



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, February 15, 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 January 2023 Minutes
3. Report of the Treasurer – January Treasurer Report
4. Executive Director Update

**New Business**

- Annual Board survey ABO
- Agency By-Laws
  - Hamburg IDA By-Laws
  - Governance Committee Charter
  - Finance Committee Charter
  - Audit Committee Charter
  - Investment Policy

**Unfinished Business**

- Committee Elections
- 2023 Sexual Harassment Training

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

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



Unapproved/draft  
(BOD motion for approval at 2/15/23 meeting)

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**Hamburg Industrial Development Agency  
Board of Directors Meeting  
January 18, 2023, 7:30am  
Blasdel Village Hall**

**Present**

Bob Reynolds  
Tom Moses  
Davis Podkulski  
Bob Hutchison  
Janet Plarr  
Andy Palmer

**Excused**

Cam Hall  
Wence Valentin  
Jamel Perkins

**Guests**

Jennifer Strong, Neill & Strong  
Mary Doran, HIDA  
Francesca Bond, Hamburg Sun

**Executive Director**

Sean Doyle

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**- Pledge of Allegiance**

**-Roll Call**

**-Motion** to open the board meeting at 7:34am

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

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

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

Treasurer, Bob Reynolds, gave an update on the financials. December had a gross income of \$32,605.59 and expenses of \$29,597.06 of which \$28,553.43 consisted of payroll and performance payments which resulted in a net income after expenses of \$3,008.53.

Bob also gave an unaudited wrap up for 2022. Forecasted income for 2022 was \$228,100 vs actual income of \$191,930.62. 2022 expenses were budgeted for \$221,649.32 and actual expenses totaled \$183,951.98 this helped offset the loss of projected income for 2022. Saving on expenses kept the company on budget. December 31, 2021 total liabilities and equity \$1,065,015.11 vs December 31, 2022 \$1,072,993.75 an increase of \$7,978.64.

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

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

### **Executive Director Update:**

-Johnsons Taphouse closed in December. K&H Industries/Staub as well as Mission Hills will be closing in 2023. K&H Industries is moving along they did go back to the town planning board as their building is projected to be larger than originally planned.

-Doyle stated he is on a new committee with local IDAs called "Office Space Working Group". Their kick-off meeting was in December. They are determining the percentage of office space that has declined occupancy with the increase in hybrid working situations since the pandemic. They are focused on coming up with adaptive reuse solutions for vacant office buildings.

-New IDA legislation came out of Albany requiring IDA's to mail via certified mail to all effected taxing jurisdictions notifications of impending resolutions. As well as notification to the appropriate jurisdictions of projects that will be ending within a 2 year time frame. Doyle stated it was most likely designed for IDA's that do not have board representations. HIDA Board has representatives for the various jurisdictions as follows and will adhere to the new policy:

Tom Moses – Village of Hamburg

Andy Palmer – Village of Blasdell

Cam Hall – Frontier School District

Davis Podkulski – Hamburg School District

-Doyle met with John Gilmour regarding Pitch Incubator and Hamburg IDA

-Meeting on January 19<sup>th</sup> with Virginia Smith – HUBZone

-ECIDA amended their UTEP to include an economic inclusion policy to maximize opportunities for minorities and women. Their matrix for determining a pilot now includes a MWBE category which could potentially give applicants an extra boost/point and help them move from a 7 to 10 year pilot.

-Looking ahead, Hamburg State of the Town address is January 26<sup>th</sup> at Hilbert College, HDC annual breakfast meeting is Tuesday January 31<sup>st</sup> at Ilio's and the next HIDA board meeting is February 15, 2023.

### **New Business**

Membership support of Invest Buffalo Niagara

**-Motion** to approve a \$5,000 2023 Sponsorship/membership in Invest Buffalo Niagara. Funds marked in 2023 Budget

**Moved:** Bob Reynolds                      **Seconded:** Janet Plarr

**Ayes:** Moses, Podkulski, Hutchison, Plarr, Palmer, Reynolds

**Nays:** none

**Carried**

\* **Reminder** to the board annual sexual harassment training is required by law for all board members. Training thru current employer is acceptable please forward the HIDA proof of completion. Additionally, Mary will send out a training link to all board members to use if training is not offered/or available by employer.

