



Fairport Industrial Development Agency
Fairport Urban Renewal Agency
Fairport Local Development Corporation

Joint Governance Committees Meeting

January 11, 2024


8:30am

AGENDA

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- I. Call to Order

 - II. Approval of Minutes
 - Fairport Urban Renewal Agency - December 8, 2022
 - Fairport Industrial Development Agency – December 8, 2022
 - Fairport Local Development Corporation – December 12, 2022

 - III. New Business
 - a. Succession Planning
 - b. Mission Statements
 - c. Next Meeting Dates

 - IV. Adjourn
- 
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Fairport Urban Renewal Agency

Governance Committee Meeting

December 8, 2022

DRAFT

MINUTES

Committee Members present:

Robert Genthner, Chair

Kevin Clark

Leslie White

Staff present:

Martha Malone, Executive Director

Lillian Cuevas, Executive Assistant

Other:

Ed Russell, Counsel (via Phone)

I. Call to Order

The meeting of the Fairport Urban Renewal Agency Governance Committee was called to order by Robert Genthner at 8:00 am.

II. Minutes

A MOTION to approve the minutes of the Governance Committee meeting of March 8, 2022 was made by Leslie White, seconded by Rob Genthner, and passed with Kevin Clark abstaining.

III. Policy Review –

- a. Wage & Salary Schedule – Amend- Executive Director Malone proposed an amendment to the Wage & Salary Schedule which renamed “Years” to “Steps”. This better communicates that promotions are linked to progression within a position rather than time in the positions (merit vs tenure). A **MOTION** to recommend to the Board the amendment of the Wage & Salary Schedule was made by Kevin Clark, seconded by Leslie White and passed unanimously.
- b. Employee Handbook Updates – Following a brief discussion, a **MOTION** to amend the following Employee Handbook Policies was made by Leslie White, seconded by Kevin Clark, and passed unanimously.
 - 4.23 Disability Leave was tabled for further discussion.
 - 4.19 Bereavement – Personal time added as eligible for extended bereavement time off.
 - 4.24 Family & Medical Leave Act – Delete in its entirety on advice of Counsel
 - 6.13 Electronic Resources – Remove the word “Optional” – under Virus Protection & Personal Use
 - 6.20 Social Media – Remove the word “Optional”
- c. Open Meeting Policy – Counsel Russell reviewed updates to the Open Meetings Law that have arisen since the Pandemic. These changes relate to allowing for meetings via video conference. Following discussion among the Committee members, a **MOTION** to table the matter for further discussion with the full board was made by Leslie White, seconded by Kevin Clark, and passed unanimously.

IV. Adjourn

A MOTION to adjourn the Governance Committee meeting at 8:53 am was made by Rob Genthner, seconded by Leslie White, and passed unanimously.

Fairport Industrial Development Agency

Governance Committee Meeting

December 8, 2022

Draft

MINUTES

Committee Members present:

Robert Genthner, Chair
Kevin Clark
Leslie White

Staff present:

Martha Malone, Executive Director
Lillian Cuevas, Executive Assistant

Other:

Ed Russell, Counsel (via Phone)

I. Call to Order

The meeting of the Fairport Industrial Development Agency Governance Committee was called to order by Robert Genthner at 8:54 am.

II. Minutes

A MOTION to approve the minutes of the Governance Committee meeting of March 8, 2022 was made by Leslie White, seconded by Rob Genthner, and passed with Kevin Clark abstaining.

A MOTION to approve the minutes of the Governance Committee meeting of May 13, 2022 was made by Leslie White, seconded by Rob Genthner, and passed unanimously with Kevin Clark abstaining.

III. Policy Review

- a. **Uniform Tax Exemption Policy** - Following an extensive discussion on the updated topics of the four focus areas: Development policies, Attainable housing, Local employment, and complete community development; It addresses the first Focus Area and will reflect development priorities that are aligned with the vision. The UTEP will communicate the Vision, define opportunities to investors and developers and encourage development that aligns with the Vision. Those opportunities are mixed use commercial development that supports bringing new desirable office space on the market, adaptive re-use of existing properties and additional housing opportunities across a range of incomes. Executive Director Malone mentioned that she would like to consider based on the input at the Public Hearing held on December 19, 2022. The action item is to identify what the timing and process is going to be.
- b. **Open Meeting Policy** – Following a discussion regarding the merits of the proposed changes, a **MOTION** to bring the proposed changes of the Open Meeting Policy to the full board was made by Leslie White, seconded by Kevin Clark, and passed unanimously.

