Salamanca Industrial Development Agency

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**SUMMARY OF MEETING MINUTES**

 **FOR IDA and SADC BOARD**

**April 06, 2023**

 **4:00 P.M.**

**CALL TO ORDER the IDA and SADC**

Board Member Brooke Baker called a combined meeting to order at 4:02 P.M. for the Salamanca IDA and The Salamanca Area Development Corp.

*Board Members:* Brooke Baker, John Hill, & Mike Zaprowski

*Board Members absent:* David Skiba & Thomas Cole

*Attorney:* None

*Employees:* Laurie Andrews, Gary Milliman

*Guest:* None

 *Press:* None

**APPROVAL OF MINUTES**

John Hill made a motion to approve the Salamanca IDA’s and SADC’s March 2, 2023 minutes. Mike Zaprowski seconded the motion.

Ayes: Brooke Baker, Mike Zaprowski & John Hill

Nays: None. Motion Carried

**JOURNAL ENTRY’S**

John Hill made a motion to approve the Salamanca IDA’s and SADC’s Journal Entry’s. Mike Zaprowski seconded the motion.

Ayes: Brooke Baker, Mike Zaprowski & John Hill

Nays: None. Motion Carried

**APPROVAL OF REPORT, TRANSFERS, AND PAY BILLS**

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

Ayes: Brooke Baker, Mike Zaprowski & John Hill

Nays: None. Motion Carried

**NEW BUSINESS**

● A motion was made by Brooke Baker and seconded by John Hill to approve a 2% cost of living raise for all IDA staff.

 Ayes: Brooke Baker, John Hill & Mike Zaprowski

 Nays: None. Motion passed

● Gary Milliman informed the board that there was a renter for the un-rented portion of the Firehall. A motion was made by Mike Zaprowski and seconded by John Hill to enter into a lease agreement for $600 per month plus utilities with Salamanca Brazilian JuJitsu.

 Ayes: Brooke Baker, John Hill & Mike Zaprowski

 Nays: None. Motion passed

● The board changed the date of all board meetings to the first Wednesday of the month starting in May 2023.

● Gary Milliman informed the board that he and Laurie would be attending the 211 Western New York Convention on Friday, April 14, 2023 at Holiday Valley in Ellicottville.

● A discussion took place about renting future available space to Lin Industries.

● Brooke Baker requested the IDA/SADC staff email him a monthly schedule of vacation/time off.

**OLD BUSINESS**

● Laurie Andrews discussed the lawyer’s invoices for the work done with Monroe Table.

● Laurie Andrews discussed the status of the loan with Monroe Table and the need to write a letter to them.

● Laurie Andrews requested that Brooke Baker contact R.A. Mercer and set up a date for this year’s audit.

● Laurie Andrews reported she created a spreadsheet of the last 3 years expenses for the Rail Museum board so they can decide on what their options are for the future of the building. Gary Milliman also reported he had printed off information on several grants the rail museum could apply for and it was given to the board president.

**SADC**

● Gary Milliman presented the board with a quote to build the dividing wall for the Morningside Drive warehouse. The board agreed to accept the proposal and gave Gary permission to proceed with the initial phase of wall.

**SECTION 8 PROGRAM**

**●** Laurie Andrews reported she has completed the Housing Choice Voucher Training through Nan McKay that took place March 20-March 24. She has received her certificate showing her completion of the course.

● Laurie Andrews reported that the Salamanca Section 8 program was schedule to receive a 7.5% increase in funding for the next year.

**EXECUTIVE SESSION**

A motion was made by Jack Hill and seconded by Mike Zaprowski to call an executive session at 4:45 pm to discuss personal and financial concerns.

 Ayes: Brooke Baker, Mike Zaprowski, & John Hill

 Nays: None. Motion Carried

A motion was made by Brooke Baker and seconded by Mike Zaprowski to end the executive session at 5:16 pm. No actions were taken.

 Ayes: Brooke Baker, Mike Zaprowski, & John Hill

 Nays: None. Motion Carried

**ADJOURNMENT**

Brooke Baker made a motion to adjourn the meeting at 5:16 P.M. Mike Zaprowski seconded the motion.

Ayes: Brooke Baker, Mike Zaprowski & John Hill

Nays: None. Motion Carried

Respectfully submitted,

Laurie Andrews & Gary Milliman