



6122 South Park Avenue  
Hamburg, New York 14075  
716.648.4145  
[www.HamburgIDA.com](http://www.HamburgIDA.com)

**Hamburg Industrial Development Agency  
Board of Directors Meeting  
MEETING AGENDA  
Wednesday, January 18, 2023, 7:30 AM  
Blasdell Village Hall, Court Room, 121 Miriam Avenue, Blasdell, New York**

*Join Zoom Meeting*

<https://us02web.zoom.us/j/85621954900?pwd=bVRuNDdwVTcySEZFNHczU2pxV2VrZz09>

*Meeting ID: 856 2195 4900*

*Passcode: 14075*

1. Roll Call
2. Reading and Approval of December 2023 Minutes
3. Report of the Treasurer – December Treasurer Report
4. Executive Director Update

**New Business**

- Invest Buffalo 2023 Membership
- 2023 Sexual Harassment Training

**Unfinished Business**

- Call for nominations – February meeting

5. Privilege of the Floor
6. Executive Session
7. Adjournment

**Next meeting: February 15, 2023, 7:30 AM Blasdell Village Hall**



**Unapproved/draft**  
(BOD motion for approval at 1/18/23 meeting)

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**Hamburg Industrial Development Agency  
Board of Directors Meeting  
December 14, 2022, 7:30am  
Blasdell Village Hall**

**Present**

Cam Hall  
Tom Moses  
Davis Podkulski  
Bob Hutchison  
Janet Plarr  
Andy Palmer  
Jamel Perkins  
Bob Reynolds  
Wence Valentin

**Excused**

**Guests**

Jennifer Strong, Neill & Strong (Zoom)  
Mary Doran, HIDA  
Anna Masucci, Pitch Hamburg

**Executive Director**

Sean Doyle

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**- Pledge of Allegiance**

**-Roll Call**

**-Motion** to open the board meeting at 7:35am

**Moved:** Tom Moses

**Seconded:** Cam Hall

**Ayes:** Hall, Moses, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Valentin

**Nays:** none

**Carried**

**-Motion** to approve the November 2022 board meeting minutes

**Moved:** Cam Hall

**Seconded:** Jamel Perkins

**Ayes:** Hall, Moses, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Valentin

**Nays:** none

**Carried**

Treasurer, Bob Reynolds, gave an update on the financials. Payroll and expenses totaled \$12,694.17, resulting in a negative \$12,029.58 for the month of November. The total balance on the account is \$1,069,985.22.

**-Motion** to approve the November 2022 Treasurer Report

**Moved:** Andy Palmer

**Seconded:** Bob Hutchison

**Ayes:** Hall, Moses, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Valentin

**Nays:** none

**Carried**

**Executive Director Update:**

- Johnsons Taphouse should close before year end. K&H Industries/Staub will be close in 2023.
- Doyle will be meeting with the owner of the potential truck terminal on Jeffrey Boulevard.
- Working with the SBA for disaster relief assistance from the November winter storm damage. Currently, they are collating the costs to damaged buildings in the village and town. Doyle said to refer businesses to him that need assistance. Plarr stated Sean Crotty is preparing a report and it also includes damage to homes not just businesses.
- Southtown’s Chamber had their annual holiday party last night. The Governance committee has updated the by-laws and appointed a new treasurer who has a better skill set and background to handle the position. The Executive Director search is in progress, interviews begin this Friday.
- Good meeting with the Town Board regarding the HDC Grant. Doyle submitted a press release to the Hamburg Sun which listed the recipients along with a picture. Unfortunately, one recipient had to decline the grant after approval due to the November winter storm damage they could no longer use the funds as intended. Another applicant has since applied for the remaining funds.

**New Business**

Reappointment of Neill and Strong Attorneys and Counselors, PC as transaction Counsel for 2023

**-Motion** to appoint Neill & Strong Attorneys and Counselors P.C. as Special Council and Transaction Council to the Hamburg Industrial Development Agency for the year 2023.

