Salamanca Industrial Development Agency

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**SUMMARY OF MEETING MINUTES**

 **FOR IDA and SADC BOARD**

**May 4, 2022**

 **4:00 P.M.**

**CALL TO ORDER the IDA and SADC**

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

*Board Members:* John Hill, David Skiba, Brooke Baker & Thomas Cole

*Board Members absent:* Mike Zaprowski

*Attorney:* Robert McLaughlin

*Employees:* Laurie Andrews, Gary Milliman, Shayla Adamic

*Guest:* NONE

 *Press:* NONE

**APPROVAL OF MINUTES**

Brooke Baker made a motion to approve the Salamanca IDA’s and SADC’s March 2nd, 2022 minutes, Thomas Cole seconded the motion.

Ayes: David Skiba, John Hill, Thomas Cole, & Brooke Baker

Nays: None. Motion Carried

**JOURNAL ENTRY’S**

David Skiba made a motion to approve the Salamanca IDA’s and SADC’s Journal Entry’s. John Hill seconded the motion.

Ayes: David Skiba, John Hill, Thomas Cole, & Brooke Baker

Nays: None. Motion Carried

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

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

Ayes: David Skiba, John Hill, Thomas Cole & Brooke Baker

Nays: None. Motion Carried

**NEW BUSINESS**

 - Gary Milliman gave an overview to the board on a possible renter for the front portion of the firehall at 649 East State Street. The interested party is looking at 3 different places and will be picking their preferred site in the next couple of weeks.

- Laurie Andrews reported that Laurie and Gary Milliman completed a cleanup job of old files, getting rid of over 100 boxes of old, unnecessary files. In addition, our extra office was cleaned up and old equipment was disposed of.

- Gary Milliman discussed the issue of the Wander Hut Food Truck being located on the Rail Museum property and the need for the IDA to be included on their business insurance, as we are the landowner.

- Gary Milliman reported on the current lease with Cattaraugus County Mental Health department. We are waited for their Board of Directors to approve the lease and then we can sign it.

- Gary Milliman relayed a request from Board member, Mike Zaprowski, to change the day of the IDA Board meetings due to conflict in his current work schedule. The board discussed it and concluded that the current date of the first Wednesday of the month worked best for most and it would need to stay the way it currently is.

- Laurie Andrews passed out annual board member evaluations and Board member acknowledgment of Fiduciary duties paperwork for the board members to complete.

- Gary Milliman reported it was necessary to conduct board elections at this meeting. A motion was made by David Skiba and seconded by John Hill to keep the officers as the currently are, with Brook Baker, remaining as Chairman.

 Ayes: David Skiba, John Hill, Brooke Baker, Thomas Cole

 Nays: None. Motion carried.

- Laurie Andrews reported the fiscal year has ended and she is preparing for the audit. She will be calling R.A. Mercer to set up an audit date.

- Gary Milliman reminded board member, Thomas Cole, he needed to complete the board member training and gave him a couple of different dates he could choose from.

- Gary Milliman reported there is a person who is interested in purchasing the lot the IDA owns on East State Street. This lot was put up for auction last year and had no bidders. The board directed Gary Milliman to negotiate with the interested party and they could vote on the approval/disapproval at the next meeting.

**OLD BUSINESS**

- Laurie Andrews reported that the Great Wall property sale closed and has been recorded with the new owners at the County Clerk’s office.

-Laurie Andrews discussed the need to come up with a plan to lobby the city for future Casino funds to possibly set up a small business loan fund or other economic development project that can be implemented through the SADC.

**SADC**

Robert McLaughlin, Attorney discussed his memo concerning the IDA, it’s various non-profit entities and what each entity can do. He discussed when each non-profit had been formed. The Regional Local Development Corporation was formed specially to administer Small Cities grant programs on behalf of the City of Salamanca. In later years, The City took the money and administration of those funds back into the City. Laurie Andrews recommended closing out that Development Corporation with the state as the purpose for that entity is no longer valid.

**SECTION 8 PROGRAM**

 - Shayla Adamic gave an overall update on the Section 8 program and discussed that the recent fraud case had started paying back the money owed and we wouldn’t need to go to court.

**EXECUTIVE SESSION**

A motion was made by David Skiba and seconded by Brooke Baker at 5:00 pm to go into executive session to discuss personnel matters.

 Ayes: David Skiba, Brooke Baker, John Hill Thomas Cole

 Nays: None. Motion carried

A motion was made by Brooke Baker and seconded by David Skiba at 5:20 pm to come out of executive session.

 Ayes: David Skiba, Brooke Baker, John Hill, Thomas Cole

 Nays: None. Motion carried

**ADJOURNMENT**

Brooke Baker made a motion to adjourn at 5:32 P.M. David Skiba seconded the motion.

Ayes: John Hill, David Skiba, Thomas Cole, & Brooke Baker

Nays: None. Motion Carried

Respectfully submitted,

Laurie Andrews, Shayla Adamic, Gary Milliman