



Livingston County Economic Development  
Livingston County Government Center  
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Approved by *David Lem*

**MINUTES  
LIVINGSTON COUNTY DEVELOPMENT CORPORATION  
Friday, February 1, 2019**

**Livingston County Government Center, Room 205  
Geneseo, NY 14454**

**Members Attending:** G. Moore; R. Smith; L. Lane; G. Raymond; K. Northrop; D. Knapp

**Members Absent:** P. Brooks

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

**Guests Attending:** J. Coniglio, Esq., A. Kosa, Clark Patterson Lee; Laurie Mastin, Utility Consultant; R. Snyder, Workforce Development

Vice Chairman Moore welcomed members and guests and called the meeting to order 9:55 am.

**APPROVAL OF MEETING MINUTES**

*A motion was made by Mr. Knapp to approve the minutes of the January 4, 2019 meeting. Seconded by Mr. Smith, all in favor, carried.*

**TREASURER'S REPORT**

**Financial Statements**

Mr. Bacon reviewed the Profit and Loss Statement and Balance Sheet for the period ending January 31, 2019. *A motion was made by Ms. Northrop to accept the financial reports as presented. Seconded by Mr. Smith, all in favor, carried.*

**REVOLVING LOAN FUND**

**Aging Report**

Mr. Bacon reviewed the Revolving Loan Fund Aging Report for the period ending January 31, 2019. *A motion was made by Mr. Smith to accept the report as presented. Seconded by Mr. Knapp, all in favor, carried.*

**ANNUAL MEETING**

**Confidential Evaluation of Board Performance**

Members reviewed the summary of results of the Confidential Evaluation of Board Performance for 2018. A motion was made by Mr. Smith to accept the results of the Confidential Evaluation of Board Performance. Seconded by Ms. Northrop, all in favor, carried.

### **Acknowledgement of Fiduciary Responsibilities**

Ms. Wheeler explained that the auditors have reported that all board members must sign an Acknowledgement of Fiduciary Responsibilities. Members were instructed to read through the document and bring a signed copy to the next meeting.

### **NEW BUSINESS**

#### **Authorization to Enter into Contracts for CFA's**

Ms. Wheeler presented the three CFA contracts that need authorization for the agency to enter into:

<b>Program</b>	<b>Grant</b>	<b>Recipient</b>	<b>Project</b>	<b>Contract Between</b>
NYMS TA	\$20,000	LCDC	Livingston County Design Guidelines	In:Site Architecture & LCDC
CDBG Microenterprise	\$200,000	Livingston County	Dream-O-Vate Business Competition	Livingston County & LCDC (for administration)
NYMS Anchor Program	\$375,000	Village of Caledonia	3154-3156 State Street, Caledonia	Village of Caledonia & LCDC (for administration)

A motion was made Mr. Smith to authorize entering into the three CFA contracts, as presented. Seconded by Mr. Raymond, all in favor, carried.

#### **2018 Sign & Façade Review**

Ms. Wadsworth presented a summary of before and after photos from the 2018 Sign & Façade Projects. A total of 18 projects were completed, and a total of \$47,234 was awarded to those projects, and an additional \$81,557 of private investment was leveraged for a total investment of \$128,792.

#### **2019 Sign & Façade**

Ms. Wheeler presented the outline for the new 2019 Sign & Façade program. The new program will require an additional \$25,000 grant from the Industrial Development Agency, for a total of \$25,000.

#### **Restore NY Update**

Ms. Wheeler gave an update on the Battle Street & the Avon Inn Restore NY projects.

### **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. Knapp to adjourn the meeting at 10:35 am. Seconded by Mr. Smith, all in favor, carried.

Respectfully submitted,

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*Maureen Wheeler*

Maureen Wheeler  
Deputy Director

