A regular meeting of the Victor Local Development Corporation (LDC) was held on Tuesday, January 26, 2010 at the Village Hall, 60 East Main Street.

MEMBERS PRESENT:	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

OTHERS PRESENT: Sue Stehling

Meeting was called to order by President John Holden at 8:23am.

Salute to the flag.

Resolution #01-10LDC
Board Appointment – Steve Van Dyke
On motion of Bryan Powers, seconded by Thomas Walker, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Victor Local Development Corp re-appoints Steve Van Dyke as Secretary/Treasurer for a term of three (3) years; term to expire January 2013.

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Resolution #02-10LDC
Board Appointment – John Holden
On motion of Jack Marren, seconded by Steve Van Dyke, the following resolution was ADOPTED 4 AYES 0 NAYS 1 ABSTAIN – John Holden

Resolved, that the Victor Local Development Corp re-appoints John Holden as President for a term of three (3) years; term to expire January 2013.

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Resolution #03-10LDC
Acceptance of Minutes
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 Corp (LDC) accepts the minutes from the meeting dated December 15, 2009.

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Financial Report
Payment of Bills
Steve Van Dyke read each of the invoices to be paid from Abstract #1. The unpaid invoices on vouchers #1-15 totaled $4,774.83.

Reid Holter entered the meeting at 8:29am.

Mr. Van Dyke noted that there is an additional invoice for the abstract. The invoice is from Elegance-Weddings & Events, in the amount of $2,083.10, for the Victor Business Award invitations and event planning services. The Victor Business Awards will be held on May 6, 2010.

Resolution #04-10LDC
Payment of Bills
On a motion made by Thomas Walker, seconded by Bryan Powers, 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 #1, using vouchers #1, 3-11 & 13-16 in the amount of $6,121.07.

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Resolution #05-10LDC
Payment of Invoices – 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 #1, using voucher #12, for a total amount of $550.00 to be paid out of the Nozzolio Grant Fund.

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Resolution #06-10LDC
Payment of New York State (NYS) Income Tax – Trust & Agency Fund
On a motion made by Jack Marren, seconded by Bryan Powers, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Local Development Corporation approves payment of the NYS Income Tax withheld that appears on Abstract #1, using voucher #2, for a total amount of $186.86 to be paid out of the Trust & Agency Fund.

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Privilege of the Floor/Public Comment
Sue Stehling stated that she would like to postpone her report on the Friends of the Railroad activities for 2009 until the February LDC meeting. Ms. Stehling noted that the papers have been signed regarding the transfer of the historic trolley building to the Friends of the Railroad (FORR).

Mr. Holden noted that he had skipped over the 2010 Budget under the Financial Report.

Ms. Rayburn noted that the Board each had a copy of a brochure regarding the LDC. Ms. Rayburn will be attending a Symposium for Entrepreneurs on Saturday, January 30, 2010, hosted by Finger Lakes Community College (FLCC). The LDC will be participating and will also have a table. The brochures explain what the LDC is and does. Ms. Rayburn asked the Board to let her know of any comments or additions regarding the brochure.

2010 Proposed Budget
Mr. Holden stated that he along with Ms. Rayburn and Mr. Van Dyke have met and discussed the 2010 proposed budget. The Board was given copies of the proposed budget prior to the meeting.

Mr. Holden noted that Mr. Powers had submitted questions/comments regarding the budget and that the Board had also received them. Ms. Rayburn had supplied responses to those questions/comments. Ms. Paquin made copies of those for the Board.

Mr. Marren noted that he has been asked to serve on a committee regarding the possible formation of a LDC at the County level. This will cause a conflict with future Victor LDC meeting dates and he will unable to attend four meetings. Mr. Holden asked if another Town Councilman would be able to sit in at those meetings in order to have a Town representative present. Mr. Marren will inquire with the Town Board.

Mr. Powers comments/questions in order of Account #'s with Ms. Rayburn's replies in italics:

- ✓ A1210 (Farmers' Market Vendor Fees, Income) – Are the Farmers' Market vendor fees going up or are there going to be more vendors? *Fees are increasing by $15.00 and due to the new location there will be more vendor spots available.*

- ✓ A1212 (Farmers' Market Sponsor, Income) – Why is the Farmers' Market Sponsor amount going down so significantly? *Last year's sponsorship far exceeded expectations. This year's figure is more reasonable.*

- ✓ A1220 (Business Awards Luncheon, Income) – Is it too optimistic to expect a $6,000 income for the Victor Business Awards after last year and we are still in difficult times? *$6,500 is what was taken in last year and we can do the same amount again in 2010.* The Board noted that the figure should be changed to $6,000.

