



MINUTES

Board Members present:

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

Excused:

Joe Kosiorek

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

Tony Pittinaro, a local business owner, offered comments regarding the proposed configuration of the North Main Street parking lot, which may impact customers at his property on the corner of North Main and High View Streets.

III. Approval of Minutes

A MOTION to approve the minutes of the January 23, 2017 meeting was made by Robert Genthner, seconded by Donna Yawman, passed. Kevin Clark abstained from the vote.

A MOTION to approve the minutes of the February 21, 2017 meeting was made by Ken Rohr, seconded by Donna Yawman, passed. Robert Genthner abstained from the vote.

IV. Financial Reports

- a. Resolution 2017-03 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 matured CD was reinvested into a 6-month CD.
- c. Investment Report was reviewed and accepted.
- d. Loan Status Report was reviewed and accepted. The report is now generated through the Portfolio loan software. The new format was generally well received.

V. Old Business

- a. North Main Street Parking Lot – Update
The Board discussed possible configurations of the parking lot, a potential retaining wall due to the high grade, existing property encroachments, access and additional lighting. The Board felt strongly about lighting for safety. Board members expressed an interest for a site visit, which will be scheduled in April. The Executive Director will work with BME Associates to make adjustments to the plan. Bid documents with base bid and alternates (retaining wall, number of parking spaces) should be prepared as soon as possible.

b. Thomas Creek Wetlands Improvements – Contract Approval GPI

Staff shared that an initial phone conference with the NYS Canal Corporation (NYSCC) was held regarding the grant project linking the Erie Canalway and Thomas Creek Wetlands Walk trails. The NYSCC expressed no concerns with the permitting and was very receptive of the artistic signage we have selected, which they approved. The Board discussed GPI's draft contract for design, permitting, bidding and construction phase services. Some services will not be necessary based on the discussion with the Canal Corporation. Counsel suggested and will provide additional language to be added.

A MOTION to authorize the Executive Director to execute the contract, not to exceed \$20,000, upon successful negotiation of scope, was made by Ken Rohr, seconded by Donna Yawman, and passed unanimously.

A MOTION to recess at 5:45 pm was made by Donna Yawman, seconded by Ken Rohr, and passed unanimously.

The Chairman called the meeting to order again at 6:41 pm.

c. Governance Committee Report – Recommendation for Legal Services

A MOTION to move into Executive Session at 6:41 pm for the discussion of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation was made by Donna Yawman, seconded by Robert Genthner, and passed unanimously.

A MOTION to come out of Executive Session at 6:59 pm was made by Robert Genthner, seconded by Ken Rohr, and passed unanimously.

A MOTION to authorize the Executive Director to enter into contract negotiations with Underberg & Kessler for legal services was made by Donna Yawman, seconded by Robert Genthner, and passed unanimously.

VI. Adjourn

A MOTION to adjourn at 7:00 pm was made by Donna Yawman, seconded by Ken Rohr, and passed unanimously.

The next regular meeting is scheduled for April 17, 2017