



6122 South Park Avenue
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**Hamburg Industrial Development Agency
Board of Directors Meeting
January 28, 2020
Court Room - Blasdel Village Hall**

Present

Andy Palmer
Tom Moses
Robert Reynolds
Bob Hutchison
Cam Hall
Davis Podkulski

Excused

Wence Valentin
Jeff Brylski
Norma Rusert-Kelly

Guests

Jennifer Strong, Neill & Strong
Mary Doran, Hamburg Development Companies
Francesca Bond, Hamburg Sun
Phil Riggs, ECIDA

Executive Director

Sean Doyle

-Motion to open the board meeting at 7:34am Director Doyle.

Moved: Andy Palmer **Seconded:** Tom Moses
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

- Roll Call

-Motion to approve the December 2019 Board meeting minutes.

Moved: Tom Moses **Seconded:** Bob Hutchison
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

Treasurer, Bob Reynolds, gave an update on the finances; the return on interest has been very good especially with the change in banks. We are over projected earnings for the year with the closings that occurred in December – current funds \$699, 477.43.

-Motion to approve the December 2019 Treasurer's Report

Moved: Andy Palmer **Seconded:** Bob Hutchison
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

Cam Hall, inquired about the possibility of investing the funds in savings due to the amount of cash on hand. Doyle and Strong both stated the limitations state law puts on investment opportunities. Certificates of Deposit are a consideration however they lock up funds – would need to stagger into several CDs to align with investment strategy. At the current time the change in banks and increase in interest rate is serving the company well. Bob Reynolds mentioned the recent transfer of funds from checking to savings due to the better interest rate in savings.

Executive Director Update:

- Annual audit review and preparation are under way. The net financial position of the HIDA is up 32% LDC is up over 12%.
 - The 2020 PILOT Bills have been mailed. This year Eric County taxes have been added to the PILOT bill which makes us consistent with other local IDAs. We were the only IDA who did not include the county tax on their bills.
 - The 2019 Employment surveys have been mailed.
 - The Hamburg Development Corporation Annual meeting was held in January. Invest Buffalo was the guest speaker which worked out well as we are an investor with Invest Buffalo this year.
 - Doyle has been in contract with a potential investor with the intention of turning vacant retail space in Hamburg into apartments. The project is still the talking phase and remains confidential.
 - *Andy Palmer, gave a shot out to Director Doyle who was recognized along with the HIDA in a feature article in the December 27th Edition of Business First as well as Doyle noted in the January 24th edition as one of the "Builders of the Future".*
 - Doyle stated he will be leaving this afternoon for the NYS Economic Development Council Conference in Albany.
 - Doyle stated there has been activity on the Norfolk Southern sight but no other projects to mention.
- Bob Reynolds, inquired about the activity at Gateway (the old Big Tree Fire Hall). He stated the building is up for lease. Doyle met with the owner last year. Gateway met the job requirements of the PILOT in 2018. Doyle will review his 2019 survey due in February.

ANNUAL MEETING – Committee Assignments

-Doyle stated he received a call from Jeff Brylski yesterday, he will be resigning from the Board and an official letter will be forthcoming. He told director Doyle his current job commitments do not lend the appropriate time to put forth on this Board.

This change in the Board of Directors will leave the Secretary position open. Director Doyle explained the additional commitment of the secretary is to attend the Executive Committee meetings approximately once a month for about an hour which can be done via conference call.

Andy Palmer nominated Cam Hall as secretary of the HIDA Board.

-Motion to elect Cam Hall as Secretary of the HIDA Board for a one year Term beginning January 28, 2020.

Moved: Bob Reynolds **Seconded:** Tom Moses
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

-Motion to Elect the Executive Committee members Andrew Palmer, Chair; Robert Hutchison , Vice Chair; Cam Hall, Secretary and Robert Reynolds, Treasurer for a one-year term beginning January 28, 2020

Moved: Bob Reynolds **Seconded:** Tom Moses
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

-Motion to Elect Audit committee members Palmer, Podkulski and Reynolds to the committee for a one – year term beginning January 28, 2020

Moved: Bob Hutchison **Seconded:** Cam Hall
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

Motion to Elect Governance committee members Hall, Hutchison and Podkulski to the committee for a one – year term beginning January 28, 2020

Moved: Bob Reynolds **Seconded:** Tom Moses
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

-Director Doyle reiterated the decision at the HIDA offsite planning meeting in November to officially change the agency’s mission statement to the following:

Consistent to the authority granted by the State of New York, it is the mission of the town of Hamburg Industrial Development Agency to advance the job opportunities, wellness, general prosperity, and economic welfare of the people of the great Town of Hamburg, New York. This is accomplished by enthusiastically working to promote, attract, encourage, and develop recreation, economically sound commerce, and industry for the purpose of maximizing employment and property value for the Town and its residents.

Guiding Principles

The Town of Hamburg Industrial Development Agency will achieve this mission, utilizing the powers granted by New York State, through providing financial assistance to qualified projects. This assistance shall include conduit bond financing, lease/leasebacks, exemptions from taxation, and support to organizations with similar missions.

The board and staff of the Town of Hamburg Industrial Development Agency are charged to carry out this mission guided by the tenets of Transparency, Integrity, Accountability, and Exemplary Customer Service.

Vision Statement - Foster opportunity for people to create meaningful lives for themselves.

-Motion to change the Agency's mission statement

Moved: Andy Palmer **Seconded:** Tom Moses
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

-Director Doyle stated yearly Sexual Harassment Training is requirement by NYS for all Board members and employees of the HIDA. Doyle and Doran took the training thru the HDCs payroll provider Complete Payroll. If the board members have training thru their current employ that also satisfies the requirement. They would need to give a copy of the certificate of completion to the HIDA office to keep on file. The training can also be completed thru the NYS Department of Labor website or possibly the Town of Hamburg. An email will be sent to the board of links to complete the training requirement.

-Director Doyle reviewed the Property Disposal Guidelines. The guidelines follow state law. The board is required to review the policies yearly. Doyle is keeping a list of items he has purchased thru the IDA that do not fall under property of the Town of Hamburg such as; his new laptop, camera and equipment to video record board meetings and two new computer monitors for the office.

-Motion to approve the Property Disposal Guidelines

Moved: Davis Podkulski **Seconded:** Bob Reynolds
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

-Doyle explained to the Board with the new video requirements if the need arises to go into Executive Session he can switch the screen over to a slide that reads "In Executive Session – back momentarily" and mute the microphone. Attorney, Strong, went over with the Board reasons why an Executive Session is necessary:

- Personnel Issues
- Contract negotiation
- Litigation

Any Board member can request Executive Session.

-Motion to adjourn at 8:06am

Moved: Andy Palmer **Seconded:** Bob Hutchison
Ayes: Palmer, Moses, Hutchison, Hall, Reynolds, Podkulski
Nays: none
Carried

Sincerely,

A handwritten signature in black ink, appearing to read 'SD', is written above the typed name of the Executive Director.

Sean Doyle, Executive Director