



Hamburg Industrial Development Agency Board of Directors Meeting May 26, 2020, 7:30am Via Zoom Teleconferencing – due to the COVID 19 Pandemic

Present

Excused

Guests

Janet Plarr

Wence Valentin

Jennifer Strong, Neill & Strong

Tom Moses

Mary Doran, Hamburg Development Companies

Davis Podkulski **Bob Hutchison**

Benjamin Blanchet, Hamburg Sun

Cam Hall

Executive Director

Robert Reynolds Andy Palmer

Sean Doyle

Norma Rusert-Kelly

-Pledge of Allegiance

-Motion to open the board meeting at 7:35am Director Doyle.

Moved: Norma Rusert-Kelly

Seconded: Bob Hutchinson

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr, Reynolds, Palmer, Rusert-Kelly

Navs: none Carried

- Roll Call

-Motion to approve the April 23, 2020 board meetings minutes.

Moved: Tom Moses

Seconded: Bob Reynolds

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr, Reynolds, Palmer, Rusert-Kelly

Navs: none Carried

Treasurer, Bob Reynolds, gave an update on the financials. Payroll and benefits is and has been the largest expense to date. We are currently over budget but expect to be receiving fees in the next few months, specifically from Erie Wind.

-Motion to approve the April 2020 Treasurer Report.

Moved: Andy Palmer

Seconded: Norma Rusert-Kelly

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr, Reynolds, Palmer, Rusert-Kelly

Nays: none Carried

Executive Director Update:

- -Erie One is slowly moving along. They have requested title work, which will take several weeks. E-One construction has not yet begun.
- -290 Lake Street was put on hold due to the COVID 19 pandemic. We are optimistic it will be moving forward when the local governments start to reopen.
- -Dr. Sharma (Sharma Medical) is in the planning process at this current location of a 4,000 square foot expansion of a mixed use medical building.
- -Cider Mill in the Village of Hamburg is still being planned for 340 Union and a potential mixed use development has been proposed at Soles and South Park.
- -The lease for Ebenezer Railcar is up at the end of the year. They began the process of relocating to West Seneca 2 years ago for logistical reasons. A tenant is lined up to move into the space.
- -The town is working on a new comprehensive plan, which will help us to understand the vision of the Hamburg. The previous comprehensive plan was completed in 2007.
- -The Town of Hamburg hired Dan Stanford, as the new Town Accessor with the retirement of Milt Bradshaw. Doyle talked with him a few weeks ago establishing a relationship, discussing the property evaluation process and how the HIDA utilizes Accessors Department.
- -The Executive Committee met on May 7th via ZOOM as have been the majority of Doyle's meetings.
- -HDC, Doyle has had several conversations with individuals showing interest in the loan fund. As of today only 3 current loan participants have requested a deferred payment due to the COVID 19 Pandemic. The HDC has accommodated those requesting deferment.

Unfinished Business -

-At the April Board meeting the proposed resolution regarding granting project extensions due to the COVID 19 Pandemic was on tabled pending comments from the board regarding adding a time table to the resolution. Director Doyle read the following resolution indicating the changes that were made, which are indicated in red below.

COVID Extension Resolution

Whereas the current Hamburg Industrial Development Agency Policy on project extensions is, "For an extension of an inducement, each extension of six months shall require payment of one quarter of the Agency Administrative Fee;"

and whereas a project has experienced significant delays due to New York State Executive orders for essential activities that has impacted the operator's ability to construct, obtain financing or provide furniture, fixtures and equipment at the project site, the Project Operator can appeal to the Hamburg Industrial Development Agency for a project extension for up to six months with reduced or fully discounted extension fees. The extension period will be no longer than the related and identifiable project delays due to New York State Executive orders. The identifiable project delays must have occurred between March 27, 2020 and December 31, 2020.

The project operator must communicate in writing that an extension is requested due to COVID related orders or delays. Next, the operator must submit testimony either in person, by teleconference, videoconference or via written statement at a formally scheduled meeting of the Board of Directors.

Be it resolved that: the Board will review and discuss the proposed extension and discount, then finally vote on the project amendment. If the project amendment is approved by the majority of the quorum of the board, the project will be amended as described.

Andy Palmer stated it is an important resolution to approve. The effects of the pandemic are widespread affecting not the just workers but the entire supply chain which can have an immense impact on any project.

-Motion to approve the COVID Extension Resolution

Moved: Bob Reynolds Seconded: Bob Hutchinson

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr, Reynolds, Palmer, Rusert-Kelly

Nays: none *Carried*

-Policy review, the following two polices were tabled pending further information at the April board meeting.

<u>Local Labor Policy</u> – there was a question at the April board meeting if our current policy was in-line with the Town of Hamburg Policy. Director Doyle called the town's attorney. The town does not currently have a Local Labor Policy. The attorney felt that all of the labor is in the WNY region. They have not experienced any occasion where they had to bring in laborers therefore there has been no need for a policy.

-Motion to approve the Local Labor Policy as written.

Moved: Norma Rusert-Kelly Seconded: Bob Reynolds

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr, Reynolds, Palmer, Rusert-Kelly

Nays: none *Carried*

<u>Sexual Harassment Policy</u> – Attorney, Jennifer Strong, researched the policy and it is concurrent with general municipal law. The policy is written for the board members. Employees of the HIDA should refer their own separate Human Resources Policy.

-Motion to approve the Sexual Harassment Policy as written.

Moved: Andy Palmer

Seconded: Bob Hutchinson

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr, Reynolds, Palmer, Rusert-Kelly

Nays: none Carried

Executive Director - New Business

- Restart calendar, in anticipation of the projects that were in the works when the pandemic arose (290 Lake) Director Doyle may hold a special board meeting/public hearing in July. He is just making the board aware of this possibility. He will continue to keep the board informed. As a reminder the public needs 72 hours of advanced notice on public hearings.

-Restart policy, Director Doyle will file with the Department of Health as required by NYS. All business restarting normal operations must file their restart plan with the department. He will include the temperature checks, access to masks, hand sanitizer and cleaners along with removal of water cooler.

-To go along with the above restart policies, the next in person board meeting should follow along with social distancing guidelines. Director Doyle will check with the town and see if their temperature check equipment could be used for future board meetings. At this point in time the meetings will continue via Zoom with the thought the public could still be hesitant to attend in person meetings. Doyle will keep the

board informed of the ongoing changes to social distancing and the Governors return to work phases that pertain to future meetings. It was also suggested to do both Zoom and in person for the next meeting. Will wait and see how things play out in the next month before any decision is made on how to hold the next meeting.

-Chairman, Andy Palmer, explained to the board the director's contract is up June 30, 2020. He is proposing putting together a temporary Employment Committee consisting of Bob Reynolds, Bob Hutchinson and Call Hall to work thru the details of the new contract, present and take recommendations from the entire board.

-Motion to approve the Temporary Employment Committee

Moved: Andy Palmer

Seconded: Tom Moses

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr, Reynolds, Palmer, Rusert-Kelly

Nays: none *Carried*

-Motion to adjourn at 8:08am

Moved: Davis Podkulski

Seconded: Norma Rusert-Kelly

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr, Reynolds, Palmer, Rusert-Kelly

Nays: none Carried

Sincerely,

Sean Doyle, Executive Director

The next meeting will be Thursday, June 25th – 6:00pm (Location TBD)