

A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, January 24, 2017 at the Town Hall, 85 East Main Street.

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|-------------------------|--------------------|----------------|
| MEMBERS PRESENT: | President | Glenn Cooke |
| | Vice President | Bryan Powers |
| | Treasurer | Rebecca Melton |
| | Secretary | Diane Camelio |
| | Director | Mike Guinan |
| | Executive Director | Kathy Rayburn |
| | Minutes Clerk | Sue George |

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

Salute to the flag.

Nomination of Board Members

The following board member terms have expired:

Glenn Cooke
Bryan Powers
Diane Camelio

Mike Guinan nominated to re-appoint Glenn, Bryan and Diane to the Board. It was seconded by Rebecca Melton. The board voted unanimously.

Director - Glenn Cooke – Term expires 1/2020
Director - Bryan Powers – Term expires 1/2020
Director - Diane Camelio – Term expires 1/2020

Appointments of Board Members

The following have accepted their Board positions:

Resolution #01-17LDC

Bryan Powers nominated Glenn Cooke for the President appointment and it was seconded by Mike Guinan. Glenn Cooke accepted the President position and the Board approved.

5 AYES 0 NAYS

President – Glenn Cooke - Term expires 1/2018

Resolution #02-17LDC

Mike Guinan nominated Bryan Powers for the Vice President appointment and it was seconded by Diane Camelio. Bryan Powers accepted the Vice President position and the Board approved.

5 AYES 0 NAYS

Vice President – Bryan Powers - Term expires 1/2018

Resolution #03-17LDC

Mike Guinan nominated Rebecca Melton for the Treasurer appointment and it was seconded by Diane Camelio. Rebecca Melton accepted the Treasurer position and the Board approved.

5 AYES 0 NAYS

Treasurer – Rebecca Melton - Term expires 1/2018

Resolution #04-17LDC

Mike Guinan nominated Diane Camelio for the Secretary appointment and it was seconded by Rebecca Melton. Diane Camelio accepted the Secretary position and the Board approved.

5 AYES 0 NAYS

Secretary – Diane Camelio - Term expires 1/2018

2017 Annual Organizational Business Appointments

Resolution #05-17LDC

On a motion made by Bryan Powers, seconded by Mike Guinan, the following resolution was ADOPTED 5 AYES 0 NAYS

2017 Meeting Dates –

The meeting dates for 2017 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 18th

The November meeting will be held the third Tuesday of the month, November 14th

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

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 2017 Organizational designations and appointments BE APPROVED

Resolution #06-17LDC

Acceptance of Minutes

On a motion made by Mike Guinan, seconded by Rebecca Melton, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation accepts the minutes from the meeting dated December 20, 2016

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 \$1518.50.

Resolution #07-17LDC

Payment of Bills - LDC

On a motion made by Bryan Powers, 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 \$966.12.

Resolution #08-17LDC

Payment of Bills – Victor Merchants Group

On a motion made by Diane Camelio, seconded by Rebecca Melton, 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 \$552.38. Invoices are to be paid out of the Victor Merchants Group account.

Note: Resolution #0717LDC and #08-17LDC were included in the Balance Sheet totaling \$ 1518.50

Executive Director Report **January 2017**

Business Calls/Assistance

Ferris Terrace
VB Brewing
SmoothFit
Brite Computers
Perfect Granola
DiMarco Group
Barkman Honey
Victor Terrace
Jack Dianetti - VMG

Kathy mentioned there is now a date for the annual audit, which will be on February 9th & 10th. Sue has been preparing the necessary documents and the Accountant will be in February 2nd to finalize the preparation for that.

Victor, NY Mobile App – “Everything Victor” – After last month’s report Kathy discussed with Attorney Hou this promotional mobile application and the Town “resident” communication application. Attorney Hou is in agreement that having two mobile apps is redundant and since the administration and funding will be the responsibility of the Victor Local Development Corporation (VLDC), sees no problem with combining the two. His response was, “Based on the above research and guidance, I think that the LDC may proceed with the mobile app plans that we have discussed. It may be good for the Town to have an agreement with the LDC to provide for these services, if the existing agreement/bylaws do not already do so. ”Attorney Hou will be drafting the mentioned agreement for review by the VLDC. There is much work to do regarding content and Kathy is working with Solu Digital on a list of action items with a timeline.

