**SUMMARY OF MEETING MINUTES**

**FOR IDA and SADC BOARD**

**Nov. 8, 2023**

**4:00 P.M.**

**CALL TO ORDER THE IDA & SADC**

Board President, Brooke Baker, called a combined meeting to order at 4:02 P.M. for the Salamanca IDA and the Salamanca Area Development Corporation.

*Board Members:* Brooke Baker, John Hill, David Skiba, Matthew Proctor and Mike Zaprowski

 *Board Members Absent:* None

 *Attorney:* None. Absent

 *Employees:* Laurie Andrews and Nicole Zink

 *Guest:* Matt Malinovski

 *Press:* None

**APPROVAL OF MINUTES**

Matthew Proctor made a motion to approve the Salamanca IDA’s and SADC’s October 4, 2023 minutes. John Hill seconded the motion.

 Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor, and Mike Zaprowski

 Nays: None. Motion carried.

**JOURNAL ENTRIES**

John Hill made a motion to approve the Salamanca IDA’s and SADC’s General Journal entries. David Skiba seconded the motion.

 Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor, and Mike Zaprowski

 Nays: None. Motion carried.

**APPROVAL OF REPORTS, TRANSFERS and PAY BILLS**

John Hill made a motion to approve the Salamanca IDA’s and SADC’s reports, transfers, and bills. David Skiba seconded the motion.

 Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor and Mike Zaprowski

 Nays: None. Motion carried.

**NEW BUSINESS**

● Laurie Andrews presented the budget for next year. All parties reviewed this document.

Brooke Baker made a motion to approve the budget. David Skiba seconded the motion.

 Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor and Mike Zaprowski

 Nays: None. Motion carried.

● Laurie Andrews advised the board members that a New Employee formal approval is needed on the record for Nicole Zink.

Brook Baker made a motion for the formal approval. John Hill seconded the motion.

 Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor and Mike Zaprowski

Nays: None. Motion carried.

**OLD BUSINESS**

● Laurie Andrews gave an update on Monroe Table. Laurie advised that the documentation was received however it does not state the Estate of. Laurie will send an email to the lawyer handling the matter to request that this change be made.

● Laurie Andrews advised the board members that Chris Costello, President of the Rail Museum plans to attend the December meeting.

A motion was made by Brooke Baker and seconded by David Skiba to invite Chris Costello, President of the Rail Museum to the next Board Meeting to discuss the future of the rail museum.

Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor and Mike Zaprowski

Nays: None. Motion carried.

**SADC**

● Laurie Andrews reported that the framing of the bathroom is scheduled to start the week of November 13th. Laurie received a quote for the door that needs to be replaced.

Brooke Baker made a motion to accept the quote and get the door ordered. Matthew Proctor seconded the motion.

 Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor and Mike Zaprowski

 Nays: None. Motion carried

● Laurie Andrews advised the board that four loads of gravel were delivered to the Morningside property to assist with the resolving the current mud situation.

Laurie Andrews advised the board that Matt Malinovski is waiting to present to the board. Matt came into the meeting and discussed the delay in getting the license for his business and that he hopes that the rent for the building will gradually increase over the next few years. Matt left the meeting and a discussion was held among the board members. The members agreed upon the following: The first year the rent will be $1750, Second year the rent will be $2000, and the third year of the lease the rent will be $2200. This new lease in contingent upon all tires being removed from the property by January 1st 2024 and that there is to be no subleasing of the property.

Brooke Baker made a motion for a three-year lease to be created as stated above. Matthew Proctor seconded the motion.

 Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor and Mike Zaprowski

 Nays: None. Motion carried.

Laurie Andrews advised the board members that Tim Ramsey did not complete all of the work that he was hired to complete and that there was material left behind, like the scaffolding and items that should have been disposed of prior to him being paid.

Brooke Baker made a motion for a demand letter to be sent to Tim Ramsey for the completion of the work. David Skiba seconded the motion.

 Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor and Mike Zaprowski

 Nays: None. Motion carried.

**SECTION 8**

● Laurie Andrews reported that there was a recent Fair Hearing held and the decision was for the individual to be removed from the program.

**ADJOURNMENT**

A motion was made by John Hill to adjourn the meeting at 4:47 P.M. Brooke Baker seconded the motion.

Ayes: Brooke Baker, John Hill, David Skiba, Matthew Proctor and Mike Zaprowski

 Nays: None. Motion carried.

Respectfully submitted,

Laurie Andrews