

Southern Tier West Business Resource Center, Inc.

H. Kier Dirlam, President

4039 Route 219, Suite 200

Salamanca, New York 14779

Tel: 716-945-5301

MINUTES AUGUST 11, 2025

Attending: Crystal Abers, Kier Dirlam

Others Present: Lisa Keck, Richard Zink

1. CALL TO ORDER:

- a. The meeting is called to order at 9:07 AM by Kier Dirlam. Peggy was having issues with the Zoom Link so did not attend.

2. MINUTES:

- a. Minutes from July 7, 2025 were reviewed.

On a motion by Crystal Abers and seconded by Kier Dirlam to approve the minutes from July 7, 2025. Approved

3. FINANCIAL:

- a. Financial Report: Richard Zink
Checking Account Balance: \$8,750.90
Savings Account Balance: \$19,091.91
Revenues: \$14,616.38
Expenses: \$6,961.08
BOCES caught up with their payments. Only STWRPDB is behind and will be caught up in the coming 45 days.

On a motion by Crystal Abers and seconded by Kier Dirlam to approve the financial report. Approved

4. INFRASTRUCTURE:

- a. Current issues
Lisa and Richard have been working on a list of things to be maintained. Lisa noted that there is deferred maintenance to catch up on. She is meeting with someone this Friday to act as our maintenance contractor. Will notify us if this works out.

- b. Future issues:
Winter maintenance of the sidewalks is an issue that needs to be addressed. We need different arrangements before the snow flies. The Snow Plowing folks only do the sidewalk in front of the blood draw prior to 7:30 am. The costs that they quoted previously was too high. Historically Brenda has done this work during the day if she is here. If she isn't here then the STW staff was doing it. With the low staff numbers in-house now, we can't depend on this daily. Given the clients that come to the Dr. Offices can't allow 2" or more to pile up during snow events due to the safety and liability issues. Lisa is going to see if she can work this out and report back to us.

5. LEGAL ISSUES:

- a. Rental Agreements – still waiting for OGH to send back their contract. Due by October.
- b. Potential sale of the building – discussed some of the pros and cons of this concept. Kier asked for Lisa/Richard to reach out to the lenders and determine what if any strings are attached to our agreements. If we get answers prior to the August 21st STW meeting then we can discuss with the full board. Once that has been done then we can work with a realtor to determine the marketability of the facility. At this time, most people don't think that we should go get an appraisal.

6. OTHER BUSINESS

- a. None

7. GOOD OF THE ORDER

- a. None

8. NEXT MEETING:

- a. The next Meeting will be scheduled on September 8, 2025, at 9:00 AM.

9. ADJOURNMENT:

- a. **On a motion by Crystal Abers and seconded by Kier Dirlam the meeting is adjourned at 9:36 AM. Approved**

Notes as taken by Kier Dirlam