

**A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, April 24, 2018 at the Town Hall, 85 East Main Street.**

**MEMBERS PRESENT:**

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:**

**OTHERS PRESENT:** Attorney Frank Pavia, Harris Beach, PLLC

Meeting was called to order by President Glenn Cooke at 6:00pm.

Salute to the flag.

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

**Resolution #17-18LDC**

**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 March 27, 2018

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**Financial Report**

**Payment of Bills – Abstract #4**

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Business Connection Balance sheets. The unpaid invoices totaled \$6400.08.

**Resolution #18-18LDC**

**Payment of Bills - LDC**

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 \$5371.74.

**Resolution #19-18LDC**

**Payment of Bills – Victor Business Connection**

On a motion made by Bryan Powers, seconded by Carol Commisso, 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 for on the balance sheet totaling \$1028.34. Invoices are to be paid out of the Victor Business Connection account.

*Note: Resolution #18-18LDC and #19-18LDC were included in the Balance Sheet totaling \$ 6400.08*

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**Executive Director Report**

**April 2018**

**Business Outreach:**

Eastside Martial Arts  
ENALAS  
Victor Yoga Studio  
Construction Robotics  
O’Connell Electric  
Victor Business Center  
McAlees Realty  
New Business Prospect for Rawson Road

**Grant Admin Update**

- **RT. 96 Plan**
  - Unified Planning Work Program (UPWP) funding - Final invoice submitted for reimbursement 3/18 – payment received; Kathy will attend Genesee Transportation Council (GTC) meeting to present summary of plan on 5/10/18.
  - Empire State Development (ESD) funding – waiting for final Grant Disbursement Agreement from ESD to submit invoice for remaining \$30,000 to be reimbursed to Town.
- **Water Quality Improvement Project** funding received for the Towns storm sewer system mapping project - \$90,000
  - Inputting required information in the grants gateway

- Meeting with Labella 4/20 to discuss next steps regarding the project/grant
  - Labella Associates to respond regarding blue tooth device to purchase
  - Planning & Bldg. Staff to begin preliminary information gathering from existing department files – need more info from Labella on what info is needed
  - Kathy will inquire regarding possibility of applying for more funds if needed to complete.
  - Project timeline is up to five years
  
- **\$500,000 awarded for Cobblestone rehabilitation –**
  - Grant agreement executed by NYS
  - Proposal for Design and Environmental services received and signed – conducted through a Request for Proposal (RFP) process.
  - Applicant is presenting building design concepts to Village Planning Board – 5/23/18
  
- **Technical Assistance Grant (TAG)/ESD funding - \$50,000 awarded** between the two funding agencies. This is for the revise of the village revitalization plan.
  - Grant agreement executed.
  - Village is waiting on revised contract from ESD
  - Consultant selected and sent timeline and request for information
    - Kathy and Village Clerk fulfilling request
    - Consultant will be on-site May 4-7 and attending Village board meeting

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

- 2018 we will recognize 22 award winners
- Attendance is nearing the max for the room – we are at 175 at the time of this report
- Sponsorship revenue has exceeded all previous years and is **over 2017 by \$2,600**
- Keynote speaker will be Vic Salerno – Owner of O’Connell Electric and 2017 Business of the Year!
- 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**

- Kathy 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
- We heard from the Fred Rainaldi, Jr. of Rainaldi Bros. that he is sponsoring all of his businesses to join the app!

### **Development Projects**

- **Ferris** - - 4 Story mixed use building in the Village – As a result of newly adopted Zoning code the developers of this project withdrew their application to the Village Zoning board and are now scheduled to be before the Village Planning board on 4/25.
- **60 Maple Avenue** – 8,400sq.ft retail renovation. After much negotiation with the Finger Lakes Railroad regarding clearance from the tracks it appears the project will move forward. It is before the Village Planning board on 4/25

**Façade program** – Village – Three applications have been submitted with a submission due date of May 11<sup>th</sup>.

### **Finance Boot Camp**

- Victor Session ended on 4/17 with business owners making their final pitches to area lenders
- Director of the Small Business Association (SBA) was pleased with the outcome and would like to bring another session to Victor.

### **Miscellaneous but relevant:**

- May 9<sup>th</sup> – attending a grant writing seminar – 25<sup>th</sup> annual local government conference
- June 21 & 22 – International Economic Development Council (IEDC) conference in Buffalo – Entrepreneurial and Small Business Development Strategies
- Attended the Victor Chamber of Commerce Annual Women of Excellence program
- Chamber President Mitch Donovan will retire at the end of May – new president has been selected. Jodell Raymond will hit the ground running!

*Kathy wanted to review the proposal from LaBella Associates to be sure that the Board is comfortable with it. Kathy suggested the Board review it after the meeting and provide feedback. Bryan agreed we should get Ed started on this and instead of waiting another month to provide the feedback, get back to Kathy sooner.*

*Attorney Frank Pavia suggested a change on the first bullet of the proposal, which suggests LaBella review the objectives of the VLDC Bylaws and the powers of VLDC. He feels that is an action better left to VLDC Attorney. The Board agreed.*

### **Resolution #20-18LDC**

#### **Proposal for Services – Economic Development Assessment Strategy**

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

**Resolved,** Victor Local Development Corporation approved to hire and accept a signed proposal with LaBella & Associates to prepare an Economic Development assessment and strategy for the Victor Local Development Corporation. The Board approved the proposal as presented with the following modifications: The hours are not to exceed 90 by the consultant for the work and the review of the Victor Local Development Corporation Powers will be conducted by VLDC attorney – Harris Beach, PLLC.

*Kathy passed out to the Board the final Audit material that includes the changes Kathy had requested be made. Kathy was then able to complete the Public Authorities Reporting Information System (PARIS) report and submit it to NYS.*

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### **Committee Action Review**

Finance/Business Loans- Glenn asked Kathy about going back to the Ontario County Economic Development Corporation (OCEDC) to ask for another loan. Kathy asked the Board what dollar amount she should ask for? Kathy will have time to meet with the County after the Business Awards Luncheon.

Grants/Property- No report. Mike asked if Ed Flynn was going to get back to us on any grant opportunities. Kathy thinks Ed is waiting to get his proposal approved and then see where the VLDC wants to start.

Communications/Community Relations- Rebecca asked if Lisa Hubler was going to take over the tasks that this committee would have done? Kathy said she would ask Lisa if she wanted to attend the May meeting to discuss.

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### **President's Report**

Glenn and Bryan met with Board Member candidate Liz Biehler of M & T Bank. Both of them were very impressed with Liz and would like to invite her to the next board meeting so she can be formally appointed.

Kathy will reach out to Liz and ask her to attend the next meeting.

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### **Open Discussion**

Bryan mention to Frank Pavia about the Board members term limits. He feels we need to review the terms and revise them to better serve the board. Frank said to pass a resolution amending the By-Law to how we want the terms to be reflected. The best time to pass that Resolution would be at the December organization discussion meeting.

Mike, Bob and Bryan will work on the definition of the terms and present suggestions at one of the next upcoming meetings.

Mike asked Frank about acquisition of property and the VLDC involvement. He said there are definitely areas the VLDC can get involved in. Frank mentioned many examples that several towns/villages are involved in. There was much discussion amongst the Board and Frank on what LDC's can and cannot do.

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### **Adjournment**

Meeting was adjourned on motion at 6:49pm

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Sue George, Minutes Clerk