

Highland Park Neighborhood Association  
**Board Meeting Minutes, February 19, 2025 (ZOOM)**

In Attendance	Absent
Bob Thompson, Chair Roxanne Townsend, Communications Stacey Bershod, North Section Leader Larry O’Heron, South Section Leader Glen Coykendahl, East Section Leader Katie Shaw, At-Large	Roger Ramsay, Treasurer Tom Slothower, At Large Mike Thompson, Highland Hospital liaison

Agenda

1. Approval of January 2025 Board Minutes
  - a. Reviewed. Stacey moved to approve. Katie 2<sup>nd</sup>. All voted to approve.
2. Treasurer’s Report
  - a. January reports were reviewed. Roxanne moved to approve. Larry 2<sup>nd</sup>. All voted to approve.
3. Communications – Roxanne
  - a. HPNA website had a critical error on 2/12/25. Website would no longer display. GoDaddy tech support was contacted and the error was determined to be an outdated PHP version which no longer supported upgrades to plugins and WordPress. GoDaddy tech team was engage to fix error at a cost of \$149 with 30 days ongoing support. The website was operational as of 2/15/25.
  - b. Katie and Roxanne met to train Katie on Mail Chimp.
4. Next steps for final historic district, Perry & Bly Tract
  - a. Perry & Bly Tract is the triangle of properties that are bounded by where S. Goodman meets S. Clinton, heading south on S. Clinton to Rockingham, and heading south down S. Goodman to Bly. This area was not recommended as an historic district on the city of Rochester citywide survey completed by the Landmark Society several years ago.
  - b. Megan Klem and a representative from SHPO did a drive through review of the area on 1/31/25 and SHPO agreed that this section warrants another look using the process that SHPO recommends known as a “Determination of Eligibility” or DOE.
  - c. Megan Klem notified HPNA of this decision and HPNA asked Landmark to provide an estimate to complete this work. Landmark submitted a quote on 2/17/25 in the amount of \$4,800 that would provide the following with a timeline of work beginning in Fall, 2025.
 

***Determination of Eligibility** - A digital copy of the property description and statement of significance will be provided to the Client. The complete DOE form and information will be submitted through the state’s Cultural Resource Information System (CRIS) to NY SHPO.*
  - d. A request for quote was also sent to Bero and they declined to quote
  - e. Next steps will be to apply for and NIA grant to cover the costs of this project and to reach out to other groups for quotes to access pricing and timeline.

5. NIA Grant Application – Street Signs+
  - a. The city of Rochester has hired Grant Advisers for all four quadrants as the week of February 17.
  - b. The Grant Advisers are currently in a four-week training session.
  - c. Grant applications are due on February 28, 2025 for this year.
  - d. HPNA will submit a grant application to cover the cost of update street signs, this DOE for the Perry & Bly Tract, and for a logo redesign.
  - e. Larry has started the grant application and has given access to Roxanne so that the DOE costs can be added.
  - f. Items needed for completion of the grant application are
    - i. HPNA 2025 operating budget
    - ii. Budgets for each project
    - iii. Copy of submitted federal form 990 for 2023 to verify 501c3 info.
6. Newsletter Update – Katie
  - a. Newsletter release is waiting on a confirmed date for the next general meeting.
7. General Meeting
  - a. Next General Meeting will be held on Wednesday, April 16, 2025 at Artisan Church and will be confirmed as soon as Bob confirms the church is available for that date.
  - b. Bob will see if John McMahon is available to attend.
  - c. Topics for the General Meeting:
    - i. HPNA Board Elections
    - ii. Status of grants
    - iii. Overview of street sign project
    - iv. Updates on Perry & Bly historic district project
    - v. Lilac Festival updates WRT impacts to neighborhood streets, parking, etc.
    - vi. Clean Sweeps scheduled for our neighborhood
8. Other Business:
  - a. The wedding venue at the Divinity property has officially closed due and the management group running is being evicted. There are currently no other updates regarding this property.
  - b. Request for volunteers will begin asap.
9. Meeting adjourned at 8:02 p.m.