

**January 15, 2026**

**TOWN BOARD MEETING**

Present: Supervisor Christine Stark, Councilman Dan Wiley, Councilman Ron Jacobs, Councilman Bill Gould, Councilwoman Mary Farrell, Deputy Supervisor Patty Bach, Highway Superintendent Bill Pond, Water Superintendent Keith Brass, and 10 visitors.

Supervisor Stark opened the Meeting at 6:00pm with the Pledge of Allegiance.

**Privilege of the Floor - Public Comment:** None

Councilman Gould made a motion to accept the minutes of the December 18, 2025 and the January 1, 2026 meeting, seconded by Councilwoman Farrell. All members voted AYE.

Councilman Wiley made a motion to accept the Supervisor's Financial Report seconded by Councilman Gould. All members voted AYE.

**Reports:**

Highway Superintendent Bill Pond – Crew has been plowing. New Truck broken but under warranty. Requesting new truck lift in Resolution #21.

Water Superintendent Keith Brass – There is a 6-week waiting period for the replacement of VFD ordered. Requested review of the SMEC bill with National Grid bill to see if town paying double. Councilman Gould to research this request.

Recreation Park – Keith is looking into prices to add exercise equipment along the walking trail. To be tabled until have more information.

Councilwoman Farrell:

Investment options for Water District 7 Ban loan: Have \$3.9 million to invest. Resolution #19.  
Status of updating Policy letters: Resolution #18.

Recorded meetings update: Supervisor Stark made motion to move committing funds to February meeting, seconded by Councilman Wiley. All members voted AYE.

GRANTS – Possible Opportunities Identified: (1) Local Government Efficiency Grant (Due 2/4 – To Grant Writer 1/31): Apply for Up to \$1.25 million for shared service (\$250K per municipality). Grant Match 10% that can be split across participating bodies to extend the fiber optic service from the high school to The Cape Vincent Elementary School with the intent of providing additional services in the future. Supervisor Stark made a motion to indicate interest in joining but requires more information, seconded by Councilman Wiley. All members voted AYE. (2) Pro-Housing Designation – Town passed Resolution #27 on March 20, 2025, to enable increased likelihood of grant funding, but process not completed. Councilman Wiley made a motion to continue the process, seconded by Councilman Gould. All members voted AYE. (3) NY Plays – Inclusive playground grant. 100K with 20% match. Plans would be due by 5/15. Submission date 6/15. Possible location to replace splash pad at Club Street Waterfront Project. Town Board not interested. (4) CFA – Discussed using this grant for updating to

consolidated LWRP. Board stated deserves consideration for May 2026. Supervisor Stark made motion to pursue. (5) NYS Parks and Recreation MRP grant: Enclosed Ice Rink & Community Space - Build an enclosure over the old ice rink. Town Board not interested. (6) Congressional Asks: grant write proposing scheduling discussions with new chair and county legislator, state senator, state assemblyman, Tenney, Gillibrand, and Schumer. Town requests that the LDC hold off on these meetings until WD7 asks are completed.

Councilman Gould – nothing to report from Zoning Board.

Councilman Jacobs – Ambulance updating bi-laws and employee handbook. Planning Board has had regular meetings.

Councilman Wiley – Figueroa proposed Rental Agreement final edits still be worked on but hoping to finalize next week. Resolution #20. School Board does participate in the reduced amount exemption for Veterans but will investigate the 100% disability exemption at their next meeting.

**Supervisor report/comment:**

Carleton Villa Project update - Per Town Lawyer “On advice of counsel this board (the Town) will not be processing any applications for Carleton Villa at this time.” Planning Board received the same advice.

100% exemption for Veterans Disability financial impact information from Assessor showed potentially 10 individuals that could receive this benefit. More discussions need to happen before making final decision.

Supervisor Stark – Meeting with Barton & Loguidice regarding a way to meet increased construction bids. We did not get additional money through Rural Development and will need to pursue other options. Current construction bids do not offer much relief for identified costs. Town will need to look for other options to cover the user rate costs currently stated as \$873 will be increased to \$1173 if increase the loan amount to cover project. Resolution #17. LWRP Grant administration proposed solutions to fulfill requirements following the administrator decision to step down. Administrative actions will be coordinated between the Supervisor, the Town Clerks office, and the Assistant to Supervisor. Project management will be completed by the Highway Superintendent during construction. NY Forward Grant update - Edgewater currently revisiting construction requirements and Engineering specifications with Seaway Marine to review options to present to the Board.

