

Village of Fairport
Office of Community + Economic Development

31 South Main Street
Fairport, New York 14450

MINUTES
**Industrial Development Agency
Board of Directors Meeting**
July 20, 2009

Board Members present:

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

Staff present:

Kal Wysokowski, Exec. Director
Monika Salvage, Assistant

Others present:

Lou Morin II, Counsel

The regular meeting of the Fairport IDA Board of Directors was called to order by Chairman Jim Unckless at 5:25 pm.

I. Approval of Minutes

A motion to approve the minutes of the June meeting was made by Ken Rohr, seconded by Andree Mastrosimone, and unanimously approved. Donna Yawman abstained from the vote.

II. Financial Reports

- a. **Resolution 2009-07** authorizing payment of bills was reviewed. Motion to authorize payment of bills was made by Ken Rohr, seconded by Donna Yawman, and unanimously approved.
- b. **Reconciliation Report** was reviewed and accepted.

III. Old Business

a. Parker Street: Estimates for Asbestos Abatement/Demolition

Kal Wysokowski shared three estimates with the Board for asbestos abatement and demolition separately as well as both being done at the same time. A performance bond was discussed as well as the issue of prevailing wages. The Board requested clarification before taking action.

A motion to approve a contract with LaBella for air monitoring not to exceed \$ 2,800 was made by Ken Rohr, seconded by Donna Yawman, and unanimously approved.

b. Governance Committee Meeting

The Governance Committee met before the Board meeting and reviewed the following personnel policies:

- Policy 3.05 – Compensation: No changes were recommended
- Policy 3.02 – Employment Classifications: It was recommended to amend the definition of “regular part-time employee” to read as follows: Employees in this category work less than full-time, but a minimum of 20 hours per week, twelve months a year.

A motion to approve the amendment of Policy 3.02 and Policy 4.06A Health Insurance Buy-Back with the discussed changes was made by Kevin Clark, seconded by Ken Rohr, and unanimously approved.

A motion to go into Executive Session at 6:05 pm to discuss a personnel issue was made by Ken Clark, seconded by Andree Mastrosimone, and unanimously approved. A motion to come out of Executive Session at 6:20 pm was made by Kevin Clark, seconded by Andree Mastrosimone, and unanimously approved.

IV. New Business

a. Audit 2010

Four proposals for auditing services were received. A motion for Board approval to give the Audit Committee the authority to interview firms and make a recommendation to the Board to vote on by email was made by Ken Rohr, seconded by Andree Mastrosimone, and unanimously approved. The contract is not to exceed \$ 18,000 per year.

b. Draft Budget 2010

Kal Wysokowski presented a draft budget to the Board including financial notes for clarification. A motion to approve the budget with changes (change Village contribution to Services rendered) was made by Ken Rohr, seconded by Andree Mastrosimone, and unanimously approved.

- V.** Motion to adjourn at 7:00 pm was made by Andree Mastrosimone, seconded by Ken Rohr, and unanimously approved.

The next meeting is scheduled for Tuesday, August 18, 2009 at 4:30 pm.