



Board Members present:

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

**Fairport Industrial Development Agency
Board of Directors Meeting**

May 15, 2023
MINUTES

Staff Present:

Martha Malone, Executive Director

Others Present:

Edmund J. Russell III, Counsel
Jennifer Sturgis – FURA Housing Director
Linda Kavanagh-Schwenger – FURA HCV Admin
Chris Coughlin – Blackdog Designs
Peter Vars – BME
David Kruse – Passero Associates

I. Call to Order

The regular meeting of the Fairport IDA Board of Directors was called to order by Chair Kevin Clark at 4:30pm. A quorum of Board members was present.

II. Public Comment – None

III. Approval of Minutes

A **MOTION** to approve the April 17, 2023 minutes was made by Leslie White, seconded by Donna Stefano and passed unanimously with Rob Genthner abstaining.

IV. Financial Reports

- a. Resolution 2023- 05 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.
- d. Financial Statements were reviewed and accepted.

V. Old Business

- a. Website Update – Chris Coughlin of Blackdog Designs provided an update on the website project. Our presence on social media has been expanded to add a LinkedIn business page, OCED Facebook and Facebook for Section 8. The board emphasized its desire to be as transparent as possible with its required reporting requirements and all documentation. Board member Genthner inquired about navigation in the mobile version. There was discussion that if the photography is received by June 1st, the website launch could happen a week or so later. All agreed we'd wait to launch with the professional images. We have engaged administrative services to prepare all existing forms and policies to be updated to new font/letterhead and then uploaded to the website.
- b. Branding/Promotional Update – Networking event identified. Updated branding, clothing and promotional items have been ordered. The Board discussed that the initial outlay for printed materials, promotional items, clothing, etc. is expected to approach \$25,000.

- c. Photography Contract – Executive Director noted that the contract had been signed by both parties. The photographer indicated that the first images will be available within the next week.
- d. Thomas Creek Wetlands Entrance - Executive Director reviewed a proposal from GPI Inc. for vehicular and pedestrian access improvements to the entrance area of the Thomas Creek Wetlands. She noted that a conceptual design could be used as a basis for a grant application to complete the improvements. Following a brief discussion, a **MOTION** to authorize the Executive Director to execute a \$4500 contract for the Conceptual Design Phase was made by Leslie White, seconded by Donna Stefano and passed unanimously.
- e. Northeast Main Street Parking Lot – Peter Vars of BME reviewed his proposal to prepare plans for the expansion of the North Main Parking lot. The board wants to ensure safety and asked that the designs include appropriate lighting and possibly cameras. Fairport Municipal Commission will be engaged for that portion of the project. The board further discussed incorporating green space and pedestrian safety and how the proposed pedestrian and traffic study might interface with the parking lot project. Construction would be expected to begin in the fall, following festival season. A **MOTION** to authorize the Executive Director to execute a \$7,500 contract for initial design services was made by Rob Genthner, seconded by Leslie White and passed unanimously. Mr. Vars will provide several initial design concepts for board discussion at the July 2023 board meeting.
- f. Northwest Quadrant Update – The Executive Director recapped that in response to the parking issues around The Cannery project, we had initially approached the authors of the Northwest Quadrant Study Plan to provide an update. Due to work commitments, they were unable to take up the project. They recommended David Kruse of Passero Associates. Mr. Kruse presented his comprehensive proposal for Transportation Planning and Engineering Services. As proposed, the project would take 4-6 months at a cost of \$23,700 and include a comprehensive parking study and a transportation impact report identifying existing traffic and pedestrian conditions, determining future potential impacts and providing recommendations to minimize operational concerns. Board discussion included the desire for nearer term, rapid implementation solutions that would work in conjunction with the parking lot expansion. The board has concerns regarding pedestrian safety issues regarding crossing Main Street, in particular if the parking lot expansion accommodates another 100+ cars and the 150-200 additional pedestrians. Chair Clark also emphasized that the scope as proposed would be more appropriately a Village responsibility, and that the IDA is looking to take some of the pressure off the situation as it has a direct economic impact on the businesses. Pursuant to these discussion, Mr. Kruse was asked to revise his proposal and will present it at the June meeting.

VI. New Business

- a. Executive Session – A **MOTION** to enter Executive Session at 6:17pm to discuss matters leading to the appointment of a particular person was made by Donna Stefano, seconded by Rob Genthner and passed unanimously. A **MOTION** to exit Executive Session at 6:45pm was made by Leslie White, seconded by Donna Stefano and passed unanimously. A **MOTION** to recommend to the Village of Fairport Board of Trustees that Jennifer Townsend be appointed to fill the existing board vacancy was made by Rob Genthner, seconded by Donna Stefano and passed unanimously.

VII. Adjourn

A **MOTION** to adjourn at 6:46pm was made by Rob Genthner, seconded by Leslie White, and passed unanimously.

Next Meeting- June 19, 2023