

A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, January 22, 2019 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
	Director	Liz Biehler
	Executive Director	Kathy Rayburn
	Minutes Clerk	Sue George

MEMBERS ABSENT: None

OTHERS PRESENT: Chris Caruana

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)

Nomination of Board Members

The following board member terms have expired:

Liz Biehler
Bob Senn
Carol Commisso

The board voted unanimously to retain Liz, Bob and Carol on the board. Each one accepted the nomination.

Director – Liz Biehler – Term expires 1/2021
Director – Bob Senn – Term expires 1/2021
Director - Carol Commisso – Term expires 1/2021

The following Board members were interested in an Officers position for 2019.

Appointments of Board Members

The following have accepted their Board positions:

Resolution #01-19LDC

Glenn Cooke nominated Rebecca Melton for President, it was seconded by Bryan Powers. Rebecca Melton accepted the President position and the board approved.
7 AYES 0 NAYS

President – Rebecca Melton – Officers position expires 1/2020

Resolution #02-19LDC

Rebecca Melton nominated Glenn Cooke for Vice President, it was seconded by Mike Guinan. Glenn Cooke accepted the Vice President position and the Board approved.
7 AYES 0 NAYS

Vice President – Glenn Cooke – Officers position expires 1/2020

Resolution #03-19LDC

Bryan Powers nominated Carol Commisso for Secretary, it was seconded by Liz Biehler. Carol Commisso accepted the Secretary position and the Board approved.
7 AYES 0 NAYS

Secretary – Carol Commisso – Officers position expires 1/2020

Resolution #04-19LDC

Mike Guinan nominated Liz Biehler for Treasurer, it was seconded by Bob Senn. Liz Biehler accepted the Treasurer position and the Board approved.
7 AYES 0 NAYS

Treasurer – Liz Biehler – Officers position expires 1/2020

Glenn continued to lead the meeting as Vice President.

2019 Annual Organizational Business Appointments

Resolution #05-19LDC

On a motion made by Carol Commisso, seconded by Bob Senn, the following resolution was ADOPTED 7 AYES 0 NAYS

2019 Meeting Dates –

The meeting dates for 2019 will continue to be the fourth Tuesday of every month at 6:00 p.m. at the Victor Town Hall, with the following exceptions:

The November meeting will be held the third Tuesday of the month, November 19th
The December meeting will be held the third Tuesday of the month, December 17th

Designate Bank-

Canandaigua National Bank & Trust is the bank of record.

Designate Newspaper for Legal Notices-

The newspaper of record will be the Messenger Post.

Appoint Attorney-

Law firm Harris Beach, PLLC., will be retained as necessary for legal work for the Victor Local Development Corporation.

Appoint Accountant-

Accounting firm, University Accounting & Tax Services, will be retained as necessary for financial needs for Victor Local Development Corporation.

Appoint Executive Director-

Kathleen Rayburn as Executive Director of the Victor Local Development Corporation.

Resolved, that the above 2019 Organizational designations and appointments BE APPROVED

Resolution #06-19VLDC

Acceptance of Minutes

On a motion made by Bryan Powers, seconded by Mike Guinan, the following resolution was ADOPTED 7 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation accepts the minutes from the meeting dated December 18, 2018

Financial Report

Payment of Bills – Abstract #1

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Business Connection Balance sheets. The unpaid invoices totaled \$6134.43.

Resolution #07-19VLDC

Payment of Bills -VLDC

On a motion made by Liz Biehler, seconded by Bob Senn the following resolution was ADOPTED 7 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation has reviewed and approved invoices for payment that appear on the balance sheet totaling \$5580.10.

Resolution #08-19VLDC

Payment of Bills – Victor Business Connection

On a motion made by Carol Commisso, seconded by Liz Biehler, the following resolution was ADOPTED 7 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 \$554.33. Invoices are to be paid out of the Victor Business Connection account.

Note: Resolution #07-19VLDC and #08-19VLDC were included in the Balance Sheet totaling \$ 6143.43

Executive Director Report
January 2019

Economic Development
Victor LDC

Business Outreach

Top of the Lamp	Fishers Ridge	WNY Franchise (name coming soon)
New Restaurant Prospect	Village Inn – New Owner	Mountain Rise Organics
MighTea Boba	Bow Wow Salon	Limitless Physical Therapy

Grants:

- **Rt. 96 Priority Projects - Funding**
 - **Roundabout Victor Egypt/Lane/Lynaugh Rds.-** TIP (Transportation Improvement Program) – LaBella Associates & Economic Development Department will submit the final application on 1/18/19 to be considered
 - for funding of the proposed roundabout at Victor Egypt/Lane/Lynaugh Rds.