IV. Adjourn

A MOTION to adjourn the Governance Committee meeting at 9:30 am was made by Leslie White, seconded by Rob Genthner, and passed unanimously.

Fairport Local Development Corporation

Governance Committee Meeting

December 12, 2022

DRAFT

MINUTES

Committee Members present:

Robert Genthner, Chair
Kevin Clark
Leslie White

Staff present:

Martha Malone, Executive Director
Lillian Cuevas, Executive Assistant

Other:

Ed Russell, Counsel (via Phone)

I. Call to Order

The meeting of the Fairport Urban Renewal Agency Governance Committee was called to order by Robert Genthner at 8:00 am.

II. Policy Review –

- a. Grant Program- Executive Director Malone reviewed a draft grant program targeted to improving accessibility and public accommodations. Expansion of the Sign Façade Grant program to include properties visible from the public way was also discussed, along with modifications to the application process. Target is Spring of 2023 rollout for the modified program.
- b. Open Meeting Policy – Counsel Russell reviewed updates to the Open Meetings Law that have arisen since the Pandemic. These changes relate to allowing for meetings via video conference. Following discussion among the Committee members, a **MOTION** to table the matter for further discussion with the full board was made by Kevin Clark, seconded by Leslie White, and passed unanimously.

III. Adjourn

A MOTION to adjourn the Governance Committee meeting at 8:53 am was made by Rob Genthner, seconded by Leslie White, and passed unanimously.



RECRUITMENT NOTICE

Executive Director Fairport Office of Community + Economic Development

Village of Fairport, New York

March 14, 2016

The Fairport Office of Community + Economic Development (OCED) commits its resources, expertise and energies to creating a local economy that is healthy and vibrant. OCED is comprised of three public authorities – the Industrial Development Agency (IDA), Urban Renewal Agency (URA) and Local Development Corporation (LDC) – and the federally funded Section 8 Housing Program. Sharing staff and offices allows the agencies to coordinate services in a cost-effective and efficient manner while maintaining their separate boards and distinct missions. Collectively, OCED has an annual operating budget of \$2.8M and over \$5M in assets. For more information please visit www.fairportoced.org.

The Village of Fairport is located in Monroe County, New York and is wholly contained within the Town of Perinton. The Village is approximately one square mile in size and has approximately 5,300 residents. For more information please visit www.village.fairport.ny.us.

POSITION DESCRIPTION

This is an outstanding opportunity for a seasoned economic development professional with a proven track record of leadership and management skills. The Executive Director reports to and serves at the pleasure of the Board of Directors and oversees all OCED operations. Furthermore, the Executive Director is responsible for the formulation, implementation and compliance with operating policies, attainment of annual performance goals, budget preparation and management, and full responsibility for financial management. The Executive Director also provides general supervision of all employees.

RESPONSIBILITIES

- Contribute to the development of OCED goals and planning objectives and provide oversight of implementation and attainment of the same.
- Initiate, supervise and coordinate activities related to the management of the administrative policies of OCED services.
- Direct all OCED programs and ensure adequate financing of all activities.
- Oversee the annual audits for the IDA, LDC, URA and Section 8 Housing Program.
- Responsible for the administration of OCED investments according to the adopted investment policies.



- Seek, secure and administer grants from Federal and State agencies.
- Oversee and administer commercial and residential loan and grant programs.
- Seek, review and guide redevelopment proposals.
- Actively recruit new business opportunities and work to retain and enhance existing businesses.
- Responsible for compliance with NYS PAAA and PARA laws and reporting requirements, including posting of annual and budget reports to PARIS.
- Negotiate contracts with consultants, developers and contractors as necessary and supervise contractual services utilized.
- Provide oversight and training for currently five staff members, including annual performance reviews and other priorities as determined by the Board.

