

# **Ovid Local Development Corporation Meeting Minutes (Approved 12/3/2025)**

**Date:** November 19, 2025

**Location:** Three Bears – Papa Bear

**Time:** 5:30 – 7:00pm

**Chairperson:** John Keeler

## **1. CALL TO ORDER**

Meeting called to order at 5:30 PM by Chair John Keeler.

## **2. ROLL CALL**

### **Board Members Present:**

- John Keeler (Chair)
- Jodie Vanslow
- Larry Nikula
- Bruce Murry
- Ellen Smith
- Gary Xavier
- Eric Holmberg
- Ave Bauder
- David Hughes (remote via Zoom)

### **Guests:**

- Sue Cirencione (former Big M family representative)
- Geri Sweeney
- Amity Chrisman (Blades & Banter owner)
- Dave Eastman

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### **A. Board Meeting Minutes (1<sup>st</sup> Larry Nikula / 2<sup>nd</sup> Gary Xavier) Unanimous**

- November 5, 2025

### **B. Discussion and Approval of Charters and Policies**

**Governance Committee Charter and Related Policies (1<sup>st</sup> Jodie Vanselow / 2<sup>nd</sup> Bruce Murray)**  
Unanimous

Gary Xavier distributed the complete governance policy package including:

- Code of Ethics
- Compensation and Attendance Policy
- Procurement and Lobbying Policy
- Property Acquisition and Disposition Policy
- Real Estate Acquisition Policy
- Non-Discrimination Policy
- Whistleblower Retaliation Prevention Policy

**Audit Committee Charter** (1<sup>st</sup> Bruce Murray / 2<sup>nd</sup> Ellen Smith) Unanimous

**Finance Committee Charter** (1<sup>st</sup> David Hughes / 2<sup>nd</sup> Bruce Murray) Unanimous

*Note:* Charters will be included with the ByLaws

### **C. Video/Remote Meeting Policy Discussion**

Gary Xavier presented a draft policy adapted from Seneca County LDC with additions relevant to remote board participation. Board agreed to review the policy and discuss it at the next meeting (December 3rd).

**ACTION ITEM:** Gary will email policy to all members for review before next meeting.

### **D. Insurance Update – David Hughes**

David Hughes reported:

- Confirmed with town that OLDC cannot be covered under town's insurance
- Will obtain multiple bids for Directors & Officers insurance
- **Target: Have quotes prepared by December 17th meeting**
- Policy to be executed in early January 2026
- No urgency as LDC is not conducting activities with liability exposure before year-end

**E. Board Term Limits** (1<sup>st</sup> Bruce Murray / 2<sup>nd</sup> Gary Xavier) Unanimous

#### **Ovid LDC Term Limits**

- 3 Board Members for a term of one year (Keeler, Murray, Xavier)
  - 2 Board Members for a term of two years (Hughes, Vanselow)
  - 2 Board Members for a term of three years (Nikula, Smith)
- ❖ After initial term board members can/shall be appointed for a term of 3 years, not to exceed three 3-year terms.
  - ❖ Board members serving an initial one-year term can/may be appointed to three full terms after their initial one.
  - ❖ Board Members may resign at any time.

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Chair - Keeler												
Vice Chair - Murray												
Treasurer - Hughes												
Secretary - Vanselow												
Board Member - Nikula												
Board Member – Smith												
Board Member - Xavier												

	1 <sup>st</sup> Term
	2 <sup>nd</sup> Term
	3 <sup>rd</sup> Term
	Final Term for initial one year term

## G. Website Update

Eric (Town of Ovid) presented website hosting options:

- OLDC content can be hosted on town of Ovid website at no cost
- Simple tab-based structure similar to Seneca County LDC
- Content to include: meeting schedules, minutes, policies, contact information
- Documents to be posted as PDFs
- Jodie Vanselow will coordinate content with Eric

### ACTION ITEMS:

- Gary Xavier to send approved policies to Jodie for website posting
- Jodie to work with Eric to establish OLDC webpage
- **Target: Website operational before next meeting (December 3)**

