

**A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, March 27, 2018 at the Town Hall, 85 East Main Street.**

<b>MEMBERS PRESENT:</b>	President	Glenn Cooke
	Vice President	Bryan Powers
	Treasurer	Rebecca Melton
	Director	Carol Commisso
	Director	Mike Guinan
	Director	Bob Senn
	Executive Director	Kathy Rayburn
	Minutes Clerk	Sue George

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** None

Meeting was called to order by President Glenn Cooke at 5:55pm.

Salute to the flag.

**(Within this report Victor Local Development Corporation will often be referred to as VLDC)**

**Resolution #13-18LDC**

**Acceptance of Minutes**

On a motion made by Carol Commisso, seconded by Bob Senn, the following resolution was ADOPTED 6 AYES 0 NAYS

**Resolved,** that the Victor Local Development Corporation accepts the minutes from the meeting dated February 27, 2018

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**Financial Report**

**Payment of Bills – Abstract #3**

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Business Connection Balance sheets. The unpaid invoices totaled \$5931.17.

**Resolution #14-18LDC**

**Payment of Bills - LDC**

On a motion made by Bryan Powers, seconded by Mike Guinan, the following resolution was ADOPTED 6 AYES 0 NAYS

**Resolved**, that the Victor Local Development Corporation has reviewed and approved invoices for payment that appear on the balance sheet totaling \$4645.19.

**Resolution #15-18LDC**

**Payment of Bills – Victor Business Connection**

On a motion made by Mike Guinan, seconded by Bryan Powers, the following resolution was ADOPTED 6 AYES 0 NAYS

**Resolved**, that the Victor Local Development Corporation has reviewed and approved invoices for payment that appear on the balance sheet totaling \$1285.98. Invoices are to be paid out of the Victor Business Connection account.

*Note: Resolution #14-18LDC and #15-18LDC were included in the Balance Sheet totaling \$ 5931.17*

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*Kathy explained that she sent out 10 RFP's for the Administrative, Environmental and Architectural Services for the NY Main Street Grant. She received two back by the February 22, 2018 deadline. They were evaluated with respect to services, qualifications and cost and La Bella & Associates was selected based on their experience, knowledge and cost.*

**Resolution #16-18LDC**

**Administrative, Environmental and Architectural Services for the 2018 NY Main Street Grant**

On a motion made by Bob Senn, seconded by Carol Commisso, the following resolution was ADOPTED 5 AYES 0 NAYS 1 ABSTAINED (Rebecca Melton)

**Whereas**, The Victor Local Development Corporation (VLDC) has been awarded a NY Main Street grant of \$500,000 to implement an Anchor Grant for 2 East Main Street in the Village of Victor. The program intends to use New York Main Street funding as a grant to match private investments to undertake proposed improvements.

**Whereas**, the funding breakdown is as follows:

- \$650,000 Total Construction
  - \$450,000 grant
  - \$200,000 owner match
- \$55,000 Soft costs
  - \$40,000 grant
  - \$15,000 owner match
- \$10,000 Admin
  - \$10,000 grant

**Resolved,** Authorized the Victor Local Development Corporation to enter in to an agreement with La Bella & Associates for Administrative, Environmental and Architectural Services for the 2018 NY Main Street Grant.

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*Kathy also mentioned that in respect to Dadras Architects; that will be a Village of Victor Resolution for administrative, environmental & architectural services for the Village Revitalization Plan. The VLDC is only overseeing it and it will be a Village contract as the funds were awarded to the Village.*

## **Executive Director Report**

**March 2018**

### **ED/VLDC Report**

#### **Grant Admin Update**

- **RT. 96 Plan**

- Unified Planning Work Program (UPWP) funding
- Empire State Development (ESD) funding is released when final plan submitted to agency

*Kathy will send the Board the draft of the Route 96 plan and also the presentation from the meeting she attended the previous night at the Victor Town Board meeting.*

*Glenn asked if the village also has to adopt the plan. Glenn wondered who would take ownership of the project. Kathy said the Town would.*

*Bryan explained what a "Generic Impact Study" is*

- **Water Quality Improvement Project** funding received for the Towns storm sewer system mapping project - \$90,000
  - Inputting required information in the grants gateway
  - Wes Pettee submitting work plan for gateway
- **\$500,000 awarded for Cobblestone rehabilitation** – breakdown of funding below:
  - \$650,000 Total Construction
    - \$450,000 grant
    - \$200,000 owner match
  - \$55,000 Soft costs
    - \$40,000 grant
    - \$15,000 owner match
  - \$10,000 Admin
    - \$10,000 grant
  - Grant agreement executed by NYS

- **Technical Assistance Grant (TAG)/ESD funding** - \$50,000 awarded between the two funding agencies. This is for the revision of the village revitalization plan.
  - Grant agreement paperwork submitted to state on TAG
  - No additional paperwork received on ESD funding
  - RFP's reviewed and selected Dadras Architects to complete work
  - Signed contracts received.

