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**Hamburg Industrial Development Agency
Board of Directors Meeting
February 27, 2020
Hamburg Town Hall, Room 7A**

Present

Andy Palmer
Tom Moses
Davis Podkulski
Bob Hutchison
Cam Hall

Excused

Wence Valentin
Janet Plarr
Norma Rusert-Kelly
Robert Reynolds

Guests

Jennifer Strong, Neill & Strong (via conference call)
Mary Doran, Hamburg Development Companies
Laura Podkulski, Hamburg Resident

Executive Director

Sean Doyle

-Motion to open the board meeting at 6:03pm Director Doyle.

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

- Roll Call

-Motion to approve the January 2020 Board meeting minutes.

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

Treasurer, Bob Reynolds, is excused due to illness. In his absence Director Doyle gave a brief update on the Treasurer's Reports. Largest expense to date is the membership dues. This is due to the \$5,000 commitment to Invest Buffalo Niagara, and memberships to NSCAR \$255 and NYSEC \$850. NYSEDC holds regular meetings and provides advocacy for IDAs. They have helped in act sound development policy at a more economical cost then a lobbyist. Last year we paid \$6,000 to a lobbyist. This year we opted to forgo the lobbyist and maintain the membership with NYSEC.

Two receivables we are expecting payment from in the near future; E-One and Eric Wind (Eric Wind cannot close until they pay the fee).

-Motion to approve the January 2020 Treasurer's Report

Moved: Cam Hall **Seconded:** Davis Podkulski

Ayes: Palmer, Moses, Hutchison, Hall, Podkulski

Nays: none

Carried

Executive Director Update:

-Doyle received drafts back from the auditor for both the HIDA and LDC along with the HDC. He is reviewing and has a few things to go over with the Auditor.

-The Audit Committee meeting will be held after the March 24th Board of Directors meeting and the Governance Committee meeting will be held prior to the April 23rd Board of Directors meeting. Both of the committees are required to meet twice a year.

-The PILOT billing went smoothly despite the error from the county. This was the first year Hamburg's PILOT bill included the county payment. Erie County calculated and sent Hamburg the wrong tax rate. A new rate was forwarded to us by the county with an apology after the initial bills were sent out. Correction bills were mailed on January 30th and the majority of the bills were paid using the corrected amount. Approximately \$600 is due in refunds for overpayment on the county portion of the bill. The county will handle sending out the refunds.

-Employment Surveys are still coming in about a third are outstanding.

-Annual Board of Director Surveys are also due, if you have not already filled one out.

-Director Doyle stated he attended the annual Economic Development Conference in January. It was a good networking event.

-Doyle stated current industrial development market rates are going for over \$6.00 a square foot, in the \$7.00 range.

-Pitch Hamburg's business plan is moving along nicely. Doyle worked on and completed the 501(c) 3 status. A local attorney did the filing pro bono. Currently the Comprehensive Plan Committee consists of;

Sean Doyle, Hamburg Development Companies
Heather Sidorowicz, Southtown Audio Visual
Mike Cornell, Hamburg School Superintendent
Mike DiTonto, 10,000 Vines Winery

Ideally the board will grow, currently they are sharing responsibilities. As they grow Doyle sees himself moving into a fundraising role. The 3 to 5 year goal is to have an established office and hire an Executive Director.

-Development/Marketing, Upstate Steel's Grand Opening Event has yet to be scheduled but Doyle would like to have the board present along with local reps as it would be a good public relations event.

-Doyle met with Senator Kennedy at the Economic Development conference he attended in January. They discussed the prevailing wage and Skyway issues.

-Looking ahead the CBRE, Annual Market Review, rollout of the State of WNY Economy, investment and development is coming up. Doyle will be attending, if any of the board would like to attend let Sean or Mary know.

-There will be a public hearing in March at Hamburg Village Hall regarding the development of Church and Lake. A lot has been done in advance of the meeting, and Doyle gave recognition to the Hamburg Village Planning Committee and what a great job they are doing. It will be a mixed use development and will following NYS regulations (no more than 1/3 of project cost can be retail) to qualify for a PILOT.

-Hamburg Development Corporation has become an authorized fiduciary for the Hamburg Skate Park. They are looking to raise \$250k, once goal is met they will be eligible for matching funds from the Ralph C.

Wilson Foundation and Tony Hawk Foundation. Concerns lie with who will maintain or how to maintain park once it's completed.

Executive Director – New Business

-Jeff Brylski's board position has been filled by Janet Plarr, it was approved at the Hamburg Town Board meeting on February 3rd. Plarr was not able to attend the meeting tonight because she had a conflict with a Village of Blasdell event.

-Doyle stated some of the HIDA's policy are "old" or haven't been reviewed in years. He will be reviewing one or more policies per meeting to keep everything up to date.

-Doyle read the Conflict of Interest Policy to the Board, last updated March 2008. Excerpt below:

"In the event that a matter has been brought before the Agency and it appears that there is a prohibited conflict of interest, such member or officer shall either resign from the Agency before any matter involving a prohibited conflict comes before the Agency or in the alternative the matter before the Agency shall be withdrawn."

The board was in agreement and understood this to mean a board member had to resign from the board in the event of a conflict rather than abstain from the voting in the matter that involved the conflict

-Motion to table policy for further review

Moved: Andy Palmer **Seconded:** Cam Hall

Ayes: Palmer, Moses, Hutchison, Hall, Podkulski

Nays: none

Carried

-Doyle read the Recapture and /or Termination Policy – in summary the Executive Committee will make a recommendation to the full board in the event a company is not adhering to the terms of his agreement.

-Motion to readopt the policy as written

Moved: Bob Hutchinson **Seconded:** Andy Palmer

Ayes: Palmer, Moses, Hutchison, Hall, Podkulski

Nays: none

Carried

-The Executive Committee reviewed the land use strategies of 4307 South Park to see if they were following IDA Policies. A formal letter will be sent to the project operator regarding this matter.

The next meeting will be March 24th – 7:30am at Blasdell Village Hall.

-Motion to adjourn at 6:35pm

Moved: Davis Podkulski **Seconded:** Cam Hall

Ayes: Palmer, Moses, Hutchison, Hall, Podkulski

Nays: none

Carried

Sincerely,

A handwritten signature in blue ink, appearing to read 'SD', is written above the typed name.

Sean Doyle, Executive Director