

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

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

MEMBERS ABSENT: None

OTHERS PRESENT: Ed Flynn, LaBella Associates

Meeting was called to order by President Glenn Cooke at 6:01pm.

Salute to the flag.

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

Resolution #09-18LDC

Acceptance of Minutes

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

Resolved, that the Victor Local Development Corporation accepts the minutes from the meeting dated January 23, 2018

Financial Report

Payment of Bills – Abstract #2

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Business Connection Balance sheets. The unpaid invoices totaled \$1349.51.

Resolution #10-18LDC

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 \$789.51.

Resolution #11-18LDC

Payment of Bills – Victor Business Connection

On a motion made by Mike Guinan, seconded by Bob Senn, 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 \$560.00. Invoices are to be paid out of the Victor Business Connection account.

Note: Resolution #10-18LDC and #11-18LDC were included in the Balance Sheet totaling \$1349.51

Kathy stated that we had deferred the Attorney appointment in January as we were still waiting for proposal submissions. We did receive a proposal back from Harris Beach, specifically; Frank Pavia and Attorney Reid Holter respectfully declined.

Resolution #12-18LDC

2018 Attorney Appointment

On a motion made by Carol Commisso, seconded by Mike Guinan, the following resolution was ADOPTED 6 AYES and 0 NAYS

Resolved, that the Victor Local Development Corporation accepts Harris Beach, PLLC, 99 Garnsey Rd, Pittsford, NY 14534 as counsel for any legal service needed for VLDC.

Glenn asked Kathy to send a letter to Reid Holter thanking him for his involvement and service on behalf of the VLDC.

Committee Action Review

Grants/Property- Glenn welcomed Ed Flynn of LaBella Associates and Kathy let him know that this was an informal meeting. VLDC has been discussing possible projects and Supervisor Marren has asked the VLDC to take an active role on grants to support some town projects, specifically the Route 96 Corridor and grants pertaining to that. Mike and Rebecca have talked about development opportunities, and we have also talked about the Village revitalization plan and revised code. We have also been talking about vacant properties and vacant buildings in the Town/Village. The VLDC would like to get involved with a project and offer assistance. They are looking to Ed to show them how to move forward, how to get funding, where to start.

Ed asked some general questions of the Board as far as what exactly they were looking for, and suggested that maybe the first thing to do is determine what exactly the VLDC goal/strategies/objectives are so there is some kind of framework. He suggested putting out a Request for Information as there are projects in Victor that the Board does not know about, and talking to developers and business/property owners to ask a few questions to see if there is a project going on or planned for the future. Then align those projects, and the ones the Board is already aware of, with the VLDC goals/strategies/objectives. That's how projects can be chosen and at the same time, you also will have a list of possible projects that the VLDC wants to do over the next 5 to 10 years.

Rebecca asked Ed if he thought we would get responses back from the Request for Information if there isn't funding available at the same time. Ed said you could word it more as "we are looking into getting grants...", "in the future...". Kathy said it would be more like their wish list. Ed also mentioned that we could do an economic and marketing analysis as far as what the demand is in the Village/Town for retail, residential, development, etc.

Discussion continued and included the possibility of providing assistance to struggling properties, or rehabilitation of dilapidated buildings. VLDC has to decide what their objectives and goals are.

Ed will compile a list of grants, options, ideas, and properties and will submit a proposal to VLDC. He will also look into whether there is some type of blanket grant to address this. He will also work on some tasks for the board and get back to us in a few weeks. Ed exited the meeting at 6:38.

Executive Director Report **March 2018**

Rt. 96 Improvement Plan

- Draft released to committee and will be reviewed on 3/7
- Final will be distributed to Town Board on 3/12
- On 3/26 Mark Tayrien from LaBella Associates will present to the Town Board regarding the State Environmental Quality Review (SEQR) process to move the project forward

Grant Activity

- Supervisor has assigned Kathy to be the grants administrator for Town grants
 - Currently working on the Unified Planning Work Program (UPWP)/ Empire State Development (ESD) grants for the RT. 96 plan

- Will be working on the Water Quality Improvement Project funding received for the Towns storm sewer system mapping project - \$90,000
- Recently submitted 20 projects in response to a request from Senator Funke's office
- Anchor Grant - \$500,000 awarded for Cobblestone rehab. – working with Ed Flynn and New York State (NYS) to finalize paperwork.
 - RFP's sent out for administrative, architectural and environmental services. Responses due back on 2/22 – (one received)
- Technical Assistance Grant (TAG)/ESD funding - \$50,000 awarded between the two funding agencies. This is for the update of the village revitalization plan. Request for Proposal (RFP) responses were due back 2/23 (two received)

Business Awards Luncheon – Thursday May 3

- Sponsor letters out and support started coming in today
- Committee meets 2/28 to review and discuss nominations
- Keynote is Vic Salerno from O'Connell Electric

Small Business Association (SBA) – Women owned Finance Bootcamp

- Co-sponsored with SBA, Small Business Development Center (SBDC) Score, VLDC, Victor Chamber of Commerce
- 15 Businesses participating – started today at Town hall
- 7 Week course designed to prepare women business owners to access financing

Victor Business Connection

- New Logo chosen via a contest
- New facebook page being set-up by Lisa Hubler
- Taste of Victor – kick-off March 10th with Chili walk and continues with promotion of Victor eateries through the rest of the month – great response so far. Includes, restaurants, pizzerias, breweries, bakeries etc.

Development Project Update:

- Ferris project – Village – Zoning board February. Postponed any decision while they wait for County to weigh in.
- Fishers Ridge – Nothing scheduled before the Town currently
- Quatela Medical Spa – New build going up now near RAILSIDE MARKET
- West Construction – working with Village on process, actively recruiting tenants

-In preparation of the 2018 budgets, Kathy discussed with Supervisor Marren and Barb Cole, Director of Finance, utilizing approximately 10 hours a week of Suzy Mandrino's time. Suzy would be able to help us in things like social media, website, mobile app etc.. When Kathy originally presented it to them it was to come out of her Economic Development budget. Recently Kathy was asked if it could come out of the VLDC budget instead. When this was first talked about it averaged about \$10,000.00 a year, roughly \$20.00hr, to use Suzy, but recently when the final number came back it is

actually \$31.88hr or about \$17,000.00 a year as they had to include the cost of her benefits, etc.

Kathy is not comfortable with the \$17,000.00 figure nor does she know that she has 10 hours of work every week. Kathy asked the Board their opinion on trying it for a year.

Glenn asked why the change, and Mike said he thought that with the Town Clerk's office taking back more duties, the Supervisor does not necessarily need a 40 hour a week secretary. Mike Guinan said he will reach out to Supervisor Marren and talk to him about this.

The Board also felt that the price per hour is a lot and if we got to the point where we absolutely needed the help, we could hire someone for less than the \$31.88 an hour. Kathy thought possibly Lisa Hubler could help with some of the things.

The Board felt as though they needed more information on this topic.

-Kathy advised the Board that the Façade Improvement Application letters will go out in March and the Committee expanded the area of acceptance to School Street up to and including VB Brewery and Maple Ave up to and including Finn's Tap Room, Sequels and so on.

-Discussion of the VLDC policies and procedures. Kathy handed out the Procurement policy for the Board to review and can be discussed at the next meeting. It is active and it is a policy we have to show the Auditors.

President's Report

Glenn just attended the URA meeting, he will be attending the Route 96 meeting and he is still trying to connect with Liz Biehler for Bryan and him to meet her as a potential Board Member.

Adjournment

Meeting was adjourned on motion at 7:08pm

Sue George, Minutes Clerk