

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**  
**January 20, 2009**

**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 Board was called to order by Chairman Jim Unckless at 4:30 pm.

**I. Approval of Minutes**

A motion to approve the minutes of the December 15, 2008 meeting was made by Donna Yawman, seconded by Ken Rohr, and unanimously approved.

**II. Financial Reports**

**A. Resolution 2009-01** authorizing payment of bills was reviewed. Motion to authorize payment of bills was made by Ken Rohr, seconded by Andree Mastrosimone, and unanimously approved with an amendment to the Village contribution.

Kal Wysokowski pointed out that the annual Village contribution was invoiced as “in lieu of tax” with an amount of \$51,000, which constitutes an increase of \$10,000. There is no written documentation in support of this increase. Ken Rohr suggested a discussion take place between the Chairman and the Mayor regarding this issue. The bill will be paid as presented, but the voucher should be changed to read “services rendered.”

A motion to amend the budget, moving \$ 10,000 from Project Requests to Village Contribution, was made by Andree Mastrosimone, seconded by Donna Yawman, and unanimously approved.

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

Kal Wysokowski noted the FVP deficit and informed the Board that the FMC contribution is on its way.

Kal Wysokowski also reported gains in the AM&M investments. Two holdings have been moved into a separate account.

Ken Rohr inquired about the purpose of an account with a value of less than \$3,000.

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

Kal Wysokowski pointed out that Daniel Pope made a payment in January and that the Agency closed on the construction loan for Sebastian Curatolo.

**D. Section 8 Housing Report** - Waiting list remains closed.

**III. Loan and Grant Requests** - No requests to consider.

**IV. Old Business**

**A. Parker Street Redevelopment Report**

Kal Wysokowski provided an update on the soil sampling work being done by LaBella. Some samples indicated elevated levels of petroleum. DEC has recommended further sampling and groundwater monitoring. LaBella and Anco Builders are working on an Action Plan to address the concerns of DEC.

**B. Other Business**

Kal Wysokowski informed the Board about recent discussions regarding ice-skating on the Canal. It was agreed that IDA does not have a role to play at this time.

Kevin Clark brought up the subject of the Library. The Library Board received two appraisals that were significantly lower than the original purchase price offered by Airy Management. The Library is seeking legal assistance in its real estate negotiations. Kevin Clark suggested a meeting with the Village and the Library Board. Kal Wysokowski will follow up.

## V. New Business

### A. Audit Committee Report

Ken Rohr recommended various draft policies be adopted by the Board, as required by PAAA and approved by the Audit Committee.

- Indemnification Policy: Motion to approve as submitted was made by Donna Yawman, seconded by Ken Rohr, and unanimously approved.
- Disposition of Property Guidelines: Motion to approve as submitted was made by Ken Rohr, seconded by Andree Mastrosimone, and unanimously approved.
- Governance Committee Charter: Motion to approve as submitted was made by Ken Rohr, seconded by Donna Yawman, and unanimously approved.
- Code of Ethics: Motion to approve as submitted was made by Ken Rohr, seconded by Donna Yawman, and unanimously approved.

Ken Rohr noted changes to the Audit Management Letter, which included management's response. The contract with R.A. Mercer has expired and a new RFP will be issued.

Ken Rohr noted the separation of IDA and URA in future meetings. The Audit Committee will review this at its meeting in February.

### B. OCED Website

Kal Wysokowski made recommendations to the Board regarding website designer and developer.

A motion to authorize the Executive Director to sign the contract with Aurora Design for an amount not-to-exceed \$2,000 was made by Ken Rohr, seconded by Andree Mastrosimone, and unanimously approved.

A motion to authorize the Executive Director to sign the contract with Simply Effective for an amount not-to-exceed \$6,000 was made by Donna Yawman, seconded by Ken Rohr, and unanimously approved.

Lou Morin II advised staff to have a section in the contracts referring to the intellectual property of the completed product transferring to the IDA.

- VI. Motion to adjourn the meeting at 6:30 pm was made by Donna Yawman, seconded by Ken Rohr, and unanimously approved.

The next meeting is scheduled for Tuesday, February 24, 2009 at 4:30 pm.