

A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, April 26, 2016 at the Town Hall, 85 East Main Street.

MEMBERS PRESENT:

President	Glenn Cooke
Vice President	Bryan Powers
Secretary	Diane Camelio
Director	Mike Guinan
Director	Betty Post
Executive Director	Kathy Rayburn
Minutes Clerk	Sue George

MEMBERS ABSENT: Rebecca Melton and Brad Pearson

OTHERS PRESENT: Betty Post and Tim Maher, Victor Merchants Group President

Meeting was called to order by President Glenn Cooke at 6:12pm.

Salute to the flag.

Executive Session

On a motion made by Mike Guinan, seconded by Bryan Powers, the following resolution was ADOPTED 4 AYES 0 NAYS

Resolved to enter into Executive Session at 6:13pm for a personnel matter

Sue George remained.

On a motion made by Mike Guinan, seconded by Bryan Powers, the following resolution was ADOPTED 4 AYES 0 NAYS

Resolved to exit out of Executive Session at 6:21pm

Election of Board Member

Through the interview process the Nominating Committee conducted, Bryan Powers recommends to the Board they accept Betty Post as a Director of Victor Local Development Corporation. Diane Camelio nominated Betty Post and Mike Guinan seconded it. Betty accepted her nomination. Betty Post was unanimously elected to the following position vacated by Dan Crowley.

Director – Betty Post - Term expires 3/2017

Betty was sent the meeting material enabling her to vote on remaining meeting Resolutions.

March Business-

Resolution #10-16LDC

Acceptance of Minutes

On a motion made by Diane Camelio, seconded by Mike Guinan, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation accepts the minutes from the meeting dated February 23, 2016

Financial Report

Payment of Bills – Abstract #03

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Merchants Group Balance sheets. The unpaid invoices totaled \$51,586.51.

It was noted that \$50,000.00 of that was a transfer into the Village Revolving Loan Fund account out of the general operating account.

Resolution #11-16LDC

Payment of Bills - LDC

On a motion made by Mike Guinan, seconded by Bryan Powers, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation has reviewed and approved invoices for payment that appear on the balance sheet totaling \$51,243.04.

Resolution #12-16LDC

Payment of Bills – Victor Merchants Group

On a motion made by Bryan Powers, seconded by Diane Camelio, the following resolution was ADOPTED 5 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 \$343.47. Invoices are to be paid out of the Victor Merchants Group account.

Note: Resolution #11-16LDC and #12-16LDC were included in the Balance Sheet totaling \$ 51,586.51.

Executive Director Report

March 2016

Kathy reported that the Merchants Group had a very successful Beer & Chili Walk, with 254 participants. Glenn said he met with Tim and mentioned to him that he feels another A-Frame is needed for the west side of town when there is an event, to notify those traveling that side of the town. Kathy also stated that she used and will continue to use the new electronic signs to announce events.

Business Awards Luncheon

- Secured an emcee — David Mammano — Next Step U
- Working on sponsorships — halfway there

- Ginny Clark is the keynote — Constellation brands
- Winners selected and most have been notified/accepted
- Invites went out 3/24/16

Façade Program

- Committee met last week
- Updated information packet
- Sue mailed the letters mailed out on 3/22
- To get new applicants — split list between Victor Local Development Corporation/Urban Renewal Agency and do some phone calls

Revolving Loan Programs

- Packet updated and available on Victor Local Development Corporation website

Victor Local Development Corporation (VLDC) Audit

- Sue met with accountant to prepare necessary documents
- Audit took place in VLDC office Monday-3/21 and Tuesday- 3/22
- Review of 2014 management letter showed improvements in all areas noted
- Many thanks to SUE!

