

LIVINGSTON COUNTY DEVELOPMENT

ECONOMIC • INDUSTRIAL • COMMUNITY

Approved by



MINUTES LIVINGSTON COUNTY DEVELOPMENT CORPORATION Friday, April 1, 2016

Livingston County Government Center, Room 205
Geneseo, NY

Members Attending: P. Brooks, R. Smith, G. Moore, P. Yendell, S. Boscoe, W. Bacon, E. Gott.

Staff Attending: M. Wheeler, L. Wadsworth and T. Connell.

Guests Attending: E. Russell, Esq., Nicolette Barber from HUNT Engineers and L. Lane from the Livingston County Chamber of Commerce.

Chairman Brooks welcomed members and guests and called the meeting to order at 10:10 AM.

APPROVAL OF MINUTES

A motion was made by Mr. Smith to approve the minutes of the March 11, 2016 meeting, seconded by Mr. Boscoe. All in favor. Carried.

TREASURER'S REPORT

Ms. Wheeler reviewed the Treasurer's Report.

A motion was made by Mr. Yendell to accept the Treasurer's Report for the period ending March 31, 2016, seconded by Mr. Boscoe. All in favor. Carried.

REVOLVING LOAN FUND

Ms. Wheeler reviewed the Loan Fund Aging Report.

A motion was made by Mr. Moore, seconded by Mr. Smith, to accept the Aging Report for the period ending March 31, 2016. All in favor. Carried.

Livingston County Education Alliance/Chamber of Commerce Golf Tournament Sponsorship

A motion was made by Mr. Gott to sponsor a hole for \$125. Seconded by Mr. Yendell. All in favor. Carried.

Evening Star Coffee Roasters – Extension of Loan Commitment Letter

Ms. Wheeler reported that that the Agency previously approved a \$100,000 loan for the company. The commitment letter has a March 1st closing date, so they are requesting a 120 day extension. Ms. Wheeler advised that they are also requesting to use the loan for construction purposes as well.

A motion was made by Mr. Gott to extend the Loan Commitment Letter for Evening Star Coffee Roasters by 120 days and also add construction use. Seconded by Mr. Boscoe. All in favor. Carried.



Livingston County Development Corporation
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Livingston Athletics Loan Application

Ms. Wheeler advised that the loan application will be reviewed at the special meeting on April 13, 2016.

OLD BUSINESS

2015 PARIS Reports

Ms. Wheeler reported that the 2015 PARIS reports are completed and have been submitted.

Strategic Plan Update – HUNT Engineers

Ms. Barber reported that the Steering Committee met on March 17th where they went over the matrix and the list of participants which she thought important to share with Board members and get any suggestions on other business owners that the Steering Committee should meet with. Ms. Wheeler reviewed of list of business owners that have already participated in focus groups with the Steering Committee. Ms. Wheeler suggested that the Agency should start by evaluating the office to make sure that it contains the tools and capacity to implement the suggested plan. Ms. Wheeler reported that ESD gave the Agency through the end of the year to submit a final draft. Ms. Barber reported that a final draft should be completed by July, before the CFA Applications are due in August.

NEW BUSINESS

NYMS Award Allocation

A motion was made by Mr. Moore to enter into executive session under Public Officers Law; article 7 Open Meeting Law to discuss the medical, financial, credit or employment history of a particular person or Corporation at 10:39 AM, seconded by Mr. Boscoe. All in favor. Carried. Members, staff and counsel remained.

REPORT OF EXECUTIVE SESSION

The Livingston County Industrial Development Agency having met in executive session hereby reports as follows: the board took no action.

Ms. Wadsworth reported that a project in Dansville decided not to go forward with their project, which has created a need to reallocate the NYMS award money. Ms. Wadsworth advises that the next project on the list requested an amount of \$10,341, but is now being reduced to \$7,755 since it is now a smaller project. Following this reallocation, Ms. Wadsworth advised she will wait until most projects are completed to make the final reallocation.

A motion was made by Mr. Boscoe to approve the proposed NYMS reallocations. Seconded by Mr. Yendell. All in favor. Carried.

Downtown Partnership Update

Ms. Wadsworth suggests doing a one day business start-up boot camp class that goes over the major aspects of getting started. She suggested the fee for this class to be \$100, and to be held on Saturday June 4th from 8AM to 4PM in the Government Center. The only cost to the Agency would be the marketing of the class, as long as there are at least 10 participants. Ms. Wadsworth advises that if the class is successful, there is potential to create a part II to the class.

National Main St. Conference

Ms. Wheeler advises that the National Main St. Conference is May 19-26 and Ms. Wadsworth usually



attends for a total cost of roughly \$1,500.

A motion was made by Mr. Boscoe to fund Ms. Wadsworth's attendance at the National Main St. Conference. Seconded by Mr. Yendell. All in favor. Carried.

Find it in Livingston Update – Laura Lane

Ms. Lane revealed the new logo for Find it in Livingston and reviewed the new 2016 Business Directory. Ms. Lane advised that there are now 3 buses wrapped with the Find it in Livingston logo that circulates around the County. The website is also re-done and is being constantly updated. Ms. Lane explains that their Facebook presence has also increased, promoting themes each month to get the County more involved in the County. Ms. Lane advised that information gets sent out to all the local businesses on how to get involved with the Find it in Livingston Campaign.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Gott, to adjourn the meeting at 11:26 PM, seconded by Mr. Smith. All in favor. Carried.

Respectfully submitted,



Tessa Connell
Senior Account Clerk/Typist

