

**An organizational meeting of the Village of Victor Urban Renewal Agency (URA) was held on Thursday, April 21, 2022 at the Village Hall, 60 East Main Street.**

<b>MEMBERS PRESENT:</b>	<b>Chairperson</b>	<b>Carol Commisso</b>
	<b>Vice Chairperson</b>	<b>Michelle Chalupa</b>
	<b>Member</b>	<b>Jen Tipton</b>
	<b>Member</b>	<b>Tim Niver</b>
	<b>Minutes Clerk</b>	<b>Roseanne Turner-Adams</b>

Meeting was called to order by Chairperson Carol Commisso at 7:00 pm.

Salute to the flag

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**Resolution #04-22URA**  
**Acceptance of Minutes**

On a motion by Tim Niver, seconded by Jen Tipton, the following resolution was ADOPTED 4 AYES 0 NAYS

**Resolved,** to accept the minutes dated January 13, 2022.

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**Resolution #05-22URA**  
**Financials**

On a motion by Michelle Chalupa, seconded by Tim Niver, the following resolution was ADOPTED 4 AYES 0 NAYS

**Resolved,** to approve the financials as follows:

**Bank Balances as of 03/31/2022**

Current Assets:

Cash consisting of:

Checking Acct with Five Star	\$ 5,959.77
Money Market Acct with Five Star	\$ 3,302.22
Certificate of Deposit--Five Star	\$ 0.00
Revolving Loan Acct with Five Star	\$ 5,432.26

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Total cash accounts	\$ 14,694.36
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**Other Current Assets:**

Prepaid Real Estate Taxes-Jun-Dec 2022	\$ 431.14
Total Current Assets	\$ 15,125.50

Other Assets (Land)	\$189,500.00
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Total Current Assets	\$204,625.50
<u>Liabilities and Net Assets</u>	
Current Liabilities	
Accounts Payable	\$ 0.00
Net Assets	
Net Assets 06/01/21	\$201,357.81
Change in Fund Balance	(\$ 3,267.69)
Net Assets available 03/31/2022	\$204,625.50
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<u>Accounts Payable &amp; Net Assets</u>	\$204,625.50

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**Resolution #06-22URA**  
**Appointment of Five Star Bank**

On a motion by Tim Niver, seconded by Jen Tipton, the following resolution was ADOPTED 4 AYES 0 NAYS

**Resolved,** to appoint Five Star as the official financial depository of the Urban Renewal Agency.

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**Resolution #07-22URA**  
**Reverter Clause – Victor Free Library**

**Whereas,** the Village of Victor Urban Renewal Agency transferred property to the Victor Free Library; and,

**Whereas,** that deed of conveyance contained a reverter clause basically reverting the property back to the Urban Renewal Agency if the property is ever used for a purpose other than that of a public library; and,

**Whereas,** in order to preserve that right of reverter Section 345 of the Real Property Law requires that the Urban Renewal Agency must file with the Ontario County Clerk a declaration of intention to preserve the right of reverter between the 27<sup>th</sup> and 30<sup>th</sup> year after the reverter clause is recorded; and,

**Whereas,** the Urban Renewal Agency wishes to keep the right of reverter in effect and remind itself of this requirement,

NOW therefore on a motion of Michelle Chalupa seconded by Jen Tipton

**BE IT HEREBY RESOLVED**

1. That the Village of Victor Urban Renewal Agency reaffirms its intention to preserve the reverter clause as set forth in the deed from the Urban Renewal Agency to the Victor Farmington library in 1995; and,

2. The Urban Renewal Agency again declares their intention to file a declaration of intention to preserve the reverter clause between the years 2022 and 2025; and,
3. That as a reminder to future boards this resolution should be discussed every year at the annual organization meetings of both the Village of Victor and the Urban Renewal Agency.

Motion carried 4 AYES 0 NAYS

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**Resolution #08-22URA**

**Chairperson Appointment—Carol Commisso**

On motion made by Tim Niver, seconded by Jen Tipton, the following resolution was ADOPTED 3 AYES 0 NAYS 1 Abstain (Carol Commisso)

**Resolved,** that the Victor Urban Renewal Agency appoints Carol Commisso as Chairperson for 1 year beginning April, 2022.

