



6122 South Park Avenue  
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**Hamburg Industrial Development Agency  
Board of Directors Meeting  
February 15, 2023, 7:30am  
Blasdell Village Hall**

**Present**

Bob Reynolds  
Cam Hall  
Davis Podkulski  
Bob Hutchison  
Jamel Perkins

**Excused**

Tom Moses  
Wence Valentin  
Janet Plarr  
Andy Palmer

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

**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins

**Nays:** none

***Carried***

**-Motion** to approve the January 2023 board meeting minutes as amended – under *Executive Director Update* correct school district representatives; change Cam Hall from Frontier School District to Hamburg School District and Davis Podkulski from Hamburg School District to Frontier School District.

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

**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins

**Nays:** none

***Carried***

Treasurer, Bob Reynolds, gave an update on the financials. January numbers included; interest income of \$2,060.56 and expenses of payroll \$10,962.59 and a grant of \$25,000. Total expenses for the month \$42,041.55. Total liabilities and equity as of January 31<sup>st</sup> \$1,033,012.76.

**-Motion** to approve the January 2023 Treasurer Report

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

**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins

**Nays:** none

***Carried***

### **Executive Director Update:**

- K&H Industries their 2 projects are continuing to move forward. The expansion has had some delays and cost overruns. The new project/building had to go back to the planning board. Doyle expects they will be at the March board meeting to request an extension.
- Mission Hills Phase 4 approved by board end of 2022 - no updates they have not broken ground.
- Legislation, Hamburg redistricted met with new representative Senator Patrick Gallivan
- Continuing to work with SBA to designate Blasdell as a HUB Zone.
- Attended State of the Town, it was a positive event.
- Doyle will be on the IDA Panel at the March NYSCAR board meeting.
- Village of Hamburg Community and Business update is tonight at Hamburg High School.

### **New Business**

- Please complete and return the Annual Board Survey as required by the Authority Budget Office.
- Annual review of the following by-laws/charters/policies:

**-Motion** to re-adopt the Town of Hamburg Industrial Development Agency by-laws as of February 15, 2023.

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

**-Motion** to re-adopt the Town of Hamburg Industrial Development Agency Governance Committee Charter as of February 15, 2023.

**Moved:** Davis Podkulski                      **Seconded:** Cam Hall  
**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins  
**Nays:** none  
***Carried***

**-Motion** to re-adopt the Town of Hamburg Industrial Development Agency Finance Committee Charter as of February 15, 2023.

**Moved:** Jamel Perkins                      **Seconded:** Cam Hall  
**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins  
**Nays:** none  
***Carried***

**-Motion** to re-adopt the Town of Hamburg Industrial Development Agency Audit Committee Charter as of February 15, 2023.

**Moved:** Bob Hutchison           **Seconded:** Bob Reynolds  
**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins  
**Nays:** none  
*Carried*

**-Motion** to adopt the amended Town of Hamburg Industrial Development Agency Investment Policy; including Upstate Bank as of February 15, 2023.

**Moved:** Davis Podkulski           **Seconded:** Cam Hall  
**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins  
**Nays:** none  
*Carried*

**Unfinished Business**

**-Annual Meeting Elections/Committee Assignments**

**-Motion** to Elect the Executive Committee members Robert Hutchison, Chair; Janet McGregor-Plarr , Vice Chair; Cameron Hall, Secretary and Robert Reynolds, Treasurer for a term ending February 14, 2024

**Moved:** Davis Podkulski           **Seconded:** Jamel Perkins  
**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins  
**Nays:** none  
*Carried*

**-Motion** to Elect Audit committee members Hutchison, Podkulski and Reynolds to the committee for a term ending February 14, 2024

**Moved:** Bob Hutchison           **Seconded:** Bob Reynolds  
**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins  
**Nays:** none  
*Carried*

**-Motion** to Elect Governance committee members Hall, Hutchison and Podkulski to the committee for a term ending February 14, 2024

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

**-Motion** to Elect Finance committee members Hutchison, Reynolds and McGregor-Plarr to the committee for a term ending February 14, 2024

**Moved:** Bob Hutchison                   **Seconded:** Bob Reynolds  
**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins  
**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.

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

### **Executive Session**

**-Motion** to move into executive session at 7:51am to discuss 2 separate matters; 1. Attorney-Client Privilege and 2. Human Resources/personnel matter.

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

**-Motion** to move out of executive session at 8:31am with no action taken.

**Moved:** Bob Reynolds                   **Seconded:** Bob Hutchison  
**Ayes:** Reynolds, Hall, Podkulski, Hutchison, Perkins  
**Nays:** none  
*Carried*

**-Motion** to adjourn at 8:31am

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

Sincerely,



Sean Doyle, Executive Director

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