

**A regular meeting of the Victor Local Development Corporation (VLDC) was held on Tuesday, April 23, 2019 at the Town Hall, 85 East Main Street.**

<b>MEMBERS PRESENT:</b>	President	Rebecca Melton
	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:** None

Note: Glenn Cooke submitted his resignation letter to the board in April, due to health reasons.

**OTHERS PRESENT:** None

Meeting was called to order by President Rebecca Melton at 6:02pm.

Salute to the flag.

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

**Resolution #16-19VLDC**

**Acceptance of Minutes**

On a motion made by Carol Commisso, seconded by Bob Senn the following resolution was ADOPTED 6 AYES 0 NAYS

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

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**Financial Report**

**Payment of Bills – Abstract #4**

The Board reviewed the invoices to be paid from the Victor Local Development Corporation/Victor Business Connection Balance sheets. The unpaid invoices totaled \$124,449.54.

**Resolution #17-19VLDC**

**Payment of Bills -VLDC**

On a motion made by Mike Guinan, seconded by Chris Caruana, the following resolution was ADOPTED 6 AYES 0 NAYS

**Resolved**, that the Victor Local Development Corporation has reviewed and approved invoices for payment that appear on the balance sheet totaling \$123,824.54.

**Resolution #18-19VLDC**

**Payment of Bills – Victor Business Connection**

On a motion made by Bob Senn, seconded by Mike Guinan, the following resolution was ADOPTED 6 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 \$625.00. Invoices are to be paid out of the Victor Business Connection account.

*Note: Resolution #17-19VLDC and #18-19VLDC were included in the Balance Sheet totaling \$ 124,449.54*

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**Executive Director Report**

**Economic Development/VLDC Monthly Report**

**March/April 2019**

**Business Calls**

TK's Pizza	Library relocation	Victor Insulators
SPOT Coffee	Papa Jacks Grill	Victor Tailor
Healing Hands	Macs Philly Cheese	Bare Beauty
APD Engineering	Palmers	Kevin Bruckner
Surmotech	Joe Fiore	

**Business Awards – Thursday May 2<sup>nd</sup>**

- At the time of writing this report we have 160 people registered for the awards luncheon
- Sponsorship is at an all-time high with a 27% increase over 2018 AND it should be noted that we have seen a **147%** increase in sponsorship since 2015!
- Sue and Kathy met with the event planner at Cobblestone to review arrangements
- Senator Funke and Assemblyman Kolb will be joining us at the head table this year
- Kathy is currently working on the event script and video and is meeting with David Mammano to review the script and his emcee duties this week
- Sue is finalizing reservations and the seating chart

- The VLDC board is discussing which of our programs to disperse the income from this event (façade program, business loans etc.)

### **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 1<sup>st</sup> reimbursement request in October which was paid out and received by the Town
  - A second reimbursement request is set to go out this week
  - Total amount of the grant is \$90,000
- **RT 96 Priority Projects** – Kathy has Ed Flynn from LaBella Associates coordinating a meeting with the Labella Associates team and Town staff to strategize the approach to implementing the six priority projects and obtain funding. This meeting is scheduled for May 13<sup>th</sup>.
  - VLDC is very interested in assisting with the “new road” project by sponsoring grant writing expenditures etc.
- **NYMS Anchor Grant** – 2 East Main Street (AKA Cobblestone)
  - Building renovation is underway and includes masonry work on the cobblestone, renovation of two apartments on the 2<sup>nd</sup> level and two commercial sites on the main floor.
  - The owners have received numerous calls on the rental of space
  - Kathy is working with them regarding the commercial sites

### **Library Location assistance**

- Kathy has been involved with the site search for the new Library location
- Currently working on three properties for consideration and determining feasibility of those
- Building and Sites committee meets 4/25 for status review and update

