

**DRAFT**

**A regular meeting of the Local Development Corporation (LDC) was held on Tuesday, June 23, 2009 at the Village Hall, 60 East Main Street.**

<b>MEMBERS PRESENT:</b>	President	John Holden
	Vice President	Bryan Powers
	Secretary/Treasurer	Steve Van Dyke
	Director	Thomas Walker
	Director	Jack Marren
	Attorney	Reid Holter
	Executive Director	Kathy Rayburn
	Minutes Clerk	Suzanne Paquin

**MEMBER ABSENT:** Timothy Brown, Business Outreach Specialist

**OTHERS PRESENT:** Susan Stehling and Robin Mazejka

Meeting was called to order by President John Holden at 8:16am.

Salute to the flag.

**Resolution #21-09LDC**

**Acceptance of Minutes**

On a motion made by Jack Marren, seconded by Steve Van Dyke, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved,** that the Local Development Corp (LDC) accepts the minutes from the meeting dated May 26, 2009.

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**Financial Report**

**Payment of Bills**

Steve Van Dyke read each of the invoices to be paid from Abstract #6. The unpaid invoices on vouchers #69-78 totaled \$4,977.03.

Ms. Rayburn noted that the invoice to Rayburn Remodeling was for materials to build a small wagon/cart that will hold flowers and be placed on the triangle/island at the intersection of School Street and West Main Street/Route 96.

Ms. Rayburn also noted that for the first time on the abstract was a payment to the Town of Victor for postage. The Town has an account on their postage machine for the LDC and Suzy Paquin sends out the LDC mailings from there.

**Resolution #22-09LDC**

**Payment of Bills**

On a motion made by Thomas Walker, seconded by Jack Marren, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved**, that the Local Development Corporation has reviewed and approved invoices for payment that appear on Abstract #6, using vouchers #69-72, & 74-78 in the amount of \$2,727.03.

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**Resolution #23-09LDC**

**Payment of Invoice – Nozzolio Grant Fund**

On a motion made by Jack Marren, seconded by Thomas Walker, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved**, that the Local Development Corporation approves the invoice to Stu Brown Associates Inc, for administrative work on the NYMS Grant, that appears on Abstract #6, using voucher #73, in the amount of \$2,250.00 to be paid out of the Nozzolio Grant Fund.

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*Reid Holter entered the meeting at 8:20am*

**Request for Payment - Façade Improvement Program, Salvatore’s Pizzeria**

Mr. Holden noted that there was a portion of the fence that surrounds the patio that has not been put in place, plus plantings. These items were presented to and approved by the Planning Board.

**Resolution #24-09LDC**

**Request for Payment - Façade Improvement Program, Salvatore’s Pizzeria**

On a motion made by Bryan Powers, seconded by Steve Van Dyke, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved** to approve the payment request, in the amount of \$1,500.00, from the Façade Improvement Committee towards the completed façade improvements, exterior patio, at 165 West Main Street; payment to be made to Salvatore’s Pizzeria contingent upon fence completion and plantings per Planning Board approval.

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**LDC Revolving Loan to Frank Vallone, Sycamore Hill Designs Inc, 64 School Street**

Ms. Paquin read the resolution for the loan:

*"Resolved, to authorize the Revolving Loan Application of Frank Vallone, Sycamore Hill Designs Inc, in the amount of \$25,000, the length of the loan to*

*be forty-eight (48) months contingent upon the terms of the loan being reviewed and resolved by Kathy Rayburn, Reid Holter, John Holden, Thomas Walker and Frank Vallone."*

Reid Holter noted that the loan was to be for five years. Mr. Holter stated that the applicant had supplied a list of items that they were seeking financing for.

Mr. Holter explained the terms of the loan: The loan amount to be \$25,000; interest rate to be 3.25%; length of the loan to be five (5) years; structured for interest only payments for the first twelve (12) months; and then forty-eight (48) months straight amortization.

