



Village of Gouverneur

LOCAL PLANNING COMMITTEE

MEETING #5 SUMMARY

Purpose:	Local Planning Committee (LPC) Meeting #5
Date and Time:	September 25, 2025 12:00 PM – 2:00 PM
Location:	Gouverneur Community Center, 4673 NY-58, Gouverneur, NY 13642
Attendees:	See Below
Agenda:	1. Welcome & Code of Conduct 2. Public Comment 3. Project Schedule 4. Public Open House #2 Recap 5. Refined Project List Discussion 6. Vote on Final Slate of Projects 7. Next Steps

1. Welcome & Code of Conduct

Discussion

Jen Ceponis (MJ) welcomed the Local Planning Committee (LPC) members, State Partners, and members of the public.

Ronald McDougall read the Preamble aloud as follows:

PREAMBLE:

Each Local Planning Committee Member is reminded of their obligation to disclose potential conflicts of interest with respect to projects that may be discussed at today's meeting. If you have a potential conflict of interest regarding a project you believe will be discussed during the meeting, please disclose it now and recuse yourself from any discussion or vote on that project. For example, you may state that you, or a family member, have a financial interest in the project, or you are on the board of the organization proposing the project. At this time, are there any recusals that need to be noted?

Please inform the LPC co-chairs during the meeting if the need to disclose a conflict arises unexpectedly and then recuse yourself from discussion or voting on the project.

As we continue through the planning process, recusal forms will be required from anyone with an identified potential conflict to be kept on file with the Department of State.



1. Welcome & Code of Conduct

Discussion

Jen Ceponis (MJ) followed the preamble with a reminder of the NY Forward Code of Conduct including:

- Guidelines, standards and procedures of Local Planning Committee (LPC) members to follow throughout the planning process
- All LPC members are required to serve an act in the public interest
- LPC members have received and signed the Code of Conduct for Members of New York State Downtown Revitalization Initiative and NY Forward Local Planning Committees (Code of Conduct)

Jen Ceponis (MJ) then continued with a brief overview of the meeting agenda:

- Welcome & Code of Conduct Reminder
- Public Comment
- Project Schedule Update
- Public Open House #2 Highlights
- Refined Project List Discussion
 - Overview of Project Updates Received
 - Identify Final Slate of Projects
- Vote on Final Slate of Projects
- Next Steps

Key Decisions & Outcomes

N/A

2. Public Comment

Discussion

Jen Ceponis (MJ) opened the meeting for public comment.

A member of the public commented:

- Charles Newvine (Village Trustee) – Explained that this is a hot topic on Facebook and wanted to thank the LPC and State team for their time and effort. Emphasized that the guidelines for this program are strict and thanked the LPC once more for volunteering.
- Travis Dan – Expressed concern about bias in evaluating the project proposals. Asked that new committee be created.
- Scott – Pointed out that the process was well intentioned in the beginning, however not many people knew about NYF. Scott felt that there was little opportunity to try and participate in the program. The program looks like favoritism, but the public commends the public projects.
- Another member of the public asked the LPC to think individually about how they vote. Need to revitalize the downtown and think of the taxpayers.

Full comments have been shared with the LPC and State team.

Jen Ceponis (MJ) thanked them for the comment and continued to the next section of the meeting.

2. Public Comment
Discussion
Key Decisions & Outcomes
N/A

3. Project Schedule
Discussion
A review of previously completed activities and the expected timeline for key milestones of the NY Forward Process was discussed. <i>May/June</i> • LPC Kick-off • Visions, goals and strategies • 1st public engagement <i>June</i> • Draft Downtown Profile • Visions, goals, and strategies • Open Call for Projects <i>July</i> • Final Downtown Profile • Project Development <i>August</i> • Preliminary Project List • Project Sponsor Coordination • Project Development • Draft Project Profiles <i>September</i> • 2nd public engagement • LPC vote on slate of projects • Draft Strategic Investment Plan <i>October/November</i> • Final NY Forward Strategic Investment Plan
Key Decisions & Outcomes
N/A

4. Public Open House #2 Recap

Discussion

There was an overview of recent public engagement:

Public Open House #2

- Wednesday, September 24, Gouverneur Community Center, 5:30 PM – 7:30 PM
- Over 60 attendees
- Informational presentation given by NYS representative
- Interactive stations for the public to learn about the planning process, proposed projects being evaluated by the LPC and to share their thoughts on how projects will improve downtown.

