



# Salamanca Industrial Development Agency

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**SUMMARY OF MINUTES MEETING  
FOR IDA and SADC BOARD  
May 5, 2020  
4:00 P.M.  
Teleconference**

## **CALL TO ORDER the IDA and SADC**

Board Member Jack Hill called a combined meeting to order at 4:00 P.M. of the Salamanca IDA and The Salamanca Area Development Corp.

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

*Board Members absent:* Michael Zaprowski

*Attorney:* Robert McLaughlin

*Employees:* Ruthe Riehle

*Guest:* Brandon Smith Salamanca Fire Department, Sandra Brundage

*Press:* None

## **APPROVAL OF MINUTES**

John Hill, made a motion to approve the Salamanca IDA's February 18, 2020 minutes, Thomas Cole Seconded the motion.

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

Nays: None. Motion Carried

## **APPROVAL OF REPORT, TRANSFERS, JOURNAL ENTRIES AND PAY BILLS**

John Hill made a motion to approve the February, March and April 2020 abstracts for the IDA and the SADC, Brooke Baker Seconded the motion.

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

Nays: None. Motion Carried

Due to technical difficulty David Skiba left the meeting 4:20 PM.

## **OLD BUSINESS**

Arbor Flooring Pilot agreement has been completed. The IDA will have to request a report from the Cattaraugus County next year to report to the Paris report.

**NEW BUSINESS**

Brandon Smith, Salamanca Professional Firefighters, presented a request for financial support on a project that they have been working on Fawn Ave. It would be a picnic grove that the public can rent for activities.

Brandon Smith left the meeting 4:17 PM

Thomas Cole made a motion to grant the Salamanca Professional Firefighters a grant of \$40,000. The Salamanca Professional Firefighters will submit invoices to the Salamanca IDA to be disbursed. John Hill Seconded the Motion.

Brooke Baker Yes  
John Hill Yes  
Thomas Cole Yes

Motion Carried

Monroe Table, Doug Kirchner, has reported that they have just been approved for the PPP bailout and they will get caught up as soon as it is in their account.

They will review next meeting if any of our tenants have questioned the need for rental forgiveness.

John Hill made a motion to approve the phone pole on March 4<sup>th</sup> to give Ruthe Riehle and Shayla Adamic a 2.5% salary increase. Brooke Baker Seconded the motion.

Brooke Baker Yes  
John Hill Yes  
Thomas Cole Yes

Motion Carried

David Skiba returned to the meeting 4:30 PM

David Skiba made a motion to approve the Conflict of Interest policy, Uniform Evaluation of Projects Policy and the Recapture of Financial Assistance policy. John Hill Second the motion.

Brooke Baker YES  
John Hill YES  
Thomas Hill YES  
David Skiba YES

Motion Carried

The Board would explore the possibility of Selling 252-270 Rochester Street. Due to the Total Assessed Value in the Assessor's records is \$533,845 the Board has requested that an appraisal be completed to determine a fair selling price.

**SADC**

David Skiba made a motion to approve the Conflict of Interest policy, Uniform Evaluation of Projects Policy and the Recapture of Financial Assistance policy. John Hill Second the motion.

Brooke Baker YES  
John Hill YES  
Thomas Hill YES  
David Skiba YES

Motion Carried

**SECTION 8 PROGRAM**

HUD has placed a waiver on the HQS inspections until the COVIN 19 is over. All units will be inspected when the waiver is released. For New lease ups the landlords signed a HQS Certification.

Sandra Brundage left the meeting 4:50 PM

**EXECUTIVE SESSION**

David Skiba made a motion to go into executive session at 4:50 pm. Brooke Baker Seconded the Motion.

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

Brooke Baker made a motion to come out of executive session at 5:08 pm. Thomas Cole Seconded the Motion.

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

The following action is the results of the Executive Session:

David Skiba made a motion to promote Shayla Adamic to the Rental Assistance Program Administrator's position to Start on May 11, 2020 at a full-time bases at \$15.00 per hours. Payroll, Health insurance and retirement to be divided 65% Billed to Rental Assistance and 35% billed to the IDA General Fund. Shayla's Life insurance will be paid 100% by the Rental Assistance program. Shayla's salary rate will be reviewed upon competition, and passing all her Housing Certification requirements. She will be entitled to Health insurance, \$10,000. life

insurance and she will accumulate 7.5 hours per month of sick leave for a minimum of 1350 hours. After one year of service, May 11, 2021, she will be granted 80 hours of vacation time. June 11, 2021 she will start accumulating vacation time at 6.66 hours per month. May 11, 2021 she will be granted 2 days personal business leave. All according to the City of Salamanca Personal Policy. Thomas Cole Seconded the Motion.

Brooke Baker YES

John Hill YES

Thomas Hill YES

David Skiba YES

Motion Carried

Ruthe Riehle will write up job descriptions on each position that is held in the IDA/SADC Office as a full-time position. The Board would like information on Salary ranges for the IDA/SADC position.

**ADJOURNMENT**

John Hill made a motion to adjourn at 5:30 p.m. David Skiba seconded the motion.

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

Nays: None. Motion Carried

Respectfully submitted,  
Ruthe Riehle, *SIDA Managing Director*