



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

**June 2, 2021
4:00 P.M.**

CALL TO ORDER the IDA and SADC

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

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

Board Members absent:

Attorney:

Employees: Gary Milliman, Shayla Adamic and Ruthe Riehle

Guest: NONE

Press: NONE

APPROVAL OF MINUTES

John Hill made a motion to approve the Salamanca IDA's and SADC's May 5, 2021 minutes, Thomas Cole seconded the motion.

Ayes: Michael Zaprowski, David Skiba, Thomas Cole and John Hill,

Nays: None. Motion Carried

JOURNAL ENTRY'S

Michael Zaprowski made a motion to approve the Salamanca IDA's and SADC's Journal Entry's, Thomas Cole seconded the motion.

Ayes: Michael Zaprowski, David Skiba, Thomas Cole and John Hill,

Nays: None. Motion Carried

APPROVAL OF REPORT, TRANSFERS, AND PAY BILLS

Thomas Cole made a motion to approve the Salamanca IDA's and SADC's reports, transfers, and bills, Michael Zaprowski seconded the motion.

Ayes: Michael Zaprowski, David Skiba, Thomas Cole and John Hill,

Nays: None. Motion Carried

NEW BUSINESS

In accordance with the Agency's Disposition of Real Estate and Personal Property Policy (the "Policy"), a motion was made by Thomas Cole to approve the sale of the Liberty Street Lot to Francis J. Lenda for \$500.00. Second by John Hill.

| | |
|-------------------|-----|
| David Skiba | Yes |
| Thomas Cole | Yes |
| Michael Zaprowski | Yes |
| John Hill | Yes |
| Motion Carried | |

In accordance with the Policy, a motion was made by Thomas Cole to approve the sale of the Washington Street Lot to April Vecchiarella for \$500.00. Second by John Hill

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|-------------------|-----|
| David Skiba | Yes |
| Thomas Cole | Yes |
| Michael Zaprowski | Yes |
| John Hill | Yes |
| Motion Carried | |

Post auction, the IDA received a similar offer on a similar piece of land for the minimum bid amount of \$500.00. In accordance with the Policy, a motion was made by Thomas Cole to approve the offer for South Ave. in the amount of \$500.00 to Wendell Haines. Second by John Hill

| | |
|-------------------|-----|
| David Skiba | Yes |
| Thomas Cole | Yes |
| Michael Zaprowski | Yes |
| John Hill | Yes |
| Motion Carried | |

Brooke Baker joined the meeting at 4:27 P.M.

A motion was made by Michael Zaprowski to forgive Snyder Manufactures rent increase for the 2021 year due to the installation of the Geo Thermal that was installed in our interior building totaling \$31,154.35. Second by John Hill.

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|-------------------|-----|
| David Skiba | Yes |
| Brooke Baker | Yes |
| Thomas Cole | Yes |
| Michael Zaprowski | Yes |
| John Hill | Yes |
| Motion Carried | |

The UPMC, 117 Main Street rental increase per the lease is 10% annually. Peter S. Giannirakis, Senior Lease Specialist for UPMC Corporation, contacted the Salamanca IDA and requested a lower increase rate for August 1, 2021. The Board approved a 5% increase which will change the monthly rent to \$2,475.85 to start on August 1, 2021 to be revisited on an annual basis. A motion was made by Brooke Baker to offer UPMC a 5% increase on their monthly rent for 117 Main Street Salamanca. Second by David Skiba

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|-------------------|-----|
| David Skiba | Yes |
| Brooke Baker | Yes |
| Thomas Cole | Yes |
| Michael Zaprowski | Yes |
| John Hill | Yes |
| Motion Carried | |

David Skiba made a motion to approve the email vote to hire Gary Milliman at \$45,000 per year, 50% Housing Choice Voucher Program (Section 8) and 50% Economic Development Corp. with the titles of IDA Manager/HQS Inspector. Second by Brooke Baker

| | |
|-------------------|-----|
| David Skiba | Yes |
| Brooke Baker | Yes |
| Thomas Cole | Yes |
| Michael Zaprowski | Yes |
| John Hill | Yes |
| Motion Carried | |

EXECUTIVE SESSION

A motion was made to go into Executive Session at 4:31 pm by Michael Zaprowski for the purpose of discussing a personnel matter. Second by David Skiba.

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

A motion to come out of Executive Session at 4:45 pm was made by David Skiba and Second by Brooke Baker

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

Action

A motion was made by David Skiba to approve Laurie Andrews with an annual salary of \$33,540 based on a 30 hour work week as the Financial Manager for the IDA/SADC and the

Housing Choice Voucher Program (Section 8). The allocation will be 70% IDA and 30% Section 8. Second by Thomas Cole.

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|-------------------|-----|
| David Skiba | Yes |
| Brooke Baker | Yes |
| Thomas Cole | Yes |
| Michael Zaprowski | Yes |
| John Hill | Yes |
| Motion Carried | |

David Skiba made a motion to change Shayla Adamic's Salary allocation to 70% Housing Choice Voucher (Section 8) and 30% IDA. Second by Michael Zaprowski.

| | |
|-------------------|-----|
| David Skiba | Yes |
| Brooke Baker | Yes |
| Thomas Cole | Yes |
| Michael Zaprowski | Yes |
| John Hill | Yes |
| Motion Carried | |

A request to remove all the feral cats at the Rail Road Freight house has been received. Thomas Cole will be attending the next Salamanca Rail Museum Board of Trustees meeting and will discuss the issue.

The Board asked Gary Milliman to look into the possibility of purchasing a bucket truck or lift to assist with the hanging of the Home Town Hero Banners.

The Board is interested in researching the possibility to build another Industrial building in Salamanca, NY.

OLD BUSINESS

Brooke Baker, David Skiba, and John Hill attended the ABO Board training. The ABO Training needs to be set up for Thomas Cole, Gary Milliman and Laurie Andrews.

Pictures of the Firefighters Grove Fawn Ave. park were reviewed with the Board to show them the progress of the grant the IDA gave to the Salamanca Benevolent Firefighters. They are interested in installing a bathroom building to their Park in the future.

The Salamanca Police Club has invoiced the IDA for the purchase of one of the new e-bikes in the amount of \$5,899.99.

SADC

NONE

SECTION 8 PROGRAM

Brooke Baker made a motion to approve the 5-year contract with MRI Software LLC aka HAPPY to save the Housing Choice Voucher program a potential savings of \$649.29. Second by Michael Zaprowski.

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

ADJOURNMENT

John Hill, made a motion to adjourn at 5:19 p.m. Michael Zaprowski seconded the motion.

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

Respectfully submitted,
Ruthe Riehle and Shayla Adamic