The consulting team explained that the open house was publicized via a flyer, a press release that was publicized in local media including the Gouverneur Tribune, on social media, and by email to community members who signed up to receive project updates through the project website.

A series of slides were included with each advancing project and the public's comment collected during the course of the open house.

Key Decisions & Outcomes

N/A

5. Refined Projects List Discussion

Discussion

Jen Ceponis (MJ) provided a brief overview of the NY Forward program project evaluation criteria:

- State and local goals
- Project readiness
- Catalytic effect
- Cost effectiveness
- Co-benefits
- Public support
- Other

There was a brief review of the Downtown Gouverneur Vision and Local Goals and Strategies. Then the refined preliminary projects list results from LPC #4 were discussed, which was updated to remove B09 (applicant requesting their project be withdrawn the morning of the meeting):

Preliminary Projects List from LPC #4

- 12 projects Ready to Advance
- 5 Project Not for NY Forward
- \$6.9 Million in Requested Funds
- \$7.6 Million in Total Projects Costs
- LPC to develop a slate of recommended projects for inclusion in the Strategic Investment Plan
- This slate of projects should represent a NYF request of between **\$6-\$8 million**

5. Refined Projects List Discussion

Discussion

Preliminary Projects List from LPC (after withdrawal of B09)

- **11** projects Ready to Advance
- **6** Project Not for NY Forward
- **\$6.8** Million in Requested Funds
- **\$7.5** Million in Total Projects Costs
- LPC to develop a slate of recommended projects for inclusion in the Strategic Investment Plan
- This slate of projects should represent a NYF request of between **\$6-\$8 million**

The list of projects identified by the LPC as Ready to Advance were presented as:

- A01 Streetscape Walkability Improvements
- A05 Pedestrian Zone
- B01 Redevelopment of 43 & 47 Main Street
- B02 W Main Street Apartment Renovation (3-5 W MAIN ST)
- B03 Energy-Efficient Jumbo's Diner (1, 3, 5, 7 E Main St)
- B04 Small Town Supply Resiliency Hub (23 W Main St)
- B06 Modernization of 55 East Main Street
- B07 91 E Main Street Commercial Space
- B10 Adaptive Reuse of 10-20 Park Street
- B11 Adaptive Reuse of 22 Park Street
- C01 Small Project Fund

Total NYF Request of \$6,819,000

Followed with an overview of the recent project updates; all updates were emailed to the LPC on Monday, September 15.

A05 Pedestrian Zone

- Budget details
- Renderings

B01 Redevelopment of 43 & 47 Main Street

- Updated budget with 28% match
- Purchase agreement for 43 E Main St
- Letter from code enforcement re: 47 E Main St code compliance
- Updated cost estimates

B03 Energy-Efficient Jumbo's Diner

- Updated budget with 25% match
- Updated cost estimates
- Rendering

B04 Small Town Supply Resiliency Hub

- Renderings of building exterior as viewed from the eastern approach (3)
- Existing conditions photos
- Updated cost estimates

5. Refined Projects List Discussion

Discussion

- Updated budget with 25% match

C01 Small Project Fund

- Reopened opportunity to submit a letter of interest
- 7 letters of interest received for eligible projects
- Total NY Forward request of \$568,000
- 4 letters of interest received for projects outside the project area

The consultant team then read off the list of projects identified by the LPC as Not for NY Forward:

