

A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, October 25, 2016 at the Town Hall, 85 East Main Street.

MEMBERS PRESENT:

President	Glenn Cooke
Vice President	Bryan Powers
Secretary	Diane Camelio
Director	Mike Guinan
Executive Director	Kathy Rayburn
Minutes Clerk	Sue George

MEMBERS ABSENT: Treasurer Rebecca Melton and Director Betty Post

OTHERS PRESENT: Attorney Reid Holter, Evan Kim and Matthew H.

Meeting was called to order by President Glenn Cooke at 6:05pm.

Salute to the flag.

Resolution #34-16LDC

Acceptance of Minutes

On a motion made by Bryan Powers, seconded by Mike Guinan, the following resolution was ADOPTED 4 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation accepts the minutes from the meeting dated September 27, 2016

Financial Report

Payment of Bills – Abstract #10

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Merchants Group Balance sheets. The unpaid invoices totaled \$7171.28.

Resolution #35-16LDC

Payment of Bills - LDC

On a motion made by Mike Guinan, seconded by Diane Camelio, the following resolution was ADOPTED 4 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation has reviewed and approved invoices for payment that appear on the balance sheet totaling \$5805.09.

Resolution #36-16LDC

Payment of Bills – Victor Merchants Group

On a motion made by Bryan Powers, seconded by Diane Camelio, the following resolution was ADOPTED 4 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 \$1366.19. Invoices are to be paid out of the Victor Merchants Group account.

Note: Resolution #35-16LDC and #36-16LDC were included in the Balance Sheet totaling \$ 7171.28

Board Business

Victor Local Development Corporation (VLDC) Attorney Reid Holter was asked to join us for this meeting to review protocol and procedures such as resolutions, motions, etc with the Board and to answer any other questions Board members had.

- Attorney clarified the need for resolutions
- Parameters of filling vacancy on the VLDC board
- Future handling of Victor Merchants Group finances

It is not necessary for the VLDC Attorney to attend the board meeting every month, but is beneficial to have him "check in" every now and then.

Reid exited the meeting at 6:39

Public Comment

Matthew H. was reading the Comprehensive Plan at the Victor/Farmington Library and wanted to attend a meeting. Kathy informed him that he could find the Comp Plan on the Town website.

Evan Kim, a student at Monroe Community College, attended the meeting last month. At this month's meeting, Kathy discussed with Evan the opportunity to have his insight on our Mobile App as we work to develop it.

Executive Director Report

October 2016

Business Calls/Assistance

J. Fiore & Co.

Ferris Terrace (New Mixed Use Development)

Young Counseling Services
Oriental Rug Mart
Salon Sano
David Mammano
Daddras Architects
Millsy's Barber Shop

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 Victor Local Development Corporation (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 will be held on November 3rd where the group will be reviewing the results of the last session. Specifically we will be 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 VLDC and define relationships with existing partners (County Economic Development Corporation, Victor Chamber of Commerce, Etc.).

County Economic Development – Kathy met with Jim Armstrong at one of our quarterly meetings to review the list of Victor Businesses he has called on. Jim provides Kathy 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. They 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 Jason Ashton and Mitch Donovan, Victor Chamber of Commerce 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. They 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 will be invited to attend and Kathy is extending the invitation to any Victor Local Development Corporation (VLDC) board members that are interested.

The Victor Local Development Corporation coordinated the review of the Village’s Revitalization plan – last updated 15 years ago. The work is being performed by Daddras Architects who have conducted planning work for several Villages in the New York area. Kathy met them at a Main Street Conference last year. They were on-site in Victor on October 3rd for the day where she took them on both a walking and driving tour of Victor and set up a number of stakeholder interviews.

Village New Business Packets – Sue is coordinating a new business packet to be distributed by the Village. It will contain: contact information, meeting dates, signage information, permitting information. We will use the Welcome Folders that were reprinted last year. This will also be the place to put an informational piece about the Mobile Application. Once we are done with these, Kathy will be coordinating with the planning & building department to distribute a similar package tailored to Town businesses. Sue is also working on reprinting of the tri-fold brochure about opening a business in Victor.

Miscellaneous but relevant: Attended the ribbon cutting for Young Counseling Services on East Victor Road; Attended the quarterly Finger Lakes Community College Victor Campus advisory board meeting; Attended the Avanti Summit put on by David Mammano; Attended the Victor Chamber of Commerce Techno Expo

Committee Action Review

Finance/Business Loans- Prima Pop has been sent her invoice for the Loan payment.

Grants/Property- Glenn will be organizing a meeting with Mike and Bryan and asked that Kathy also attend.

Communications/Community Relations- Kathy will be contacting Betty about the help that will be needed on the Mobile App.

President's Report

Glenn attended a meeting with TYLIN International, the company selected for the Route 96 study. Glenn reminded the Board that the November meeting is November 15th, a week early due to Thanksgiving holiday.

Adjournment

Meeting was adjourned on motion at 6:59pm

Sue George, Minutes Clerk