Mr. Holter had suggested putting a lien on one major piece of equipment. It was suggested that a CNC Machine be used for the lien as it tends to hold its value. Mr. Vallone had purchased the machine a year ago for \$24,000 and would transfer it to the Corporation. The Corporation would sign a promissory note for the previously mentioned loan terms and give the LDC a Uniform Commercial Code (UCC) lien for the CNC Machine and related equipment. Mr. Vallone and his wife would sign personal guarantees for the obligation and pay \$450 to cover Mr. Holter's fee and also a UCC search fee.

Ms. Rayburn noted that once the Board agreed on the terms, Mr. Vallone wished to review them with his Attorney.

Mr. Holden stated that Mr. Holter will amend the resolution to reflect the terms of the loan and the Board will vote on it later in the meeting.

## **Executive Director Report**

### ***Activity Report***

***Farmers' Market*** – Ms. Rayburn stated that the Farmers' Market will be moved to a new location this Wednesday, June 24, 2009. The new location will be the Village Hall parking lot. John Turner, Director of Public Works, had outlets installed on four light poles in the center strip of the parking lot. Ms. Rayburn reviewed the alternate locations that were considered. Ms. Rayburn stated that there has been additional advertising regarding the new location and flyers have been given to the Library, Canandaigua National Bank, and Mead Square Pharmacy. The surrounding business owners are receptive to the market relocation. The Grand Opening of the market will be July 1, 2009.

Mr. Powers asked about restroom facilities. Ms. Rayburn stated that Mr. Bruckner, owner of 10 East Main Street, has stated that his facilities can be used as well as the Village Inn, 34 East Main Street, and the facilities at the Village Hall are available until 4:30pm.

**Commuter Train** – Finger Lakes Railway is running a commuter train that will bring passengers from Geneva to Victor with a four hour layover on Wednesday, July 8, 2009. The LDC is coordinating with the businesses to generate a list of activities for the passengers. A tent will be set up to welcome them and hand out information. In addition, the LDC will ask the Farmers’ Market vendors to start early so that the passengers can stop at the market. The commuter train departs at 3:30pm.

**Victor Wine & Food Fest** – Ms. Rayburn noted that for the past two years the event has been held on a Thursday. This year Ms. Rayburn is considering holding it on a Friday and asked the Board their thoughts. Ms. Rayburn is also looking to hold the event at a new venue. She has spoken with the event manager at Ravenwood Golf Club, Lynaugh Road, and also Champion Hills Country Club, High Street.

The Board agreed on the change of venue. Discussion regarding Thursday vs. Friday followed.

**LDC 501 (c) 3 Status** – Ms. Rayburn met with John Wilson, Bristol Consulting, last week regarding the 501 (C) 3 application. Mr. Wilson required additional information. There is a question regarding who would sign the application.

**LDC Website** – Ms. Rayburn is looking into making some additions/changes/updates to the LDC website. Ms. Rayburn met with Councilman Hessney regarding the vacancies section. Mr. Hessney would like the LDC to provide more information regarding the land development sites. Ms. Rayburn met with Mark Tayrien from Labela Associates and he is researching into what other communities have done.

**Façade Improvement Committee** – Ms. Rayburn noted that since the LDC had received the New York Main Street (NYMS) Grant, the 2009 Façade Improvement Program (FIP) was tabled. Ms. Rayburn would like to see the FIP used for signage. Ms. Rayburn would rework the application and there would be no time frame on when the applications had to be turned in by. Ms. Rayburn will review the revised application with the Façade Improvement Committee as well as the Urban Renewal Agency (URA) & the LDC Board.

**Next Meeting** – Ms. Rayburn noted that the next regularly scheduled LDC meeting is on July 28, 2009 and she will be on vacation. Could the meeting be moved to July 21, 2009 instead? The Board noted the date of July 21<sup>st</sup> should be fine, but they will check their calendars and let Ms. Rayburn know.

