

MINUTES
Industrial Development Agency
Board of Directors Meeting
October 21, 2013

Board Members present:

Kevin Clark, Vice-Chairman
Ken Rohr, Treasurer
Donna Yawman
Frederica Mazzola

Staff present:

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

Excused:

Joe Kosiorek
Lucien Morin II, Counsel

I. Call to Order

The regular meeting of the Fairport IDA Board of Directors was called to order by Vice-Chairman Kevin Clark at 4:35 pm.

II. Public Comment Period

No comments.

III. Approval of Minutes

A motion to approve the minutes of the September meeting was made by Ken Rohr, seconded by Frederica Mazzola, unanimous.

IV. Financial Reports

- a. Resolution 2013-10 authorizing payment of bills was reviewed. Motion to authorize payment of bills was made by Ken Rohr, seconded by Donna Yawman, unanimous.
- b. Reconciliation Report was reviewed and accepted.
- c. Loan Status Report was reviewed and accepted.

V. Old Business

- a. Riedman Development
Riedman requested a 30-day extension to complete additional design work due to soil compaction issues. A motion to approve this extension was made by Donna Yawman, seconded by Ken Rohr, unanimous. The Board recommends scheduling a concept workshop with the Planning Board in the meantime.
- b. East Pattern & Model Corporation
East Pattern partners are clarifying collateral as required by the IDA to secure the loan. Counsel will continue to keep the Board updated on their progress.

VI. Organizational Meeting

a. Election of Officers

Donna Yawman made a motion to nominate and elect the following slate of officers for a one-year term; seconded by Frederica Mazzola, passed unanimously.

Kevin Clark (Chairman)

Ken Rohr (Vice-Chairman)

Frederica Mazzola (Treasurer/Secretary)

b. Appointment of Committee Members

A motion to appoint the members of the Audit and Governance Committees for a one-year term was made by Chairman Kevin Clark, seconded by Donna Yawman, passed unanimously.

Donna Yawman, Frederica Mazzola, Joe Kosiorek (Governance Committee)

Ken Rohr, Donna Yawman, Frederica Mazzola, Jim Unckless (Audit Committee)

c. Completion of Authority Budget Office (ABO) Forms

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. Board members also signed the required "Conflict of Interest Statement."

d. Approval of Meeting Calendar for the FY 2013/2014

A motion to approve the Board of Directors meeting calendar was made by Ken Rohr, seconded by Donna Yawman, passed unanimously. The Fairport IDA will meet monthly at 4:30PM in the Village Hall Board Room. Meeting dates will be posted on the bulletin boards at Fairport Village Hall and Fairport Library and shared with The Daily Record and the Fairport-East Rochester Messenger Post, as well as on the Agency's website.

e. Renewal of Service Contracts

A motion to approve the renewal of service contracts was made by Donna Yawman, seconded by Frederica Mazzola, passed unanimously.

McConville, Considine, Cooman & Morin P.C. (legal counsel)

Perinton Tax & Accounting Services (accounting services)

Raymond F. Wager, CPA, P.C. (audit services) – 2.2% fee increase

Synergy Global Solutions (network hardware support)

Happy Software (software support)

A motion to renew the IDA/URA service contract was made by Donna Yawman, seconded by Frederica Mazzola, passed unanimously.

f. Ratification of Existing Policies

A motion to ratify existing Agency policies was made by Ken Rohr, seconded by Frederica Mazzola, passed unanimously. The Governance Committee will review new village policies.

g. Designation of Official Newspaper

A motion to approve The Daily Record as the Agency's official newspaper was made by Donna Yawman, seconded by Ken Rohr, passed unanimously.

VII. Adjourn

A motion to adjourn at 5:20 pm was made by Donna Yawman, seconded by Frederica Mazzola, unanimous.

The next regular meeting is scheduled for Monday, November 18, 2013.