

A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, March 26, 2019 at the Town Hall, 85 East Main Street.

MEMBERS PRESENT:	President	Rebecca Melton
	Vice President	Glenn Cooke
	Treasurer	Liz Biehler
	Secretary	Carol Commisso
	Director	Mike Guinan
	Director	Bob Senn
	Director	Chris Caruana
	Executive Director	Kathy Rayburn
	Minutes Clerk	Sue George

MEMBERS ABSENT: Rebecca Melton and Chris Caruana

OTHERS PRESENT: None

Meeting was called to order by Vice President Glenn Cooke at 5:56pm.

Salute to the flag.

(Within this report Victor Local Development Corporation will often be referred to as VLDC)

Resolution #12-19VLDC

Acceptance of Minutes

On a motion made by Bob Senn, seconded by Liz Biehler the following resolution was ADOPTED 5 AYES 0 NAYS

Resolved, that the Victor Local Development Corporation accepts the minutes from the meeting dated February 26, 2019

Financial Report

Payment of Bills – Abstract #3

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Business Connection Balance sheets. The unpaid invoices totaled \$10031.26.

Resolution #13-19VLDC

Payment of Bills -VLDC

On a motion made by Carol Commisso, 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 \$9746.26.

Resolution #14-19VLDC
Payment of Bills – Victor Business Connection

On a motion made by Carol Commisso, seconded by Bob Senn, 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 \$285.00. Invoices are to be paid out of the Victor Business Connection account.

Note: Resolution #13-19VLDC and #14-19VLDC were included in the Balance Sheet totaling \$ 10031.26

Various discussions amongst the board:

The Victor Chamber of Commerce President, Brad Pearson was on the Agenda for tonight but Kathy and Brad will first meet to determine questions/concerns the Chamber may have.

Carol Commisso asked if the Victor Business Connection (VBC) was still having monthly meetings. Kathy explained that the group felt it would work better to have committee meetings for specific events. Carol will contact Lisa for updates so she can report to the village board.

Executive Director Report
Economic Development/VLDC Monthly Report
February/March 2019

Business Calls

TK's Pizza	Library relocation	SPoT Coffee
Studio 4	Lyons National Bank	MighTea Boba
Healing Hands	Premier Packaging	Terry Norsen
West Construction	Palmers	Kevin Bruckner
ESL Bank	Nick Cretelos	

Business Awards – Thursday May 2nd

- The nomination committee met and reviewed the list of nominations and runner ups for the 2019 Awards program. There are 19 recipients this year ranging from Restaurant of the year to Developer of the year – a complete list of the award winners will be posted on the VLDC website – www.victorldc.org.
- Invitations will be in the mail the week of 3/18/19
- Sponsorships continue to come in – very close to 2018 in sponsorship
- Kathy and Sue are working on choosing a promotional item to commemorate the 15th anniversary of the program and the 20th anniversary of the VLDC.

Grant Activity/status:

- WQIP – Water Quality Improvement Program – Town staff and Labella Associates continue to work on the mapping and inspections of ponds and outfalls. Collection of the data with the GIS Mapping device and reporting out on progress at quarterly meetings with Town staff.
 - Town submitted 1st reimbursement request in October and will be submitting the 2nd one this month.
 - Total amount of the grant is \$90,000
- **RT 96 Priority Projects** – Kathy will be coordinating a meeting with the Labella Associates team and Town staff to strategize the approach to implementing the six priority projects and obtain funding.
 - VLDC is very interested in assisting with the “new road” project by sponsoring grant writing expenditures etc.

Library Location assistance

- Kathy has been involved with the site search for the new Library location
- She met with Tim Niver and Jim Myers recently to discuss possible sites
- She introduced them to a property owner in the Village interested in selling
- Working on making introductions to some developers that may be interested in the project

Access Management Project

- The draft plan was submitted to committee members for review and comments in February
- Letter were sent out to property owners with property owners within the plan area
- Two public input sessions were held at Town hall to inform/discuss the proposed plan and impacts on properties
- The committee is set to meet on March 21 to review the draft and discuss any feedback from the public meetings

VLDC Audit/PARIS

- VLDC completed the annual audit conducted by Raymond F. Wager CPA
- Copies of the audit have been posted on the VLDC website and PARIS (Public Authority Reporting System)
- Significant to note that the VLDC did not have ANY deficiencies – thank you Sue George!

Victor Business Connection Projects (VBC)

- Per the plan for 2019 the group submitted a proposal to the Victor Chamber outlining the addition of a 5k race and Music to enhance the HAVD festivities.
- This was at no extra cost to the Chamber and would include working with the Victor Central School Devil Dash organizers and two local breweries for the evening festivities
- The Chamber was not interested and the group has decided to move the events to Fireman’s Field on the same day.
- The group will work to coordinate the 3rd annual Spooktacular event in October
- A group of merchants on Main Street are coordinating a Block Party for early summer that will showcase their businesses and offer wine and food.
- The Village Board allocated \$7,500 to the VBC funds for 2019

Miscellaneous but relevant:

- Attending part 2 of the Grant Writing USA class which will focus on administration of grants. This is a two day course held in Syracuse – April 11 & 12.
- Attending the Chamber Women of Excellence Dinner – March 20th
- Jack & Kathy will present at the Chamber State of the Towns Luncheon on May 15th

Kathy reminded the board of an idea that came up last year as far as using some of the profits from the Business Awards Luncheon (BAL) to support business programs. Bob Senn suggested that the Finance Committee work on this and determine which of our current programs the funds should be designated to.

Kathy mentioned that this year’s Façade Improvement letter went out today to the local businesses/property owners. She wanted to thank Chris Caruana for coming up with a flyer to mail with the letter. Hopefully this will grab some attention and we will gain new applicants this year. She really appreciated Chris’ input and participation.

Bob Senn asked for an update on one of the loan applicants regarding payment. Kathy provided the board with an update and her continued frustration with collecting payments. The board feels it is time for legal to get involved and send a formal letter. Kathy will contact the VLDC attorney.

Committees

Kathy reviewed the committee structure to be sure the members knew what committee they are on.

Carol asked Kathy to send her the sign-on for the Public Assistance Reporting Information System (PARIS).

Annual Report

-The Audit is final and has been submitted on PARIS. It is also up on the website and the Board members have received a hard copy.

-Every year Kathy writes what she calls an Annual Report covering what the VLDC has done that year- goal, successes and accomplishments, etc. It is not yet completed, but this also gets submitted to the PARIS report. When she completes the report she will hand out to the board, Town Board and Village Board.

Kathy handed out the Fiduciary form and Conflict of Interest form that each board member needs to sign annually. At the next meeting we will have Rebecca and Chris sign them.

President's Report - With Rebecca's absence Kathy talked about the bylaws and asked the Board to approve them as they are written. They can always be amended if there are future changes. The Board unanimously agreed.

Kathy mentioned that at the next meeting she would really like to get started on the Strategic Plan.

Resolution #15-19VLDC

Approval of bylaws

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

Resolved, that the Victor Local Development Corporation accepts the new VLDC bylaws.

Adjournment

Meeting was adjourned on motion at 6:33 pm

Sue George, Minutes Clerk