



Industrial Development Agency
Board of Directors Meeting
February 21, 2017

MINUTES

Board Members present:

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

Excused:

Joe Kosiorek
Robert Genthner

Staff present:

Martha Malone, Executive Director
Monika Salvage, Executive Assistant

Others present:

Lucien Morin II, Counsel
Andrew Spencer, BME Associates

I. Call to Order

The regular meeting of the Fairport IDA Board of Directors was called to order by Chairman Kevin Clark at 4:00 pm. A quorum of Board members was present.

II. Public Comment Period – No comments.

III. Approval of Minutes – tabled.

IV. Financial Reports

- a. Resolution 2017-02 authorizing payment of bills was reviewed.
A MOTION to authorize payment of bills was made by Ken Rohr, seconded by Donna Yawman, and passed unanimously.
- b. Financial Statements were reviewed and accepted. The Executive Director noted the CD maturing March 6th will be reinvested based on cash flow needs and investment options with the Bank and the Investment firm.
- c. Investment Report was reviewed and accepted. The Executive Director confirmed that the Agency's portfolio is comprised of eligible investments.
- d. Loan Status Report was reviewed and accepted.

V. New Business

a. Governance Committee Report

i. *RFP – Legal Services*

Donna Yawman shared that the Agency received five responses, which were distributed to all board members. Based on discussions at the Governance Committee meeting of February 10, 2017, the Committee narrowed the list to three finalists who will be interviewed on March 16. A uniform set of questions will be developed for these interviews.

ii. *Non-Collusion Affidavit Amendment*

Counsel recommended that the signature of the bidder be notarized. The Committee recommends amending the form to this effect.

A MOTION to amend the Non-Collusion Affidavit to include notarization was made by Donna Yawman, seconded by Ken Rohr, and passed unanimously.

iii. *Board Self Evaluation* – tabled.

A MOTION to recess at 4:19 pm was made by Ken Rohr, seconded by Donna Yawman, and passed unanimously.

The Chairman called the meeting to order again at 4.30 pm.

VI. Old Business

a. North Main Street Parking Lot – BME Associates Proposal, Andrew Spencer

The Board reviewed the revised proposal with Andrew Spencer. He noted that the “not to exceed” amounts are calculated based on an eight-week construction timeframe. If that timeframe needs to be extended he will inform the board and seek further approvals. The Executive Director requested a copy of the firm’s liability insurance coverage. Informing surrounding property owners was discussed as well as the importance of minimizing disturbance to businesses and their patrons and maintaining maximum parking availability during the construction process.

A MOTION to approve the revised proposal as presented was made by Donna Yawman, seconded by Ken Rohr, and passed unanimously.

VII. Adjourn

A MOTION to adjourn at 4:47 pm was made by Ken Rohr, seconded by Donna Yawman, and passed unanimously.

The next regular meeting is scheduled for March 20, 2017