



Salamanca Industrial Development Agency

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SUMMARY OF MINUTES MEETING FOR IDA and SADC BOARD September 10, 2019 4:00 P.M.

CALL TO ORDER the IDA and SADC

Board Member Michael Zaprowski called a combined meeting to order at 4:00 P.M. of the Salamanca IDA and The Salamanca Area Development Corp.

Board Members: Michael Zaprowski, David Skiba, Brooke Baker, John Hill and Thomas Cole

Board Members absent:

Attorney absent: William Gabler

Employees: Ruthe Riehle

Guest: None

Press: None

APPROVAL OF MINUTES

Michael Zaprowski, made a motion to approve the Salamanca IDA's July 9, 2019 minutes, Thomas Cole Seconded the motion.

Ayes: David Skiba, Michael Zaprowski, Brooke Baker, John Hill, and Thomas Cole

Nays: None. Motion Carried

APPROVAL OF REPORT, TRANSFERS, JOURNAL ENTRIES AND PAY BILLS

Thomas Cole made a motion to approve the July & August 2019 abstracts for the IDA and the SADC, Michael Zaprowski Seconded the motion.

Ayes: David Skiba, Michael Zaprowski, Brooke Baker, John Hill, and Thomas Cole

Nays: None. Motion Carried

OLD BUSINESS

A motion was made by Thomas Cole to approve Wilson's Concrete's proposal of \$6,550.00 to create the new sidewalk at 252 Rochester Street. The motion was second by Brooke Baker.

Ayes: Michael Zaprowski, Brooke Baker, David Skiba, John Hill and Thomas Cole

Nays: None. Motion Carried

The sale of the Morningside lot has been completed. Dan Smith is interested in receiving a Pilot agreement through the Salamanca IDA. Brook Baker made a motion to offer Arbor Valley Flooring, Inc a Pilot on the new construction at 20 Morningside Dr. in the City of Salamanca. David Skiba Seconded the motion.

Ayes: Michael Zaprowski, Brooke Baker, David Skiba, John Hill and Thomas Cole
Nays: None. Motion Carried

Ruthe Riehle will look into the procedure for a Pilot agreement.

A motion was made by John Hill to approve the August 14, 2019 phone poll to hire Shayla Adamic interim part time for 25-28 hours per week at \$14.49 per hour. Her salary will be paid 50% IDA and 50% Section 8. The motion was second by Thomas Cole.

Ayes: David Skiba, John Hill, Brooke Baker and Thomas Cole
Abstained: Michael Zaprowski
Nays: None. Motion Carried

The Board requested that Ruthe Riehle reach out to Joanne Hoag and get a letter of intent regarding the Administrative assistance position. Per Kathy Sarver, Comptroller, regarding the city's Family leave act policy. She stated that the employee must have worked 1250 hours within the 12 months prior to requesting the leave. She indicated that Joanne did not work that amount of hours.

NEW BUSINESS

Adrian Horning, CPA from Bridges, Horning & Co., P.C. reviewed the Salamanca IDA 2019 audit, and Management letter with the Board. One finding regarding adjusting journal Entries. They discussed minor issues that were found that the IDA staff needs to pay closer attention to on a daily basis. The IDA needs to repay the City grant money what was not used, all security deposits need to post as a liability and the IDA-UDAG program needs to have a grant agreement with the RR museum regarding the Money the IDA pays for Jare as Director to the Museum.

A Motion was made by Thomas Cole to approve the 2019 Audit as presented to the IDA by Adrian Horn. Brooke Bake second the motion.

Ayes: Michael Zaprowski, Brooke Baker, David Skiba, John Hill and Thomas Cole
Nays: None. Motion Carried

The Board requested to go into Executive Session at 4:45 PM
The Board came out of the Executive Session at 4:55 PM

The decision to hire any position has been placed on hold at this time and will be reviewed January 2020.

SADC

Adrian Horning, CPA from Bridges, Horning & Co., P.C. reviewed the Salamanca Area Development Corp. 2019 audit, and Management letter with the Board. The audit showed no issues within the SADC.

A Motion was made by Thomas Cole to approve the 2019 Audit as presented to the SADC by Adrian Horn. Brooke Bake second the motion.

Ayes: Michael Zaprowski, Brooke Baker, David Skiba, John Hill and Thomas Cole
Nays: None. Motion Carried

SECTION 8 PROGRAM

The Rental Assistance Program's 2019 Audit has been completed. The auditors noted one instance where a landlord was paid incorrectly.

The Rental Assistance Program's Audit is combined with the Salamanca IDA's.

A Motion was made by Thomas Cole to approve the 2019 Audit as presented by Adrian Horn. Brooke Bake second the motion.

Ayes: Michael Zaprowski, Brooke Baker, David Skiba, John Hill and Thomas Cole
Nays: None. Motion Carried

ADJOURNMENT

David Skiba made a motion to adjourn at 4:55 p.m. Thomas Cole seconded the motion.

Ayes: David Skiba, Michael Zaprowski, John Hill, Brooke Baker and Thomas Cole
Nays: None. Motion Carried

Respectfully submitted,
Ruthe Riehle, *SIDA Managing Director*