



Salamanca Industrial Development Agency

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SUMMARY OF MINUTES MEETING FOR AGENCY BOARD

February 9, 2016
6:00 P.M.

CALL TO ORDER

The meeting was called to order by David Skiba at 6:03 P.M.

Board Members:, Marlene Pierce David Skiba, Carly Rogers, Ron Ball and Gary Wind,

Board Member absent:

Attorney: William Gabler

Employees: Ruthe Riehle, Joanne Hoag

Guest: Tim Flanigan, Jack Hill and Tim Collins from East End Plastics

Press: None

APPROVAL OF MINUTES

Marlene Pierce made a motion to approve the January 26, 2016, Board minutes, Carly Rogers seconded the motion.

Ayes: Marlene Pierce, David Skiba, Gary Wind, Ron Ball and Carly Rogers

Nays: None. Motion Carried

EXECUTIVE SESSION

Marlene Pierce made a motion to go into executive session at 6:05 pm, Gary Wind Seconded the motion.

Ayes: Marlene Pierce, David Skiba, Gary Wind, Ron Ball and Carly Rogers

Nays: None. Motion Carried

Ruthe Riehle, Joanne Hoag, Tim Flanigan and Jack Hill left the room.

Marlene Pierce made a motion to come out of executive session at 6:30 pm. Gary Wind Seconded the motion.

Ayes: Marlene Pierce, David Skiba, Gary Wind, Ron Ball and Carly Rogers

Nays: None. Motion Carried

The Board of Directors discussed with Joanne the Agency's Rules of Conduct and as an IDA employee what is expected from her. William Gabler will draw up a letter for her to sign to be placed in her personal file regarding a situation that accrued in City Hall on her own time.

APPROVAL OF REPORT, TRANSFERS AND PAY BILLS

Carly Rogers made a motion to approve the January 2016 abstracts, Gary Wind seconded the motion.

Ayes: Marlene Pierce, David Skiba, Gary Wind, Ron Ball and Carly Rogers

Nays: None. Motion Carried

OLD BUSINESS

Mr. Tim Collins attended the meeting to discuss signing a lease on 50 Morningside. The lease was adjusted per his request.

Gary Wind made a motion to accept the 2017 IDA budget approved by phone poll on December 30, 2015. Carly Rogers seconded the motion.

The cost of living adjustment (3.6%) was tabled until the next board meeting.

Ayes: Marlene Pierce, David Skiba, Gary Wind, Ron Ball and Carly Rogers

Nays: None. Motion Carried

A memo will be given to the Comptroller's office stating that starting April 1, 2016 the IDA/Section 8 will only pay for two comptroller fees (192.78), for two IDA employees and two Scott Collins fee (111.32), for the two IDA computers. The IDA will continue to rent three offices (270.69) and copier use (66.66).

Ayes: Marlene Pierce, David Skiba, and Carly Rogers

Nays: None, Abstained: Gary Wind, Ron Ball Motion Carried

Purchase policy was not discussed.

NEW BUSINESS

Possible projects:

Emergency repair program to assist low income city taxpayers will be explored.

Building two pavilions within the City.

Joanne Hoag and Jack Hill left the meeting at this time.

The Board has agreed to continue to have RA Mercer complete the IDA's annual audit.

The monthly March Board meeting will be held on March 15, 2016 at 6:00 in the court room

SECTION 8 PROGRAM

Chevelle McCray from Buffalo HUD will be completing a site review in the next couple of months.

Randall Thorne from DC Quality Assurance Division will be completing a remote Voucher management system review.

ADJOURNMENT

Marlene Pierce made a motion to adjourn at 6:30 p.m. Gary Wind seconded the motion.

Ayes: Marlene Pierce, David Skiba, and Gary Wind

Nays: None. Motion Carried

Respectfully submitted,

Ruthe Riehle, *SIDA Financial & Program Administrator*