

A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, November 15, 2016 at the Town Hall, 85 East Main Street.

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

MEMBERS ABSENT: Treasurer Rebecca Melton

OTHERS PRESENT: Evan Kim

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

Salute to the flag.

Resolution #37-16LDC

Acceptance of Minutes

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 accepts the minutes from the meeting dated October 25, 2016

Financial Report

Payment of Bills – Abstract #11

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Merchants Group Balance sheets. The unpaid invoices totaled \$1098.79.

Resolution #38-16LDC

Payment of Bills - LDC

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 on the balance sheet totaling \$805.31.

Resolution #39-16LDC

Payment of Bills – Victor Merchants Group

On a motion made by Betty Post, 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 on the balance sheet totaling \$294.48. Invoices are to be paid out of the Victor Merchants Group account.

Note: Resolution #38-16LDC and #39-16LDC were included in the Balance Sheet totaling \$ 1098.79

Public Comment

Evan Kim asked if it was possible for him to see copies of the above resolutions. Sue George provided them to him.

Executive Director Report **October & November 2016**

Kathy did not prepare a written report, but wanted to provide updates of projects from October's report.

Route 96 Infrastructure Study – TYLIN International was the company selected out of four that presented to the steering committee for this project. Katie Evans sent out the scope of work that was drafted by Rich Perrin from TYLIN for review by the committee. They will begin reviewing existing documentation in November with a final deliverable date of April for the final report.

Town Business Mobile App –Solu Digital Technologies has begun work on the Mobile Phone application that will list Town/Village businesses, events, and attractions. Kathy will need assistance from the VLDC board, perhaps the communications committee, as we move forward regarding marketing the application to businesses and costs associated with it. We should begin planning for this prior to the end of the year to be ready to launch it in January!

Economic Development Strategic Planning – The next meeting in this process was held on November 3rd where the group reviewed the results of the last session. Specifically looking at prioritization of the strategies and tactics from the Economic Development chapter of the Comprehensive Plan. This plan, when completed, will incorporate initiatives outlined in the comprehensive plan for Economic Development, provide areas of focus for the Victor Local Development Corporation, and define

relationships with existing partners (County Economic Department, Victor Chamber of Commerce Etc.).

County Economic Development – Kathy met with Jim Armstrong as one of our quarterly meetings to review the list of Victor Businesses he has called on. Jim provides her with any highlights from the visits and recommendations for her follow-up calls. The County has also been represented at the Economic Development strategic planning sessions by Sue Vary and Mike Manikowski. Their county perspective is helpful as we go through this process.

Ferris Terrace Development – The developer and Kathy continue to collaborate on potential tenants for this mixed use development. We have been distributing the spec sheet on the project and setting up meetings with various businesses.

Cobblestone Court – Kathy reached out to the realtor for the Cobblestone Court Plaza after hearing of the Kmart closing. They talked by phone regarding tenants that he has signed for the vacant Office Max site in that plaza and what the plans are for the upcoming vacancy. She is meeting with him within the next couple of weeks as he is also working on or has worked on several projects in Victor.

Village Revitalization – Kathy has been working with the Village Mayor and Mitch Donovan to coordinate a Village Business owners meeting this November. The intent is to inform owners of Village specific initiatives regarding Economic Development, Chamber opportunities and the Mayor's goals for the future. We hope to gain feedback to implement new initiatives and gain support for projects that are on-going. The meeting is planned for 11/17 at Finns Tap room. All Village business owners were invited to attend and Kathy also extended the invitation to any of the Victor Local Development Corporation (VLDC) board members that are interested.

Directors Report -

Kathy and Glenn did meet with Steve Van Dyke of Nationwide Insurance who is the VLDC's carrier. Glenn wanted to go over our current policy and wanted to find out about Directors and Officers insurance. Steve did give Kathy a call and let her know the price per year for that coverage is \$756.00. We currently have a general liability policy now which is paid for until November 2017, that policy will no longer be needed at that time and we will go with the Directors and Officers Insurance instead. Steve said he will try to have the paperwork done for the next board meeting.

Glenn, Kathy and Reid Holter had a meeting planned with Victor Merchants Group (VMG) President Jack Dianetti and also Tim Maher. Jack was unable to attend as he had no coverage at his place of business and Tim Maher did not attend. This meeting was to talk about the VMG financials and future planning of that. After much discussion the Board has decided to try to have another meeting with the parties involved.

Revolving Loan Program- Kathy has started to reach out to town property managers, developers trying to get the word out about the Revolving Loan Program that we can offer to area businesses in the town. This is the Town loan not the Village loan.

New York Main Street Grant- In the process of reviewing the close-out paperwork it was determined that the state over reimbursed the Victor Local Development Corporation (VLDC) while the grant was open in the amount of \$1600.00. Kathy also worked with Ed Flynn from LaBella Associates to try and determine the error. After reviewing it all, it has been determined that we were overpaid from the state. We will be issuing a check to them in December.

Discussion in Preparation of Annual Organizational Meeting

November is when the Board discusses the Board's appointments and also organizations. We have three positions expiring in January. Now is the time for the Board to comment or commit to their position. We also need to change the vacant term and Betty Posts term to expire in the month of January not March. The vacant position should be a representative Village liaison. Kathy will reach out to the Mayor one more time. Glenn thought there should be a nominating committee for the process of selecting someone for the vacant position. Bryan Powers and Mike Guinan will be the nominating committee to direct the appointments in January and also help fill the vacancy.

Mike Guinan is unsure if he will still remain on the Board as the Town liaison. Kathy will reach out to Supervisor Marren to see where that stands.

Bryan Powers just wanted it to be known that in January he wants to be appointed for a one year term only to serve until January 2018. There is a potential personal event in 2018, so appointing him for just one year will give this Board notice of him possibly leaving.

Kathy also mentioned to the Board that they should review the Business Appointments that are also done in January as far as any additions, changes, etc.. Kathy does want to include the Auditing firm. Glenn asked if there were any objections or suggestions for the appointments. There were not.

Committee Action Review

Finance/Business Loans- No report- Kathy mentioned a business owner currently reviewing the Town Loan paperwork. Glenn reiterated once again to spread the word about the Revolving Loan to businesses.

Grants/Property- Bryan, Mike and Glenn met for a meeting and discussed the property off of School Street. Also do plan on meeting with a few Developers just to form relationships with them. They also discussed Grant availability. Glenn said he would review the State Regional Council list to see if anything fits us, he thinks there will be some opportunities for us if the Board extends itself a little bit.

Kathy offered a list of Developers who have come to her in the past for help and Glenn asked her to get him that. Glenn would like to talk about an organizing a Developers Forum. He thinks it a great opportunity to network and build relationships.

Communications/Community Relations- No report

President's Report

Glenn is still active in the Route 96 Corridor Study, they just notice of the contract from Rich Perrin, so that is in process now.

Just mentioned meeting for the insurance, the Grant/Property Committee and the Merchant financial meeting. Also he has handled signing checks and approving bank statements in Rebecca's absence.

Reminded the Board the December 20th meeting is a week early due to Christmas.

Adjournment

Meeting was adjourned on motion at 6:50pm

Sue George, Minutes Clerk