

# LIVINGSTON COUNTY DEVELOPMENT

ECONOMIC • INDUSTRIAL • COMMUNITY

Approved by 

## MINUTES LIVINGSTON COUNTY DEVELOPMENT CORPORATION Friday, January 6, 2017

Conference Room, American Rock Salt  
Mt. Morris, NY

**Members Attending:** P. Brooks; G. Moore; R. Smith; S. Boscoe; P. Yendell; E. Gott; L.Lane

**Staff Attending:** W. Bacon; M. Wheeler; L.Wadsworth; T.Taylor

**Guests Attending:** E. Russell Esq.; B. Beagle, Livingston County News

Chairman Brooks welcomed members and guests and called the meeting to order at 9:48 AM

### APPROVAL OF MINUTES

*A motion was made by Mr. Yendell to approve the minutes of the December 2, 2016 meeting, seconded by Mr. Smith. All in favor. Carried.*

### TREASURER'S REPORT

#### **Financial Statements**

Mr. Bacon reviewed the financial statements for period ending December 31, 2016.

*A motion was made by Mr. Gott to approve the treasurer's report for the period ending December 31, 2016, seconded by Mr. Moore. All in favor. Carried.*

### REVOLVING LOAN FUND

#### **Aging Report**

Mr. Bacon reviewed the Loan Fund Aging Report.

*A motion was made by Mr. Boscoe, seconded by Mr. Yendell, to accept the Aging Report for the period ending December 31, 2016. All in favor. Carried.*

- **Ell-N-Wood Principal & Interest Breakdown**

Mr. Bacon explained to the Board that the business has been closed and the owner has been behind on payments. Mr. Gott suggested offering the owner a buyout.

*A motion was made by Mr. Gott to offer Ell-N-Wood a buyout. Seconded by Mr. Moore. All in favor. Carried.*

- **GAIN – Parameters & Potential for Upcoming Applications**

Mr. Bacon reported that the GAIN loan (Growth the Agriculture Industry Now) which was put together by the Genesee Finger Lakes Regional Planning Council is specific to Agriculture and the Agency has a



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\$330,000 allocation for it. There have been many inquiries, many of which are interested if hops and/or brewing equipment would be considered an agricultural use. Genesee Finger Lakes Regional Planning Council has left it up to the Agency to decide whether or not this would make applicants eligible. Ms. Lane suggested that brewers alone would not be eligible, but if the applicant is growing hops on site as well, then they would qualify because it can be justified and tied directly to farming. Board members agreed that this would draw a clear line as to who qualifies for the loan. Mr. Bacon advised that each applicant would be taken on a case by case basis and approved by the board.

## **NEW BUSINESS**

### **Policy Modifications**

- **Two Signatures**

Mr. Bacon explained that currently the agency's authorized check signors are the Director, Deputy Director, Board Chairman and Board Treasurer. As an internal control, any check written for over \$1,000.00 must have two signatures, including one board signature. Because reimbursement amounts for Sign & Façade and New York Main Street projects are approved by the board prior to project start, and due to the turnaround time that the state requires for reimbursement, Mr. Bacon requests allowing these checks to be signed by two staff. All board members were in agreement.

- **Fee Policy**

Mr. Bacon advised that he would like to consider charging a fee to applicants in exchange for the agency writing and submitting grant applications. All board members were in agreement.

## **OLD BUSINESS**

### **Project People Update**

Mr. Bacon reported that the agency received \$15,000 through CFA Awards to do a Public Market Feasibility Study. He explained that the total cost will be close to \$50,000. A request for proposals will be sent out by the end of January.

*A motion was made by Mr. Gott to enter into contract with Empire State Development Corporation for administration of a \$15,000 grant towards a Public Market Feasibility Study, pending counsel review. Seconded by Mr. Yendell. All in favor. Carried.*

### **Brew IN Livingston Update**

Ms. Wheeler explained that the County received an award of \$185,000 for the Brew IN Livingston Program. The agency needs to enter into a sub-recipient agreement with the County to administer the funds.

*A motion was made by Mr. Moore to enter into a sub-recipient agreement with Livingston County to administer a Community Development Block Grant for the Brew IN Livingston Program. Seconded by Mr. Smith. All in favor. Carried.*

Ms. Wheeler advised that the 5 week class starts on Monday, January 9<sup>th</sup> and will continue on Mondays until February 6<sup>th</sup>. Topics covered will be legal, marketing, branding, accounting, payroll and social media. All finalists will submit their final business plans at the end of the class. Ms. Wheeler explained that a marketing event is in the process of planning for March 3<sup>rd</sup>. Winners will be announced on March 17<sup>th</sup>.

### **Letchworth Gateway Villages Program Update**

Ms. Wadsworth reported that the advisory board for the Letchworth Gateway Villages program has hired a program director after reviewing 16 applicants. Nicole Manapol who is originally from Geneseo, will be relocating from California. It is a contracted position from January 2017 to December 2017. She will be



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working remotely with an office in each community.

### **Sign & Façade & NYMS Updates**

Ms. Wadsworth advised that 17 total projects were completed in 2016 under the Sign & Façade Program with a total of \$68,984 from the agency and total private investment of \$213,000.

The NYMS grant for Dansville & Mt. Morris will be closed out in February, and almost all projects are complete. There are total of 17 projects, with a grant investment of \$500,000 and private investment of \$592,000.

The NYMS grant for Caledonia & Livonia is still open until December 2017. There are currently 10 projects that will also have a total grant investment of \$500,000.

### **ADJOURNMENT**

*With no further business to discuss, a motion was made by Mr. Moore, to adjourn the meeting at 10:43 AM, seconded by Mr. Smith. All in favor. Carried.*

Respectfully submitted,



Tessa Taylor, Senior Account Clerk/Typist