- **Lane Road/Route 251 connection** – A CFA (Consolidating Funding Application) An application is planned for submission by the Town for proposed infrastructure at the Fishers Ridge project that would address the Lane Road/Route 251 connection and site roads that would be dedicated Town roads when completed. This application will be submitted July 2019.
- **Anchor Grant** - \$500,000 to rehab the Cobblestone on the corner of East Main and Rt. 444
 - Order to proceed received from NYS – work has started
- **WIIA** (Water Infrastructure Improvement Act) – additional funding applied for to assist with the Auburn Trail Sanitary Sewer Project
 - Town was notified that we did not receive funding
 - Town has authorized the resubmission of the application for consideration in the next round.

Access Management:

- The committee will meet on 2/14/19
- Phase 2 is scheduled to be completed in May/June of 2019

15th Annual Victor Business Awards – Thursday, May 2nd

- This year will mark the 15th anniversary of the awards program and the 20th anniversary for the VLDC
- Sue has sent save the dates to key attendees (elected officials etc.) and we are currently reviewing the nomination packet.
- Please consider nominating a business/individual for 2019

Victor Farmington Library Site location

- I am working with the Building and Grounds committee as the Library board explores potential sites for their expansion
- 1/26/19 is a brainstorming session that I will attend
- They have engaged an engineering firm to gather preliminary information regarding space to accommodate current needs and growth.

VBC – Victor Business Connection

- Promotions coordinator – Lisa Hubler held a 2019 kick-off meeting on 1/16/19 at Gourmet Goodies
- 20 business owners attended
- Key events: March Pizza/Chili Challenge, September fun run/beer fest, October Spooktacular, December Pre Christmas in the Village party.

Properties of Interest (the ones people are asking about)

- *Railside Market Site* – working with a restaurant use for approximately 2000 square feet of the space.
- *Victor Village Inn* – The new owner is currently working on renovations of the space. They plan on offering Pizza and other casual dining foods, continue operating the bar and open the space up for small events, sports teams etc. The owner is planning to be open in April/May.

Village Main Street Plan Update – With the assistance of the VLDC the Village received grant funding to pursue an assessment and update of the Main Street Plan. The final has been submitted to the Village Board – 1/22/19. We will now utilize that plan to apply for project funding as needed.

Town Eastview Mall Kiosk – Updates are being installed the week of 1/21/19. I will provide before and after pictures once complete. Sue is currently working on the production of the next video loop that will run from Feb 1 – April 1st.

Miscellaneous but relevant:

- Attending a grant writing two-day class in Syracuse on February 7 & 8
- Jack and I will present “State of the Town” to Victor Chamber members at their annual meeting in May
- I will be away on vacation 2/14-2/19 skiing in Stowe, VT.

Kathy discussed the progress of amending the bylaws. Today she received the attorney’s answers to some of the questions the board had. Instead of voting on the amended bylaws tonight, Kathy suggested that the board review them one more time and submit any additional questions or comments to her ASAP. The bylaws will be addressed again in February.

Committee Action Review

Glenn proposed changing our current committees to meet the requirements outlined in the bylaws and structuring them around the projects we choose. Three committees were suggested:

1. Project Development and Implementation
 - a. would be very involved in the strategic plan, grants, and property transactions
2. Loan Fund Administration
3. Organizational Management and Development
 - a. would include the required Audit, Finance and Governance Committees

Kathy feels that Project Development and Implementation committee report should be on the agenda every month and the board agreed.

There was some discussion amongst the board members about projects the Town is working on that would coincide with some of the ideas in the VLDC’s strategic plan packet.

President's Report - No report as Glenn has just been preparing for this meeting

Open Discussion

Bryan announced his decision to step down after 19 years on the VLDC Board. Kathy thanked Bryan for his many years of service and commitment to the VLDC.

Bryan was part of the nominating committee for the VLDC, he met with Chris Caruana regarding a position on the board. Chris' resume was distributed to the Board and Glenn asked Chris to tell the Board a little bit about himself.

Chris lived in Buffalo most of his life. He and his wife now live in Victor with their two children. They are owners of Climbing Vines Café & Play. He has had a real estate/marketing firm for about 10 years and he just recently brought his wife on board and they have turned it into a Sales/Marketing/Consulting firm for both large and small businesses. This company has customers nationwide.

Chris likes Victor and is excited to see it growing. He hopes he can contribute by sitting on the VLDC board. Glenn asked if he had experience on any other boards and Chris said not in Victor but he had some experience in the Buffalo area and has been working closely with the Victor Business Connection.

Nomination

Liz Biehler nominated to appoint Chris Caruana to the Board as a Director. It was seconded by Bob Senn. Chris accepted the nomination. The board voted unanimously.

Member Resignation

Bryan submitted his letter of resignation to the President. The resignation will take effect at the end of this meeting. Everyone thanked Bryan for his years of service.

Kathy mentioned that in the bylaws there is mention that the VLDC has 180 days after December 31st to hold an Annual Meeting. At that meeting we will need to address the audit which will be completed by then. The Annual meeting will be on March 26th. At that time we will also pick the committee members.

Adjournment

Meeting was adjourned on motion at 6:40pm

Sue George, Minutes Clerk