

A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, May 28, 2019 at the Town Hall, 85 East Main Street.

MEMBERS PRESENT:	Treasurer	Liz Biehler
	Secretary	Carol Commisso
	Director	Mike Guinan
	Director	Bob Senn
	Director	Chris Caruana
	Executive Director	Kathy Rayburn
	Minutes Clerk	Sue George

MEMBERS ABSENT: Rebecca Melton

OTHERS PRESENT: None

Meeting was called to order by Secretary Carol Commisso at 5:58pm.

Salute to the flag.

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

Resolution #20-19VLDC

Acceptance of Minutes

On a motion made by Bob Senn, seconded by Chris Caruana, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation accepts the minutes from the meeting dated April 23, 2019

Financial Report

Payment of Bills – Abstract #5

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Business Connection Balance sheets. The unpaid invoices totaled \$125,782.18.

Resolution #21-19VLDC

Payment of Bills -VLDC

On a motion made by Mike Guinan, seconded by Bob Senn, 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 \$125,157.18.

Resolution #22-19VLDC

Payment of Bills – Victor Business Connection

On a motion made by Mike Guinan, seconded by Chris Caruana, 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 \$625.00. Invoices are to be paid out of the Victor Business Connection account.

Note: Resolution #21-19VLDC and #22-19VLDC were included in the Balance Sheet totaling \$ 125,782.18

Executive Director Report

Economic Development
Victor LDC

Reporting Period: April/May 2019

Business Outreach

Day Automation	Koch Container	Trammel – Building on 96
SPoT Coffee	UMAC	Sansoucie
Fast & Fierce Cheer	Victor Music Experience	Victor Tailor - facade

Façade Program 2019

The committee met last week to review the list of applicants – we had 15 projects submitted. There were three follow-up calls that Kathy made asking for actual quotes on the projects being considered. One project was denied based on four previous funding and an incomplete application. The list of projects was also sent to the Village code enforcement officer for review and advisement on permits. The Façade Committee will make approvals by the end of this week and notifications next week. The list of projects are attached.

Business Awards Luncheon

Success! We had 169 registered guests (120 paid and 49 complimentary). Sponsorship was at an all-time high with 23 business sponsors. The budget recap shows data from 2015 through 2019 for your review. It was discussed that this year’s profit would be designated to a specific account to support businesses directly. Kathy thought these funds could go in the Revolving loan fund, although the Façade program is another fund for consideration.

Victor Business Connection

The group is working on three events currently – Victor Downtown Bash – 9/7, Spooktacular – 10/25 & 10/26, and Jingle Mingle 12/6. The Bash committee met on 5/9 to discuss logistics and assign tasks. This event will take place over at Fireman’s field after Hang Around Victor Day and includes the Victor Devil Dash 5K. Lisa Hubler has put together sponsor levels for all three of these events and we are beginning to circulate that now. Spooktacular will be back by popular demand and we’ve added the Jingle Mingle the night before Christmas in the Village. We are coordinating some activities for the Saturday event working with Mike Stockman and of course going to promote both events jointly.

Loan Status

The borrower reached out to me via email after receiving the 2nd letter from the VLDC attorney. Kathy set up a meeting with Rebecca Melton and Liz Biehler to discuss the status of the loan with him and where we go from here. The following was discussed and will need board approval:

- Borrower agrees to make monthly payments of \$200
- We will reconvene in six months to review/discuss
- Borrower was asked to COMMUNICATE with VLDC in the event he is not able to pay the \$200 on time.
- Current late fees will be waived
- It is the intention of the borrower to get back on track and begin to pay the original loan payment of \$308/month

Further discussion amongst the board and it was suggested that the attorney should write up a document and have the Borrower sign it. One board member asked about the attorney fees that are occurring and will he be responsible? This was something that was not discussed. They can be added to the end of the loan. As far as waiving the late fees, it was agreed that after the six months and the new agreement has been upheld, then the late fees will be waived. All of this will be in the new document he signs.

Kathy will send the board the letter the attorney works up before mailing to the borrower.

VLDC Website

Per our procurement policy we needed two quotes for the VLDC website project and received those. One from The Caruana Group and the other from Civic Plus that does government sites and designed the Town of Victors. The Caruana Group came in with the best price and project scope. Kathy started working with Caruana in the beginning of May and they have shown us a draft site. She will be reviewing the draft site this week and have included Lisa Hubler for another perspective. This site will be much more manageable from the back end – adding/changing documents and pictures.

We will send the board a link to view the new website after it has progresses further in completion.

Open Discussion

Kathy showed the board the magazine that the Chamber of Commerce publishes every two years. In the previous edition the LDC purchased space to advertise the Mobile app and talk a little bit about it. Kathy asked the board what we might like to include this year. In our Strategic Plan we have a piece about marketing Victor. It was agreed that we would take an ad and include a survey on what people would like to have or see in Victor, and include a link to our website.

-Kathy was asked about the progress on Spot Coffee. It is still pending and is in the financial/loan phase. Spot Coffee wants a location in Victor.

-Carol asked if there were any prospects for some of the vacant properties in the town and village.

-Mike exited the meeting at 6:29 to attend another meeting

-Bob Senn asked if we had any applicants for the vacancy on this board. Kathy reached out to the person who said he was interested and requested a resume and has heard nothing from him. She asked the Board to keep looking for a candidate. There was another suggestion that Kathy will reach out to.

-Sue will send Bob the Bylaws to see how it works for an interim Vice-President with Glenn stepping down and the vacancy not filled yet.

Strategic Plan

Kathy wants to get started on implementation of the strategic plan. As she was looking through the plan for potential projects some of them listed are Incubating Entrepreneurs, Market Victor, Downtown Living and more.

Chris and Liz asked what the Incubating Entrepreneurs project is. Kathy explained how business in downtown and along Route 96 need assistance to grow their businesses.

The program could include the following elements:

1. Micro-enterprise business assistance
2. Development of business incubator site
3. Training

Chris mentioned a venture he is starting that relates to helping entrepreneurs, and he offered to donate time as an educator.

Kathy mentioned that this also coincides with the new Village revitalization plan. It also incorporates the Developers forum, which Glenn Cooke always wanted to do.

Kathy will spend some more time on this project and asked the board members to do the same. She has a meeting with Ed Flynn next week and will ask him more about the Micro-enterprise piece.

Adjournment

Meeting was adjourned on motion at 6:43pm

Sue George, Minutes Clerk