



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, January 10, 2024, 7:30 AM
Blasdell Village Hall, Court Room, 121 Miriam Avenue, Blasdell, New York**

Join Zoom Meeting

<https://us02web.zoom.us/j/85240174874?pwd=YzJnU3JicnhSSVZyQ0xxMm1sejlkUT09>

Meeting ID: 852 4017 4874

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

- PARIS Employment Reporting and company updates
- Invest Buffalo
- Sexual Harassment Training

Unfinished Business

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

**Next meeting: February 14, 2024 7:30 AM Blasdell Village Hall
(2nd Wednesday of the month)**



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**Hamburg Industrial Development Agency
Board of Directors Meeting
December 13, 2023, 8:00am
Blasdell Village Hall**

Present

Bob Reynolds
Tom Moses
Davis Podkulski
Bob Hutchison
Janet Plarr
Cam Hall
Jamel Perkins

Excused

Andy Palmer
Wence Valentin

Executive Director

Sean Doyle

Guests

Jennifer Strong, Neill & Strong
Mary Doran, HIDA
Anna Masucci, Pitch Hamburg
Mike DiTonto, Pitch Hamburg
Michael Cornell, Pitch Hamburg
Heather Sidorowicz, Pitch Hamburg
Jeff Leyonmark, Pitch Hamburg

Pledge of Allegiance

-Roll Call

-Motion to open the board meeting at 8:20am

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

-Motion to approve the November 2023 board meeting minutes

Moved: Janet Plarr **Seconded:** Tom Moses
Ayes: Moses, Podkulski, Hutchison, Reynolds, Plarr, Hall, Perkins
Carried

Treasurer, Bob Reynolds, gave an update on the financials. November had interest income of \$4,014.07 and expenses totaled \$16,159.71 which included; payroll, office supplies and a sponsorship. Balance on the accounts is \$955,030.55.

Cam Hall asked if we are on track without the fee income as projected. Doyle stated he curtailed some of the budgeted expenses; marketing/technology. Going forward the 2024 budget is more conservative and looks positive with the Feedmore Project and 2 projects still to close. Bob Reynolds stated the HIDA is within its 2023 projected spending budget.

-Motion to approve the November 2023 Treasurer Report

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

Executive Director Update:

- Doyle had a meeting with a perspective developer and the town planner for the Gateway building.
- Feedmore draft application is 90% complete for the bond financing.
- Blasdell/Woodlawn Brownfield opportunity Doyle has had contact with the fire chief.
- WNYS CAR – Annual Awards dinner February 15, 2024, Doyle will send out further information for any Board member that would like to attend.
- Hamburg Village Economic Development Planning meeting January 24, 2024.

New Business:

Reappointment of transaction counsel 2024 Neill and Strong Attorneys and Counselors, PC

-**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 2024.

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

2023 Staff Performance Payments

Board President, Bob Hutchison, read the following staff performance resolutions:

WHEREAS, HIDA Executive Director Sean Doyle is a diligent and valued employee of the HIDA;

WHEREAS, the HIDA Board recognizes the talents, hard work and dedication of Mr. Doyle and wishes to reward him for his service to the HIDA.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:

- 1. That the HIDA pay to Sean Doyle a bonus in the amount of \$8,000.00 for the year 2023 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 13, 2023.

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

WHEREAS, HIDA Executive Assistant Mary Doran is a diligent 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 2023 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 13, 2023.

Moved: Bob Hutchison

Seconded: Cam Hall

Ayes: Moses, Podkulski, Hutchison, Reynolds, Plarr, Hall, Perkins

Nays: none

Carried

Pitch Hamburg Funding Request

-Doyle introduced to the HIDA Board, the Pitch Hamburg Board members and Executive Director in attendance today to request grant funding; Anna Masucci, Michael Cornell, Jeff Leyonmark, Heather Sidorowicz and Mike DiTonto.

Anna Masucci, Executive Director, thanked the board for the 2023 grant and talked about the educational classes the 2023 grant funded and the number of people that attended from the community. Additionally, she mentioned additional grants that Pitch has applied for going forward.

Michael Cornell, spoke of the asset Pitch Hamburg is to the community. Hamburg High School students were brought to Pitch to see firsthand business creation. He said it is invaluable in giving students the mindset of "job maker" instead of "job taker". Additionally, students presented their own ideas at the 2023 Pitch Hamburg competition.

