

Village of Fairport
Office of Community + Economic Development

31 South Main Street
Fairport, New York 14450

MINUTES
BOARD OF DIRECTORS MEETING
February 24, 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 + Economic Development Board was called to order by Chairman Jim Unckless at 4:35 pm.

I. Approval of Minutes

A motion to approve the minutes of the January 20, 2009 meeting was made by Donna Yawman, seconded by Andree Mastrosimone, and unanimously approved.

II. Financial Reports

A. Resolution 2009-02 authorizing payment of bills was reviewed. Motion to authorize payment of bills was made by Ken Rohr, seconded by Kevin Clark, and unanimously approved.

B. Reconciliation Report was reviewed and accepted.

Kal Wysokowski pointed out that a new AM&M Financial (971) account has been segregated from other funds. Kal Wysokowski also explained the disbursement of \$ 12,000 in the Section 8 Money Market account, which is the difference in HAP payments and the monthly HUD payments.

C. Loan Status Report was reviewed and accepted.
Kal Wysokowski informed the Board that Chokoune Liou is behind in payments. His last payment was made in November.

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 updated the Board on the continuing soil remediation at the DPW site. LaBella's Action Plan for Phase II was estimated at \$ 8,400 and an asbestos survey at \$ 3,200. The DEC requested the installation of a ground water monitoring system. So far, about \$ 22,000 has been spent on remediation, including soil removal and dumping. A demolition estimate from Frederico's is on file.

Kevin Clark pointed out that the special permit that the Village Board issued to Anco Builders was not valid, since the Village did not do a SEQRA first.

Lou Morin advised to extend the contingencies of the contract with Anco Builders as the agreed upon cancellation dates are approaching.

V. New Business

A. Audit Committee Report

Ken Rohr recommended two draft policies to be adopted by the Board, as approved by the Audit Committee.

- Contract Service Agreement for Services (between IDA and URA): Lou Morin will review the draft.
- Refreshment & Meal Expense Policy: Motion to approve as submitted was made by Donna Yawman, seconded by Andree Mastrosimone, and unanimously approved.

Ken Rohr brought up the issue of Security & Custody Agreements and suggested some changes. Motion to authorize Kal Wysokowski to execute agreements with Canandaigua National Bank, Bank of America, Bank of Castile and Citizens Bank was made by Ken Rohr, seconded by Donna Yawman, and unanimously approved.

Motion to amend the Deposit & Investment Policy and add Bank of Castile with a deposit limit of \$ 3.5 m and in investment limit of \$ 7 m was made by Ken Rohr, seconded by Donna Yawman, and unanimously approved.

Ken Rohr mentioned the Audit Committee's "To-do List" for 2009. It was agreed upon that the EPF matching grant money shall be put into a reserve, the loan process shall be reviewed and written internal control policies shall be reviewed.

B. Governance Committee Report

Andree Mastrosimone and Donna Yawman were appointed to the Governance Committee. The first meeting took place on January 20, 2009. The Charter has been reviewed. Andree Mastrosimone noted that currently no Acquisition of Property Policy exists and therefore one needs to be drafted. The next meetings are scheduled in May and September, immediately following the Board of Directors meetings.

- VI.** Motion to adjourn the meeting at 5:30 pm was made by Kevin Clark, seconded by Donna Yawman, and unanimously approved.

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