



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, November 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 October 2023 Minutes
3. Report of the Treasurer – October Treasurer Report
4. Executive Director Update

New Business

- 2024 meeting schedule
- Annual employee pension payments

Unfinished Business

- ABO Website Audit

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

**Next meeting: December 13, 2023 7:30 AM Blasdell Village Hall
(2nd Tuesday of the month because of the holiday)**



Unapproved/draft
(BOD motion for approval at 11/15/23 meeting)

6122 South Park Avenue
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**Hamburg Industrial Development Agency
Board of Directors Meeting
October 18, 2023, 7:30am
Blasdell Village Hall**

Present

Bob Reynolds
Andy Palmer
Davis Podkulski
Bob Hutchison
Janet Plarr

Excused

Tom Moses
Wence Valentin
Jamel Perkins
Cam Hall

Guests

Jennifer Strong, Neill & Strong
Mary Doran, HIDA
Joe Pinker, K&H
Jonathan Halas, K&H

Executive Director

Sean Doyle

- Pledge of Allegiance

-Roll Call

-Motion to open the board meeting at 7:49am

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

-Motion to approve the September 2023 board meeting minutes

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

Treasurer, Bob Reynolds, gave an update on the financials. September had administrative fee income of \$31,482.53 and interest income of \$3,772.78 for a total of \$35,255.33. Expenses totaled \$19,989.24 which included payroll, sponsorship and office supplies. Income over expenses resulted in \$15,266.09 and total liabilities and equity equal \$980,792.42.

-Motion to approve the September 2023 Treasurer Report

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

Executive Director Update:

- K&H/Staub project closing will be discussed under new business
- Activity; 77 South Buffalo Street is in development phase, 3556 Lakeshore (Gateway Building) 2nd meeting this week with potential developer, 290 Lake Street property has reverted back to original owners
- Feedmore project in Hamburg, still in the process of discussing financing options
- PITCH Hamburg is accepting applications for its 2nd batch of cohorts 4 applicants to date.
- Next board meeting is November 15, 2023

Andy Palmer inquired about the SBA HUB Zone designation for Blasdell. It did not get approved (none in WNY) need to keep applying. The governor can give a recommendation for acceptance.

Andy Palmer also mentioned a privately owned electric charging station is coming to Blasdell with 4 charging stations.

New Business –

Doyle read the following resolution for Grimsview Properties, LLC

RESOLUTION OF THE TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY EXTENDING THE INDUCEMENT PERIOD AND THE SALES TAX PERIOD FOR GRIMSVIEW PROPERTIES, LLC PROJECT, UNTIL APRIL 17, 2024.

WHEREAS, GRIMSVIEW PROPERTIES, 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 18,000 square foot addition to an existing advanced manufacturing facility at 160 Grimsby Drive in the Village of Hamburg for lease to the Agency and subsequent Leaseback to the Lessee and further sublease to K & H INDUSTRIES, INC. (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 October 20, 2021 approved assistance for the Project; and

WHEREAS, there has been delay in finishing the Project due to supply chain issues outside of the control of the Lessee; 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 October 18, 2023 until April 17, 2024, with extension fee as per the HIDA fee schedule.*
- 2. This resolution shall take effect immediately.*

The original project sheets were handed out for Board review and Doyle turned the floor over to Jonathan Halas to speak on the project.

Halas stated this is their 3rd request for an extension.

Project approved: October 20, 2021, 1st extension September 21, 2022, 2nd extension April 19, 2023 (Extensions granted had no changes from the original project approval and no fees were charged.)

Halas said the expansion project is wrapping up. There were a number of delays with permits/sewer issues as well as a 6 month delay in materials. They are at a good position now and plan to have the expansion done within the next 6 months. Because of the issues with the expansion project they changed architects and had to go back to the planning board with changes from original plan on the new build project. They plan to break ground on the new build in 2024. 57 people are currently employed and they have 6 open

positions (machinist, automation engineer, mechanical engineer etc). They are struggling to find employees, not even getting applicants a billboard will be out soon advertising the open positions.

Palmer asked about the delays. Halas stated working with the county on the sewer delay took about 4.5 months to resolve and the permit process thru the Village of Hamburg another 3+ months. The electrical panels for the new facility will be ordered in the next few weeks with slated delivery a year out. The redesign by the new architects will reduce new building costs by approximately 40%. Interest rates remain the primary concern on the new build. Ideally would like to close on the expansion project within the next 6 months however it is difficult to answer since financing of the new build depends on the expansion project.

HIDA extension fees on both projects total \$24,885; \$6,135.00 on Grimsview Properties, LLC (expansion) and \$18,750 on Staub Three, LLC (new build).

