



# Salamanca Industrial Development Agency

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## **SUMMARY OF MINUTES MEETING FOR IDA and SADC BOARD September 30, 2020 4:00 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:* Thomas Cole, David Skiba, Michael Zaprowski, John Hill, and Brooke Baker

*Board Members absent:* NONE

*Attorney:* Robert McLaughlin, Per phone conference call

*Employees:* Ruthe Riehle, Shayla Adamic

*Guest:* Adrian Horning, Bridges Horning & Co., P.C..

*Press:* NONE

### **APPROVAL OF MINUTES**

Thomas Cole, made a motion to approve the Salamanca IDA's and SADC's September 2, 2020 minutes, Brooke Baker Seconded the motion.

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

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, Brooke Baker Seconded the motion.

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

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

Nays: None. Motion Carried

**NEW BUSINESS**

David Skiba made a motion to approve the 2020 IDA audit as presented Adrian Horning from Bridges Horning & Co., P.C.. There are no issues with 2020 Audit. John Hill Seconded the Motion

Michael Zaprowski	YES
Brooke Baker	YES
Thomas Cole	YES
John Hill	YES
David Skiba	YES

Motion carried

Adrian Horning left the meeting at 4:30 PM.

The IDA Board would like Ruthe Riehle to contact Downhome solutions to find out how to correct our loan Portfolio with Monroe and interest only payments.

**OLD BUSINESS**

Robert McLaughlin reported on:

- The flooding at 117 Main Street UPMC in July. The issue is the property lines and whether 5 Star Bank's parking lot caused the issue. He suggested that a Survey be completed on the property so we have a better look at the area and the location of the parking lot.
- Certified letters were mailed to Amy Rivera the owner of 113 Division Street and Carol Ellis regarding signing the Lead-Based Paint Hazards Disclosure, HQS Certification, Lease for Voucher Tenancy and Housing Assistance Payments Contract. They have signed for the Certified letters but to this date they have not responded. Robert suggested that I contact HUD to see how to proceed.
- The current lease at 117 ½ Main Street will expire March 2022. Robert suggests that a letter is sent to the County, September 2021 regarding an increase within the next lease renewal, along with the tenant is responsible for replacement of light bulbs.

Ruthe Riehle will setup interviews with 3 persons who have sent in resumés on October 15, 2020 4:30, 5:30 and 6:30

**SADC**

David Skiba made a motion to approve the 2020 SADC audit as presented Adrian Horning from Bridges Horning & Co., P.C.. There are no issues with 2020 Audit. John Hill Seconded the Motion

Michael Zaprowski YES  
Brooke Baker YES  
Thomas Cole YES  
John Hill YES  
David Skiba YES

Motion carried

### **SECTION 8 PROGRAM**

David Skiba made a motion to approve the 2020 Housing Choice Voucher Program's audit as presented Adrian Horning from Bridges Horning & Co., P.C.. There are no issues with 2020 Audit. John Hill Seconded the Motion

Michael Zaprowski YES  
Brooke Baker YES  
Thomas Cole YES  
John Hill YES  
David Skiba YES  
Motion carried

A motion was made by David Skiba to approve a training with HAPPY Software for Shayla Adamic for \$1,650.00. Thomas Cole Second the motion

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

### **EXECUTIVE SESSION**

Michael Zaprowski made a motion to go into executive session at 5:00 PM. Thomas Cole Seconded the Motion.

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

David Skiba made a motion to come out of executive session at 5:15 PM. Thomas Cole Seconded the Motion.

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

Since Shayla Adamic is now a Certified HQS inspector, a Certified Housing Specialist and Project Manager for the SIDA and SADC, David Skiba made a motion to approve a title change to Agency Administrator with an annual salary increase to \$40,000 to be split 50% IDA and 50% Section 8.

Michael Zaprowski YES

Brooke Baker            YES  
Thomas Cole            YES  
John Hill                YES  
David Skiba             YES  
Motion carried

**ADJOURNMENT**

Thomas Cole made a motion to adjourn at 6:00 p.m. John Hill seconded the motion.

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

Respectfully submitted,  
Ruthe Riehle, *SIDA Managing Director*