



# Salamanca Industrial Development Agency

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## **SUMMARY OF MINUTES MEETING FOR IDA and SADC BOARD July 9, 2019 4:00 P.M.**

### **CALL TO ORDER the IDA and SADC**

Board Member Michael Zaprowski called a combined meeting to order at 4:05 P.M. of the Salamanca IDA and The Salamanca Area Development Corp.

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

*Board Members absent:* John Hill

*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 May 21, 2019 minutes, Thomas Cole Seconded the motion.

Ayes: Michael Zaprowski, Brooke Baker, and Thomas Cole

Nays: None. Motion Carried

### **APPROVAL OF REPORT, TRANSFERS, JOURNAL ENTRIES AND PAY BILLS**

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

Ayes: Michael Zaprowski, Brooke Baker and Thomas Cole

Nays: None. Motion Carried

David Skiba entered the meeting 4:15 pm.

### **OLD BUSINESS**

A motion was made by Brooke Baker to approve the Engineering Services Proposal from Hannon Engineering, P.C to provide necessary engineering services for the 252 – 270 Rochester Street project, installation of 2 bathrooms on the 252 Rochester Street Side and the parking lot improvement on the 270 Rochester Street side. The motion was second by Michael Zaprowski.

The sidewalks will be completed as a separate project.

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

Nays: None. Motion Carried

Thomas Cole made a motion for the Economic Development Program funds to loan the Salamanca General Fund \$28,000 for the cost of the Geothermal Equipment for 252-270 Rochester Street. Interest fee with an approximately a three year term. A monthly payment of \$775.00 will be made. David Skiba seconded the motion.

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

Nays: None. Motion Carried

The Mission Statement was reviewed and no changes were made.

A Motion was made by Michael Zaprowski to approve the 2019 Assessment of the Effectiveness of the IDA's Internal Financial Control. Thomas Cole Second the motion

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

Nays: None. Motion Carried

Upon reviewing the Agencies policies no changes were made to the policies.

- Disposition of Real Estate and Personal Property Policy
- Agency Investment Policy
- Procurement Policy
- Travel
- Whistle Blower Policy
- Code of Ethics

A motion was made by Michael Zaprowski to approve the policies for the 2020 Fiscal year. Thomas Cole second the motion.

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

Nays: None. Motion Carried

## **NEW BUSINESS**

A motion was made by Brooke Baker to approve allow Hannon Engineering, P.C. to install two bathrooms (men's and women's) at 252 Rochester Street in the warehouse area. Michael Zaprowski seconded the motion.

Ayes: David Skiba, Michael Zaprowski, Brooke Baker 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**

The SADC Mission Statement was reviewed and no changes were made.

A Motion was made by Michael Zaprowski to approve the 2019 Assessment of the Effectiveness of the IDA's Internal Financial Control for the SADC. Thomas Cole Second the motion

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

A motion was made by Michael Zaprowski for the SADC to adopt the Salamanca IDA's 2020 Fiscal year's policies as their own.

- Disposition of Real Estate and Personal Property Policy
- Agency Investment Policy
- Procurement Policy
- Travel
- Whistle Blower Policy
- Code of Ethics

A motion was made by Michael Zaprowski to approve the policies for the 2020 Fiscal year. Thomas Cole second the motion.

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

**SECTION 8 PROGRAM**

A motion was made by David Skiba to approve the Annual MRI (former HAPPY) support renewal payment of \$6,104.00. Thomas Cole second the motion.

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

**ADJOURNMENT**

David Skiba made a motion to adjourn at 5:04 p.m. Thomas Cole seconded the motion.

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

Respectfully submitted,  
Ruthe Riehle, *SIDA Managing Director*