-Motion by Bob Reynolds to amend the Grimsview Properties, LLC extension resolution above as follows; resolution in effect October 18, 2023 to July 17, 2024 and reduce the extension fee to half \$3,067.50.

Palmer disagreed with the charge of an extension fee due to the jobs being created. Reynolds reiterated it is their 3rd extension request and the fees are used for the salaries and costs associated with operating the HIDA.

Moved: Bob Reynolds **Seconded:** Bob Hutchison
Ayes: Podkulski, Hutchison, Reynolds, Plarr
Nays: Palmer
Carried

-Motion to approve the extension resolution for Grimsview Properties, LLC with the amended changes above (October 18, 2023 to July 17, 2024 and reduce the extension fee to half \$3,067.50)

Moved: Bob Reynolds **Seconded:** Bob Hutchison
Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer
Nays:
Carried

Doyle read the following resolution for Staub Three, LLC Project

**RESOLUTION OF THE TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY
EXTENDING THE INDUCEMENT PERIOD AND THE SALES TAX PERIOD FOR STAUB THREE,
LLC PROJECT, UNTIL APRIL 17, 2024.**

WHEREAS, STAUB THREE, LLC (the "Lessee") has entered into negotiations with the officials of the Town of Hamburg Industrial Development Agency (the "Agency") with respect to the acquisition, construction, installation and equipping of an approximately 50,000 square foot advanced manufacturing facility at 0 Grimsby Drive in the Village of Hamburg for lease to the Agency and subsequent Leaseback to the Lessee and further sublease to STAUB PRECISION MACHINE, INC. (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 October 20, 2021 approved assistance for the Project; and

WHEREAS, there has been delay in finishing the Project due to supply chain issues outside of the control of the Lessee;
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 October 18, 2023 until*

April 17, 2024, with extension fee as per the HIDA fee schedule.

2. *This resolution shall take effect immediately.*

The board further discussed the new building and a realistic timeframe for the project.

-Motion by Janet Plarr to amend the dates on the resolution for Staub Three, LLC from October 18 2023 to October 15, 2025.

With an increase in building costs and interest rates across the board, Attorney Strong asked about the financing for the new build. Halas confirmed an increase from the original board approved number back in 2021. The increase is significant enough to deem a new public hearing to move forward with the project.

After further discussion, the board concluded it would be more feasible to let the Staub Three, LLC project expire today (no action taken/no late fees charged). Staub Three, LLC can reapply with a new application and updated financials for the cost of \$500 application fee.

Janet Plarr withdrew her motion to change the dates on the Staub Three, LLC resolution.

2024 Budget

Board Treasurer, Reynolds, went over the proposed 2024 budget (attached) noting changes from the 2023 budget as follows:

Projected Revenue = \$284,000 (Agency Fees – \$250,000, Interest \$29,000 and Other income \$5,000)
Salaries = \$173,769.28 (Includes wages, healthcare, pension, bonus and payroll processing fees)
Advertising = decreased to \$200 from \$3,500 in 2023
Cell phone = decreased to \$1,000 (per contract)
Seminars & Conferences = decreased to \$5,500
Employer Insurance Policies = increased \$13,109
Office Expenses = increased \$6,800 (to include rent payment of \$400 per month)
Mileage, Grants, It Support, Legal Professional Services, Membership Dues, Publicity, Sponsorships, Training, website/Marketing = same as 2023
Budgeted/projected revenue over expenses for 2024 = \$27,916.72

Several board members expressed their disagreement with the Town of Hamburg charging the HIDA rent. Stating the HIDA is working for the betterment of the town and the agency does more to promote business in the town than any elected official. The nominal fee charged is not enough to have an impact on the Town budget. We should be working together as a team.

-Motion to approve the 2024 HIDA Budget as presented

Moved: Janet Plarr **Seconded:** Andy Palmer

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer

Nays:

Carried

-Doyle will be getting the Governance Committee together for a meeting to discuss the HIDA's Fee Policy.

