Salamanca Industrial Development Agency

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**SUMMARY OF MEETING MINUTES**

**FOR IDA and SADC BOARD**

**July 12, 2023**

**4:00 P.M.**

**CALL TO ORDER the IDA and SADC**

Board President, Brooke Baker called a combined meeting to order at 4:00 P.M. for the Salamanca IDA and The Salamanca Area Development Corp.

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

*Board Members absent:*  Thomas Cole

*Attorney:* Robert McLaughlin via phone

*Employees:* Laurie Andrews, Gary Milliman

*Guest:* Chris Zera, R.A. Mercer

*Press:* None

**APPROVAL OF MINUTES**

John Hill made a motion to approve the Salamanca IDA’s and SADC’s June 7, 2023 minutes. David Skiba seconded the motion.

Ayes: Brooke Baker, Mike Zaprowski. David Skiba, & John Hill

Nays: None. Motion Carried

**JOURNAL ENTRY’S**

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

Ayes: Brooke Baker, Mike Zaprowski, David Skiba, & John Hill

Nays: None. Motion Carried

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

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

Ayes: Brooke Baker, Mike Zaprowski, David Skiba, & John Hill

Nays: None. Motion Carried

**NEW BUSINESS/SADC**

● Laurie Andrews presented Chris Zena from R.A. Mercer who presented the FY 22-23 audit to the Board of Directors. He explained the growth in revenue among other items. There were no questions from the Board.

A motion was made by Brooke Baker and seconded by Mike Zaprowski to accept the audit for FY 22-23.

Ayes: Brooke Baker, Mike Zaprowski, David Skiba, & John Hill

Nays: None. Motion Carried

● Laurie Andrews presented a request from Joyce Terhune to temporarily lower her Rehab loan payment due to disability.

A motion was made by Mike Zaprowski and seconded by Brooke Baker to approve her request to pay $10 per month until the resolution of her disability situation.

Ayes: Brooke Baker, Mike Zaprowski, David Skiba, & John Hill

Nays: None. Motion Carried

● Laurie Andrews presented 3 large invoices that need to be paid and ask for Board approval for payment.

A motion was made by Brooke Baker and seconded by Mike Zaprowski to pay the invoice from Snyder Manufacturing dba Endeavor Tool Company in the amount of $38,000.00

Ayes: Brooke Baker, Mike Zaprowski, David Skiba, & John Hill

Nays: None. Motion Carried

A motion was made by Brooke Baler and seconded by John Hill to pay the invoice from MRI Software aka HAPPY Software in the amount of $9,775.68

Ayes: Brooke Baker, Mike Zaprowski, David Skiba, & John Hill

Nays: None. Motion Carried

A motion was made by John Hill and seconded by Brooke Baker to pay the invoice from R.A. Mercer in the amount of $10,925.00.

Ayes: Brooke Baker, Mike Zaprowski, David Skiba, & John Hill

Nays: None. Motion Carried

● Laurie Andrews & Gary Milliman discussed the Morningside Warehouse project and costs involved.

A motion was made by Brooke Baker and seconded by David Skiba to loan the Salamanca Area Development Corporation $175,000 for a 10-year term and 0 percent interest to be paid back in monthly payments starting August 1, 2023. A formal note is to be draw up and signed by Brooke Baker.

Ayes: Brooke Baker, Mike Zaprowski, David Skiba, & John Hill

Nays: None. Motion Carried

● Laurie Andrews & Gary Milliman informed the board of a resolution concerning pay raises that will be presented to the City of Salamanca Council on July 12, 2023.

**OLD BUSINESS/EXECUTIVE SESSION**

**●** A motion was made by Brooke Baker and seconded by David Skiba at 4:30 pm to call an Executive Session to discuss tenants of our Rochester Street property.

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

Nays: None. Motion carried.

●A motion was made by Mike Zaprowski and seconded by John Hill at 4:37 pm to come out of Executive Session.

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

Nays: None. Motion carried.

Action from Executive Session: The lawyer will be crafting a demand letter to Monroe Table.

**SADC**

● Gary Milliman updated the board on the progress of getting the roof repaired and the Geothermic heat installed.

**SECTION 8 PROGRAM**

**●** Laurie Andrews reported on the office receiving a 96 out of a possible 100 percent on the bi-annual SEMAP report for Section 8.

● Laurie Andrews reported on the Fair Housing hearing that took place on June 20, 2023 and that there would be another hearing on July 20, 2023.

**ADJOURNMENT**

Brooke Baker made a motion to adjourn the meeting at 4:45 P.M. John Hill seconded the motion.

Ayes: Brooke Baker, Mike Zaprowski, David Skiba & John Hill

Nays: None. Motion Carried

Respectfully submitted,

Laurie Andrews & Gary Milliman