

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

<b>MEMBERS PRESENT:</b>	President	Glenn Cooke
	Vice President	Bryan Powers
	Treasurer	Rebecca Melton
	Secretary	Diane Camelio
	Director	Brad Pearson
	Director	Mike Guinan
	Executive Director	Kathy Rayburn
	Minutes Clerk	Sue George

**OTHERS PRESENT:** Tim Maher, Victor Merchants Group President

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

Salute to the flag.

**Tim Maher entered the meeting 6:02pm**

**Board Member Appointments**

The following terms have expired:

Director Brad Pearson

Director/Town Liaison Mike Guinan

Treasurer Rebecca Melton

Bryan Powers nominated to re-appoint Brad, Mike and Rebecca to their positions.

It was seconded by Mike Guinan.

**Rebecca Melton entered the meeting 6:03**

Brad, Mike and Rebecca accepted the positions and the Board approved unanimously.

**Director– Brad Pearson – Term expires 1/2017**

**Director Mike Guinan –Term expires 1/2018**

**Treasurer Rebecca Melton – Term expires 1/2018**

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**Resignation of Member**

**LDC Board of Directors/Town Liaison** – Supervisor Marren has chosen Director Mike Guinan as the Town Liaison for the Victor Local Development Corporation.

Glenn Cooke has received a formal letter of resignation from Dan Crowley. Dan will be serving as a Town Liaison on other committees/boards.

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**Resolution #01-16LDC**

**2016 Annual Organization Business Appointments**

On a motion made by Bryan Powers, seconded by Mike Guinan, the following resolution was ADOPTED 6 AYES 0 NAYS

**2016 Meeting Dates –**

The meeting dates for 2016 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 July meeting will be held the third Tuesday of the month, July 19<sup>th</sup>

The November meeting will be held the third Tuesday of the month, November 15<sup>th</sup>

The December meeting will be held the third Tuesday of the month, December 20<sup>th</sup>

**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-**

Attorney Reid Holter, will be used as necessary for legal work for the Victor Local Development Corporation.

**Appoint Accountant-**

Accounting firm, University Accounting & Tax Services, will be used 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 2016 Organizational designations and appointments BE APPROVED**

*Rebecca wanted to discuss the possibility of switching some of Victor Local Developments bank accounts to the other local bank as we have an active Board member who works there. Glenn asked Kathy to present the Board with a spreadsheet or information on the different accounts at next months meeting.*

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**Resolution #02-16LDC**

**Acceptance of Minutes**

On a motion made by Mike Guinan, seconded by Brad Pearson, the following resolution was ADOPTED 6 AYES 0 NAYS

**Resolved**, that the Victor Local Development Corporation accepts the minutes from the meeting dated December 15, 2015

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**Financial Report**

**Payment of Bills – Abstract #01**

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Merchants Group Balance sheets. The unpaid invoices totaled \$4097.57.

**Resolution #03-16LDC**

**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 \$1676.25.

**Resolution #04-16LDC**

**Payment of Bills – Victor Merchants Group**

On a motion made by Brad Pearson, 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 \$2421.32. Invoices are to be paid out of the Victor Merchants Group account.

*Note: Resolution #03-16LDC and #04-16LDC were included in the Balance Sheet totaling \$4097.57*

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**Public Comment**

**Tim Maher, President of Victor Merchants Group-** Tim passed out the 2016 dates for the various events held by the Victor Merchants Group (VMG). He mentioned a few changes such as more beer walks rather than just wine walks and in December it would be a combination of both. The Sidewalk sale is still to be determined whether they are going to participate in it this year or perhaps get involved in what the Firemen are planning in June, which is some kind of festival still in the planning stages. They are still working on Cruise night in conjunction with Mike Stockman from Victor Parks and Recreation. Kathy mentioned that she had received a mailing from New York

Main Street Organization about a Cruise night and how to get participants to go into the stores afterwards and she would forward that information to Tim.

Tim also mentioned that beginning in March the Merchants would begin the training seminars twice a month. It will be the same training but one offered on Tuesday at 5:30pm and one on Wednesday morning at 7:30 am. The trainings will be held at Fran's Underground Café and will be free to Merchant members although they are open to outside businesses for a \$10.00 fee.

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## **Executive Director Report** **January 2016**

### **Business Calls**

- Victor Chamber of Commerce – check in
- Jim Armstrong – County business calls
- RTS Ontario – quarterly meeting
- Stumblin Monkey Brewery
- 61 School Street facilitation with Village/Town Process
- Payment Processing – local business looking to connect with Victor retail/service businesses
- El Basha Restaurant – review process for remodeling & community involvement
- West Main Street Development Project – met with developer
- Grocery Store operators interested in opening in Victor
- Soul Jousin
- Brewery land inquiry for new operation
- The Artful Fairy

These calls were a combination of relocation searches, new businesses or general check-ins with existing businesses and local organizations.

**Victor Business Brochure** – Sue George distributed stacks of the brochures to all listed businesses and locations for additional distribution.

**Resident/Business/Property Owner Survey** – Survey results will be reviewed in a meeting with Ad Council (now known as "Causewave") this month. The coordinating committee will determine appropriate dissemination of the information received and next steps at a meeting on 2/4.

**Finger Lakes Regional Economic Development Committee**– opportunities exist for Victor to apply for funding under the newly funded Upstate Revitalization Initiative. Supervisor Marren and Kathy attended a meeting that explained the process for submitting applications – which is an open round (no deadline). Also, Governor Cuomo announced Round VI of the Consolidated Funding Application (CFA) funding with applications portal opening in July.

**Victor Business Awards** – Yes, the work has begun on this annual event! The date is Thursday May 5<sup>th</sup> at Cobblestone Creek Country Club – Keynote speaker will be Ginny Clark of Constellation Brands. Sue George is working on organizing the documents for the nomination committee and public appeal for accepting nominations.