Victor Merchants Group

- Tim and Kathy Interviewed 4 candidates — settled on Laurylann Costanzo

- 1) Background in special events and promotions
- 2) Fundraising
- 3) Started working on the May 13th wine walk

Village Development Projects

- Ferris Terrace — West Main Street & High Street – *Kathy talked at great length about this project and showed the preliminary plans to the Board.*
- Another developer interested in projects
- Main Street revitalization/redevelopment proposal from Dadras Architects
- Incentives for project on West Main Street and High Street

April Business-

Resolution #13-16LDC

Acceptance of Minutes

On a motion made by Bryan Powers, seconded by Diane Camelio, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation accepts the minutes from the meeting dated March 22, 2016

Financial Report

Payment of Bills – Abstract #04

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Merchants Group Balance sheets. The unpaid invoices totaled \$ 2578.83.

Resolution #14-16LDC

Payment of Bills - LDC

On a motion made by Mike Guinan, seconded by Diane Camelio, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation has reviewed and approved invoices for payment that appear on the balance sheet totaling \$1263.64.

Resolution #15-16LDC

Payment of Bills – Victor Merchants Group

On a motion made by Bryan Powers, seconded by Mike Guinan, the following resolution was ADOPTED 5 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 \$1315.19. Invoices are to be paid out of the Victor Merchants Group account.

Note: Resolution #14-16LDC and #15-16LDC were included in the Balance Sheet totaling \$ 2578.83

Public Comment

Tim Maher, President of Victor Merchants Group- Tim reviewed the details of the first Wine Walk which is May 13th and as of right now they have 16 stops. They have a band at this event. The Merchant administrative assistant is doing a great job with an increased number of participants from the Merchants.

The Beer/Chili walk was very successful with approximately 280 people. They have decided to add another event in October call the Victobeer Fest; bringing the breweries back and instead of chili, more of a German theme with food related vendors.

Glenn let Tim know his efforts are appreciated.

Executive Director Report

April 2016

Business Calls/check in's:

Hopper Hills Florist, Pinnacle Athletic, Mac Ave, Victor Power Equipment, Sequels Home Furnishings, San Souci Jewelers, Railside Market & Café and Victor Coal & Lumber

12th Annual Victor Business Awards – Thursday May 5th – Coordination on the event is going well, sponsorship has reached an all-time high of over \$5,000. Sue is currently working on reservations, seating and payment. Kathy will be putting the script together and reviewing that with Master of Ceremonies – David Mammano next week. Keynote speaker is Ginny Clark

of Constellation Brands. This year the date coincides with Assemblyman Kolb and Senator Funke being in session so they will not be able to attend but are sending representatives and certificates for each award recipient. Vinnie Esposito – Regional Director of Empire State Development will be joining us at the head table along with Mary Krause - County Administrator, Mike Manikowski, Mayor Ashton and Jack Marren. It's shaping up to be another great event recognizing more businesses and individuals that make Victor stand out!

Ferris Terrace – Village Development Project – Kathy has been working closely with Dr. Bill Ferris and his team on this proposed mixed use development. Her role has been as a liaison between staff, boards and community members. In the liaison role, she has organized informal meetings to discuss the project, get direction, provided insight on Village revitalization goals and coordinated a meeting with a prospective tenant for the site. Kim Kinsella and Al Benedict have provided significant feedback and guidance throughout the process so far. The project is set to be the subject of a public hearing on 4/27 before the Village Zoning board of appeals where they are seeking three variances.

Railside Market and Café – Kathy has been in communication with the owners of this market and they are working towards opening this summer. Kathy originally introduced the site to the previous owner of Wades and had thought that the deal was dead until RSM development came to her with the news two weeks before the announcement. The owners are very interested in working with members of the community to incorporate local foods in to the store and support local initiatives.

Customer Management Software- Per Kathy's earlier reports we have purchased a software program to track business data, contact information and property information. It has been installed and she has been using it sporadically as she has not had the time to take the tutorial. Sue and Kathy have a conference call set up to learn the program in the middle of May. Kathy will be looking for an intern to input data during the summer months.

