



**Urban Renewal Agency**  
**Board of Directors Meeting**  
**December 19, 2016**

**MINUTES**

**Board Members present:**

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

**Staff present:**

Martha Malone, Executive Director  
Monika Salvage, Executive Assistant

**Others present:**

Lucien Morin II, Agency Counsel  
John Rynkiewicz, Raymond Wager CPA

**I. Call to Order**

The regular meeting of the Fairport URA Board of Directors was called to order by Chairman Clark at 5:45 pm.

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

**III. Approval of Minutes**

A MOTION to approve the minutes of the October 17, 2016 board meeting was made by Ken Rohr, seconded by Donna Yawman, passed. Joe Kosiorek abstained from the vote.

A MOTION to approve the minutes of the November 21, 2016 board meeting was made by Robert Genthner, seconded by Joe Kosiorek, passed. Kevin Clark and Ken Rohr abstained from the vote.

**IV. Financial Reports**

- a. Resolution 2016-12 authorizing payment of bills was reviewed.  
A MOTION to authorize payment of bills was made by Ken Rohr, seconded by Donna Yawman, passed unanimously.
- b. Investment Report was reviewed and accepted.
- c. Loan Status Report was reviewed and accepted.
- d. Section 8 Housing Report was reviewed and accepted. Mr. Gary Fuoco retired as Housing Director as of November 29, 2016. Jennifer Floss, Assistant Housing Director, has been promoted to Housing Director. The new Assistant Housing Director has been hired, and began work on November 14, 2016. Ms. Floss's monthly report to the board noted that the transition is going well, with incremental changes to internal processes that will aid with efficiency and workflow. Lease up percentage based on funding is 100%, with 449 units leased. Of the 48 units in the village, 35 (or 72%) are occupied by elderly or disabled tenants.

**V. New Business**

- a. Draft Audit 2015/16 – John Rynkiewicz, Raymond Wager CPA  
John Rynkiewicz distributed draft financial statements and reviewed the financial executive summary with the Board. The audit offered an unqualified opinion and found no material weaknesses and no significant deficiencies.  
Ken Rohr noted that the Board amended its Deposit and Investment Policy in November 2016 and inquired whether this should be noted in the audit. Mr. Rynkiewicz will review and include as appropriate.

Board members may direct additional questions about the audit to the Executive Director by Friday. A special board meeting to accept the final audit was scheduled for 12/27/16 at 3:30 pm.

*Joe Kosiorek excused himself and left the meeting.*

b. Change of Meeting Date

The Executive Director requested to change the January 17, 2017 board meeting as it coincides with the New York State Economic Development Council conference in Albany. The board meeting was rescheduled to January 23, 2017.

c. Executive Session

A MOTION to move into Executive Session at 5:57 pm for the discussion of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person was made by Robert Genthner, seconded by Ken Rohr, passed unanimously.

A MOTION to come out of Executive Session at 6:18 pm was made by Ken Rohr, seconded by Robert Genthner, passed unanimously.

**VI. Adjourn**

A motion to adjourn at 6:18 pm was made by Ken Rohr, seconded by Robert Genthner, unanimous.

*A special meeting was scheduled for December 27, 2016.  
The next regular meeting was rescheduled to January 23, 2017.*