Unfinished Business

-Privilege of the Floor – no comments

-Motion to adjourn at 8:56am

Moved: Bob Reynolds **Seconded:** Andy Palmer

Ayes: Moses, Podkulski, Hutchison, Hall, Reynolds

Nays: none

Carried

Sincerely,

Sean Doyle, Executive Director

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

Town of Hamburg Industrial Development Agency

11/06/23

Treasurer's Report

Accrual Basis

October 2023

	Oct 23	Jan - Oct 23
Ordinary Income/Expense		
Income		
Administrative Fees	0.00	31,982.53
Interest Earnings - Bank Acct	396.45	17,414.43
Interest Earnings CD	1,132.61	8,496.43
Interest Income Demand Deposit	2,579.84	3,658.42
Refund	0.00	14,622.54
Total Income	4,108.90	76,174.35
Gross Profit	4,108.90	76,174.35
Expense		
Business Expenses		
Meetings/luncheons	159.37	1,115.48
Mileage	106.22	1,011.24
Total Business Expenses	265.59	2,126.72
Cell Phone	83.33	833.30
Complete Payroll		
Employee Health Insurance	752.29	3,761.45
Employer Payroll Taxes	822.91	9,640.84
Payroll and Benefits	10,703.22	115,525.58
Processing Payroll	103.74	1,435.84
Total Complete Payroll	12,382.16	130,363.71
Grants	0.00	25,000.00
IT Support	600.00	600.00
Legal & Professional Services		
Audit	0.00	4,500.00
Legal & Professional Services - Ot...	0.00	625.00
Total Legal & Professional Services	0.00	5,125.00
Membership Dues	0.00	5,000.00
Office Expenses		
Office Equipment	0.00	1,144.20
Postage	0.00	270.91
Subscriptions	0.00	418.03
Supplies	0.00	895.62
Office Expenses - Other	0.00	-2.45
Total Office Expenses	0.00	2,726.31
Payroll Expenses/Insurance	379.78	3,054.70
Public Hearings	0.00	68.00
Sponsorship	0.00	2,300.00
Training	0.00	780.00
Total Expense	13,710.86	177,977.74
Net Ordinary Income	-9,601.96	-101,803.39
Net Income	-9,601.96	-101,803.39

Town of Hamburg Industrial Development Agency

11/06/23

Treasurer's Report

Accrual Basis

As of October 31, 2023

	Oct 31, 23	Dec 31, 22
ASSETS		
Current Assets		
Checking/Savings		
Cash		
Cash-Checking	13,661.56	6,521.18
Cash-Savings	103,870.38	816,472.57
CD Mature 4/2024	250,000.00	250,000.00
Demand Deposit Acco...	603,658.42	0.00
Total Cash	<u>971,190.36</u>	<u>1,072,993.75</u>
Total Checking/Savings	<u>971,190.36</u>	<u>1,072,993.75</u>
Total Current Assets	<u>971,190.36</u>	<u>1,072,993.75</u>
TOTAL ASSETS	<u><u>971,190.36</u></u>	<u><u>1,072,993.75</u></u>
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity	499,980.27	499,980.27
Retained Earnings	573,013.48	565,034.84
Net Income	-101,803.39	7,978.64
Total Equity	<u>971,190.36</u>	<u>1,072,993.75</u>
TOTAL LIABILITIES & EQUITY	<u><u>971,190.36</u></u>	<u><u>1,072,993.75</u></u>



HIDA & HNYLDC

Meeting Schedule 2024

January 10th

February 14th

March 13th

April 10th

May 8th

June 12th

July 10th

August 14th

September 11th

October 9th

November 13th

December 11th

Meetings held at 7:30am
2nd Wednesday of the month
Court Room, Blasdell Village Hall



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TO: HIDA Board of Directors
FROM: Sean P. Doyle, Executive Director
DATE: November 15, 2023
RE: **Employee SEP Plan**

As part of the Hamburg Industrial Development Agency employee benefit package, established by the Board, each employee is to receive a contribution towards their respective retirement, in lieu of a formal pension plan. The contributions are calculated based on an agreed upon percentage, as stated in each individual's employment contract, of their gross wages for the year. The Hamburg Industrial Development Agency also covers the cost of the FICA at 7.65%.

The following calculations are based upon the 2023 wages:

<u>Sean P. Doyle</u>		<u>Mary E. Doran</u>	
Salary (Jan - Dec)	\$95,173.78	Salary (Jan - Dec)	\$42,520.30
4%	\$ 3,806.95	4%	\$ 1,700.81
7.65%	\$ <u>291.23</u>	7.65%	\$ <u>130.11</u>
Total payment	\$ 4,098.18	Total Payment	\$1,830.92

This payment shall be included in the November 24th payroll.



