

Southern Tier West Business Resource Center, Inc.

H. Kier Dirlam, President

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Tel: 716-945-5301

March 10, 2026

MINUTES

Attending: Crystal Abers, Kier Dirlam, Peggy Root

Others Present: Lisa Keck

1. CALL TO ORDER:

- a. The meeting was called to order at 9:03 AM by Kier Dirlam.

2. MINUTES:

- a. Minutes from February 10, 2026, were reviewed.

On a motion by Crystal Abers and seconded by Peggy Root to approve the minutes from February 10, 2026 was approved.

3. FINANCIAL:

- a. **Financial Report:** Lisa Keck noted the Checking Account is \$12,562.07 and Savings Account is \$15,093.61; no spreadsheets or written reports were provided. Snowplowing for December and January was over \$9,000.
- b. **Accounting changeover:** Kier reported that in speaking to Glenn Smith he has not received information about our accounts to date so he has not worked on the STWBRCI accounts.
- c. **IRS Form 990:** Lisa Keck showed the group that the 2024 Form 990 was submitted. The 2025 will require Glenn to have all the data for 2025 before he can work on this project. He estimates that it will take 10 – 20 hours of effort plus a fee to through the software.
- d. **Appraisal of the building:** Peggy Root indicated that she and the realtor have to return to the building as the BOCES part of the building wasn't accessible when they toured the first time. The Realtor told her that if we have any outstanding leases that need to be renewed then we may not want to enter into a long term lease as an interested party may want to renegotiate these leases. She is meeting March 16th for this.
- e. **Outstanding Loans:**
- i. Lisa Keck indicated that both the USDA and STEDO loans are on autopayment and being paid each month.

- ii. Kier Dirlam was able to get copies of the USDA loan original paperwork and distributed it to the group.
- f. **Property Tax Payments:** Lisa Keck reported that this was paid February 17, 2026.
- g. **Gas, Electric, Water, Sewer Utilities:** status update of costs – Electric Bill for Cattaraugus County Department of Health and OGH are paid by them. Rest are paid by STWBRCI.

4. **INFRASTRUCTURE:**

a. **Current issues:**

- i. Heating in Pediatrician Dr. Suite has been repaired and no further issues have been reported. There is a billing issue with this job as Mazza charged us \$1048 for a gas valve that we didn't actually need. Total invoice was \$2692. Lisa Keck will try advocate for us to reduce that amount and report back at the next meeting.
- ii. Leaking roof into another Dr. Suite – this has stopped with the ice on the roof melting off.
- iii. NYSDOT bridge repairs impact on facility – they have started work and thus far no negative impacts.

b. **Outstanding & Future issues:**

i. **HVAC:**

1. We will need 3 units for AC for 2026 at an estimated cost of \$5,800 per Nov 25 meeting; Peggy recommended having them do the work for that amount. Lisa Keck is going to notify Mazza to schedule the work for late April.
 2. Requested updated quote from MAZZA for replacement of the Trane system – Status update was that it would be approximately \$150,000 if we had to replace the entire system. Will not do anything with this information unless it truly ceases to function.
- ii. **Cleaning Quotes** for service to clean 2 times per week. Kier Dirlam has been working on developing the Scope of RFQ and sent it out to the board for review. He has also identified potential companies to send the RFQ to. Peggy suggested that we should have a 30 day out on any contract for this service. RFQ will be released by the end of the week.
 - iii. **Wall Repairs** in 2nd Floor Empty Suite – nothing has been completed. Noted that ceiling tiles should also be ordered. Lisa Keck indicated that she will ask Glen to fix the hole in the wall and replace the tiles. No additional work is going to be done until a potential tenant is identified.
 - iv. **Furniture removal** in 2nd Floor Empty Suite – this has not been dealt with yet.

- v. **Exterior Light poles, Interior Lighting, Parking Lot** repairs/paving for 2026 are not currently viable with our cash flow.
- vi. **Lawn Mowing and landscaping contractor** – we should consider getting out an RFQ for this work to see if we are getting the best deal. There was concern noted about entering into new contracts if we are seriously considering selling the building.
- vii. **Sign out front** removal/replacement – this was noted about a year ago by Richard that it needed attention. Currently it isn't visible due to the foliage. Lisa Keck indicated that she or the handyman will check it out and see what is needed.

5. LEGAL ISSUES:

- a. **Rental Agreements:** Once again the board asked Lisa Keck to scan all the current rental agreements to the board members. Entities we currently have renting space include: Bob – PDCC, BOCES, Brady – Swenson, CASA, Cattaraugus County Health, Dr. Thandla, Physical Therapy, OGH, STW.
- b. **Vendor Contracts:** no vendor contracts have been provided as of now. Contractors include: Aramark – Rugs, Austin Security, Doyle Security, Insurance Agreements, Kandefer Plumbing, Maintenance, Pest Control, Schindler Elevator, Snow Plowing/Lawn Care
- c. **Request for a ROW** across site for a trail: no update

6. OTHER BUSINESS

None

7. GOOD OF THE ORDER

None

8. NEXT MEETING:

- a. The next Meeting will be scheduled on Tuesday April 14, 2026, at 9:00 AM.

9. ADJOURNMENT:

On a motion by Peggy Root and seconded by Crystal Abers the meeting was adjourned at 9:50 AM. Approved

Notes as taken by Kier Dirlam