



Fairport Industrial Development Agency
Board of Directors Meeting

June 19, 2023

MINUTES

Board Members present:

H. Kevin Clark, Chair
Leslie White, Vice Chair
Donna Stefano, Secretary/Treasurer
Rob Genthner
Jennifer Townsend

Staff Present:

Martha Malone, Executive Director

Others Present:

Edmund J. Russell III, Counsel
Megan Burke, Tompkins Financial
Michael Lawhead, Tompkins
Financial
Tom Wolanski, GPI
Peter Vars, BME
David Kruse, Passero

I. Call to Order

The regular meeting of the Fairport IDA Board of Directors was called to order by Chair Kevin Clark at 4:33pm. A quorum of Board members was present.

- II. Welcome New Board Member** – Chair Clark welcomed Jennifer Townsend as the newest board member. Ms. Townsend was appointed by the Village of Fairport Board of Trustees at their June 12, 2023 meeting.

- III. Officer & Committee Appointments** - A **MOTION** to name Leslie White as Vice Chair made by Donna Stefano, seconded by Rob Genthner and passed unanimously. A **MOTION** to name the following slate of committee members was made by Leslie White, seconded by Rob Genthner and passed unanimously.
Governance: Rob Genthner(Chair), Kevin Clark and Jennifer Townsend; **Audit:** Donna Stefano(Chair), Leslie White and Kevin Clark.

- IV. Public Comment** – None

V. Approval of Minutes

A **MOTION** to approve the May 15, 2023 minutes as corrected for guest attendance was made by Rob Genthner, seconded by Donna Stefano, and passed unanimously with Jennifer Townsend abstaining.

VI. Financial Reports

- a. Investment Report - Megan Burke and Michael Lawhead of Tompkins Financial Advisors reviewed the portfolio performance over the past year, as well as the liquidity within the portfolio. He provided the Board with an update on the Federal Reserve Board's actions. Executive Director noted that approximately \$175,000 will be maturing in August. Reinvestment with Tompkins or through Canandaigua National Bank will be determined based on the need to fund the parking lot expansion prior to year-end.
- b. Resolution 2023- 06 - Having reviewed the bills, A **MOTION** to authorize payment of bills was made by Donna Stefano, seconded by Leslie White, and passed unanimously. Chair Clark asked for clarification regarding the payments to Josh Landscaping. Executive Director will report back.
- c. Cash Balances were reviewed and accepted.
- d. Financial Statements were reviewed and accepted.

VII. Old Business

- a. Thomas Creek Wetlands Entrance Project – Tom Wolanski, GPI, presented an initial concept for Phase V Improvements at the entrance to the wetlands. These improvements will address access for vehicles, bicycles and pedestrians, with an emphasis on safety. Parking is de-emphasized, and proposed materials are low maintenance. The failing wood bollards would be replaced by boulders. Estimated cost approximately \$85,000 (plus GPI). Mr. Wolanski also related that as Fairport Rotary President he has requested a Rotary grant to add an accessible picnic table that could be added to the wetlands as well. He anticipated the Village DPW would provide/install a gravel pad for the table. Chair Clark inquired about signage to attract more visitors. Donna Stefano appreciated the painted crosswalk that will improve pedestrian safety. Jennifer Townsend inquired about the public art components, noting that a properly placed artwork could be a visual pull into the area from Liftbridge Lane East. Leslie White suggested that educational material about the wetlands be developed and shared widely.

Rob Genthner inquired about screening for the neighboring FMC pole yard. The proposal includes plantings within the entrance area to accomplish that goal.

- b. Thomas Creek Wetlands CFA Grant Application – A **MOTION** to authorize the Executive Director to engage the services of Labella Associates, up to \$2500 was made by Rob Genthner, seconded by Leslie White and passed unanimously. A **MOTION** to authorize the Executive Director to submit a NYS Consolidated Financial Application for a 50% matching grant was made by Leslie White, seconded by Jennifer Townsend and passed unanimously.
- c. Northeast Main Street Parking Lot – Peter Vars, BME presented multiple options for consideration in the expansion of the FIDA owned North Main Street parking lot. He reviewed a cost per space analysis, the net gain of parking spaces, sidewalk placement and lighting considerations. The Board emphasized the importance of maximizing green space adjacent to Thomas Creek. Mr. Vars will have BME stake out the parking lot so that the Board can better visualize the size/scope of the project prior to moving forward.
- d. Parking and Mobility Study – Executive Director reviewed that the study is to ensure the safety of pedestrians, vehicles and other users of the North Main Parking lot, as well as the traffic associated with the highly complex intersection of Main & High Street. David Kruse of Passero Associates reviewed his updated proposal which separates the parking study and mobility study. Chair Clark noted that a full Circulation, Accessibility and Parking study is a Village function and therefore OCED's scope for this project is limited. The results of the studies will be utilized to address current issues and will be available to share with the Village as it approaches the Main Street streetscape project. Board Member Donna Stefano offered comments in support of the studies, noting that it is part of our role in protecting OCED's investment in The Cannery area, as well as those of the private business owners. A **MOTION** to authorize the Executive Director to enter into a \$8,600 Mobility Study contract and a \$6,900 Parking Study Contract with Passero Associates was made by Leslie White, seconded by Rob Genthner and passed unanimously. Executive Director noted that she has obtained the use of four ped/bike counters from Genesee Transportation Council to be deployed at the Wetlands, and she will approach the Village regarding deployment in and around the northwest bank of the Canal.

- e. Website Update – Executive Director and Board Member Leslie White provided an update on website launch. Ms. White noted that the June 1 deadline was aggressive and self-imposed, delays in photography and other factors will delay the launch to Mid-July at the earliest. Branding has begun to be rolled out, and new social media channels have been added.


VIII. New Business

- a. Black Dog Designs-Social Media Proposal - A **MOTION** to authorize the Executive Director to execute a contract with Black Dog Designs for Social Media management for three months at \$1800 per month was made by Leslie White, seconded by Jennifer Townsend and passed unanimously.
- b. Notice Policy Adoption – Counsel Russell reviewed the new NYS imposed Notice requirements for IDAs which now allows resolutions to be delivered to affected taxing jurisdictions via electronic mail with “read receipt” requested. A **MOTION** to adopt the Notice Policy was made by Leslie White, seconded by Rob Genthner and passed unanimously.

IX. Adjourn

A **MOTION** to adjourn at 6:30pm was made by Donna Stefano, seconded by Leslie White, and passed unanimously.

Next Meeting- July 24, 2023

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