



Fairport Industrial Development Agency
Board of Directors Meeting

July 24, 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
Julie Domaratz, Village Mayor
Emily Mischler, Village Trustee
Andrew Spencer, BME

I. Call to Order

The regular meeting of the Fairport IDA Board of Directors was called to order by Chair Kevin Clark at 4:40pm. A quorum of Board members was present.

II. Public Comment – None

III. Financial Reports

- a. Resolution 2023- 07 Having reviewed the bills, A **MOTION** to authorize payment of bills was made by Donna Stefano, seconded by Rob Genthner, and passed unanimously.
- b. Cash Balances were reviewed and accepted.
- c. Investment Report was reviewed and accepted. Executive Director noted that maturing investments will be directed into short term CDs in anticipation of capital outlay in late fall for the parking lot expansion.
- d. Financial Statements were reviewed and accepted.

IV. Old Business

- a. Thomas Creek Wetlands Entrance – Executive Director reviewed the project objectives as outlined by GPI; creating a sense of entry, improved pedestrian accommodations/bicycle safety, accessible parking, enhanced landscaping, etc. Public input is being solicited through a banner at the wetlands and social media. We also met with the Fairport Partnership design committee for their perspectives and input. Total project cost is

- estimated at approximately \$100,000. A CFA Grant application for a 50% match will be filed July 28, 2023, with awards announced December 2023. Board Member Genthner inquired about long-term maintenance costs. Executive Director noted that by agreement the Village maintains the wetlands, and that the final design takes into account the skills, abilities and available manpower at the DPW. Low maintenance was a priority in the design. For example, the rotten wooden bollards will be replaced with stone. DPW and FMC's input on the final design will be sought should the grant be awarded and the project moves forward. Executive Director noted that support letters for the project were received from Assemblymember Lundsford, Genesee Transportation Council, Crescent Trail Association, as well as 18 members of the public.
- b. Northeast Main Street Parking lot** – Prior to the meeting, several members of the Board visited the site along with Andy Spencer of BME. A brief discussion followed included comments regarding shortening the overall length of the lot, impact of lighting for the neighbors, two-way traffic pattern, prioritizing available green space, location of handicap spaces, timing of project, stormwater management requirements and inclusion of the creation of the park/trail as an alternate. Executive Director informed the board that RG&E contacted her today regarding an easement through our project for relocation of a gas main. Andrew Spencer suggested that in order to address the Board's desire for a park/trail, the park should be defined first, and then parking should fit within the remaining footprint. Overall net gain on spots projected at 50-60. The board discussed passive use, stone dust trail, selective clearing Board asked BME to update the plan, including the park as an alternate for review at the next meeting. concept should include Mayor Domaratz suggested the Board consider a public outreach to volunteers to assist with removal of invasive species.
 - c. Parking and Mobility Study** – Executive Director noted that Passero had deployed their traffic cameras and work had begun on a public input survey utilizing the Genesee Transportation Council's online tools. Information about the survey, with a QR code link will be distributed to The Cannery area businesses.
 - d. Website** - Target date for launch is August. Blackdog is in the mobile testing and ADA Compliance phase. Social media is being more actively used. Work continues on ensuring the document library is complete.

V. New Business

- a. 2023-2024 Budget Review & Approval - Audit Committee Chair Donna Stefano reported on the proposed 2023-2024. Budget was reviewed in detail by the Audit Committee on July 12, 2023, with a good discussion on the budget estimates which are based on actual expense and revenue. Ms. Stefano noted the budget anticipates PILOT fee income and the NYS State Grant for Thomas Creek project and includes increased expenses for new social media campaign. Ongoing landscaping maintenance costs as well as the Administrative contract are also reflected in the proposed budget. Committee Member Clark recommended that the Administrative Contract be reviewed at a future date. Executive Director reviewed the \$100,000 Capital Reserves for future unplanned expenses and the allocation of \$275,000 for the upcoming parking lot project. Following a brief discussion, a \$100,000 line item will be added to the cashflow projections for a Thomas Creek park, but no formal additional reserves are recommended. A **MOTION** to recommend the approval of the budget was made by Donna Stefano, seconded by Leslie White and passed unanimously.
- b. SEQR – A **MOTION** to authorize the Executive Director to sign a letter of No Objection to the Village of Fairport Planning Board acting as Lead Agency for SEQR for the 58 S Main LLC was made by Rob Genthner, seconded by Jennifer Townsend and passed unanimously.

VI. Adjourn

A **MOTION** to adjourn at 5:34pm was made by Jennifer Townsend, seconded by Leslie White, and passed unanimously.

Next Meeting- August 21, 2023