MINIMUM QUALIFICATIONS

The Board of Directors is seeking an experienced economic development manager who possesses a minimum of a bachelor's degree in economic development, public/business administration, finance or related field with five (5) years management experience. A master's degree and/or Certified Economic Developer (CEcD) designation are desirable. Demonstrated leadership, communication and management skills with capacity for financial analysis and fiscal management are essential.

SALARY

The annual salary range for this position begins at \$80,000 and is negotiable depending on qualifications and experience. Additionally, OCED offers a highly competitive benefits package.

Submit Cover Letter and Resume by EMAIL ONLY

By April 8, 2016 at 4:00 PM

To H. Kevin Clark, Board Chair, at kclark@fairportny.com

Fairport Urban Renewal Agency Board

Membership Guidelines

Overview

1. Responsibilities
2. Qualifications
3. Recruitment
4. Selection
5. Training
6. Attendance
7. Cause for Removal

Fairport Urban Renewal Agency Board

Membership Guidelines

OVERVIEW

Board members are selected based on their commitment to the mission as well as their individual expertise in relation to the needs of the Agency and the composition of the Board as a whole. It is essential to identify and nominate board members with the leadership and experiential abilities to perform their duties as board members. Additionally, to be effective, board members must have a clear understanding of the expectations and level of commitment required of membership on the Board of Directors, and be capable of meeting those requirements.

The Agency shall consist of five Members. Members of the Agency shall be appointed by the Village of Fairport and will serve at the pleasure of that municipality. A Member shall continue to hold office until a successor has been named and qualified. All Members shall be residents of the Village of Fairport. Such Members shall receive no compensation for their service, but shall be entitled to the necessary expenses incurred in the discharge of their duties.

1. Responsibilities

- a. Board members must be a Village of Fairport resident at time of appointment and remain a Village of Fairport resident during the full duration of appointee's tenure on the Fairport Urban Renewal Agency Board.
- b. Board members must attend 75% of the regularly scheduled or special meetings within any twelve-month period other than for illness or valid personal reasons substantiated by documented evidence and approved by the Fairport Urban Renewal Agency Board.
- c. Board members may not be absent from three (3) consecutive regular or special meetings other than for illness or valid personal reasons substantiated by documented evidence and approved by the Fairport Urban Renewal Agency Board.
- d. Board members must attend occasional special work sessions, various interest groups and other related presentations and field trips.
- e. Board members must be available on a periodic basis to represent the Fairport Urban Renewal Agency Board at various meeting outside of regularly scheduled meetings such as the Joint Village Board Meeting or other related meetings.
- f. Board Members must complete required training.
- g. Board Members must recognize and avoid or make public any conflict of interest your position may place you in; maintain confidentiality; not pursue special privileges; and let your behavior contribute to the professionalism and competency of this Board.

- h. Board members must become familiar with the law that covers public open meetings, hearings, and ethics; and review the materials you were given when you were sworn in.
- i. Board members must have a willingness and dedication to commit both time and personal energy to the Fairport Urban Renewal Agency Board and its assigned duties and responsibilities.
- j. Board members must have an interest in community development and economic development.
- k. Board members must have a desire to assist in implementing the Village of Fairport Urban Renewal Agency's Mission Statement.

2. QUALIFICATIONS

It shall be the responsibility of the members of the Fairport Urban Renewal Agency Governance Committee to advise appointing authorities on the skills and experiences required of potential members.

The Governance Committee should evaluate each new director candidate based on the extent to which such individual meets the general criteria below and will contribute significantly to satisfying any specific criteria developed as described below.

Agency Board members should seek to identify potential director candidates who will strengthen the Board and remedy any perceived deficiencies in its fulfillment of the specific criteria identified below.

a. General Criteria:

Each director should:

- i. be an individual of the highest integrity and have an inquiring mind, a willingness to ask hard questions and the ability to work well with others;
- ii. be free of any conflict of interest that would violate any applicable law or regulation or interfere with the proper performance of the responsibilities of a director;
- iii. be willing and able to devote sufficient time to the affairs of the Agency and be diligent in fulfilling the responsibilities of a director and Board committee member; and
- iv. have the capacity and desire to represent the best interests of the Agency and its stakeholders as a whole.