Kathy noted she has since had an additional meeting and it was determined the Town will develop a mobile app in the future that will handle their communication needs other than the basic functions we are addressing on our app.

Economic Development Strategic Planning – A smaller group will be meeting on 1/31 to review the draft plan that outlines tactics for Economic Development for the next four years. We will be looking at the tactics, identifying targets for each and aligning them with outcomes. Kathy’s goal is to have a final actionable plan by the end of February!

Business Awards Ceremony – May 4th – The nominating committee is engaged; notification of seeking nominations will go out early February; working with a media outlet on a new addition to the program to attract sponsors; the nomination packet will be up on the VLDC website – www.victordc.org – so please take a look and think about nominees!

Developers Forum – Glenn Cooke, VLDC President, has asked Kathy to organize a developer’s forum to establish direct lines of communications between builders, banks, developers, real estate agents and Town/VLDC staff. This will be an avenue to promote incentives, process etc. Glenn and Kathy would look to implement this in April and plan on collaborating with Planning & Building and County.

Village Projects

Revitalization Plan – Review & Assessment – Consultants – Daddras Architects – will deliver a draft of Phase One (review & assessment of existing plan in relation to existing environment) of a three part proposal for Kathy to review with the Village Board on February 6th. She will be working with the Village board to secure funding for Phase Two (updated Main Street strategy) and move forward with the proposal.

Commercial Code Audit/Review – Kathy worked with the Village to have them coordinate with Labella & Associates to conduct a review of the existing commercial code for the Village. A report of their findings was issued to the Village board and discussed at the end of 2016. On February 6th Kathy will be attending the Village Board meeting to discuss next steps and costs associated with the project.

Miscellaneous but relevant:

- Working with two new business prospects on site selection that will bring food production to Victor
- Collaborating on a marketing/branding effort with local representatives
- Coordinating projects to submit from the Town to Senator Funke’s office for potential funding.

Kathy also mentioned that Ferris Terrace is moving along and construction will begin soon.

Bryan Powers asked if Jack Dianetti was the Victor Merchants Group President now.

Committee Action Review

Finance/Business Loans- Glenn advised the Board that they have received an application for the Business Development Fund Loan. He asked Sue George to leave the room to be able to avoid any conflict of interest.

Glenn and Kathy met with the potential candidate prior to the board meeting. Glenn suggests the Finance/Loan Committee meet and go over the details of the business plan and loan application. The Committee then will arrange another meeting with the applicant or will go to the Board for a vote.

Grants/Property- Glenn would like to host a Developers Forum breakfast meeting. He would like to set up the morning session to run about an hour/hour and a half. It will give developers, realtors, bankers and any builders in Victor, a chance to network with each other. Glenn used to do this when he was in Webster and it produced good results. It provides a chance to meet, discuss and talk off the record on projects, issues and properties they may be involved in. Glenn would like to plan this meeting for late March, early April.

Kathy feels the Planning and Building Department and also the County Economic Development should be invited to this meeting. Mike Guinan and Bryan Powers will be helping Glenn and Kathy plan this.

Communications/Community Relations- No report at this time

President's Report

Glenn had a meeting with Katie Evans and Rich Perrin, Project Manager at T Y Lin Associates, as he is on the Route 96 Corridor study committee. Glenn reports it is finally moving. It took forever to get the contracts through, as the process is a slow one. Glenn passed out an overview of the study. He will advise the Board on when the public meetings will be held.

Glenn also attended the mobile app meeting and noted there is another strategic planning meeting next week he will be attending.

Executive Session

On a motion made by Mike Guinan, seconded by Bryan Powers, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved to enter into Executive Session at 6:32p.m. for a personnel matter

Sue George remained.

On a motion made by Bryan Powers, seconded by Mike Guinan, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved to exit out of Executive Session at 6:59p.m.

Open Discussion

Kathy mentioned the board vacancies. She would like to put another ad in the Daily Messenger and also on the Town website, as she has done in the past. This was the method used when Betty joined the Board and we did receive a few other applicants at that time. The Board agreed we should run an ad.

Adjournment

Meeting was adjourned on motion at 7:00p.m.

Sue George, Minutes Clerk