



MINUTES

**Board Members present:**

Kevin Clark, Chairman  
Ken Rohr, Vice-Chairman  
Joe Kosiorek  
Robert Genthner

**Excused:**

Donna Yawman, Secretary/Treasurer

**Staff present:**

Martha Malone, Executive Director  
Monika Salvage, Executive Assistant

**Others present:**

Lucien Morin II, Counsel

**I. Call to Order**

The regular meeting of the Fairport IDA Board of Directors was called to order by Chairman Kevin Clark at 4:34 pm. A quorum of Board members was present.

**II. Public Comment Period – No comments.**

**III. Approval of Minutes**

A MOTION to approve the minutes of the July 18, 2016 board meeting was made by Robert Genthner, seconded by Ken Rohr, passed. Joe Kosiorek abstained from the vote.

**IV. Financial Reports**

- a. Resolution 2016-08 authorizing payment of bills was reviewed.  
A MOTION to authorize payment of bills was made by Ken Rohr, seconded by Robert Genthner, and passed unanimously.
- b. Financial Statements were reviewed and accepted. Martha Malone continues to review the accounting ledger with the accountant to improve accuracy and timeliness. Martha Malone and Monika Salvage met with government banking representatives from Canandaigua National Bank to review and improve our account structure. The 2016/17 Budget was submitted to PARIS August 1<sup>st</sup>.
- c. Investment Report was reviewed and accepted.
- d. Loan Status Report was reviewed. The Board asked staff and counsel to explore options for removing the sole remaining loan from the Agency books and revisit the topic of loan assignment through the Village.

**V. Old Business**

- a. NYS Office of the State Comptroller – Response to Corrective Action Plan (CAP)  
The Board reviewed the OSC's response to the Corrective Action Plan. The response addressed five recommendations contained in the audit report. The Executive Director noted that the OSC response had been shared and reviewed with Harris Beach, who are not recommending further action at this time. The Board discussed the OSC response and will provide a copy to the Village Board. The Board asked staff and counsel to examine additional steps available to resolve any outstanding issues regarding transactions with the Fairport Local Development Corporation.
- b. Casa Associates – Update  
Counsel confirmed he is finalizing documents regarding lease reinstatement and application of funds.

## **VI. New Business**

### **a. Thomas Creek Wetland Parcel – Correction Deed**

In 2002, the IDA Board agreed to convey a portion of one of its Thomas Creek Wetland parcels to the Fairport Municipal Commission for the construction of their operations center. It was recently discovered that the filed deed was incorrect. Counsel and BME Associates have been engaged to provide documentation for a correction deed.

### **b. North Main Street Parking Lot – Proposal BME Associates**

In 1998, the Agency acquired the former CONRAIL right-of-way, which spans North Main Street. The parcels currently serve as public parking lots. The Agency is considering further developing the eastern parcel to reconfigure existing parking, add additional green space, provide additional parking, and construct trails/paths for pedestrians/bicyclists.

A MOTION to approve the proposal from BME Associates for conceptual design was made by Joe Kosiorek, seconded by Ken Rohr, and passed unanimously.

## **VII. Adjourn**

A MOTION to adjourn at 5:34 pm was made by Robert Genthner, seconded by Joe Kosiorek, and passed unanimously.

*The next regular meeting is scheduled for September 19, 2016.*