



**Urban Renewal Agency**  
**Board of Directors Meeting**  
August 21, 2017

**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  
Delaine George, Exec. Admin. Asst.

**Others present:**

Edmund J. Russell III, Counsel

**I. Call to Order**

The regular meeting of the Fairport URA Board of Directors was called to order by Chairman Kevin Clark at 5:48 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 July 17, 2017 meeting was made by Donna Yawman, seconded by Robert Genthner, and passed unanimously.

**IV. Financial Reports**

- a. Resolution 2017-08 – 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.
- c. Loan Status Report was reviewed and accepted.
- d. Section 8 Housing Report was reviewed and accepted.

**V. Old Business - None**

**VI. New Business**

- a. URA Handbook Update – Part time  
A Motion was made to approve the changes to the benefit eligibility for part time employees by Ken Rohr, seconded by Robert Genthner, and passed unanimously.
- b. Use of Administrative Fees - Discussion  
Executive Director Malone reviewed the HUD memo of October 2015 memo that PHA administrative fees may only be used to cover costs incurred to perform PHA administrative responsibilities for the program in accordance with HUD regulations and requirements.

**VII. Adjourn**

A MOTION to adjourn at 6:00 pm was made by Robert Genthner, seconded by Donna Yawman, and passed unanimously.

*The next regular meeting is scheduled for September 18, 2017.*