



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 March 3rd, 2021 4:00 P.M.

CALL TO ORDER the IDA and SADC

Board Member Thomas Cole called a combined meeting to order at 4:09 P.M. of the Salamanca IDA and The Salamanca Area Development Corp.

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

Board Members absent: David Skiba

Attorney: Robert McLaughlin (Via phone @ 4:19pm)

Employees: Shayla Adamic and Nicole Jimerson

Guest: NONE

Press: NONE

APPROVAL OF MINUTES

Thomas Cole made a motion to approve the Salamanca IDA's and SADC's February 3rd, 2021 minutes, Michael Zaprowski seconded the motion.

Ayes: Michael Zaprowski, Brooke Baker, John Hill, and Thomas Cole

Nays: None. Motion Carried

JOURNAL ENTRY'S

Thomas Cole, made a motion to approve the Salamanca IDA's and SADC's February 2021 Journal Entry's, Michael Zaprowski Seconded the motion.

Ayes: Michael Zaprowski, Brooke Baker, John Hill, and Thomas Cole

Nays: None. Motion Carried

APPROVAL OF REPORT, TRANSFERS, AND PAY BILLS

Thomas Cole made a motion to approve the February 2021 abstracts for the IDA and the SADC, Michael Zaprowski Seconded the motion.

Ayes: Michael Zaprowski, Brooke Baker, John Hill, and Thomas Cole

Nays: None. Motion Carried

NEW BUSINESS

Reviewed and discussed trainings required by Section 2824 of the Public Authority Law regarding legal, fiduciary, financial, and ethical responsibilities of board members. Also reviewed upcoming training dates available. The recommendation from the ABO is every three years this training should be complete. Board members who do not meet this requirement need to sign up for the next available training.

Reviewed and discussed implementation of Annual Board of Directors Evaluation per guidance from ABO. Robert McLaughlin explained that this is a recommendation from the ABO and doesn't hurt to have in board member files. We will print enough evaluations and have them available at the next board meeting.

Jare is applying for a grant to update the electrical components in the freight house at the Rail Museum. She will let us know if she needs any assistance from us on this matter.

Brooke Baker discussed revamping the city website or brought up the idea of having an IDA only webpage. He stated adding more content and what is available through the IDA may be beneficial. Shayla and Nicole will reach out to Southern Tier West and Traci Chamberlin regarding webpage updates.

OLD BUSINESS

SADC

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 has decided on a Nan McKay training for HCV Program Management with a total cost of \$855.00. Brooke Baker made a motion to approve Shayla to obtain this training. Thomas Cole seconded that motion.

Ayes: Michael Zaprowski, Brooke Baker, John Hill, and Thomas Cole
Nays: None.

EXECUTIVE SESSION

John Hill motioned to go into executive session at 4:37 pm, Brooke Baker seconded that motion.

Brooke Baker	Yes
Thomas Cole	Yes
John Hill	Yes
Michael Zaprowski	Yes

John Hill motioned to come out of executive session at 4:50pm, Brooke Baker seconded that motion.

Brooke Baker	Yes
Thomas Cole	Yes
John Hill	Yes
Michael Zaprowski	Yes

The following action is the results of the Executive Session:

No Action was taken as a result of Executive Session.

ADJOURNMENT

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

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

Respectfully submitted,
Nicole Jimerson, *IDA Managing Director*