- A02 Downtown Accessibility
- A03 Village Green Improvements
- A04 Municipal Office Building Façade Improvements
- B05 Redevelopment of 127 – 135 E Main St
- B08 Frary Funeral Home Improvements (33 Park St)

Pipeline Projects

Jen Ceponis (MJ) discussed the purpose of Pipeline Projects and asked the LPC if they wanted any projects that didn't move forward for funding to be added to the "Pipeline Projects" list with \$0 committed for funding. Pipeline projects are:

- Ideas proposed during the NY Forward process that are not yet ready to receive funding.
- The LPC May choose include these projects in the SIP as supporting or pipeline projects.
- While not recommended for NY Forward funding, they:
- Align with goals
- Reflect the community's vision
- Represent potential areas for revitalization within downtown

The LPC requested the following projects be added to the Pipeline Projects list:

- A02 Downtown Accessibility
- A03 Village Green Improvements
- A04 Municipal Office Building Façade Improvements
- B05 Redevelopment of 127 – 135 E Main St
- B08 Frary Funeral Home Improvements (33 Park St)

Key Decisions & Outcomes

N/A

6. Vote on Final Slate of Projects

Discussion

Jen Ceponis (MJ) then discussed the process of voting on the slate of projects:

- LPC votes on the final slate of projects to be recommended for inclusion in the Strategic Investment Plan
- This slate of projects should represent a NYF request of between \$6-8 million
- NYS makes final funding decisions

The Final Slate of Projects identified by the LPC:

- A01 Streetscape Walkability Improvements
- A05 Pedestrian Zone
- B01 Redevelopment of 43 & 47 Main Street
- B02 W Main Street Apartment Renovation (3-5 W MAIN ST)
- B03 Energy-Efficient Jumbo's Diner (1, 3, 5, 7 E Main St)
- B04 Small Town Supply Resiliency Hub (23 W Main St)
- B06 Modernization of 55 East Main Street
- B07 91 E Main Street Commercial Space
- B10 Adaptive Reuse of 10-20 Park Street
- B11 Adaptive Reuse of 22 Park Street
- C01 Small Project Fund

Final Slate Total:

- Total Project Cost:\$7,457,000
- Total NYF Request: \$6,819,000
- Slate between \$6-8M

Ballot Instructions:

- Place a check mark in the box that represents your vote
- Place a check mark in the box next to the projects you have recused yourself from if applicable
- Sign ballot
- Submit

Key Decisions & Outcomes

N/A

7. Next Steps

Discussion

Jen Ceponis (MJ) concluded the meeting by thanking the LPC members for all their hard work and discussed the next steps:

- Draft Strategic Investment Plan completed by MJ
 - **September – November**
- Final Strategic Investment Plan due to NYS



7. Next Steps	
Discussion	
○ November • Project Award Announcements ○ Anticipated Spring 2026	
Key Decisions & Outcomes	
N/A	

This meeting summary conveys our understanding of the items discussed and agreements reached at this meeting. Please forward any additions, corrections and/or questions to my attention.

Submitted by:

Kerry Gibson, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, State Team, Local Planning Committee

Local Planning Committee

Name	Present
Ronald McDougall, Co-Chair	☒
Dr. Zvi Szafran, Co-Chair	☒
Jacquelyn Kelly	☒
Bart Kidwell	☒
Brooke Plowman	☒
Clark Porter	☒
Greta Schrader	☒
David Spilman	☒

State Partners

Name	Present
Kylie Peck	☒
Jen Voss	☒
Stephen Hunt	☐
Mary Barthelme	☐

Planning Support

Name	Present
Kristina Ayen	☒

Consultant Team

Name	Affiliation	Present
Jaclyn Hakes	M.J. Engineering	☐
Jen Ceponis	M.J. Engineering	☒
Melia Hema	M.J. Engineering	☒
Daniel Madigan	M.J. Engineering	☒