**Moved:** Bob Reynolds                    **Seconded:** Janet Plarr  
**Ayes:** Hall, Moses, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Valentin  
**Nays:** none  
**Carried**

Bob Reynolds extended his appreciation for Attorney Strong and what a great job she does for the HIDA, and the board concurred.

Doyle read the following resolution:

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*RESOLUTION OF THE TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY EXTENDING THE INDUCEMENT PERIOD AND THE SALES TAX PERIOD FOR RPJ HOLDINGS, LLC (“LESSEE”) and JOHNSON’S TAPHOUSE, INC. (“SUBLESSEE”) PROJECT, UNTIL JUNE 14, 2023.*

*WHEREAS, RPJ Holdings, LLC (the "Lessee") has entered into negotiations with the officials of the Town of Hamburg Industrial Development Agency (the "Agency") with respect to the construction, installation and equipping of an approximately 17,490 square foot brewing and distilling facility at 0 Lakeshore Drive in the Town of Hamburg for lease to the Agency and subsequent Leaseback to the Lessee and further sublease to JOHNSON TAPHOUSE, INC. (or related entity) (the "Sublessee") who will be the sole tenant (the "Project"); and*

*WHEREAS, the Town of Hamburg Industrial Development Agency (the “Agency”) by resolution adopted on November 17, 2021 approved assistance for the Project; and*

*WHEREAS, there has been delay in closing the Project, due to difficulty in meeting closing requirements; and*

*NOW, THEREFORE, BE IT RESOLVED BY THE AGENCY AS FOLLOWS:*

- 1. The Agency does hereby extend the inducement period and the sales tax period for the Lessee from November 17, 2022 through June 14, 2023 and waives the extension fee.*
  - 2. This resolution shall take effect immediately.*
-

**-Motion** to approve above the resolution

**Moved:** Bob Reynolds                      **Seconded:** Cam Hall

Cam Hall inquired about keeping with prior practices of 6 month extensions questioned why would the HIDA grant a 7 month extension.

Strong stated the resolution is written with a 6 month extension from today's board meeting. The resolution expired in November and was not brought to the November board meeting because they intended to close in November.

Board was in agreement to continue with prior practices and amend the resolution.

**-Motion** to amend the presented resolution and change the extension date from June 14, 2023 to May 17, 2023.

**Moved:** Bob Reynolds                      **Seconded:** Jamel Perkins  
**Ayes:** Hall, Moses, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Valentin  
**Nays:** none  
***Carried***

**-Motion** to adopt the amended resolution

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

Bob Reynolds inquired about HIDA board officer assignments for 2023. Doyle stated they are typically appointed in February/March after the town makes their organizational changes.

### **Unfinished Business**

**-Pitch Hamburg request for funding.** Doyle stated the additional requested supporting documentation was reviewed by the Executive Committee. He opened the floor up to the Executive Committee for comment.

Bob Hutchison stated that education is what fits with the HIDA purpose and is what they are proposing to support.

Anna Masucci stated the mentoring/education is individualized based on the needs/business of the cohort. Their focus now is on the education since the cohorts have been selected.

Jennifer Strong stated the HIDA can support as long as it follows its own goals. Providing general education to the business community would fit.

Bob Reynolds asked what category "education" fell under on the budget Pitch supplied to the board. Business Support Program Expenses – is the designated category of which \$15,000 was budgeted for 2023.





1. That the HIDA pay to Sean Doyle a bonus in the amount of \$8,000.00 for the year 2022 in the next payroll.
2. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on December 14, 2022.

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**Moved:** Andy Palmer                      **Seconded:** Cam Hall  
**Ayes:** Hall, Moses, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Valentin  
**Nays:** none  
**Carried**

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WHEREAS, HIDA Executive Assistant Mary Doran is a hardworking and valued employee of the HIDA;

WHEREAS, the HIDA Board recognizes the talents, hard work and dedication of Ms. Doran and wishes to reward her for her service to the HIDA.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:

1. That the HIDA pay to Mary Doran a bonus in the amount of \$2,000.00 for the year 2022 in the next payroll.
2. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on December 14, 2022.