### **Access Management Project**

- The draft plan was submitted to committee members for review and comments in February
- The committee met on April 11<sup>th</sup> to review feedback from members and made any needed adjustments to the draft plan
- The county planning department will be coordinating meetings with the Town and Village Planning/Zoning boards to review the plan

### **Victor Business Connection Projects (VBC)**

- The Victor Business Connection (VBC), Victor Central School (VCS) Devil Dash organizers and the Fire Department have partnered to offer an evening event that will take place on Saturday September 7<sup>th</sup> at Fireman's Field
- Festivities will include a 5k run/walk, local brew, food and entertainment.
- The Billionaires have been hired as the main music attraction
- The group will work to coordinate the 3<sup>rd</sup> annual Spooktacular event in October
- VBC is also coordinating with Mike Stockman of Parks & Rec to add on to the already successful Christmas in the Village and a Friday night adult themed event is being coordinated.
- Lisa Hubler put together a sell sheet for sponsorships on all of the events for 2019

### **Façade Improvement Program**

- Information was mailed out to eligible property/business owners in March
- The deadline to apply is May 10<sup>th</sup>
- We have received eight applications.
- This is a matching grant program with a cap of \$2,000

### **Village Revitalization Plan**

- The plan was completed in December 2018
- Kathy will be working with the Mayor regarding an implementation team

### **Business comings/goings**

- Top of the Lamp owner Dave Karwas retired after 30+ years in business – currently working with the building owner on vacancy
- TK's Pizza set to open in May
- We are close to announcing a tenant that will fill the vacancy left by Zoom Tan AND Yotality
  - Gap financing provided by VLDC
- Leasing agent for Kmart space has multiple tenants interested in pieces of that site
- New clothing boutique opened at 10 East Main
- Liz Biehler took over the Allstate franchise at 10 East Main
- Oriental Rug Mart is looking at some of the space next to Men's warehouse
- Spoke cycle is open at 300 High Street
- Brownstone Physical Therapy is now Limitless Physical Therapy – Dan Bajus owner
- Lattimore PT is now located in the plaza next to REEDs
- U of R medical facility is opening at OmniTech

### **Miscellaneous but relevant:**

- Kathy was not able to attend part II of the grant writing class due to a foot injury. Part II would have covered grant administration and will be available later in the year.
- Supervisor Marren & Kathy will present at the Chamber State of the Towns Luncheon on May 15th

*Kathy said that Brad Pearson was unable to attend tonight's meeting but had written a letter to the board. He will try to come to the May meeting.*

*Kathy talked to the Board about updating our VLDC website since we have not been happy with the current one. We did receive a proposal for a new site for \$2000.00 and then a hosting fee of \$140.00 a year after that. We met with the company and it seems to be more user-friendly and more of a time-saving procedure. The Board would like to see one more quote but agreed to a new website.*

*Kathy also told the board that our attorney did mail a letter to Northeast Archery regarding their delinquent loan payments and asked for payment to be made by May 1<sup>st</sup>. Kathy will keep the board updated on this issue.*

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### **Committee Action Review**

Finance/Business Loans- The Committee met with a Franchise applicant prior to the VLDC meeting then shared the information with the Board. After much discussion the board passed a resolution approving with contingencies the loan to the franchisee for Spot Coffee.

### **Resolution #19-19VLDC**

#### **The Victor Local Development Corporation's Business Development Fund Loan to Michael Donnelly, Spot Coffee at 49**

On motion of Bob Senn, seconded by Liz Biehler, the following resolution was ADOPTED 6 AYES 0 NAYS

**Resolved,** to accept the Loan Application of \$50,000.00 for Mike Donnelly, Spot Coffee under the Victor Business Development Fund Loan.

This loan will be contingent on the applicant receiving final approval from the Small Business Association (SBA) loan and that the VLDC debt is transferable to a 2<sup>nd</sup> Franchisee.

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**President's Report**

No report at this time.

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**Adjournment**

Meeting was adjourned on motion at 7:20pm

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Sue George, Minutes Clerk