



Urban Renewal Agency
Board of Directors Meeting
November 21, 2016

MINUTES

Board Members present:

Donna Yawman, Secretary/Treasurer
Joe Kosiorek
Robert Genthner

Excused:

Kevin Clark, Chairman
Ken Rohr, Vice-Chairman

Staff present:

Martha Malone, Executive Director
Monika Salvage, Executive Assistant

Others present:

Lucien Morin II, Agency Counsel

I. Call to Order

The regular meeting of the Fairport URA Board of Directors was called to order by Donna Yawman at 5:21 pm.

II. Public Comment Period – No comments.

III. Approval of Minutes – Tabled.

IV. Financial Reports

- a. Resolution 2016-11 authorizing payment of bills was reviewed.
A MOTION to authorize payment of bills was made by Robert Genthner, seconded by Joe Kosiorek, passed unanimously.
- b. Financial Statements were reviewed and accepted.
- c. Investment Report was reviewed and accepted. The investment account, opened as a temporary measure during the financial organization, has been closed with the funds moved to the checking account.
- d. Loan Status Report was reviewed and accepted.
- e. Section 8 Housing Report was reviewed and accepted.

V. Old Business

- a. Proposed Management Services Agreement Fairport URA/LDC
The execution of this agreement has been approved at last month's Board meeting.
- b. Proposed Management Services Agreement Fairport URA/IDA
A MOTION to authorize the Executive Director to sign the service agreement on behalf of the URA was made by Robert Genthner, seconded by Joe Kosiorek, passed unanimously.
- c. Update Senior Home Improvement Grant – Chichelli
Monika Salvage mentioned that another home inspection has been conducted with the village's code enforcement officer, the results of which have been shared with the Board. Ms. Chichelli is collecting further estimates for the needed repair work.

VI. New Business

a. Audit Committee Report – Recommendation to Approve Auditor Engagement Letter and Amend Deposit and Investment Policy

The Committee has reviewed and recommended approving the proposed Letter of Engagement with Ray Wager CPA.

A MOTION to approve the Letter of Engagement was made by Robert Genthner, seconded by Joe Kosiorek, passed unanimously.

The Committee has reviewed and recommended approving the proposed amendment to Section 5 as outlined in the Audit Committee minutes of November 2, 2016.

A MOTION to amend the Deposit and Investment Policy was made by Robert Genthner, seconded by Joe Kosiorek, passed unanimously.

b. Recommendation to Amend Employee Handbook

Monika Salvage requested to eliminate Policy 3.01 Civil Service from the handbook, as it does not pertain to URA employees.

A MOTION to delete Policy 3.01 was made by Joe Kosiorek, seconded by Robert Genthner, passed unanimously.

Monika Salvage requested to amend Policy 4.06 Health Insurance to include the Section 'Medical coverage following death of an employee or retiree' as outlined in the village's policy.

A MOTION to amend Policy 4.06 was made by Robert Genthner, seconded by Joe Kosiorek, passed unanimously.

VII. Adjourn

A motion to adjourn at 5:42 pm was made by Robert Genthner, seconded by Joe Kosiorek, unanimous.

The next regular meeting is scheduled for December 19, 2016.