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**Moved:** Bob Reynolds                      **Seconded:** Jamel Perkins  
**Ayes:** Hall, Moses, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Valentin  
**Nays:** none  
**Carried**

Additionally, Chairman Hutchison thanked the entire board for their work over the past year.

**-Privilege of the Floor – no comments**

**-Motion to adjourn at 8:23am**

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

Sincerely,

Sean Doyle, Executive Director

**Next meeting: January 18, 2023 7:30AM Blasdel Village Hall**

**Town of Hamburg Industrial Development Agency**  
**Treasurer's Report**  
**As of December 31, 2022**

	Dec 31, 22	Dec 31, 21
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Cash		
Cash-Checking	6,521.18	5,240.44
Cash-Savings	816,472.57	1,059,774.67
CD Mature 4/2023	250,000.00	0.00
<b>Total Cash</b>	<u>1,072,993.75</u>	<u>1,065,015.11</u>
<b>Total Checking/Savi...</b>	<u>1,072,993.75</u>	<u>1,065,015.11</u>
<b>Total Current Assets</b>	<u>1,072,993.75</u>	<u>1,065,015.11</u>
<b>TOTAL ASSETS</b>	<u><u>1,072,993.75</u></u>	<u><u>1,065,015.11</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Opening Balance Eq...	499,980.27	499,980.27
Retained Earnings	565,034.84	152,241.18
Net Income	7,978.64	412,793.66
<b>Total Equity</b>	<u>1,072,993.75</u>	<u>1,065,015.11</u>
<b>TOTAL LIABILITIES &amp; EQ...</b>	<u><u>1,072,993.75</u></u>	<u><u>1,065,015.11</u></u>

**Town of Hamburg Industrial Development Agency  
Treasurer's Report  
December 2022**

01/03/23

Accrual Basis

	Dec 22	Jan - Dec 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Administrative Fees	31,100.00	186,989.19
Interest Earnings	1,328.82	3,186.30
Interest Earnings CD	176.77	1,620.42
Refund	0.00	134.71
<b>Total Income</b>	<u>32,605.59</u>	<u>191,930.62</u>
<b>Gross Profit</b>	32,605.59	191,930.62
<b>Expense</b>		
Audit	0.00	4,500.00
Business Expenses & Mile...	81.63	2,764.15
Cell Phone	83.33	999.96
<b>Complete Payroll</b>		
Payroll and Benefits	26,425.07	143,144.35
Processing Payroll	104.04	1,504.36
Total Tax Liabilities	2,024.32	11,322.84
<b>Total Complete Payroll</b>	<u>28,553.43</u>	<u>155,971.55</u>
Conferences & Seminars	0.00	100.00
Legal & Accounting	0.00	500.00
Membership Dues	850.00	6,660.00
<b>Office Expenses</b>		
IT Support	0.00	710.00
Office Equipment	0.00	195.62
Postage	13.68	267.51
Subscriptions	14.99	438.87
Supplies	0.00	1,309.01
Office Expenses - Other	0.00	321.18
<b>Total Office Expenses</b>	<u>28.67</u>	<u>3,242.19</u>
Payroll Expenses/Insurance	0.00	2,933.13
Publicity & Public Hearings	0.00	856.00
Sponsorship	0.00	5,425.00
<b>Total Expense</b>	<u>29,597.06</u>	<u>183,951.98</u>
<b>Net Ordinary Income</b>	<u>3,008.53</u>	<u>7,978.64</u>
<b>Net Income</b>	<u><u>3,008.53</u></u>	<u><u>7,978.64</u></u>



## HIDA COMMITTEES (Excerpt By-Laws)

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### 1. Executive Committee (5)

There shall be an Executive Committee which shall consist of the Executive Director, the Chairman, the Vice-Chairman, and two other members of the Agency, designated by a majority of a quorum of the Agency. **The Executive Committee shall function as a steering committee and shall advise and direct the membership of the Agency in said Agency's accomplishment of its purposes.** Three (3) members shall constitute a quorum, of the Executive Committee. A majority of a quorum of the Agency shall elect a Chairman of the Executive Committee to preside over such committee's meetings. The term of office for members of the Executive Committee shall be for one (1) year.

