



Urban Renewal Agency
Board of Directors Meeting
September 18, 2017

DRAFT
MINUTES

Board Members present:

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

Staff present:

Martha Malone, Executive Director
Delaine George, Exec. Admin. Asst.
Jennifer Floss, Housing Director

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 4:35 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 August 21, 2017 meeting was made by Donna Yawman, seconded by Robert Genthner, and passed. Joe Kosiorek abstained.

IV. Financial Reports

- a. Resolution 2017-09 – 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. Executive Director Malone discussed the use of the outside accounting firm for the audit in November and that we will be working together with our bookkeepers through the end of 2017.
- b. Financial Statements were reviewed and accepted. Ken Rohr led a discussion concerning the Designated Residential Loan Funds of \$150,000, and the lack of demand for that loan product. A Motion to relieve the designation of \$100,000 was made by Ken Rohr, seconded by Robert Genthner, and passed unanimously.
- c. Loan Status Report was reviewed and accepted.
- d. Section 8 Housing Report was reviewed and accepted. Jennifer Floss, Housing Director, reported that the personnel transition has been seamless, and that they have been able to leverage technology to increase efficiencies. HUD Federal Budget Admin funding will be increased from a 74% proration factor to 77% proration for the first 6 months of 2017, and it is expected to be maintained through the balance of the year. Eleven new participants to the programs, with approximately 99% of HAP funding expended for this month. Ms. Floss updated the board on the request for extraordinary funding due to staff retirement costs. Ms. Floss is also exploring additional programs including Veterans Administration Supportive Housing vouchers.

V. Old Business - None

VI. New Business

- a. Executive Director Vacation Approval -
A Motion to approve vacation request was made by Robert Genthner, seconded by Donna Yawman, and passed unanimously.

VII. Adjourn

A MOTION to adjourn at 5:00 pm was made by Robert Genthner, seconded by Donna Yawman, and passed unanimously.

The next regular meeting is scheduled for October 16, 2017.