*Kathy is requesting that each Victor Local Development Corporation board member provide two nominations to be considered for 2016 – nominations are due March 4<sup>th</sup>.*

**Village Code Audit** – The Village Board accepted a proposal from Labella & Associates to conduct a review of the existing Village code to identify/evaluate inconsistencies that inhibit advancing redevelopment and plan objectives (Comprehensive Plan and Saratoga Plan). LaBella will be hosting a kick off meeting of this initiative on 2/11.

**Victor Local Development Corporation Revolving Loan Funds** – Kathy finalized and processed the loan agreement between Victor Local Development Corporation (VLDC) and the County with the assistance of Attorney Reid Holter at the end of December. The VLDC loan committee is working on the final application process and supporting documents for both Village and Town Revolving Loan Funds this month to be ready for marketing the program to potential applicants.

**Senator Funke Funding Opportunities** – Senator Funke is looking for potential projects to be considered for funding as he is in the budgeting process. Supervisor Marren and Kathy reached out to a representative from his office for clarification on types of projects for consideration. A team of Village and Town personnel met on 1/14 to come up with a priority project list to submit for consideration.

**Customer Management Software** – An approved expense in the 2016 Economic Development budget was the purchase of software that will capture Economic Development “customer” information all in one database and provide a simple format for generating reports, communications with the various customer groups etc. Kathy will be working on the purchasing the software this month.

**Miscellaneous – but relevant:**

- Met with Mayor Ashton to catch up and review status on various projects.
- Victor Local Development Corporation President Glenn Cooke and Kathy met with Victor Merchants Group President Tim Maher to discuss current status of the Victor Merchants Group and collaboration with the LDC in 2016.
- Sue George and Kathy met with bookkeeper and Tom Zuber of Raymond F. Wager, CPA to prep for the annual audit and review Victor Local Development Corporation accounts.

*Kathy mentioned in her report that she would like the Board to designate an exact amount for the Village Nozzolio loan. We also fund the Façade Improvement Program from that loan. We now have \$50,000.00 for our Town Business Development Loan so*

*she would like the Loan Committee to decide on an amount for the Nozzolio loan that will be strictly used for loans to businesses. Kathy will send the Loan Committee the history on the Façade program to assist in determining allocation of funds and if changes are needed regarding implementation of the program. Glenn thought that he and Kathy should sit down and talk about the Façade to be able to present a program to the Board next month.*

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### **Committee Action Review**

The Victor Local Development Corporation (VLDC) currently has two loans available to businesses. One is the Nozzolio Village loan and the other is the new Town Business Development Fund. The Loan Committee consolidated the policy and procedures, promissory notes and applications for these two existing loan programs. There are slight differences between the two loans.

Kathy asked if we were ready to loan out the new Town fund if approached and Glenn said yes. Kathy said we would post on our VLDC website. Rebecca asked how else we can get the word out that these loans are available. Glenn mentioned using the Merchants Group, Chamber of Commerce, Town Board and Village Board and of course these Board members to help get the word out. Glenn suggested a morning meeting with the local banks to let them know about our loans we have available.

Kathy is in the process of putting together a “new business startup kit” and she will be putting a notice in there about our loans. Mike Guinan mentioned how easy it is to talk about the loan with the people you do business with or associate with. Jim Armstrong from Ontario County Economic Development Corporation, who works with local Victor businesses will also help get the word out about our loans.

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### **President’s Report**

Glenn met with Kathy and Sue in preparation for this meeting. He put together the Loan paperwork which we will pass out. He met with Tim Maher and Kathy to talk about the relationship between the Victor Merchants Group (VMG) and the Victor Local Development Corporation (VLDC) and Tim has indicated the VMG’s need for administrative help and Kathy and Glenn are in agreement with the need. Glenn asked Tim to talk about what they discussed and what the needs are.

Tim is looking for an administrative person to coordinate and staff the events. Currently Tim has taken on the role in the interim and cannot continue to take away time from his business. He does feel that the VMG events and what they are doing aligns with the VLDC Mission Statement so he asked Kathy and Glenn if we could jointly support hiring an admin person. Tim would like the VLDC to absorb half the cost of this person. It would be a contract person that would work with both the VMG and VLDC. Kathy

reiterated that she agrees with Tim and is looking for the Board for support for the hire. Glenn suggested going into Executive session since this is a personnel matter.

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**Executive Session**

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

**Resolved** to enter into Executive Session at 6:48pm for a personnel matter

Tim Maher exited at 6:48pm – Sue George stayed.

On a motion made by Mike Guinan, seconded by Bryan Powers, the following resolution was ADOPTED 6 AYES 0 NAYS

**Resolved** to exit out of Executive Session at 7:38pm

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**Resolution #05-16LDC**

**Financial Assistance for Administration Assistant for Victor Merchants Group**

On a motion made by Mike Guinan, seconded by Brad Pearson, the following resolution was Adopted 6 AYES 0 NAYS

**Whereas**, Victor Local Development Corporation approved \$2,000.00 in funding to cover a portion of the costs for an administrative assistant for the Victor Merchants Group.

**Whereas**, Victor Merchants Group will cover fees for administrative services incurred over and above the \$2,000.00.

**Whereas**, This will be for a one year trial period beginning on date of hire.

**Whereas**, Victor Local Development Corporation Executive Director will coordinate management of the administrative personnel with input from Victor Merchants Group.

**Resolved**, that this Board of the Victor Local Development Corporation hereby approves the Financial Assistance for the Victor Merchants Group administrative assistant.

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**Adjournment**

Meeting was adjourned on motion at 7:40pm

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Sue George, Minutes Clerk