### 2 Nominating Committee (3)

There shall be a nominating committee which shall consist of three members of the Agency selected by a majority of a quorum of the Agency to **nominate such members of the Agency as they deem appropriate for the offices of Chairman, Vice-Chairman, Secretary, Treasurer, and the three members of the Agency to be selected by a majority of a quorum of the Agency to serve upon the Executive Committee.** Members of the Nominating Committee shall serve a term of one (1) year.

### 3. Governance Committee (3)

There shall be a Governance Committee appointed by the Chairman with the consent of the entire membership of the Agency. The Governance Committee shall consist of the Chairman and two other members of the Agency and must be "independent members" of the Agency within the meaning of Section 2825 of the New York Public Authorities Law. **The Governance Committee shall keep the Agency informed of current best governance practices, review corporate governance trends, suggest updates to the Agency's corporate governance principles and shall advise those responsible for appointing members to the Agency of the skills and experience required of potential Agency members.**

### 4. Audit Committee (3)

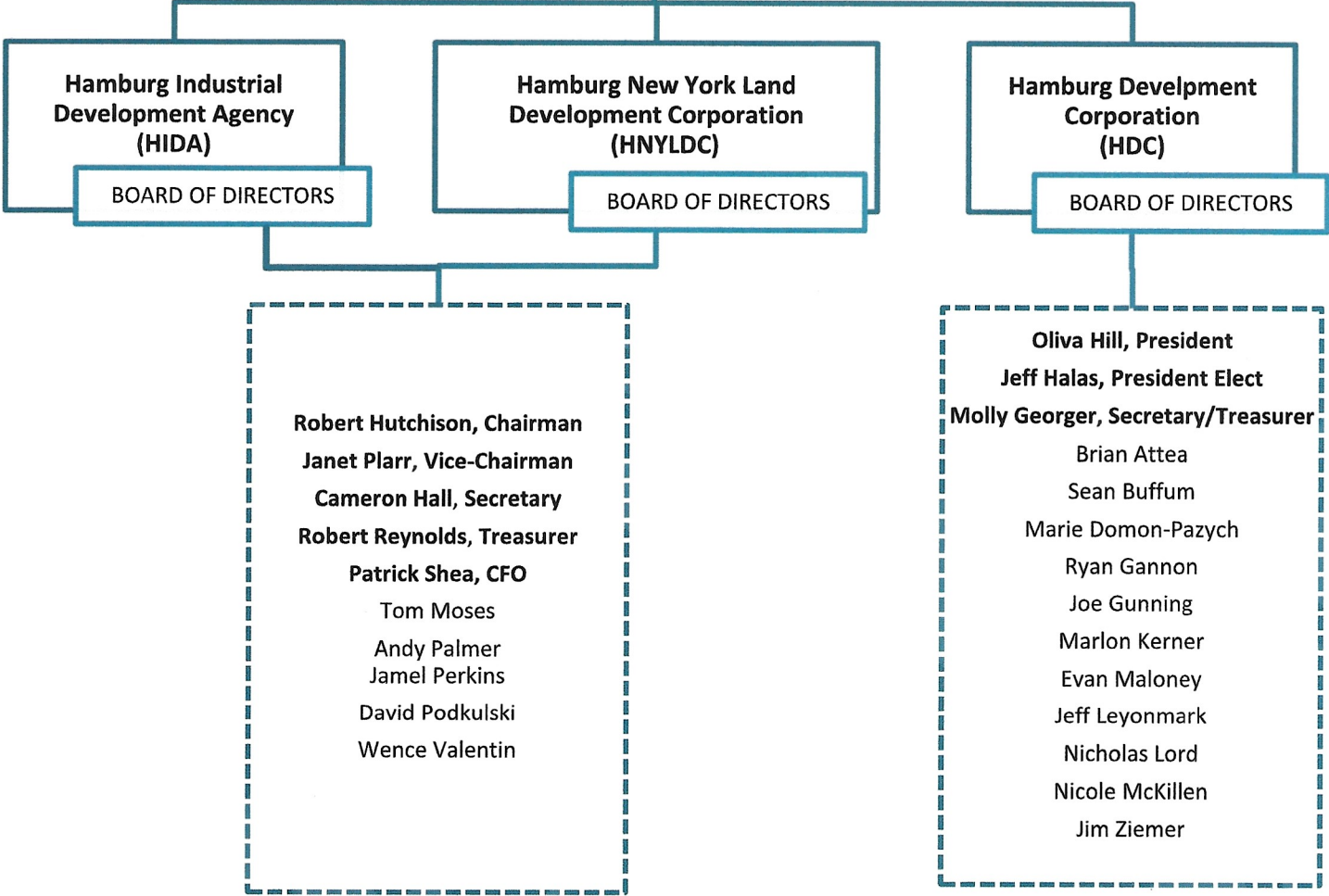
There shall be an Audit Committee consisting of three "independent members" within the meaning of Section 2825 of the New York Public Authorities Law which members shall be appointed by a majority of a quorum of the Agency. Such members shall, to the extent practicable, be familiar with corporate financial and accounting practices. The majority of a quorum of the Agency shall appoint one member of the Audit Committee as its Chairman. The Audit Committee shall provide assistance to the members of the Agency in fulfilling their fiduciary responsibilities relating to accounting, reporting and regulatory compliance practices. **The Audit Committee shall review the Agency's audited financial statements, review significant accounting and reporting issues and make recommendations to the Board as to other auditing matters. The Audit Committee shall recommend the hiring of a certified independent accounting firm and shall provide direct oversight over the performance of the independent audit performed by the accounting firm hired for such purposes and receive and review reports from such accounting firm. The Audit Committee shall also ensure that the proper submissions are made to the governmental authorities having audit authority and fiscal oversight of the Agency and undertake such other actions as are provided for in the Audit Committee Charter.**