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**Resolution #09-22URA**

**Vice Chairperson Appointment— Michelle Chalupa**

On motion made by Tim Niver, seconded by Jen Tipton, the following resolution was ADOPTED 3 AYES 0 NAYS 1 Abstain (Michelle Chalupa)

**Resolved,** that the Victor Urban Renewal Agency appoints Michelle Chalupa as Vice Chairperson for 1 year beginning April, 2022.

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**Resolution #10-22URA**

**Treasurer Appointment-Jen Tipton**

On motion made by Tim Niver, seconded by Michelle Chalupa, the following resolution was ADOPTED 3 AYES 0 NAYS 1 Abstain (Jen Tipton)

**Resolved,** that the Victor Urban Renewal Agency appoints Jen Tipton as Treasurer for 1 year beginning April, 2022.

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**Review URA By-Laws**

Ms. Commisso asked the URA members to review the URA By-Laws. The members discussed the most recent version of the By-Laws and agreed that no changes are needed this year.

**BY-LAWS OF THE VILLAGE OF VICTOR URBAN RENEWAL AGENCY**  
**ARTICLE 1 – THE AGENCY –REVISED 4/2021**

**Section 1 – Name of Agency**

The name of the agency shall be the “Village of Victor Urban Renewal Agency.”

**Section 2 – Seal of Agency**

The seal of the agency shall be circular in form and bear the name of the agency and the year of its organization. The specific design of the seal may be altered from time to time as may be determined by resolution of the agency.

**Section 3 – Office of Agency**

The office of the agency shall be in the Village of Victor at such a place or places as the agency may from time to time stipulate by resolution.

**Section 4 – Agency Creation**

RESOLUTION of the Board of Trustees of Victor approving the Urban Renewal Plan of the Village of Victor.

WHEREAS the provisions of Article 15 and 15-A of the General Municipal Law allows for urban renewal plans of certain municipalities, and

WHEREAS by statute enacted into State Law the Village of Victor Urban Renewal Agency was created on or about July 27, 1982, and

WHEREAS it is desirable and in the public interest that the Village of Victor Urban Renewal Agency (Hereinafter called the “Local Public Agency”)

undertake and carry out the Urban Renewal Program, and

WHEREAS previously said “Program” was referred by the Village Board of Trustees to the Village Planning Board on or about April 5, 1982 for their review, and

WHEREAS said Village of Victor Planning Board having reviewed said Program and on or about May 19, 1982 after due notice a public hearing was held before the said Village of Victor Planning Board, and

WHEREAS after said public hearing the Village Planning Board of the Village of Victor having reviewed the plan and comments at the public hearing and filed on or about July 12, 1982 with the Village Board of Trustees of the Village of Victor a report pursuant to the General Municipal Law which, among other things approved said Program with recommendations, and

WHEREAS the Village Board of Trustees of the Village of Victor has reviewed said Program with Recommendations as submitted by the Planning Board and the Village of Victor, and

WHEREAS the Village Board of Trustees on or about July 26, 1982 after due notice having conducted a public hearing regarding said Program with recommendations as submitted by the Planning Board of the Village of Victor, and

NOW, THEREFORE, it is resolved by the Board of Trustees of the Village of Victor

1. That is hereby found and determined that the urban renewal area comprising of the Program is a substandard or unsanitary area (as said term is defined on Section 502(4) of Article 15 of the General Municipal Law of the State of New York, as amended) or is in danger of becoming a substandard or unsanitary area and tends to impair or arrest the sound growth and development of the locality.
2. That the Urban Renewal Plan and Planning Board recommendations for the Program have been duly reviewed and considered is hereby approved and the recommendations of the Planning Board of the Village of Victor are herein accepted and shall be included in said plan and implemented by the Urban Renewal Agency in due course of time and the Village Clerk be an is hereby directed to file said copy of the Urban Renewal Plan with the minutes of the meeting.
3. That it is hereby found and determined that where clearance is proposed that the objectives of the Urban Renewal Plan cannot be achieved through more extensive rehabilitation of portions of the urban renewal comprising the program.
4. That it is hereby found and determined that the Urban Renewal Plan for the Program conforms to the general plan of the locality.
5. That it is hereby found and determined that the Urban Renewal Plan for the urban renewal area comprising the Program will afford maximum opportunity consistent with the sound needs of the locality as whole for the renewal of the area by private enterprise.
6. That it is hereby found and determined that the undertaking and carrying out of the Urban Renewal Activities in the designated urban renewal area comprising the program is in the best public interest.
7. That the Urban Renewal Plan is hereby referred to the Urban Renewal Agency for implementation and periodic evaluation.
8. Those any and all powers that the Village Board of Trustees of the Village of Victor may have under local or State law regarding the enactment or enforcement of said Urban Renewal Plan are hereby referred to the Urban Renewal Agency of the Village of Victor.