- b. Specific Criteria. In addition to the foregoing, the Governance Committee may develop specific criteria outlining the skills, experience, expertise, backgrounds, and other characteristics that should be represented on the Board to enhance its effectiveness.

3. RECRUITMENT

- a. **ADVERTISING VACANCY.** When a vacancy occurs, the Executive Director shall arrange to advertise the opening, at a minimum, via:
 - i. Media Outlets
 - ii. Website
 - iii. Announcements at all Board meetings
 - iv. Village of Fairport Website and Newsletter
- b. **ACTIVE RECRUITMENT.** All Board Members shall be encouraged to actively recruit new members who they believe will be a valuable asset to the Fairport Urban Renewal Agency Board.
- c. **RESUME SUBMISSION.** Any potential Fairport Urban Renewal Agency Board Member shall be required to submit a resume to the Executive Director by a specific deadline in order to be considered for the open position.
- d. **POTENTIAL MEMBER LIST.** The Executive Director shall maintain a potential member list which will consist of persons who have applied but not been selected as well as any individuals recommended by Board Members.

4. INTERVIEW, SELECTION & APPOINTMENT

- a. **SELECTION FOR INTERVIEWS.** Within five (5) days after the resume submission deadline, the Fairport Urban Renewal Agency Governance committee, the Chair, the Executive Director and the Attorney shall review all resumes submitted, and select those deemed appropriate for interview.
- b. **CONDUCT OF INTERVIEWS.** Interviews may be conducted by the Fairport Urban Renewal Agency Governance committee, the Chair, the Executive Director and the Attorney, and a representative of the Village Board. Responsibilities and expectations for Fairport Urban Renewal Agency Board Members shall be conveyed to all interviewees during the interview.
- c. **RECOMMENDATIONS.** The interview committee shall make recommendations to the to the Fairport Urban Renewal Agency Board for director(s) to be recommended to the Village of Fairport Board of Trustees. The Fairport Urban Renewal Agency board, following due consideration shall make one (1) recommendation to the Village of Fairport Board of Trustees.
- d. **EXECUTION OF CONDITIONAL OFFER OF APPOINTMENT.** Per Village of Fairport policy, within five (5) days of said appointment, the new Fairport Urban Renewal Agency Board Member and the Mayor shall execute the Conditional Offer of Appointment.
- e. **FULLTERM LIMITS.** The members serve at the pleasure of the Village of Fairport.

5. TRAINING

- a. **ORIENTATION.** Following appointment, the new member shall participate in an orientation meeting with the Executive Director and Fairport Urban Renewal Agency Attorney.
- b. **ORIENTATION MATERIALS.** The Executive Director shall prepare a binder of materials for each new member.
- c. **INITIAL TRAINING REQUIREMENTS.** New Board members must participate in State approved training regarding their legal, fiduciary, financial and ethical responsibilities as board members of an authority within one year of appointment to a board.
- d. **ONGOING TRAINING REQUIREMENTS.** Board members are required to participate in such continuing training as may be required to remain informed of best practices, regulatory and statutory changes relating to the effective oversight of the management and financial activities of public authorities and to adhere to the highest standards of responsible governance.
- e. **RECORD KEEPING.** The Executive Director shall maintain a record of the training completed by each member. A report will be supplied to the Fairport Urban Renewal Agency Board annually describing each member's accomplishments and or deficiencies for required training.

6. ATTENDANCE

Regular attendance at Board and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of the Agency. Requests for excused absences must be sent to the FIDA Chair via email at least 24 hours prior to the meeting for which the excuse is requested. Requests should include a reason for the absence. Requests for excused absences may be granted for reasons including, but not limited to, personal illness or emergency or the illness or emergency of an immediate family member, academic or employment responsibilities on the day of the meeting, travel for academic or work purposes when it would be impracticable for the board member to return for the meeting. Requests will be considered on a case by case basis. Absence without prior approval will be considered an unexcused absence.

