



Livingston County Economic Development  
Livingston County Government Center  
6 Court Street, Room 306  
Geneseo, New York 14454

t: 585.243.7124 | f: 585.243.7126  
info@LivingstonCountyDevelopment.com  
www.LivingstonCountyDevelopment.com

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Approved by Laure Lane

**MINUTES**  
**LIVINGSTON COUNTY DEVELOPMENT CORPORATION**  
**Friday, May 4, 2018**

**Livingston County Government Center, Room 303A**  
**Geneseo, NY 14454**

**Members Attending:** P. Brooks; L. Lane; G. Moore; K. Northrup; G. Raymond

**Members Excused:** E. Gott; R. Smith

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

**Guests:** Jim Coniglio, Underberg & Kessler

Chairman Brooks welcomed members and guests and called the meeting to order 10:36 am.

**APPROVAL OF MEETING MINUTES**

*A motion was made by Mr. Moore to approve the minutes of the April 6, 2018 meeting. Seconded by Ms. Northrup, all in favor, carried.*

**TREASURER'S REPORT**

Mr. Bacon reviewed the Profit and Loss Statement and Balance Sheet for the period ending April 30, 2018.  
*A motion was made by Ms. Lane to accept the financial reports as presented. Seconded by Ms. Northrup, all in favor, carried.*

**REVOLVING LOAN FUND**

**Aging Report**

Mr. Bacon reviewed the Revolving Loan Fund Aging Report for the period ending April 30, 2018.  
*A motion was made by Mr. Moore to accept the report as presented. Seconded by Ms. Lane, all in favor, carried.*

**Discussion: Revolving Loan Fund Policy**

Mr. Bacon advised that this will be discussed at a later date.

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## **NEW BUSINESS**

### **Nomination of Officers**

Mr. Bacon explained that due to the recent resignation and addition of board members, the Treasurer's position is currently vacant. Board members nominated R. Smith for the Treasurer's Position and L. Lane for the Secretary position.

*A motion was made by Mr. Moore to elect R. Smith as Treasurer of the Board and L. Lane as Secretary of the Board. Seconded by Ms. Northrup, all in favor, carried.*

### **CFA/DRI Discussion**

Mr. Bacon reported that this is round 8 of Consolidated Funding Applications (CFA). Applications are now being accepted and are due at the end of July 2018. An application for the Downtown Revitalization Initiative (DRI) will be submitted this year for Dansville. Applications are now being accepted and are due by June 1, 2018.

### **Authorization to Enter into Contract for King Cole Bean Building Analysis**

Ms. Wheeler advised that the total project cost for the King Cole Bean Building Analysis is \$21,500. The agency received a NYMSTA Grant for \$20,000 and the remaining \$1,500 will be split between the agency, the building owners and the village of Avon. An RFP was disbursed and four proposals were received and reviewed by a committee. In Site Architecture was recommended by the committee.

*A motion was made by Mr. Moore to enter into a contract with In Site Architecture for analysis of the King Cole Bean Building, for \$21,500. Seconded by Ms. Lane, all in favor, carried.*

## **OLD BUSINESS**

### **Farm/Public Market Manager Discussion**

Mr. Bacon reported that a Farm/Public Market Manager has been hired. They will be employed as a 1099 and funded by the County. The County is applying for the Farm Market Promotion grant which would fund the position. The position will be from May 14<sup>th</sup> - November 12<sup>th</sup>, 2018. The employee will work directly with the agency as well as the Public Market Steering Committee.

## **COMMUNICATIONS & CORRESPONDENCE**

### **Battle Street Brewery Ribbon Cutting: May 18<sup>th</sup>, 2018**

Mr. Bacon advised members that the ribbon cutting for Battle Street Brewery in Dansville (one of the Brew IN Livingston winners) is May 18<sup>th</sup>. All are welcome to attend.

## **OTHER BUSINESS**

### **Director's Comments**

Mr. Bacon reviewed the agency's current work plan, outlining current projects and priorities.

## **ADJOURNMENT**

*With no further business to discuss, a motion was made by Mr. Moore to adjourn the meeting at 11:24 am. Seconded by Ms. Lane, all in favor, carried.*

Respectfully submitted,



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Tessa Taylor  
Economic Development Assistant

