



# Salamanca Industrial Development Agency

225 WILDWOOD AVENUE, SUITE 9, SALAMANCA, NY 14779  
PHONE (716) 945-3230, FAX (716) 945-5033

**SUMMARY OF MINUTES MEETING  
FOR IDA and SADC BOARD  
November 12, 2020  
Go To Meeting - Virtual Meeting  
4:15 P.M.**

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

Board Member Michael Zaprowski called a combined meeting to order at 4:04 P.M. of the Salamanca IDA and The Salamanca Area Development Corp.

*Board Members:*, David Skiba, Michael Zaprowski, and John Hill

*Board Members absent:* Thomas Cole, and Brooke Baker

*Attorney:* Robert McLaughlin

*Employees:* Ruthe Riehle

*Guest:* NONE

*Press:* NONE

## **APPROVAL OF MINUTES**

Michael Zaprowski, made a motion to approve the Salamanca IDA's and SADC's September 30, 2020 minutes, David Skiba Seconded the motion.

Ayes: David Skiba, Michael Zaprowski, and John Hill

Nays: None. Motion Carried

## **JOURNAL ENTRY'S**

Michael Zaprowski, made a motion to approve the Salamanca IDA's and SADC's September 2020 Journal Entry's, David Skiba Seconded the motion.

Ayes: David Skiba, Michael Zaprowski, and John Hill

Nays: None. Motion Carried

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

David Skiba made a motion to approve the September 2020 abstracts for the IDA and the SADC, John Hill Seconded the motion.

Ayes: David Skiba, Michael Zaprowski, and John Hill

Nays: None. Motion Carried

## **NEW BUSINESS**

David Skiba made a motion to approve the IDA and the SADC to Request Proposals from Area Professional auditing Services to be the Agencies Auditors. John Hill Seconded the Motion

Michael Zaprowski YES  
John Hill YES  
David Skiba YES

Motion carried

The Board would like Ruthe Riehle to look into the cost of Security lights at the RR museum back by the RR cars.

David Skiba made a motion to hire Nicole Jimerson for the Administrative Accountant position at \$40,000 per year starting November 30, 2020. It will be split 50/50 between IDA and Rental Assistance. Michael Zaprowski Seconded the Motion

Michael Zaprowski YES  
John Hill YES  
David Skiba YES

Motion carried

Brooke Baker and Thomas Cole approved per email vote on November 16<sup>th</sup>.

David Skiba made a motion to approve on April 1, 2021 for a \$3,000 salary increase above and beyond the cost of living adjustment of 2.5% for Shayla Adamic and Nicole Jimerson. John Hill Seconded Motion.

Michael Zaprowski YES  
John Hill YES  
David Skiba YES

Motion carried

The Board is interested in Shayla Adamic to look into Virtual meetings through a Zoom account. Robert McLaughlin will be forwarding the information. Shayla will also look into the Go to Meetings to compare the two. Sandra Brundage has told Ruthe Riehle how Zoom meetings can be hacked.

**OLD BUSINESS**

The Snyder Manufacturing has completed the installation for the Geo thermal at 252 – 270 Rochester Street.

**SADC**

David Skiba made a motion to approve the IDA and the SADC to Request Proposals from Area Professional auditing Services to be the Agencies Auditors. John Hill Seconded the Motion

Michael Zaprowski YES, John Hill YES, David Skiba YES,

Motion carried

**SECTION 8 PROGRAM**

Robert McLaughlin reported on:

- He will be completing the Small Claims form on Carol Ellis and Amy Rivera for receiving funds from the Federal Government (HUD) refusing to sign the proper paperwork for the Housing Choice Voucher Program to receive such funds.

**EXECUTIVE SESSION**

Michael Zaprowski made a motion to go into executive session to discuss a personal matter at 4:40 PM. David Skiba Seconded the Motion.

Ayes: David Skiba, Michael Zaprowski, and John Hill  
Nays: None. Motion Carried

John Hill made a motion to come out of executive session at 4:45 PM. Michael Zaprowski Seconded the Motion.

Ayes: David Skiba, Michael Zaprowski, and John Hill  
Nays: None. Motion Carried

David Skiba made a motion to hire Ruthe Riehle contractually for \$20 per hour for a maximum of 10 hours per week, for six months starting January 2, 2021 to be reviewed in June 2021 to determine if additional serves are required. Her pay will be distributed depending on the funding source that was assisted. The Board has approved that Ruthe Riehle will continue to have access to the Cities computer system for that 6 months. Michael Zaprowski Seconded the Motion.

Michael Zaprowski	YES
John Hill	YES
David Skiba	YES

Motion carried

**ADJOURNMENT**

John Hill made a motion to adjourn at 4:55 p.m. Mike Zaprowski seconded the motion.

Ayes: David Skiba, Michael Zaprowski, and John Hill  
Nays: None. Motion Carried

Respectfully submitted,  
Ruthe Riehle, *SIDA Managing Director*