Victor Business Center - Frank Imburgia of FSI General Contractors, Inc. has applied to OCEDC for assistance with a project at 100 Rawson Road aka Victor Business Center. Kathy met with Frank and his associate with Mike Manikowski and Sue Vary last month to hear about his plans for the building. FSI plans to make \$1.2 MM of improvements. Improvements include a new roof, new signage, new façade, site lighting, parking lot and curb repairs, and landscaping. Also included in the \$1.2 MM is a 15,000 sq. ft. addition of grade-A office space for BioWorks – current tenant – and an upgrade of BioWorks HVAC. This Business Center has been difficult to fill and keep filled because it was in need of these improvements. She looks forward to working with Frank on future tenants.

Town Communication Committee – Town Councilman Dave Tantillo has coordinated a Town Communications Committee to improve the flow of information from the Town regarding development projects, meetings etc. Kathy was asked to participate on this and welcomed that. Dave has organized a public input session to gain input from the community on methods of communication. This will be held on May 2nd at 6pm before the Zoning Board meeting.

VLDC Audit – Kathy and Sue received a few questions from the auditor after they were here in March. Everything looks good and we are awaiting the correspondence/draft audit report.

Economic Development Strategic Planning – Kathy has decided to pursue an outside agency to coordinate a 3-5 year plan for Economic Development. This effort would identify goals and strategies that include the partners involved in the Economic Development process – LDC, Planning & Building, Chamber, VMG and Village. It is crucial to develop this plan and clearly define the roles of the partners in the overall Economic Development initiative for Victor. She has received two proposals to date to begin the work in the next couple of months with a completion and plan ready to go for January 2017.

CFA/UPWP Grant Funding Update – Director of Development Katie Evans has requested from Empire State Development if we are able to combine the two funding amounts for one project. Below is an excerpt from her correspondence.

"Since we were funded \$30,000 ESD funds from a \$50,000 ask for an anticipated \$110,000 project would you consider permitting us to take two of the funding sources (CFA and UPWP) with overlapping scopes and conduct one project? I met with Jim Stack, Executive Director of GTC last Wednesday to see if this scenario would be acceptable to him from the UPWP side. He did not have any concerns and in fact thought that a comprehensive analysis provides a stronger case for future applications to implement the outcome of the project. If so, the anticipated project summary and budget would be as follows:

The project will evaluate existing conditions for transportation, sewer, and drainage network within the Route 96 Corridor and consider upgrades and new infrastructure. The plan will also include a build-out analysis for commercial and industrial development to assure that growth is managed in a balanced manner consistent with the Town's Comprehensive Plan and the State's Smart Growth principles."

Katie sent this on 4/18 and to my knowledge has not heard back yet.

Committee Action Review-

Finance/Business Loans - Committee Members are currently Rebecca, Brad and Glenn – This is the committee that worked on the current loan documents and hopefully we will soon have applicants for utilizing those.

Grants- Committee members are currently Bryan, Mike and Glenn – This group recently met and the report will be covered in the Presidents report.

Glenn feels we should start a new Committee called Communications/Community Relations. He thinks it's very important to get the word out of what the Victor Local Development Corporation (VLDC) does and also to establish a rapport the community. Right now the VLDC has a very low profile and he would like to see it raised. Glenn asked if Diane and Betty would be willing to serve on this committee. They both agreed.

Glenn would like to see the Property Committee to be part of Grants. Bryan Powers thought Rebecca may want to be part of the Communications/Community Relations Committee and Glenn said he would ask her.

President's Report

Kathy, Bryan, Mike and Glenn met for the Grants Committee meeting and talked about a number of activities going on around Victor and we should keep our eyes open as far as assisting in any way possible. They talked about the Comprehensive Plan, and the review of the Village code, grant seeking/funding. They discussed the Route 96 Corridor grants and Glenn's offer to help Katie Evans on that. Kathy said when she hears from Katie or anything on the grants she will let the Board know.

Adjournment

Meeting was adjourned on motion at 7:00pm

Sue George, Minutes Clerk