**Motions:**

Supervisor Stark made a motion to confirm the receipt of the audit and to set a date in February for the Supervisor and Deputy Supervisor to meet and conduct the required annual Magistrate Audit, seconded by Councilman Wiley. All members voted AYE.

Supervisor Stark made a motion to appoint Paul DuFlo as a regular member of the Planning Board with a term to expire December 31, 2028, seconded by Councilman Wiley. All members voted AYE.

Supervisor Stark made a motion to appoint Christine “Kiki” Leech as an alternate member of the Planning Board with a term to expire December 31, 2026, seconded by Councilman Wiley. All members voted AYE.

**Resolutions:**

Resolution #17

Moved by Councilwoman Farrell

Seconded by Councilman Jacobs

BE IT RESOLVED that the Town Board hereby authorizes the Town Supervisor to pursue information regarding State and Federal grant opportunities through elected officials for WD#7, and to submit correspondence on behalf of the Town for informational and exploratory purposes only; and BE IT FURTHER RESOLVED, that any grant application, acceptance, or financial commitment shall require separate Town Board approval by resolution. All members voted AYE.

Resolution# 18

Moved by Councilwoman Farrell

Seconded by Supervisor Stark

BE IT RESOLVED that Pursuant to Section 39 of the New York State General Municipal Law, the Town Board is required to adopt a written investment policy governing the deposit and investment of public funds; the previously adopted investment policy dated 2016, no longer reflects current requirements, financial practices, or internal control standards; the Town Board desires to ensure that public funds are managed in a prudent, lawful, and fiscally responsible manner consistent with modern municipal finance standards. The Town Board hereby adopts the Town of Cape Vincent Investment Policy dated 2026, and copy will be available at the Town Clerk’s office. All members voted AYE.

Resolution #19

Moved by Councilman Wiley

Seconded by Councilman Jacobs

BE IT RESOLVED that the Town Board hereby authorizes the Town Supervisor to contact the appropriate financial institution or agency to re-invest approximately \$3.8 million in Bond Anticipation Note (BAN) proceeds for Water District No. 7, consistent with the reinvestment approach outlined by Councilwoman Farrell’s Report. All members voted AYE.

Resolution #20

Moved by Councilman Wiley

Seconded by Councilman Gould

BE IT RESOLVED that the Town Board hereby authorizes the Town Supervisor to execute the proposed rental agreement for the Figueroa property located on Club Street, subject to any required legal review. All members voted AYE.

**Resolution #21**

Moved by Supervisor Stark

Seconded by Councilman Wiley

BE IT RESOLVED that the Town Board authorizes the Highway Superintendent to purchase a truck lift for \$8395 from Conway Beam Truck Group after review of the three obtained bids in accordance with procurement requirements; and that this purchase represents the best value for the Town. All members voted AYE.

**Resolution #22**

Moved by Councilman Gould

Seconded by Councilman Jacobs

BE IT RESOLVED that the Town Board approves the USDA Rural Development Standard Loan Resolution for the Water District No.7 project; and resolves that the Town Supervisor and Town Clerk are authorized to take all necessary administrative steps to prepare for execution of the final USDA RD loan agreement when issued; and this resolution takes effect immediately. The Town is advancing the Water District No. 7 project and USDA Rural Development (“USDA RD”) has approved a loan package with a maximum loan amount of \$6,055,000; and USDA RD requires adoption of its Standard Loan Resolution as part of the pre-bid requirements. This action does not authorize, obligate, or secure the loan. All members voted AYE.

**Public Comment:** None

Chamber update – Patty Bach stated the Board passed their budget promoted Julie Swenson to Executive Director; welcome Lynn Hoover. The calendar for 2026 events was finalized. First French Festival meeting will be in February.

**Bills:**

General Fund – Voucher #1-31, \$44,611.78

Highway – Voucher #1-26, \$30,941.29

Water Districts – Voucher #1-15, \$19,755.70

Capital Projects – Voucher #1-3, \$23,832.00

Councilman Wiley made a motion to approve the payment of the vouchers, seconded by Councilwoman Farrell. All members voted AYE.

Councilman Wiley made a motion to adjourn the meeting at 7:25pm, seconded by Supervisor Stark. All members voted AYE.

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Shannon Featherly, Town Clerk