

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 JULY 7, 2025

Attending: Crystal Abers, Kier Dirlam, Peggy Root

Others Present: Lisa Keck, Richard Zink

1. CALL TO ORDER:

- a. The meeting is called to order at 9:37 AM by Kier Dirlam.

2. MINUTES:

- a. Minutes from June 9, 2025 will be reviewed.

On a motion by Crystal Abers and seconded by Peggy Root to approve the minutes from June 9, 2025. Approved

3. FINANCIAL:

- a. Financial Report: Richard Zink
- i. Richard discussed the financial report. We expect a double payment from BOCES in July. STW has not sent in their payments due to cash flow issues. Once ARC payment comes in then this will be caught up. The majority of these funds need to be put against the savings account through the end of the year as possible.
 - ii. Discussed developing standard authorization for invoices that are typically received each month or on a regular basis.

On a motion by Peggy Root and seconded by Crystal Abers to approve the financial report. Approved

4. INFRASTRUCTURE:

- a. Current issues
- Lisa Keck is looking into getting milling for the end parking lot from DPW or DOT.
 - Need new light bulbs installed for parking lot – should be less than \$1000

5. LEGAL ISSUES:

- a. Rental Agreements
- i. OGH intends to sign the renewal agreement.

- ii. Dr. Thandla has also indicated that they will sign the renewal agreement.
- iii. Tractor Trailer company hasn't confirmed their interest. Board requested that they put down a deposit even if they aren't coming until the new year. If they don't want to then directed to advertise the space again.

6. OTHER BUSINESS

- a. Discussed getting an appraisal of the building so we know what we are expecting should we decide to try sell it. Lisa Keck will get quotes for this service.
- b. Requested the staff to pull the various documentation on the outstanding loans for what strings are attached to these loans. May need to contact the agencies that hold the loans.

7. GOOD OF THE ORDER

- a. None

8. NEXT MEETING:

- a. The next Meeting will be scheduled on August 11, 2025, at 9:30 AM.

9. ADJOURNMENT:

- a. **On a motion by Peggy Root and seconded by Crystal Abers the meeting is adjourned at 10:07 AM. Approved**