HIDA Annual Meeting of committee and officer assignments will take place in February. Included in today's meeting packet is a list of committee/responsibilities. Please notify Sean or Mary of any interest in or nominations for positions prior to the February meeting.

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

**-Motion** to adjourn at 7:59am

**Moved:** Andy Palmer

**Seconded:** Janet Plarr

**Ayes:** Moses, Podkulski, Hutchison, Plarr, Palmer, Reynolds

**Nays:** none

***Carried***

Sincerely,

Sean Doyle, Executive Director

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

Town of Hamburg Industrial Development Agency  
**Treasurer's Report**  
As of January 31, 2023

	Jan 31, 23	Dec 31, 22
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Cash		
Cash-Checking	14,664.00	6,521.18
Cash-Savings	768,348.76	816,472.57
CD Mature 4/2023	250,000.00	250,000.00
<b>Total Cash</b>	<u>1,033,012.76</u>	<u>1,072,993.75</u>
<b>Total Checking/Savin...</b>	<u>1,033,012.76</u>	<u>1,072,993.75</u>
<b>Total Current Assets</b>	<u>1,033,012.76</u>	<u>1,072,993.75</u>
<b>TOTAL ASSETS</b>	<u><u>1,033,012.76</u></u>	<u><u>1,072,993.75</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Opening Balance Eq...	499,980.27	499,980.27
Retained Earnings	573,013.48	565,034.84
Net Income	-39,980.99	7,978.64
<b>Total Equity</b>	<u>1,033,012.76</u>	<u>1,072,993.75</u>
<b>TOTAL LIABILITIES &amp; EQ...</b>	<u><u>1,033,012.76</u></u>	<u><u>1,072,993.75</u></u>



## Town of Hamburg Industrial Development Agency

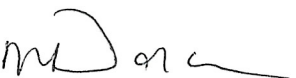
02/02/23

## Treasurer's Report

Accrual Basis

January 2023

	Jan 23	Jan 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Interest Earnings	1,877.89	1,877.89
Interest Earnings CD	182.67	182.67
<b>Total Income</b>	<u>2,060.56</u>	<u>2,060.56</u>
<b>Gross Profit</b>	2,060.56	2,060.56
<b>Expense</b>		
<b>Business Expenses</b>		
Meetings/luncheons	386.78	386.78
Mileage	150.00	150.00
<b>Total Business Expenses</b>	536.78	536.78
Cell Phone	83.33	83.33
<b>Complete Payroll</b>		
Employer Payroll Taxes	1,047.42	1,047.42
Payroll and Benefits	9,694.18	9,694.18
Processing Payroll	220.99	220.99
<b>Total Complete Payroll</b>	10,962.59	10,962.59
Grants	25,000.00	25,000.00
Membership Dues	5,000.00	5,000.00
<b>Office Expenses</b>		
Postage	82.73	82.73
Subscriptions	14.99	14.99
Supplies	113.58	113.58
Office Expenses - Other	-2.45	-2.45
<b>Total Office Expenses</b>	208.85	208.85
Sponsorship	250.00	250.00
<b>Total Expense</b>	<u>42,041.55</u>	<u>42,041.55</u>
<b>Net Ordinary Income</b>	<u>-39,980.99</u>	<u>-39,980.99</u>
<b>Net Income</b>	<u><u>-39,980.99</u></u>	<u><u>-39,980.99</u></u>





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**Hamburg New York Land Development Corporation  
Board of Directors Meeting  
MEETING AGENDA  
Wednesday February 15, 2023 7:30 AM  
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Meeting ID: 856 2195 4900

Passcode: 14075

1. Roll Call
2. Reading and Approval of January 2023 Minutes
3. Report of the Treasurer - January Treasurer Report
4. Executive Director Update:
  - New Business** (*deadline for New Business is Thursday at 5:00*)
    -
  - Unfinished Business**
    -
5. Privilege of the floor
6. Executive Session
7. Adjournment

