



MINUTES

**Board Members present:**

Kevin Clark, Chairman  
Ken Rohr, Vice-Chairman  
Donna Yawman, Secretary/Treasurer  
Joe Kosiorek

**Excused:**

Robert Genthner

**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 4:30 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 August 15, 2016 board meeting was made by Ken Rohr, seconded by Joe Kosiorek, passed. Donna Yawman abstained from the vote.

**IV. Financial Reports**

- a. Resolution 2016-09 authorizing payment of bills was reviewed.  
A MOTION to authorize payment of bills was made by Ken Rohr, seconded by Joe Kosiorek, and passed unanimously.
- b. Financial Statements were reviewed and accepted. New signature cards for updated Canandaigua National Bank accounts were signed.  
A MOTION to remit URA loan payments collected by the IDA in the amount of \$21,167 was made by Donna Yawman, seconded by Ken Rohr, and passed unanimously.
- c. Investment Report was reviewed and accepted.
- d. Loan Status Report was reviewed and accepted.

**V. Old Business**

- a. North Main Street Parking Lot – Presentation Andrew Spencer, BME Associates  
Andrew Spencer shared and discussed renderings and proposals to improve this IDA-owned parcel. The approx. 7.3-acre property is adjacent to a wetlands area and located within a floodplain. Existing conditions include 26 parking spaces and property encroachments to the north. The project is envisioned in multiple phases. The first phase would reconfigure existing parking, add additional green space and lighting, and provide additional parking. For a second phase, trails/paths for pedestrians/bicyclists, improved visual access to Thomas Creek and a dog park were discussed. The Board asked Andrew Spencer to provide itemized cost estimates for a phased-in approach.
- b. Casa Associates – Update  
Counsel confirmed that a Lease Reinstatement Agreement has been reached and signed.
- c. Thomas Creek Wetland Parcel – Update  
A correction deed will be filed to reflect all IDA-owned property as one 11-acre parcel under a single Tax IDA Number.

**VI. New Business**

a. Customer Relationship Management Software – Discussion

Martha Malone shared staff's process of evaluating and selecting a suitable software to track economic development activities, contacts and communications. Staff decided on Portfol, an Access-based software product that has been developed by the Philadelphia Industrial Development Agency. The entry-level system at \$3,500 allows for unlimited users. Implementation is planned for October 2016.

**VII. Adjourn**

A MOTION to adjourn at 5:30 pm was made by Donna Yawman, seconded by Ken Rohr, and passed unanimously.

*The next regular meeting is scheduled for October 17, 2016.*