## **ARTICLE 2 – MEETINGS AND PROCEDURES**

### **Section 1 – Meeting Place**

All meetings of the agency shall be held at the principal office of the agency or at such place within the Village of Victor as the members of the agency shall authorize.

### **Section 2 – Regular Meetings**

The regular meetings of the agency shall be held on the second Wednesday of the month in January, April, July & October at 7:00 p.m. except for legal holidays. Should a legal holiday fall on the second Wednesday of the month, then the regular meeting will be held on the first Wednesday of the month at 7:00 p.m.

### **Section 3 – Annual Meeting**

The annual meeting of the agency shall be held on the second Wednesday of April each year at 7:00 p.m., prevailing time, if not a legal holiday, and, if a legal holiday, then on the next regular meeting date following, at the same hour, when the officers shall be elected and there shall be transacted such other business as may properly come before the agency.

### **Section 4 – Special Meetings**

Special meetings of the agency may be called by the Chairperson. The Chairperson shall specify the time and place of the special meeting and the nature of the business. Business transacted at the special meeting shall be confined to the purpose stated in the notice of meeting.

### **Section 5 – Executive Meetings**

At a regular, annual, or specially called meeting, the agency may call by resolution to close said meeting and enter into executive session as allowed by State Law. The resolution must be approved by majority vote.

### **Section 6 – Quorum**

A quorum for the transaction of business shall consist of three (3) members of the agency at any regular, annual or specific meeting.

### **Section 7 – Voting**

Each member of the agency shall be entitled at every meeting of the agency to one (1) vote and such vote shall be cast in person. Unless otherwise required by law, the vote of the majority of the members of the agency shall be the action of the board.

### **Section 8 – Attendance**

Each member of the agency is expected to attend all meetings. If a member is to be absent, he/she must notify the Chairperson or another member of the agency. Attendance records are then to be passed on to the Village Board for their action.

### **Section 9 – Review of By-Laws**

These By-Laws are to be reviewed and evaluated at the annual meeting.

## **ARTICLE 3 – OFFICERS**

### **Section 1 – Officers and Qualifications**

The officers of the agency shall consist of the following: A Chairperson, a Vice-Chairperson, a Secretary and a Treasurer as provided by these By-Laws and such other officers, agents and employees, permanent and/or temporary as it may require and authorize. The agency shall determine the qualifications, duties and compensation of all officers and employees.

The above officers shall be elected or appointed by a majority vote of the members of the agency to hold office for a term of one year or until his successor has been elected or appointed. If required by the agency, an officer or agent of the agency shall give such bond as the agency shall determine appropriate for faithful duties.

### **Section 2 – Chairperson**

The Chairperson shall be the chief executive officer of the agency; he/she shall preside at all meetings of the agency. The Chairperson shall enforce these By-Laws and perform all duties incidental to the position of the Chairperson, which are required by law. He/she shall have the management of the business of the agency and shall see that order and all resolutions of the agency are carried out. He/she shall sign and execute all contracts in the name of the agency. He/she will call all special meetings of the agency in accordance with these By-Laws and will preside at the agency's annual meeting.

### **Section 3 – Vice Chairperson**

During the absence or disability of the Chairperson, the Vice-Chairperson shall have all the powers and functions of the Chairperson. The Vice-Chairperson shall also perform such other duties as the members of the agency shall prescribe.

### **Section 4 – Secretary**

The Secretary shall attend all meetings of the agency and record all votes, and keep a record of the proceedings of the agency. The Secretary shall have the power to certify as to the correctness of all copies of the minutes of agency meetings, any extracts therefrom, resolutions and other papers and documents of the agency. The Secretary shall keep in safe custody the seal of the agency and affix it to any instrument when so authorized by the agency; furthermore, the Secretary shall keep all documents and records of the agency as required by law or otherwise in a safe and proper manner and shall exhibit same at all responsible times to any member of the agency. Also the Secretary shall perform other duties as may be prescribed by the agency.