### 5. Finance Committee (3)

There shall be a Finance Committee consisting of three "independent members" within the meaning of Section 2825 of the New York Public Authorities Law which members shall be appointed by a majority of a quorum of the Agency. Such members shall, to the extent practicable, be familiar with corporate financial and accounting practices. The majority of a quorum of the Agency shall appoint one member of the Finance Committee as its Chairman. **The Finance Committee shall review the proposed budget as presented by the Executive Director, recommend the budget for approval, monitor and report to the Board as to compliance with the adopted budget, review the Agency's investment policy and recommend allocation of assets, review the annual investment report, review the audit of investments by the Independent Auditor, monitor the Agency's capital needs and make recommendations and undertake such other actions as are set forth in the Finance Committee Charter.**



**SEAN DOYLE, EXECUTIVE DIRECTOR**  
 Mary Doran, Executive Assistant



**Hamburg Industrial Development Agency Committees**

Executive Committee	Audit Committee	Finance Committee	Governance Committee
Robert Hutchison, Chair Janet Plarr, Vice Chair Cameron Hall, Secretary Bob Reynolds, Treasurer	Bob Reynolds Robert Hutchison Davis Podkulski	Bob Reynolds Janet Plarr	Davis Podkulski Cameron Hall Robert Hutchinson





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**Hamburg New York Land Development Corporation  
Board of Directors Meeting**

**MEETING AGENDA  
Wednesday, January 18, 2023 7:30 AM  
Blasdell Village Hall, Court Room, 121 Miriam Avenue, Blasdell, New York**

*Join Zoom Meeting*

<https://us02web.zoom.us/j/85621954900?pwd=bVRuNDdwVTcySEZFNHczU2pxV2VrZz09>

*Meeting ID: 856 2195 4900*

*Passcode: 14075*

1. Roll Call
2. Reading and Approval of December 2023 Minutes
3. Report of the Treasurer - December Treasurer Report
4. Executive Director Update:

**New Business** *(deadline for New Business is Thursday at 5:00)*

•

**Unfinished Business**

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5. Privilege of the floor
6. Executive Session
7. Adjournment

**Next meeting: Wednesday, February 15, 2023 7:30am Blasdell Village Hall**



**Unapproved/draft**  
(BOD motion for approval at 1/18/23 meeting)

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**Hamburg New York Land Development Corporation  
Board of Directors Meeting  
December 14, 2022, 7:30am  
Blasdell Village Hall**

