor Zimmer updated the Board on the following projects:

- Wastewater Treatment Plant – working downtown on sewer lines. The fencing erected by NYS is expected to remain until June 16th.
- Mary Street dock – work progresses and is slated for a completion date prior to Memorial Day.
- Local Government Achievement Award (LGAA) – Clayton will be receiving the Honorable Mention award.
- Rotary Bathhouse – new roof will be completed with the upper viewing area removed.
- DOT sidewalk ADA compliance work will continue until July.

The next Regular Meeting will be held on June 1, 2023. On a motion by Tim Lalonde, second by John Cooper, the meeting adjourned at 5:27 p.m.

Respectfully submitted,

Christine A. Powers
Secretary

CLDC Abstract June 2023

General Checking Account

Date		Check #	Amount	Balance
				\$ 14,625.40
5/19/2023	NY Charities Bureau 2022 NYS Tax filing		\$ (50.00)	\$ 14,575.40
5/8/2023	Asterhill Research Company Housing Study 25% deposit	1317	\$ (1,125.00)	\$ 13,450.40
6/1/2023	Kristi Dippel performance bonus	1318	\$ (1,250.00)	\$ 12,200.40
6/1/2023	Clayton Improvement Association	1319	\$ (3,041.67)	\$ 9,158.73
				\$ 9,158.73

Reserve Account

Date		Check #	Amount	Balance
				\$ 1,771.74
	interest		\$ 0.48	\$ 1,772.22
				\$ 1,772.22

Upcoming accounts receivable:

- \$5000 from the Town for REDI admin
- \$10,000 from the Village for annual stipend (1 of 2)
- funding to reimburse cost of housing study (NNYCF, ToC, VoC)