

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**  
**December 15, 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 Chairman Jim Unckless at 4:35 pm.

**I. Approval of Minutes**

A motion to approve the minutes of the November meeting was made by Donna Yawman, seconded by Andree Mastrosimone, and unanimously approved.

**II. Financial Reports**

**A. Resolution 2008-12** authorizing payment of bills was reviewed. Motion to authorize payment of bills was made by Ken Rohr, seconded by Donna Yawman, and unanimously approved.

Kal Wysokowski noted that the annual contribution for the retirement system was included. Ken Rohr inquired about the 50% payment for the auditing services.

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

Kal Wysokowski pointed out the small deficit of FVP in December. Scott Winner has requested the annual contribution from FMC in January 2009.

Kal Wysokowski is working with AM&M to open up a separate account for two holdings in the investment portfolio.

**C. Loan Status Report** was reviewed and accepted.

Kal Wysokowski noted that Paul Graham & Associates is behind in their loan payments due to difficulties with reimbursement from New York State. Kevin Clark suggested that all written correspondence and notifications be documented in the files.

**D. Section 8 Housing Report**—waiting list remains closed.

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

Sebastian Curatolo inquired about a lower interest rate for the project on South Main Street. The loan commitment indicates a 5.25% interest rate, and the Board agreed to leave it at that rate.

### **IV. Old Business**

**A. Regional IDA PR-campaign**

A revised PR plan from Dixon Schwabl was reviewed by Andree Mastro Simone. A contribution of \$5,000 from the IDA was discussed. The campaign includes an education/awareness component, coupled with a NYSEDC legislative effort in Albany. The campaign is to begin in January 2009. A motion to approve \$5,000 for the campaign was made by Andree Mastro Simone, seconded by Ken Rohr, and unanimously approved.

**B. Parker Street Remediation**

Kal Wysokowski provided an update on the progress of the Phase II environmental work at Parker Street being done by LaBella, Anco Builders, Town of Perinton and the DEC (Department of Environmental Conservation). The petroleum levels in the soil were high and the soil is being staged before removal to High Acres. Additional test pits were dug and the samples have been sent to the lab. Results should be in by the end of the month.

## **V. New Business**

### **A. Audit Committee Report**

Jim Unckless referred to the Audit Committee Minutes.

-Expenses submitted by the executive director require evidence of approval, and Ken Rohr will initial those expenses after reviewing them.

-The draft Audit Report was distributed. The Board will review the draft and a vote will be taken on accepting the report next week.

-Kal Wysokowski met with Brendan Pressimone of Perinton Tax & Accounting, who will take over the bookkeeping function for the Agency.

-Jim Unckless briefly reviewed the letter from Harris Beach regarding ABO/PAAA compliance, and referred it to the Audit Committee for action.

### **B. OCED Website**

Kal Wysokowski updated the Board on the progress of the OCED/IDA website. Several more meetings are planned before a recommendation will be made to the Board for a designer and web developer. The Board expressed its support for the project.

## **VI. Motion to adjourn the meeting at 6:05 pm was made by Andree Mastrosimone, seconded by Donna Yawman, and unanimously approved.**

The next meeting is scheduled for Tuesday, January 20, 2009 at 4:30 pm.