### **End Activity Report**

Mr. Holden asked if the vacancies section for land development on the LDC website would be specifically vacant land or vacant buildings. Ms. Rayburn stated that it would

address the entire parcel. Listed would be more specific information, possibly reference code sections that relate to the zoning of the property.

**President Report**

Mr. Holden stated that he would like to go into Executive Session to discuss a possible real estate transaction.

Mr. Holter noted that he had the resolution ready regarding Sycamore Hill Designs. Mr. Holter read the revised resolution:

*"Resolved, to authorize the Revolving Loan Application of Sycamore Hill Designs Inc, in the amount of \$25,000.00, to be paid together with interest at 3.25% per annum, within sixty (60) months with interest only payments for the first twelve (12) months and then amortized over the next forty-eight (48) months; The loan would be documented in a promissory note secured by a lien on a CNC machine and related fixtures, tooling, software and patterns and guaranteed by Frank Anthony Vallone and Leigh Ann Vallone; The borrower would pay filing and lien search fees and a loan fee of \$450.00 to cover the LDC's Attorney fees; The loan documents shall be finalized by LDC counsel and subject to the approval of Sycamore Hill Designs Inc and its Attorney."*

**Resolution #25-09LDC**

**LDC Revolving Loan to Frank Vallone, Sycamore Hill Designs Inc, 64 School Street**

On motion of Thomas Walker, seconded by Bryan Powers, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved,** to authorize the Revolving Loan Application of Sycamore Hill Designs Inc, in the amount of \$25,000.00, to be paid together with interest at 3.25% per annum, within sixty (60) months with interest only payments for the first twelve (12) months and then amortized over the next forty-eight (48) months; The loan would be documented in a promissory note secured by a lien on a CNC machine and related fixtures, tooling, software and patterns and guaranteed by Frank Anthony Vallone and Leigh Ann Vallone; The borrower would pay filing and lien search fees and a loan fee of \$450.00 to cover the LDC's Attorney fees; The loan documents shall be finalized by LDC counsel and subject to approval of Sycamore Hill Designs Inc and its Attorney.

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Mr. Holden stated that he and Ms. Rayburn had met with Stu Brown Associates with regards to the Upstate Blueprint Fund and discussed the possibility of the Village applying for the funds. Mr. Holden asked Ms. Rayburn if she had heard anything further from Stu Brown Associates. Ms. Rayburn stated that she felt Stu Brown Associates were

waiting for her and Mr. Holden to give the go ahead on pursuing the funds. Ms. Rayburn stated that she has funds in her budget for grant writing.

Mr. Holden read an excerpt from the memorandum dated May 14, 2009, from Stu Brown Associates:

“Empire State Development Corporation (ESDC) has developed a new funding source called the Upstate Blueprint Fund that will have \$120 million available annually for projects that help attract businesses, improve commerce and revitalize downtown districts. The fund is available for a wide variety of projects and entities as described below.....”

Mr. Walker noted that the first round of the fund applications might be less competitive than successive rounds.

Mr. Powers asked if the joint meeting with the Town Board, Village Board and the LDC Board had been scheduled.

Ms. Rayburn stated that she had tried to tack on a workshop to a joint meeting between the Town and the Village, but that joint meeting did not happen. Ms. Rayburn will continue to try and schedule the annual joint meeting between the Village, Town & LDC. Mr. Marren suggested trying to schedule the joint meeting before a Village Board meeting.

### **Executive Session**

On a motion made by Steve Van Dyke, seconded by Thomas Walker, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved**, that the Local Development Corp will enter into executive session to discuss a possible real estate transaction; Kathy Rayburn, Reid Holter, Attorney, will remain. No business will be conducted after.

*Suzy Paquin exited the meeting at 8:55am*

On motion of Jack Marren, seconded by Steve Van Dyke, the following resolution was ADOPTED 5 AYES 0 NAYS

**Resolved**, that the Local Development Corp will exit out of executive session.

**Adjournment**

Meeting was adjourned on motion at 9:08am.

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Suzanne Paquin, Minutes Clerk