### **Section 5 – Treasurer**

The treasurer shall have custody of the agency funds and keep a full and accurate account of receipts and disbursements in the agency books and

maintain such accounting records as may be required by law. The Treasurer shall deposit all money and other valuables in the name and to the credit of the agency in such depositories as may be designated by the agency. Furthermore, the Treasurer shall disburse the funds and sign all checks of the agency as may be ordered or authorized by the agency and preserve proper vouchers for such disbursements. The Treasurer shall render to the Chairperson and the agency, as requested, an account of all his/her transactions as Treasurer including the financial condition of the agency. The Treasurer will also perform such other duties as are given him by these By-Laws or are assigned to him by the agency or the Chairperson.

#### **ARTICLE 4 - AMENDMENTS**

These By-Laws may be amended, altered, repealed or added to by the majority vote of the members of the agency at any regular or special meeting of the agency called for that purpose.

#### **ARTICLE 5 - ORDER OF BUSINESS**

##### **Section 1 - Rules**

At all meetings of the agency, the following order of business shall be observed, as far as is consistent with the purposes of the meeting, viz:

1. Call of Roll
2. Report of notice of meeting and filing Waiver of Notice, if any required.
3. Consideration of minutes of preceding meeting and action thereon.
4. Review Financials.
5. Report of officers.
6. Public Hearings. (May be held after roll call vote.)
7. Introduction and action upon resolutions.
8. Report of committees (if any).
9. Miscellaneous business.
10. Adjournment.

##### **Section 2 - Waiver of Notice**

Whenever under the provisions of these By-Laws any member of the agency is entitled to notice of any regular, special or other meeting of the agency, or of any action to be taken by the agency, such meeting may be held or such action may be taken without the giving of such notice, provided every member of the agency entitled to such notice shall. In writing, waive the requirement of these By-Laws in respect thereto.

##### **Section 3 - Repeal**

All previous By-Laws adopted by this agency inconsistent with these By-Laws be and are hereby repealed.



## **Section 4 – Rules of Order**

The rules of the parliamentary practice comprised in Robert's Rules of Order and the Rules of Order of the Village of Victor shall govern the agency in all cases except as herein provided for.

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### **Chairperson Report**

#### **Carol Commisso**

Ms. Commisso stated that she received a final report from Ed Flynn of LaBella for the Downtown Revitalization Project (DRI). Ms. Commisso stated that it includes some good information based on the workshop and what was prioritized. Ms. Commisso explained that he included some possible funding sources along with a timeline. Ms. Commisso stated that it gives us a starting point and she hopes that within the next month or so a meeting will be scheduled to discuss moving forward with the DRI plan. Ms. Commisso stated that the Village Board approved having LaBella update the DRI grant application for \$1,000 and they will submit it in May as the grant will be awarded in July/August. Ms. Commisso stated that Mayor Hadden is having someone from the Finger Lakes Economic Development Council take a look at the application and give some feedback. Ms. Commisso explained that Ed Flynn said that in addition to the ten million dollar grant that there may be smaller grants awarded for targeted projects.

#### *Discussion regarding possible upcoming projects*

Ms. Commisso stated that the URA could possibly help with funding one of the projects.

Ms. Chalupa stated that Newark, the Town she grew up in won the ten million dollar grant last year and some people she knows have shared some of the things that they are going to do with the money with her. Ms. Chalupa explained that they want to update the community center and they have invited her to listen in at some of their meetings. Ms. Chalupa stated that she is curious to see what Newark is going to do. Ms. Chalupa stated that Newark wants to keep the community in the loop because it is money that will affect the Village and Town and they want to keep people as connected as possible.

#### *Discussion regarding grant*

Mr. Niver stated that the vote for the potential new Library is May 17<sup>th</sup> and asked the board members to get out and vote.

#### *Discussion regarding Library vote*

Ms. Tipton stated that she has completed her Authorities Budget Office Board member training and she will forward the certificate to Village Hall.

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**Adjournment**

Meeting was adjourned on motion at 7:47 pm.

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Roseanne Turner-Adams, URA Minutes Clerk