



Salamanca Industrial Development Agency

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SUMMARY OF MINUTES MEETING FOR AGENCY BOARD March 13, 2018 4:30 P.M.

CALL TO ORDER

Board Member Tim Flanigan called the meeting to order at 4:30 P.M.

Board Members:, Tim Flanigan, Michael Zaprowski, David Skiba, and John Schey
Board Members absent: Thomas Cole
Attorney: Absent William Gabler
Employees: Ruthe Riehle
Guest:
Press: None

APPROVAL OF MINUTES

Mike Zaprowski made a motion to approve the February 6, 2018 minutes, John Schey Seconded the motion.

Ayes: Tim Flanigan, John Schey, Michael Zaprowski, and David Skiba,
Nays: None. Motion Carried

APPROVAL OF REPORT, TRANSFERS, JOURNAL ENTRIES AND PAY BILLS

Tim Flanigan made a motion to approve the February 2018 Abstracts John Schey Seconded the motion.

Ayes: Tim Flanigan, John Schey, Michael Zaprowski, and David Skiba,
Nays: None. Motion Carried

Mike Zaprowski made the motion to change the 2018 monthly IDA/SADC meetings to the 2nd Tuesday of every month at 4:30 PM in the large conference room in City Hall, 225 Wildwood Ave. Salamanca, NY 14779. John Schey Seconded the motion.

Ayes: Tim Flanigan, John Schey, Michael Zaprowski, and David Skiba,
Nays: None. Motion Carried

OLD BUSINESS

A motion was made by Mike Zaprowski to hire Jara Washburn as a contracted employee for one year to manage the Rail Museum. With the option to renew the contract. As an IDA contract employee she will be responsible for any requirements regarding this income in regards to her Social Security and FICA contributions. She will receive a 1099 from the IDA at the end of the year.

NEW BUSINESS

A motion was made by David Skiba to except the current policies for the fiscal year 2019. Changes will be made as needed. Tim Flanigan Seconded the motion

Ayes: Tim Flanigan, John Schey, Michael Zaprowski, and David Skiba,
Nays: None. Motion Carried

A motion was made by David Skiba to approve the 3% annual increase to Ruthe Riehle and Joanne Hoag's annual salary that will start on April 1, 2018. Tim Flanigan Seconded the motion

Ayes: Tim Flanigan, John Schey, Michael Zaprowski, and David Skiba,
Nays: None. Motion Carried

SECTION 8 PROGRAM

A summer internship was discussed. Shayla Adamic can start June 1, 2018 til August 17, 2018, \$10.50 per hour. She will be paid 100% out of the Housing Choice Voucher program. She will work Tuesday, Wednesday, Thursday's and as needed to cover the office. Joanne Hoag agreed to return to work by August 20, 2018.

EXECUTIVE SESSION

A motion was made by David Skiba to go into executive session at 5:30 pm.

A motion to come out of executive session was made by Tim Flanigan at 6:10 pm.

The following action was taken:

A motion was made by Tim Flanigan to promote Ruthe Riehle to Department Head Status with a title change to Managing Director. She will receive all the benefits as a department head in the cities personal policy. David Skiba Seconded the motion

Ayes: Tim Flanigan, John Schey, Michael Zaprowski, and David Skiba,
Nays: None. Motion Carried

A motion was made by Tim Flanigan to approve a \$1,500 annual pay increase to Ruthe Riehle that will be retroactive to January 1, 2018. The pay increase will be split 50/50 between the IDA and the Section 8 program. Mike Zaprowski Seconded the motion.

Ayes: Tim Flanigan, John Schey, Michael Zaprowski, and David Skiba,
Nays: None. Motion Carried

ADJOURNMENT

Tim Flanigan made a motion to adjourn at 5:45 p.m. John Schey seconded the motion.

Ayes: Tim Flanigan, John Schey, David Skiba and Michael Zaprowski,
Nays: None. Motion Carried

Respectfully submitted,
Ruthe Riehle, *SIDA Fiscal & Program Administrator*