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**Hamburg New York Land Development Corporation
Board of Directors Meeting
MEETING AGENDA
Wednesday, November 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 October 2023 Minutes
3. Report of the Treasurer – October Treasurer Report
4. Executive Director Update

New Business

Unfinished Business

- Crossroads site updates

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

**Next meeting: December 13, 2023 7:30 AM Blasdell Village Hall
(2nd Tuesday of the month because of the holiday)**



Unapproved/draft
(BOD motion for approval at 11/15/23 meeting)

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**Hamburg New York Land Development Corporation
Board of Directors Meeting
October 18, 2023, 7:30am
Blasdell Village Hall**

Present

Bob Reynolds
Andy Palmer
Davis Podkulski
Bob Hutchison
Janet Plarr

Excused

Tom Moses
Wence Valentin
Jamel Perkins
Cam Hall

Guests

Jennifer Strong, Neill & Strong
Mary Doran, HIDA

Executive Director

Sean Doyle

-Roll Call

-Motion to open the board meeting at 7:32am

Moved: Bob Reynolds **Seconded:** Bob Hutchison

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer

Nays: none

Carried

-Motion to approve the September 2023 board meeting minutes

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

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer

Nays: none

Carried

Treasurer, Bob Reynolds, gave an update on the financials. September had interest income of \$4,505.87 and no expenses. Total liabilities and equity equal \$1,666,174.95.

-Motion to approve the September 2023 Treasurer Report

Moved: Andy Palmer **Seconded:** Janet Plarr

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer

Nays: none

Carried

Executive Director Update:

-A few interested parties in the 0 Lakeshore Road property, working through initial phases of development and site access.

-Auction for Camp Road/Cheektowaga Concrete was pulled from the auction board due to bankruptcy protection.

-Auction for Camp Road Exit 57 site, did not occur, no one registered to bid on site.

-NY Forward – Doyle presented to ESD on behalf of the Village of Hamburg and Scott Street, a 3 million dollar grant would go a long way in developing the Scott Street site, should hear back by mid-November.

New Business –

2024 Budget

Board Treasurer, Reynolds, went over the proposed 2024 budget (attached) noting changes from the 2023 budget as follows:

Projected Revenue = increased \$34,242 due to higher interest rates

Consultant Fees = added \$20,000 (0 Lakeshore Road)

Taxes = increased 750.00 (0 Lakeshore Road)

Marketing= added \$5,000 (0 Lakeshore Road)

Publicity = added \$2,500 (0 Lakeshore Road)

Insurance = added \$1,050 (0 Lakeshore Road)

Legal & Accounting = same as 2023

Budgeted/projected revenue over expenses for 2024 = \$442.00

-**Motion** to approve the 2024 HNYLDC Budget as presented

Moved: Janet Plarr **Seconded:** Andy Palmer

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer

Nays:

Carried

Unfinished Business

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

-**Motion** to adjourn at 7:47am

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

Ayes: Moses, Podkulski, Hutchison, Hall, Reynolds

Nays: none

Carried

Sincerely,

Sean Doyle, Executive Director

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

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

	Oct 23	Jan - Oct 23
Ordinary Income/Expense		
Income		
Interest Income - Bank Acct	312.32	29,693.63
Interest Income CD	1,132.61	7,684.99
Interest Income Demand Deposit	3,439.79	4,877.90
Total Income	<u>4,884.72</u>	<u>42,256.52</u>
Gross Profit	4,884.72	42,256.52
Expense		
Audit	0.00	3,750.00
Land Purchase		
0 Lakeshore Road		
Attorney Fees	0.00	1,600.00
Deposit & Purchase	0.00	529,073.68
Due Diligence	0.00	16,380.00
Property Insurance	0.00	978.13
Purchase Fees	0.00	5,290.00
Total 0 Lakeshore Road	<u>0.00</u>	<u>553,321.81</u>
Total Land Purchase	<u>0.00</u>	<u>553,321.81</u>
Total Expense	<u>0.00</u>	<u>557,071.81</u>
Net Ordinary Income	<u>4,884.72</u>	<u>-514,815.29</u>
Net Income	<u><u>4,884.72</u></u>	<u><u>-514,815.29</u></u>

Prepared By: 

Hamburg New York Land Development Corporation

11/06/23

Treasurer's Report

Accrual Basis

As of October 31, 2023

	Oct 31, 23	Dec 31, 22
ASSETS		
Current Assets		
Checking/Savings		
cash		
cash-cash checking	3,974.82	3,161.64
Cash-Savings	82,206.95	1,402,713.32
CD Renew Mature 4/2...	250,000.00	250,000.00
Demand Deposit Acco...	804,877.90	0.00
Total cash	1,141,059.67	1,655,874.96
Total Checking/Savings	1,141,059.67	1,655,874.96
Total Current Assets	1,141,059.67	1,655,874.96
Fixed Assets		
0 Lakeshore Road	530,000.00	0.00
Total Fixed Assets	530,000.00	0.00
TOTAL ASSETS	1,671,059.67	1,655,874.96
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity	530,000.00	0.00
Unrestricted Net Assets	1,655,874.96	1,654,412.87
Net Income	-514,815.29	1,462.09
Total Equity	1,671,059.67	1,655,874.96
TOTAL LIABILITIES & EQUITY	1,671,059.67	1,655,874.96