

Village of Fairport  
Office of Community and Economic Development

31 South Main Street  
Fairport, New York 14450

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**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**November 17, 2008**

**Board Members present:**

Jim Unckless, Chairman  
Kevin Clark  
Ken Rohr  
Donna Yawman  
Andree Mastrosimone

**Staff present:**

Kal Wysokowski, Exec. Director  
Monika Salvage, Assistant

**Others present:**

Lou Morin II, Counsel

The regular meeting of the Fairport Office of Community and Economic Development was called to order by Chair Jim Unckless at 4:35 pm.

**I. Approval of Minutes**

A motion to approve the minutes of the October meeting was made by Ken Rohr, seconded by Kevin Clark, and unanimously approved. Donna Yawman abstained.

**II. Financial Reports**

**A. Resolution 2008-11** Motion to authorize payment of bills was made by Ken Rohr, seconded by Donna Yawman, and unanimously approved.

Kevin Clark inquired about the monthly expenses for 29 Perrin Street from Perinton Property Management. Kal Wysokowski explained that the approximately \$300 per month charges are for maintenance, mowing and repairs.

Kal Wysokowski highlighted the invoice of Synergy Global Solutions for computer equipment and hardware.

**B. Reconciliation Report** was reviewed and accepted.

Kal Wysokowski noted that the year-end adjustments of approximately \$24,000 for the Fairport Village Partnership have not been made. Ken Rohr mentioned that FVP needs to raise \$10,350 in 2009 to break even.

Kal Wysokowski gave an update about OCED investments. Karpus transferred the funds to Fidelity on October 30. The portfolio has been converted to cash except for the Treasuries and two investments that could not be sold. AM&M will provide recommendations for investments according to the guidelines. Ken Rohr suggested an Audit Committee meeting in December to look at investment recommendations.

- C. **Loan Status Report** was reviewed and accepted.
- D. **Section 8** report was reviewed and accepted; waiting list is still closed.

### III. **Loan and Grant Requests**

Technical InSite LLC requested a loan of \$25,000 for working capital to expand their Fairport business. The loan would be secured by a second mortgage on the principal's personal home. The Board carefully reviewed the application and supporting financial documents. A motion to deny the loan was made by Ken Rohr and seconded by Kevin Clark, and unanimously carried.

### IV. **Old Business**

#### A. **Parker Street Remediation**

Kal Wysokowski informed that a flushing with dye confirmed that water flows directly in the canal from the three drains and not directly into the ground. An additional soil sample for profiling was taken by LaBella today. The DEC may choose to close the spill site if the ground water is noted to have horizontal/vertical containment. The soil removal may take place in about 4 – 6 weeks depending on weather conditions. No asbestos was found in the pole barn. Bids for demolition will likely be requested.

#### B. **HUD 202 Project High Street**

Kal Wysokowski updated the Board on the purchase offers for the relevant land parcels. Two offers have been delivered and returned signed by the owners. The owner of the third parcel is getting another appraisal for the southern portion of the land. Providence Housing may be interested in writing another grant for senior housing in Fairport if this project should not come through.

#### C. **Computer Upgrades**

Kal Wysokowski announced that the new computer hard- and software has been installed successfully and is running. Jim Unckless inquired about the offsite storage and the password policy and Kal Wysokowski responded that there is an offsite server monitoring the computers at Global and back-ups are routinely made.

### V. **New Business**

#### A. **Perinton Tax & Accounting Service**

Kal Wysokowski reported that a proposal has been received and the contract will be signed next week with the bookkeeping service starting with in the new fiscal year (October 1). The contract will be reviewed by the Audit Committee in December.

#### B. **Grant Award**

Kal Wysokowski relayed the news about the EPF/LWRP grant for \$ 534,000. The next step will be putting together a contract and a project team. Kevin Clark volunteered as a Board Representative.

**C. Financial Audit 2008**

Kal Wysokowski mentioned that the year-end adjustments were not yet made by Ray Wager. The exit interview will be scheduled before Thanksgiving, and Kal will report back to the Board.

**D. 29 Perrin Street**

Kal Wysokowski informed the Board about a potential purchase of the property at 29 Perrin Street for a mixed-use project. Andree Mastrosimone inquired about the status of the library. Donna Yawman suggested that no commitment to sell should be made until the library makes a decision. It was agreed upon by all Board members to wait for a library decision before discussing a potential sale.

**E. IDA Regional PR Campaign**

Kal Wysokowski told the Board about this proposal for a regional PR-campaign for IDAs to combat the negative coverage they have received lately, especially the issue of prevailing wages for IDA projects. The campaign would cost about \$500,000 and could be divided among 11 IDAs. Andree Mastrosimone reviewed the campaign strategy and had several questions. Kal promised to keep the Board informed.

**VI. Motion to adjourn the meeting at 5:55 pm was made by Donna Yawman, seconded by Andree Mastrosimone, and unanimously approved.**

The next meeting is scheduled for Monday, December 15, 2008 at 4:30 pm.