7. CAUSE FOR REMOVAL

The mayor, or authorized appointing authority, shall have the power to remove, after public hearing, any member of the Fairport Urban Renewal Agency Board for cause. Any Fairport Urban Renewal Agency Board member may be removed for non-compliance with minimum requirements relating to meeting attendance and/or training as established by the Village Board or the Fairport Urban Renewal Agency Board. Cause for such removal under the requirements of this section include:

- a. Unexcused Absence from three consecutive regular or special meetings.
- b. Unexcused Absence from 25% of the regularly scheduled or special meetings within any twelve-month period.
- c. Failure to obtain and comply with the training requirements as set forth in this document.
- d. Inappropriate behavior or a lack of professionalism that is not consistent with the standards of conduct of the Village of Fairport Urban Renewal Agency as determined by the Village Board.

This document is subject to change at any time by approval of the Village of Fairport Urban Renewal Agency Board.

Adopted September 17, 2018

MISSION STATEMENT

The Village of Fairport Industrial Development Agency (FIDA) commits its resources, expertise and energies to creating a local economy that is healthy and vibrant. Through the collective efforts of our Industrial Development Agency, Urban Renewal Agency and Local Development Corporation, we are actively promoting the Village of Fairport as a great place to live, work and invest.

FIDA fosters public improvements and private investments and acts as a catalyst to:

- expand economic opportunities within the Village, provided by commercial and industrial development, with a strong emphasis on the Erie Canal waterfront;
- maintain, improve and expand the existing housing stock and enhance the quality of the overall living environment of the Village.

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Village of Fairport
Industrial Development Agency

Strategic Vision

“THE FAIRPORT INDUSTRIAL DEVELOPMENT AGENCY (FIDA) WILL BE AN INNOVATIVE AND COLLABORATIVE ORGANIZATION THAT SUPPORTS THE CONTINUED GROWTH OF THE VILLAGE OF FAIRPORT INTO THE MOST SOUGHT-AFTER DESTINATION IN THE REGION FOR RESIDENTS, VISITORS, AND BUSINESSES; WHERE THE OPPORTUNITY FOR COMPLETE COMMUNITY LIVING IS MADE POSSIBLE FOR ALL THROUGH ATTAINABLE HOUSING, ABUNDANT AMENITIES AND VIBRANT STREETS LINED WITH BUSINESSES, STRENGTHENED BY FIDA’S INVESTMENTS IN HISTORICAL ASSETS AND COMMITMENT TO THE FUTURE.”

MISSION

FIDA fosters public improvements and private investments and acts as a catalyst to: expand economic opportunities within the Village, provided by commercial and industrial development, with a strong emphasis on the Erie Canal waterfront; maintain, improve and expand the existing housing stock and enhance the quality of the overall living environment of the Village.

pursuant to the Authority granted by the State of New York provides financial assistance to qualified projects including conduit bond financing, lease/leasebacks, and exemptions from taxation.

Four Focus Areas:

1. **Development policies:** planning, policies, enforcement, and inducements.
2. **Attainable housing:** addressing critical housing needs unmet by the market.
3. **Local employment:** strategic employment growth in the village - both in local service occupations and professional and business services and the creative class.
4. **Complete community development:** placemaking, adaptive reuse, and continued investments in amenities, arts, and culture.

MISSION STATEMENT

The Village of Fairport Urban Renewal Agency (FURA) commits its resources, expertise and energies to creating a local economy that is healthy and vibrant. Through the collective efforts of our Industrial Development Agency, Urban Renewal Agency and Local Development Corporation, we are actively promoting the Village of Fairport as a great place to live, work and invest.

FURA fosters public improvements and private investments and acts as a catalyst to:

- expand economic opportunities within the Village, provided by commercial and industrial development, with a strong emphasis on the Erie Canal waterfront;
- maintain, improve and expand the existing housing stock and enhance the quality of the overall living environment of the Village.

MISSION STATEMENT

The Village of Fairport Industrial Development Agency (FIDA) commits its resources, expertise and energies to creating a local economy that is healthy and vibrant. Through the collective efforts of our Industrial Development Agency, Urban Renewal Agency and Local Development Corporation, we are actively promoting the Village of Fairport as a great place to live, work and invest.

FIDA fosters public improvements and private investments and acts as a catalyst to:

- expand economic opportunities within the Village, provided by commercial and industrial development, with a strong emphasis on the Erie Canal waterfront;
- maintain, improve and expand the existing housing stock and enhance the quality of the overall living environment of the Village.