- ✓ A2700 (Ornament Program/or Other, Income) – Mr. Powers assumes the LDC will not be doing the ornament program. What is going to be done to raise $1,500? *The LDC is working with a vendor to come up with something else, it may be an ornament, not sure yet.*

- ✓ A1020.1 (Director Salary, Expense) – When was Ms. Rayburn's last performance & salary review? *Ms. Rayburn has not had a formal review; she did receive a salary increase last year. Mr. Holden has indicated that Ms. Rayburn should have a review and she agrees.*

- ✓ A1020.41 (Automobile Expense) & A1020.45 Travel & Conference Expense) – Where are you going? *A1020.41 - Ms. Rayburn gets reimbursed for mileage. The amount for this year has been lowered by $200. A1020.45 – Ms. Rayburn has researched some economic development courses/seminars that would be beneficial for her to participate in, possibly one a year.*

- ✓ A1450.41 (Heat & Power Expense) & A1450.43 (Office Supplies Expense) – Mr. Powers suggests increasing these to be above what was spent last year. *Ms. Rayburn agrees.*

- ✓ A1250.2 (TEP Commitment) – What is this and is it not going to happen this year as it did last year at a cost of $5,000? *This was a commitment that the LDC made to the Parks & Recreation Dept for a grant they applied for in 2001. The LDC paid this and it was a onetime thing.*

- ✓ A1250.45 (Ornament Program/or Other, Expense) – Same comment as A2700 above.

- ✓ A1651.4 (Entertainment & Promotion Expense) & A1651.41 (Advertising Expense) – No entertainment, promotional, or advertising expense for the Farmers' Market? *This will be covered by sponsorship money. Tracy Morgan has also worked out a deal with the Victor Herald for free advertising.*

- ✓ A1651.42 (Equipment Expense) – Equipment costs for the Farmers' Market are expected to be as low as they have been in the last two years? *The LDC will only be purchasing some new A-frame signage.*

- ✓ A1655.46 (Wine & Food Fest Expense) – Mr. Powers suggests increasing this to be above last year's actual. *Ms. Rayburn agrees.* The Board noted that the figure should be changed to $3,000.

- ✓ Cell Phone (No Account Number) – Is this new? *This is a new line item showing on the LDC budget. The cell phone expense was previously paid by the Town of Victor and reimbursed by the LDC. The LDC now has their own contract with Verizon.*

- ✓ Income is anticipated to be $3,618.04 more than expenses. Mr. Powers suggests increasing some of the budget amounts to provide a little cushion and make the expenses equal the budget amounts. We are a not-for-profit aren't we? *Yes.*

- ✓ As far as the encumbrances from the 2009 budget – Did all of these expenses occur in 2009 and they are being paid in 2010, or are some of these 2010 expenses that are being paid out of the 2009 budget? In which case shouldn't they be paid out of the 2010 budget? *If the expenses did not occur in 2009 they were committed to through the 2009 budget – for example the grant writing expense of $6,000. The document that was submitted to the Board outlines everything that is to be paid at the 1/26/2010 Board meeting out of the 2009 budget and the amounts that are to be encumbered. Ms. Rayburn has reviewed the list with Diane White, Treasurer, and she concurred*.

Discussion on encumbrances followed.

Ms. Rayburn stated that she will adjust the numbers per the Board's discussion and send out a revised draft budget prior to the February meeting.

Executive Director Report

Activity Report

Kathy Rayburn went over the highlights of her activity report. This report was sent to the Board prior to the meeting.

Premier Practice Solutions Inc – The LDC was successful in recruiting this new business to the Village. They are a medical billing company and will be leasing approximately 1900 square feet of space at 10 East Main Street, with 5 employees.

Brownstone Physical Therapy – The LDC met with the owner and took him on a tour of several sites in Town/Village. They are working closely with the owners of 10 East Main Street on occupying 2000 square feet on the main level across from the Underground Café.

New York Main Street (NYMS) Grant – Ms. Rayburn reviewed the current status:

- Deposited disbursement of funds for the 72 West Main Street project, will issue check
- Project scope submitted to NYS for 2 West Main Street (three story brick building)
- Finalizing the contract for 5 West Main Street
- Met with building owner of the cobblestone building, 2 East Main Street (corner of Main & Maple), this would be last building assisted by this grant
- Streetscape - $25,000: Received project costs from DPW Director and working on submitting project scope to NYS for final approval. The DPW should be able to begin implementation in spring of 2010. Items to be included: continuation of brick pavers, street lighting upgrades, benches, recycle containers & drinking fountain in Mead Square.

Ms. Rayburn noted that she still needs some quotes from the Director of Public Works regarding the Streetscape items. Discussion of Village Streetscape items followed. Discussion of traffic signal issues followed.

