

Village of Fairport
Office of Community + Economic Development

MINUTES
Urban Renewal Agency
Board of Directors Meeting
October 17, 2011

Board Members present:

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

Staff present:

Kal Wysokowski, Exec. Director
Monika Salvage, Exec. Assistant

Others present:

Lucien Morin II, Counsel

The regular meeting of the Fairport URA Board of Directors was called to order by Chairman Jim Unckless at 6:45 pm.

I. Approval of Minutes

A motion to approve the minutes of the July meeting was made by Ken Rohr, seconded by Donna Yawman, unanimous. Ken Rohr and Andree Mastrosimone abstained from the vote. A motion to approve the minutes of the September 19 meeting was made by Donna Yawman, seconded by Andree Mastrosimone, unanimous. Jim Unckless abstained from the vote. A motion to approve the minutes of the continued meeting on September 28 was made by Donna Yawman, seconded by Andree Mastrosimone, unanimous. Kevin Clark abstained from the vote.

II. Financial Reports

- a. **Resolution 2011-10** authorizing payment of bills was reviewed. Motion to authorize payment of bills was made by Ken Rohr, seconded by Kevin Clark, unanimous.
- b. **Reconciliation Report** was reviewed and accepted.
- c. **Section 8 Housing Report** was received and accepted.
- d. **Loan Status Report** was reviewed and accepted.

III. New Business

a. **Home Improvement Loan Request – Kahl**

The Board discussed a loan request for 11 new windows. A motion to approve a home improvement loan in the amount of \$4,000 with an interest rate of 2%, repayable over 4 years was made by Donna Yawman, seconded by Andree Mastrosimone, unanimous.

b. **Organizational Meeting**

Election of Officers: Andree Mastrosimone resigned from the Board effective December 31, 2011. The Board thanked her for her contributions over the past five years and wished her well in her new endeavors. Donna Yawman made a motion proposing the current slate of officer nomination for a one-year term, seconded by Andree Mastrosimone, unanimous.

Jim Unckless (Chairman)
Kevin Clark (Vice-Chairman)
Ken Rohr (Treasurer/Secretary)

Reappointment of Committee Members: A motion to reappoint the members of the Audit and Governance Committee for a one-year term was made by Kevin Clark, seconded by Andree Mastrosimone, unanimous.

Donna Yawman, Andree Mastrosimone (Governance Committee)
Ken Rohr, Jim Unckless, Donna Yawman (Audit Committee)

Approval of Meeting Calendar for the FY 2011/2012: A motion to approve the Board of Directors meeting calendar was made by Donna Yawman, seconded by Ken Rohr, unanimous. Meeting dates will be posted on the bulletin boards at Fairport Village Hall and Fairport Library and on the Agency's website.

Renewal of Service Contracts: A motion to approve the renewal of service contracts was made by Kevin Clark, seconded by Andree Mastrosimone, unanimous.

Perinton Tax & Accounting Services (accounting services)
Raymond F. Wager, CPA, P.C. (audit services)
Synergy Global Solutions (network hardware support)
Happy Software (software support)

Regarding the Fairport IDA/URA contract, Kal Wysokowski suggested to change the time distribution for the Executive Assistant to 50% IDA and 50% URA. A motion to renew the IDA/URA service contract with the suggested changes was made by Ken Rohr, seconded by Donna Yawman, unanimous.

A motion to ratify a promissory note of \$599,554 from the IDA to the URA, payable on demand, but at the latest at the end of the fiscal year, was made by Donna Yawman, seconded by Kevin Clark, unanimous.

Ratification of Policies: A motion to ratify existing Agency policies was made by Andree Mastrosimone, seconded by Donna Yawman, unanimous. New policies adopted in 2011 were Computer Use, Mission Statement, Real Property Acquisition. A policy revised in 2011 was Procurement.

Designation of Official Newspaper: A motion to approve the Fairport-East Rochester Messenger Post as the Agency's official newspaper was made by Ken Rohr, seconded by Kevin Clark, unanimous.

Authority Budget Office Requirements: Board members signed "Acknowledgement of Fiduciary Duties and Responsibilities" as provided by the ABO. Board members individually handed in "Confidential Evaluation of Board Performance", which will be submitted to the ABO.

IV. Internal End-of-the-Fiscal-Year Review

a. Executive Session

A motion to go into Executive Session at 6:55 pm to discuss pending litigation was made by Kevin Clark, seconded by Andree Mastrosimone, unanimous. A motion to come out of Executive Session at 7:05 pm was made by Ken Rohr, seconded by Andree Mastrosimone, unanimous.

In light of a recent ABO report on the allowable expenses for an IDA, the Fairport IDA will fund only those expenses that are consistent with the GML, Section 858, Purposes and powers of an IDA.

The contributions from the Fairport IDA to local economic development activities, including the operating expenses of the Fairport Village Partnership, did cease as of September 30, 2011.

Therefore, on a motion by Ken Rohr, second by Andree Mastrosimone, unanimously carried, the Fairport Urban Renewal Agency moves to eliminate the position of the director of the Fairport Village Partnership, effective November 11, 2011.

- V. Motion to adjourn at 7:15 pm was made by Ken Rohr, seconded by Andree Mastrosimone, unanimous.

The next regular meeting is scheduled for November 21, 2011 at 5:30 pm.