### **Business Awards Luncheon – Thursday May 3**

- 2018 we will honor 23 award winners
- All have been contacted and are excited about the awards
- At the time of this report we have exceeded 2017 sponsor revenue by \$1,925
- Keynote speaker will be Vic Salerno – Owner of O'Connell Electric and 2017 Business of the Year winner.
- For a complete list of winners, visit the VLDC website [www.victorldc.org](http://www.victorldc.org)

### **Victor Business Connection** (*Victor Businesses promoting Victor Businesses*)

- **Taste of Victor** – kick-off March 10<sup>th</sup> with promotion of Victor eateries through the rest of the month – great response so far. Includes, restaurants, pizzerias, breweries, bakeries etc. Cash prizes awarded for entries received with 9 or more establishments checked on their card!
- May 18<sup>th</sup> – Spring Fling Wine Walk is being planned.
- Spooktacular – is in the planning stages for October
- Small Business Saturday – will be a focus for the group this year with a customer appreciation theme.

### **Everything Victor Mobile App**

- Met with the development team to discuss re-working maintenance agreement to come up with a different rate structure-more cost effective
- Lisa Hubler now has administrative rights and can sign businesses up when she is calling on them
- We have gone to a fee structure of \$50 for two years – which that promotion will end in December 2018.

### **Finance Boot Camp**

- There will be three more sessions hosted here at Town Hall with the last one on 4/10 where participants present their financing proposals to lenders.

*Kathy mentioned that we handed out to the Board a tentative report from the Audit. We are waiting for the final report to come in. She is going to send back some changes she wants made as far as some of the wording they used. She read through a couple of questions she had but also asked the Board to look through it and if they see anything email Sue in Kathy's absence and she can contact the Auditors.*

*She will be late in filing her P.A.R.I.S report because we don't have the final back, but did notify the State of that. Next year we will ask for an earlier audit date and will have preliminary work completed for them. They have asked for additional information from all the loan applicants. Next year we can have that done beforehand.*

*Rebecca suggested when we receive the engagement letter from the auditors next year, we should add our deadline date on that.*

*-Kathy also mentioned that she met with our Attorney Frank Pavia, from Harris Beach and he will be attending our April 24<sup>th</sup> board meeting. Kathy said he has some really good ideas on ways we can get involved and he will be discussing those at the meeting.*

*-She is also meeting with Ed Flynn, La Bella Associates, on April 16<sup>th</sup> and will be asking him to also attend our April 24<sup>th</sup> meeting to give an update on what was discussed with him at a previous meeting.*

*-Glenn asked how the Victor Chamber was doing replacing Mitch Donovan. Kathy was on the interviewing committee and she knew it was down to two candidates but she has no idea who was finally chosen. Mitch is done mid-May but will be staying on as a consultant for the new person for a time.*

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### **President's Report**

Glenn and Bryan will be meeting with Liz Biehler on Thursday March 29<sup>th</sup> as a potential candidate to fill our vacancy.

Glenn's involvement in the Route 96 Corridor Study has ended, he thinks this gives us a good foundation to get the ball rolling.

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### **Open Discussion**

Kathy asked if we could change the May 22<sup>nd</sup> to the week prior as she is unavailable to attend. The Board agreed to change it to May 15<sup>th</sup> and Sue will do the proper announcements/publications of the change.

Carol announced that the Village Urban Renewal Agency (URA) meeting will meeting on April 11th - it is their organizational meeting if anyone is interested.

She also said the Village adopted the Code changes, they have sent it to the County.

Also the Façade letters went out and next meeting we will have a Resolution for allocating the funds for the program.

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**Adjournment**

Meeting was adjourned on motion at 6:31pm

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Sue George, Minutes Clerk