



6122 South Park Avenue
Hamburg, New York 14075
716.648.4145
www.HamburgIDA.com

**Hamburg Industrial Development Agency
Board of Directors Meeting
MEETING AGENDA
Wednesday, March 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 February 2023 Minutes
3. Report of the Treasurer – February Treasurer Report
4. Executive Director Update

New Business

- Extension request Iskalo 17 Long, LLC (second extension)
- Extension request Amazon.com Services, LLC (first extension)
- Newspaper designation
- Agency policies
 - Travel Policy
 - Sexual Harassment Policy
 - Whistleblower Policy
 - Procurement Policy
 - Property Disposal Guidelines

Unfinished Business

- 2023 Sexual Harassment Training

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

Next meeting: April 19, 2023, 7:30 AM Blasdell Village Hall

**Town of Hamburg Industrial Development Agency
Treasurer's Report
As of February 28, 2023**

	Feb 28, 23	Dec 31, 22
ASSETS		
Current Assets		
Checking/Savings		
Cash		
Cash-Checking	27,920.39	6,521.18
Cash-Savings	744,945.17	816,472.57
CD Mature 4/2023	250,000.00	250,000.00
Total Cash	1,022,865.56	1,072,993.75
Total Checking/Savin...	1,022,865.56	1,072,993.75
Total Current Assets	1,022,865.56	1,072,993.75
TOTAL ASSETS	1,022,865.56	1,072,993.75
LIABILITIES & EQUITY		
Equity		
Opening Balance Eq...	499,980.27	499,980.27
Retained Earnings	573,013.48	565,034.84
Net Income	-50,128.19	7,978.64
Total Equity	1,022,865.56	1,072,993.75
TOTAL LIABILITIES & EQ...	1,022,865.56	1,072,993.75

**Town of Hamburg Industrial Development Agency
Treasurer's Report
February 2023**

03/02/23

Accrual Basis

	Feb 23	Jan - Feb 23
Ordinary Income/Expense		
Income		
Interest Earnings	1,597.77	3,475.66
Interest Earnings CD	0.00	182.67
Total Income	<u>1,597.77</u>	<u>3,658.33</u>
Gross Profit	1,597.77	3,658.33
Expense		
Business Expenses		
Meetings/luncheons	98.80	485.58
Mileage	15.00	165.00
Total Business Expenses	113.80	650.58
Cell Phone	83.33	166.66
Complete Payroll		
Employer Payroll Taxes	1,038.99	2,086.41
Payroll and Benefits	10,067.85	19,762.03
Processing Payroll	116.94	337.93
Total Complete Payroll	11,223.78	22,186.37
Grants	0.00	25,000.00
Membership Dues	0.00	5,000.00
Office Expenses		
Postage	90.00	172.73
Subscriptions	14.99	29.98
Supplies	19.07	132.65
Office Expenses - Oth...	0.00	-2.45
Total Office Expenses	124.06	332.91
Sponsorship	200.00	450.00
Total Expense	<u>11,744.97</u>	<u>53,786.52</u>
Net Ordinary Income	<u>-10,147.20</u>	<u>-50,128.19</u>
Net Income	<u><u>-10,147.20</u></u>	<u><u>-50,128.19</u></u>



Unapproved/draft
(BOD motion for approval at 3/15/23 meeting)

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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

- 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 31st \$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:
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



March 3, 2023

Mr. Sean Doyle
Executive Director
Hamburg Industrial Development Agency
6122 South Park Avenue
Hamburg, NY 14075

Re: 17 Long Street Renovation Project
Request for Extension of Term for Sales Tax Exemption on Materials

Dear Sean:

The purpose of this letter is to request a further extension of the term of the sales tax exemption granted by the Agency to the Project referenced above. The current term expires March 22nd. As you will recall, we were advised last fall that the Hamburg IDA only grants extensions in intervals of six months. Thus, we noted in our extension request at that time that a further six month extension request was likely. As of the date herein, the renovation of the building "shell" is now approximately 75% complete. We expect the remainder of the renovation, including site work, to be completed within the next six months.

Thank you for your consideration of this request.

Sincerely,

ISKALO DEVELOPMENT CORP.



David Chiazza
Executive Vice President

RESOLUTION OF THE TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") EXTENDING THE SALES TAX PERIOD FOR ISKALO 17 LONG, LLC (THE "LESSEE") UNTIL SEPTEMBER 22, 2023

WHEREAS, ISKALO 17 LONG LLC (the "Lessee") has entered into negotiations with the officials of the Town of Hamburg Industrial Development Agency (the "Agency") with respect to the adaptive reuse and renovation of a 28,890 square foot former grocery store for ambulatory health care services at 17 Long Avenue in the Village of Hamburg for lease to the Agency and subsequent Leaseback to the Lessee (the "Project"); and

WHEREAS, there has been delay in constructing and equipping of the Project due to the Co-Vid 19 Pandemic; and

AND WHEREAS, the first six-month approved extension period ends March 22, 2023

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

1. **The Agency does hereby extend the sales tax period for the Lessee from March 22, 2023 to September 22, 2023.**
2. This resolution shall take effect immediately.