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



**Unapproved/draft**  
(BOD motion for approval at 2/15/23 meeting)

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Board of Directors Meeting  
January 18, 2023, 7:30am  
Blasdell Village Hall**

**Present**

Bob Reynolds  
Tom Moses  
Davis Podkulski  
Bob Hutchison  
Janet Plarr  
Andy Palmer

**Excused**

Cam Hall  
Wence Valentin  
Jamel Perkins

**Guests**

Jennifer Strong, Neill & Strong  
Mary Doran, HIDA

**Executive Director**

Sean Doyle

---

**-Roll Call**

**-Motion** to open the board meeting at 8:00am.

**Moved:** Tom Moses                      **Seconded:** Janet Plarr  
**Ayes:** Podkulski, Hutchison, Plarr, Palmer, Reynolds, Moses  
**Nays:** none  
**Carried**

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

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

Bob Reynolds, Treasurer, gave an update on the December financials; gross income of \$2,172.31 and no expenses to report for the month. Year-end update; gross income of \$8,599.59, expenses totaled \$9,137.50 and final unaudited numbers for the year; December 2021 total liabilities and equity \$1,654,412.87 December 2022 total liabilities and equity \$1,655,874.96.

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

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



**Executive Director Update:**

-Doyle stated the potential NOCO environmental projects did not have any positive economic viability. Due to various factors there was no potential for profitability on town sites at the current time.

**-Motion** to move into Executive Session to discuss real estate contract negotiations at 8:05am

**Moved:** Bob Reynolds                   **Seconded:** Davis Podkulski

**Ayes:** Podkulski, Hutchison, Plarr, Palmer, Reynolds, Moses

**Nays:** none

*Carried*

**-Motion** to move out of Executive Session with no action taken at 8:25am

**Moved:** Bob Reynolds                   **Seconded:** Janet Plarr

**Ayes:** Podkulski, Hutchison, Plarr, Palmer, Reynolds, Moses

**Nays:** none

*Carried*

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

**-Motion** to adjourn at 8:26am

**Moved:** Davis Podkulski                   **Seconded:** Janet Plarr

**Ayes:** Podkulski, Hutchison, Plarr, Palmer, Reynolds, Moses

**Nays:** none

*Carried*

Sincerely,

Sean Doyle, Executive Director

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

## Hamburg New York Land Development Corporation

02/02/23

## Treasurer's Report

Accrual Basis

As of January 31, 2023

	Jan 31, 23	Dec 31, 22
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>cash</b>		
cash-cash checki...	3,344.31	3,161.64
Cash-Savings	1,405,295.85	1,402,713.32
CD Mature 4/2023	250,000.00	250,000.00
<b>Total cash</b>	<u>1,658,640.16</u>	<u>1,655,874.96</u>
<b>Total Checking/Savings</b>	<u>1,658,640.16</u>	<u>1,655,874.96</u>
<b>Total Current Assets</b>	<u>1,658,640.16</u>	<u>1,655,874.96</u>
<b>TOTAL ASSETS</b>	<u><u>1,658,640.16</u></u>	<u><u>1,655,874.96</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Unrestricted Net Assets	1,655,874.96	1,654,412.87
Net Income	<u>2,765.20</u>	<u>1,462.09</u>
<b>Total Equity</b>	<u>1,658,640.16</u>	<u>1,655,874.96</u>
<b>TOTAL LIABILITIES &amp; EQUI...</b>	<u><u>1,658,640.16</u></u>	<u><u>1,655,874.96</u></u>

10:50 AM

02/02/23

Accrual Basis

Hamburg New York Land Development Corporation  
Treasurer's Report  
January 2023

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	<u>Jan 23</u>	<u>Jan 23</u>
Ordinary Income/Expense		
Income		
Interest-Deposits	2,582.53	2,582.53
Interest Income CD	182.67	182.67
Total Income	<u>2,765.20</u>	<u>2,765.20</u>
Gross Profit	<u>2,765.20</u>	<u>2,765.20</u>
Net Ordinary Income	<u>2,765.20</u>	<u>2,765.20</u>
Net Income	<u><u>2,765.20</u></u>	<u><u>2,765.20</u></u>

Prepared By: 