NYMS Grant Application for 2010 – The LDC is pursuing a second round of funding through the NYMS Program. The LDC will be submitting an application this spring with the help of Stu Brown Associates. Funds for the grant writing have been encumbered from the LDC 2009 budget.

Some of the parameters of the program have changed:

- Funding has increased from $200,000 to up to $500,000
- Reimbursement is now 75% of the project cost
- They will fund up to $40,000 per project
- Administrative costs can be covered through the grant – this means that the LDC can utilize Stu Brown Associates for the administrative costs without using the Nozzolio funds

Vacation – Ms. Rayburn will be away the week of February 15th. There will be a meeting the Tuesday she returns, so she will get information out to the Board prior to her leaving.

End Activity Report

Mr. Van Dyke asked if the two new businesses, Premier Practice Solutions Inc & Brownstone Physical Therapy, called the LDC office or how were they referred? Ms. Rayburn stated that they both had called the LDC office directly after viewing the LDC's website.

Mr. Powers inquired about the clean-up at 33 School Street. Mr. Holden stated that the property owner was instructed to take the property to a "winter grade" and in the spring the grade will be even smoother.

Ms. Rayburn noted that she had emailed Mr. Holter regarding a couple of issues that might need resolutions: the lease for 5 West Main Street, the agreement with Stu Brown Associates for the 2010 NYMS Grant application and regarding placing Suzy Paquin on LDC payroll.

Ms. Rayburn stated that the loan committee has met twice regarding a possible loan for Taste of Italy, 23 East Main Street. Ms. Rayburn has given Mr. Holter copies of the loan documents.

5 West Main Street – Lease Agreement

Mr. Holden stated that there were no changes to the Lease Agreement from last year. Mr. Holden and Matt Koerner, Victor Fire Department Inc, have signed off on the agreement for 2010.

Mr. Holden noted key items of the Lease:

"The Lease will be renewed with the Victor Fire Department (VFD) Inc and subject to the terms of this Lease for a period continuing until December 31, 2009, renewable annually through December 31, 2014.

1. *No monthly rental shall be due or paid*
2. *No security deposit is or shall be required*
3. *The LDC and the VFD Inc shall share the costs of all utilities, including but not limited to, electric, gas, fire alarm, water, sewer and other utilities used at the premises*
4. *The amount payable each month shall be a fixed amount determined and agreed by both parties - $190.00/per month"*

Resolution #07-10LDC

Lease Agreement with Victor Fire Department Inc - 5 West Main Street

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 Corp authorizes President John Holden to sign the lease agreement between the LDC and the Fire Department Inc for the 2010 calendar year.

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2010 NYMS Grant Application, Preparation Agreement

Mr. Holden read from a letter dated December 28, 2009 from Stuart Brown Associates Inc:

"Proposal for Services, 2010 New York Main Street Grant Application

....submitting this letter form of proposal/agreement to prepare the Victor LDC's application for the 2010 New York Main Street (NYMS) Program. Our fee to prepare the application will be $6,000. This fee includes the cost of preparing and filing the application on behalf of the Victor Local Development Corporation.

The first step in the process will be to conduct surveys to determine the level of interest on the part of property owners to participate in the NYMS Program. We are prepared to initiate this process immediately upon your authorization. Payment of the fee would be due within 30 days of filing the application. The filing date for the application is expected to be due in April 2010.

If the proposal is acceptable please sign and date the acceptance below and return a copy to me."

Resolution #08-10LDC
2010 New York Main Street (NYMS) Grant Preparation – Stu Brown Associates
On motion of Bryan Powers, seconded by Thomas Walker, the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved that the LDC shall hire Stuart Brown Associates Inc, to prepare the 2010 New York Main Street (NYMS) Grant application for a cost of $6,000 in accordance with the proposed letter agreement and authorizes John Holden to sign the proposed agreement.

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Change in Status – Contract Labor to Employee, Suzanne Paquin
Mr. Holden noted that currently Ms. Paquin is paid under Contract Labor. The amount budgeted for contract labor would have to be moved to the salary account. Ms. Rayburn noted that there would be no benefits.

Resolution #09-10LDC
Adding Suzanne Paquin to the LDC Payroll
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 approves the change in payroll status of Suzanne Paquin, from contract labor to employee of the Victor Local Development Corp, and requests that the Treasurer make the necessary adjustments to the proposed 2010 LDC Budget.

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Mr. Van Dyke inquired about the status of 49 West Main Street. Michael & Kathleen Houser are looking to purchase this property. Ms. Houser is the President of the Victor Historical Society.

Adjournment
Meeting was adjourned on motion at 9:45am.

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Suzanne Paquin, Minutes Clerk