**Present**

Cam Hall  
Bob Reynolds  
Davis Podkulski  
Bob Hutchison  
Janet Plarr  
Andy Palmer  
Jamel Perkins  
Tom Moses  
Wence Valentin

**Excused**

**Guests**

Mary Doran, HIDA

**Executive Director**

Sean Doyle

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**Roll Call**

**-Motion** to open the board meeting at 8:24am.

**Moved:** Bob Reynolds

**Seconded:** Tom Moses

**Ayes:** Hall, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Moses, Valentin

**Nays:** none

**Carried**

**-Motion** to approve the November 2022 board meeting minutes

**Moved:** Janet Plarr

**Seconded:** Bob Hutchison

**Ayes:** Hall, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Moses, Valentin

**Nays:** none

**Carried**

Bob Reynolds, Treasurer, gave an update on the October financials; \$1,447.93 was received in interest \$1,265.26 bank interest and \$182.67 CD interest. No expenses this month account balance \$1,653,702.65.

**-Motion** to approve the November 2022 Treasurer Report.

**Moved:** Andy Palmer

**Seconded:** Davis Podkulski

**Ayes:** Hall, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Moses, Valentin

**Nays:** none

**Carried**



**Executive Director Update:**

-Doyle is working with NOCO on environmental projects; refuse and solar potentially to operate as a development consultant for the town, thru various incentives and rebates looking to allocate where the funding goes.

Andy Palmer asked if there were any potential properties to purchase and make “shovel ready”, nothing available at the current time, continually looking.

**-Privilege of the Floor** – no comments

**-Motion** to adjourn at 8:40am

**Moved:** Davis Podkulski                      **Seconded:** Andy Palmer

**Ayes:** Hall, Podkulski, Hutchison, Perkins, Plarr, Palmer, Reynolds, Moses, Valentin

**Nays:** none

***Carried***

Sincerely,

Sean Doyle, Executive Director

**Next meeting: January 18, 2023, 7:30am Blasdell Village Hall**

9:27 AM

01/03/23

Accrual Basis

Hamburg New York Land Development Corporation  
Treasurer's Report  
December 2022

	<u>Dec 22</u>	<u>Jan - Dec 22</u>
Ordinary Income/Expense		
Income		
Interest-Deposits	1,995.54	7,144.16
Interest Income CD	176.77	1,455.43
Total Income	<u>2,172.31</u>	<u>8,599.59</u>
Gross Profit	2,172.31	8,599.59
Expense		
Audit	0.00	3,750.00
Legal fees & expenses	0.00	5,112.50
Taxes and Filing Fees	0.00	275.00
Total Expense	<u>0.00</u>	<u>9,137.50</u>
Net Ordinary Income	2,172.31	-537.91
Other Income/Expense		
Other Income		
Refund	0.00	2,000.00
Total Other Income	<u>0.00</u>	<u>2,000.00</u>
Net Other Income	0.00	2,000.00
Net Income	<u><u>2,172.31</u></u>	<u><u>1,462.09</u></u>

Prepared By: 

**Hamburg New York Land Development Corporation**  
**Treasurer's Report**  
**As of December 31, 2022**

	Dec 31, 22	Dec 31, 21
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
cash		
cash-cash checki...	3,161.64	2,273.99
Cash-Savings	1,402,713.32	1,652,138.88
CD Mature 4/2023	250,000.00	0.00
<b>Total cash</b>	1,655,874.96	1,654,412.87
<b>Total Checking/Savings</b>	1,655,874.96	1,654,412.87
<b>Total Current Assets</b>	1,655,874.96	1,654,412.87
<b>TOTAL ASSETS</b>	<b>1,655,874.96</b>	<b>1,654,412.87</b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Unrestricted Net Assets	1,654,412.87	740,704.48
Net Income	1,462.09	913,708.39
<b>Total Equity</b>	1,655,874.96	1,654,412.87
<b>TOTAL LIABILITIES &amp; EQUI...</b>	<b>1,655,874.96</b>	<b>1,654,412.87</b>