ADOPTED: March 15, 2022

ACCEPTED:

ISKALO 17 LONG, LLC

By: _____

(name):

(title):

RESOLUTION OF THE TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") FURTHER EXTENDING THE SALES TAX PERIOD UNTIL AUGUST 16, 2022 FOR BAYVIEW ROAD ASSOCIATES, LLC (THE "LESSEE") TO CONSTRUCT A 181,500 SQUARE FOOT WAREHOUSE ON A 57.914 ACRE PARCEL OF LAND OWNED BY THE LESSEE LOCATED AT THE CORNER OF LAKESHORE AND BAYVIEW ROADS IN THE TOWN OF HAMBURG, AS AGENT FOR THE AGENCY FOR LEASE TO THE AGENCY AND SUBSEQUENT LEASEBACK TO THE LESSEE FOR SUB-SUBLEASE TO AMAZON.COM SERVICES LLC (THE "SUBLESSEE") WHO WILL BE THE SOLE OCCUPANT OF THE FACILITY ALL FOR A WAREHOUSING AND DISTRIBUTION FACILITY, AND TO TAKE OTHER PRELIMINARY ACTION.

WHEREAS, the Town of Hamburg Industrial Development Agency by resolution adopted on February 16, 2021 as amended on June 16, 2021 induced the Lessee and the Sublessee to receive Agency assistance with respect to the construction and equipping by the Agency through a lease with mortgage or lease only transaction of a commercial warehouse and distribution facility on a 57.914 acre parcel of land located the corner of Lakeshore and Bayview Roads already owned by the Lessee, in Hamburg, New York and the construction of an approximately 181,500 square foot building therein, by the Lessee, as Agent for the Agency, for lease by the Lessee to the Agency for leaseback by the Agency to the Lessee for sub-sublease to Amazon.com Services LLC, (the "Sublessee") who will be the sole occupant of the facility, all for the provision of a warehousing and distribution Facility (the "Project"); and

WHEREAS, due to various macroeconomic issues such as industry-wide supply chain challenges and inflationary pressures that have impacted not only this site but Amazon’s entire network of facilities.

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 Sublessee from March 15, 2023 to December 31, 2023 with no extension fee.
2. This resolution shall take effect immediately.

ADOPTED: February 16, 2022

ACCEPTED:

BAYVIEW ROAD ASSOCIATES, LLC,
as Company

By _____
Name:
Title:

AMAZON.COM SERVICES LLC,

as Tenant

By _____
Holly Sullivan,
Authorized Signatory

By _____
Name:
Title:



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**Hamburg New York Land Development Corporation
Board of Directors Meeting
MEETING AGENDA
Wednesday March 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 February 2023 Minutes
3. Report of the Treasurer - February 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
 - Contract Review
 - **New Business** CONTINUED
 - HNLYDC Resolution to approve purchase of real property
7. Adjournment

Next meeting: Wednesday, April 19, 2023 7:30am Blasdell Village Hall

Hamburg New York Land Development Corporation
Treasurer's Report
As of February 28, 2023

	Feb 28, 23	Dec 31, 22
ASSETS		
Current Assets		
Checking/Savings		
cash		
cash-cash checki...	3,526.98	3,161.64
Cash-Savings	1,408,089.50	1,402,713.32
CD Mature 4/2023	250,000.00	250,000.00
Total cash	1,661,616.48	1,655,874.96
Total Checking/Savings	1,661,616.48	1,655,874.96
Total Current Assets	1,661,616.48	1,655,874.96
TOTAL ASSETS	1,661,616.48	1,655,874.96
LIABILITIES & EQUITY		
Equity		
Unrestricted Net Assets	1,655,874.96	1,654,412.87
Net Income	5,741.52	1,462.09
Total Equity	1,661,616.48	1,655,874.96
TOTAL LIABILITIES & EQUI...	1,661,616.48	1,655,874.96

10:29 AM

Hamburg New York Land Development Corporation

03/02/23

Treasurer's Report

Accrual Basis

February 2023

	<u>Feb 23</u>	<u>Jan - Feb 23</u>
Ordinary Income/Expense		
Income		
Interest-Deposits	2,793.65	5,376.18
Interest Income CD	182.67	365.34
Total Income	<u>2,976.32</u>	<u>5,741.52</u>
Gross Profit	<u>2,976.32</u>	<u>5,741.52</u>
Net Ordinary Income	<u>2,976.32</u>	<u>5,741.52</u>
Net Income	<u><u>2,976.32</u></u>	<u><u>5,741.52</u></u>

Prepared By:





Unapproved/draft
(BOD motion for approval at 3/15/23 meeting)

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**Hamburg New York Land Development Corporation
Board of Directors Meeting
February 15, 2023, 7:30am
Blasdell Village Hall**

Present

Bob Reynolds
Jamel Perkins
Davis Podkulski
Bob Hutchison
Cam Hall

Excused

Janet Plarr
Wence Valentin
Tom Moses
Andy Palmer

Guests

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

Executive Director

Sean Doyle

-Roll Call

-Motion to open the board meeting at 8:32am.

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

-Motion to approve the January 2023 board meeting minutes

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

Bob Reynolds, Treasurer, gave an update on the January financials; gross income of \$2,765.20 and no expenses to report for the month, total liabilities and equity \$1,658,640.16.

-Motion to approve the January 2023 Treasurer Report.

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

Executive Director Update:

-Doyle stated he is working on a potential opportunity, doing his due diligence. He will keep the Executive Committee informed as it continues to develop.

-Privilege of the Floor – no comments

-Motion to adjourn at 8:34am

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

Ayes: Hall, Hutchison, Podkulski, Perkins, Reynolds

Nays: none

Carried

Sincerely,

Sean Doyle, Executive Director

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