## H. Budget Prep – David Hughes

David Hughes committed to:

- Develop pro forma budget (income statement and balance sheet) for review
- Consult with Finance Committee before broader distribution
- **Deliver draft before December 17th meeting**

## I. Seneca County LDC Update – Ave

Deferred due to Ave's late arrival. John Keeler noted:

- Recent SCLDC meeting included supervisor interviews
- Housing statistics presented showing need for affordable housing and employment
- SCLDC also delaying opening checking account until January 2026 to avoid audit triggers

## **J. Public Presentation Discussion/Timing – Postpone to December 17<sup>th</sup> Meeting**

## **K. Finger Lakes Times Story – Timing – Postpone to December 17<sup>th</sup> Meeting**

**Extended Discussion:** Board discussed timing and approach for public outreach.

### **Key Points Raised:**

- Community members asking frequent questions about LDC progress
- Need to manage rumors and provide accurate information
- Concern about premature disclosure affecting property acquisition negotiations
- Desire to wait until property control secured before major public meetings
- Importance of having conceptual design before community presentations

### **Decisions Made:**

1. Focus on website launch first with basic information (formation, members, meeting schedule, policies)
2. Coordinate with Finger Lakes Times for article after website is live
3. Schedule two public meetings:
  - **February 2026:** Community input session (Q&A format to gather ideas)
  - **Late March 2026:** Presentation of preliminary concepts based on community input
4. Establish email address for community to submit questions and ideas privately

### **ACTION ITEMS:**

- Website to be prioritized (Jodie/Eric)
- Press release to follow website launch
- David Hughes to include public meeting deliverables in project timeline

## **L. RFQs**

### **1. Site Design**

Bruce Murry, Larry Nikula and Ave Bauder discussed architectural support options:

- Cornell Design Connect program (student-led, interdisciplinary, \$500 fee)
- Cornell Engaged program (connects community projects with faculty/classes)
- Design Connect has completed similar projects for local villages
- Timeline: Spring semester (final deliverables by May)

**Advantages:**

- Low cost
- Experienced with public input processes
- Could facilitate February community meeting
- Proven track record in Seneca County

**Concerns Noted:**

- Semester timeline constraints
- Need for concept drawings before major community outreach
- Requirement for preliminary designs to support grant applications

**DECISION:** Ave to explore both Design Connect and Engaged Cornell options, report back with feasibility for spring semester engagement.

**2. Forward NY Grant**

Bruce Murry presented comprehensive overview:

- Forward NY grants provide \$5M for rural development projects
- Similar to Downtown Revitalization Initiative (DRI) grants
- Takes approximately one year to prepare application
- Next application cycle: October/November 2026
- Combined with CDBG grants, could total ~\$10M in project funding
- Funding could support mixed-use development (ground floor commercial, upper floor residential)

**Proposed Timeline:**

- Issue RFQ: January 1, 2026
- Response deadline: February 1, 2026
- Selection: February-March 2026
- Application preparation: March-October 2026

**RFQ Parameters:**

- Budget cap: \$75,000 for full application support
- Target consultants: Firms with proven Forward NY grant success
- Examples available on NY State Forward NY grant website

**DECISION:** Bruce Murry to prepare draft RFQ for January distribution to qualified consulting firms.

**M. Update on Cornell Architectural Contacts**

Covered under RFQs – Site Design section above.

## **N. Discussion of Overriding Goals and Timing - Hughes**

David Hughes raised fundamental questions about project organization, priorities, and timeline.

Key points Included:

- Clearly identify OLDC goals for Main Street
- Detail steps necessary to achieving goals
- Sequence and timeline for completion of steps
- Assignment of Board Members & Others responsible for completion of steps

Doing the above will greatly assist in getting all Board Members on the same page as we continue to move forward. We have focused all of our energy thus far and getting the LDC Organization off the ground, now we are getting to the point where we need to look forward and plan.

David will bring his ideas to the December 17<sup>th</sup> meeting.