



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
February 3rd, 2021
Zoom - Virtual Meeting
4:00 P.M.**

CALL TO ORDER the IDA and SADC

Board Member Michael Zaprowski called a combined meeting to order at 4:03 P.M. of the Salamanca IDA and The Salamanca Area Development Corp.

Board Members: Michael Zaprowski, Brooke Baker, David Skiba, Thomas Cole
Board Members absent: John Hill
Attorney: Robert McLaughlin
Employees: Shayla Adamic and Nicole Jimerson
Guest: Ruthe Riehle
Press: NONE

APPROVAL OF MINUTES

Thomas Cole made a motion to approve the Salamanca IDA's and SADC's January 6th, 2021 minutes, Michael Zaprowski seconded the motion.

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

JOURNAL ENTRY'S

David Skiba, made a motion to approve the Salamanca IDA's and SADC's January 2021 Journal Entry's, Michael Zaprowski Seconded the motion.

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

APPROVAL OF REPORT, TRANSFERS, AND PAY BILLS

David Skiba made a motion to approve the January 2021 abstracts for the IDA and the SADC, Michael Zaprowski Seconded the motion.

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

NEW BUSINESS

A motion was made by David Skiba to step down as board chairman, he then nominated Brooke Baker as Board Chairman, Michael Zaprowski seconded that motion. A motion was made by Brooke Baker to retain Michael Zaprowski as Vice Chair, David Skiba seconded that motion. A motion was made by Michael Zaprowski to nominate David Skiba as Board Treasurer, Brooke Baker seconded that motion. Roll call vote regarding nominations, which resulted as followed:

Brooke Baker	Yes
Thomas Cole	Yes
David Skiba	Yes
Michael Zaprowski	Yes

A yearly review of all IDA policies required by the PARIS took place. Robert McLaughlin reviewed all policies as well for the upcoming fiscal year and will monitor for any potential changes in laws regarding our policies. A roll call vote was made to keep all polices the same, which resulted in:

Brooke Baker	Yes
Thomas Cole	Yes
David Skiba	Yes
Michael Zaprowski	Yes

Ruthe Riehle researched the two proposals we received for auditing services for the next five years. RA Mercer was deemed both knowledgeable in Section 8 and IDA while Drescher and Malecki had a primary focus on IDA and PARIS with minimal section 8 knowledge. The total cost for RA Mercer was \$10,500.00 per year with percentage increase each year thereafter. The total cost for Drescher and Malecki was \$10,600.00 per year with percentage increase each year thereafter. After discussion of the proposals, it was decided that the IDA would choose RA Mercer as the auditing service provided. A roll call vote was made which resulted in:

Brooke Baker	Yes
Thomas Cole	Yes
David Skiba	Yes
Michael Zaprowski	Yes

OLD BUSINESS**SADC**

A motion was made by David Skiba to have the election results from the IDA carry over to SADC, Michael Zaprowski seconded that motion. A roll call vote was made, which resulted in:

Brooke Baker	Yes
Thomas Cole	Yes
David Skiba	Yes
Michael Zaprowski	Yes

SECTION 8 PROGRAM

Shayla Adamic addressed the board with wanting to enroll in continuing education to increase her knowledge regarding HAPPY Software, HUD, and the Section 8 program overall. Shayla will bring cost, dates, and materials needed to next board meeting.

EXECUTIVE SESSION

David Skiba motioned to go into executive session at 4:31pm, Thomas Cole seconded that motion.

Brooke Baker	Yes
Thomas Cole	Yes
David Skiba	Yes
Michael Zaprowski	Yes

Brooke Baker motioned to come out of executive session at 4:49pm, Thomas Cole seconded that motion.

Brooke Baker	Yes
Thomas Cole	Yes
David Skiba	Yes
Michael Zaprowski	Yes

The following action is the results of the Executive Session:

It was decided to have Robert McLaughlin draft another demand letter as well as an acknowledgment of payment letter for Monroe Table.

Ruthe will be paid on a quarterly basis and will provide invoices broken down per department for her compensation.

ADJOURNMENT

David Skiba made a motion to adjourn at 04:57 p.m. Brooke Baker seconded the motion.

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

Respectfully submitted,
Nicole Jimerson, *IDA Managing Director*