Jeff Leyonmark, spoke on Pitch Hamburg's uniqueness to Hamburg, other communities do not have this type of resource.

Heather Sidorowicz, stated last year it was a concept and now after the first competition there are 3 successful companies in Hamburg that were not here a year ago. One company is in talks to open its first brick and mortar store.

Mike DiTonto, said it's a dollar and a dream. This has been six year in the making and the leadership he has learned from this group is what entrepreneurs will be learning too.

Doyle, stated he is also on the Pitch Hamburg Board and he asked Anna Masucci to talk more about their other sources of funding.

Masucci stated the Town of Hamburg has been a large supporter. In 2024 they will be applying to the Ralph Wilson Foundation as well as making a request to Assemblyman Jonathan Rivera. They currently have a \$10,000 commitment from John Gilmour's office. West Herr Ford was a \$10,000 sponsor of the 2023 Pitch Hamburg competition. She said some of their applications have been denied and other applications requested matching funds.

Cam Hall, said last year the program was successful and it is perfectly in-line with the HIDA mission. Appreciating that the HIDA had a light year in 2023 it cannot be the primary funder. He suggested increasing the grant to \$50,000 but frame it as a match.

Bob Reynolds, Treasurer, is in support of the program and suggested giving \$25,000 upfront and \$25,000 as a match. He said the HIDA supporting this program and giving tax dollars back to the community is a great idea.

The board members were in agreement and Doyle read the following:

- **Motion** The town of Hamburg Industrial Development agency will pledge \$25,000 in grant funding and an additional \$25,000 challenge grant to support Pitch Hamburg and its efforts to train entrepreneurs and drive commercial real estate investment and employment opportunities in the Town of Hamburg, New York. Upon execution of a contract/agreement with Pitch Hamburg the HIDA will grant \$25,000 and an additional \$25,000 in challenge funds to Pitch Hamburg for the purpose of educating the 2024 cohorts and authorize HIDA chairman to read and sign such agreement/contract.

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

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

-**Motion** to adjourn at 9:01am

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

Sincerely,

Sean Doyle, Executive Director

Next meeting: January 10, 2024 7:30AM Blasdel Village Hall

Town of Hamburg Industrial Development Agency

01/03/24

Treasurer's Report

Accrual Basis

As of December 31, 2023

	Dec 31, 23	Dec 31, 22
ASSETS		
Current Assets		
Checking/Savings		
Cash		
Cash-Checking	21,019.42	6,521.18
Cash-Savings	54,446.99	816,472.57
CD Mature 4/2024	250,000.00	250,000.00
Demand Deposit Account	608,865.21	0.00
Total Cash	934,331.62	1,072,993.75
Total Checking/Savings	934,331.62	1,072,993.75
Total Current Assets	934,331.62	1,072,993.75
TOTAL ASSETS	934,331.62	1,072,993.75
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity	499,980.27	499,980.27
Retained Earnings	573,013.48	565,034.84
Net Income	-138,662.13	7,978.64
Total Equity	934,331.62	1,072,993.75
TOTAL LIABILITIES & EQUITY	934,331.62	1,072,993.75



Town of Hamburg Industrial Development Agency
Treasurer's Report
December 2023

	Dec 23	Jan - Dec 23
Ordinary Income/Expense		
Income		
Administrative Fees	0.00	31,982.53
Interest Earnings - Bank Acct	239.51	17,993.65
Interest Earnings CD	1,132.61	10,799.49
Interest Income Demand Deposit	2,702.88	8,865.21
Refund	0.00	14,622.54
Total Income	4,075.00	84,263.42
Gross Profit	4,075.00	84,263.42
Expense		
Business Expenses		
Meetings/luncheons	295.45	1,410.93
Mileage	174.37	1,276.66
Total Business Expenses	469.82	2,687.59
Cell Phone	83.33	999.96
Complete Payroll		
Employee Health Insurance	0.00	4,513.74
Employer Payroll Taxes	1,587.90	12,496.23
Payroll and Benefits	20,727.58	152,886.32
Processing Payroll	108.99	1,648.57
Total Complete Payroll	22,424.47	171,544.86
Grants	0.00	25,000.00
IT Support	0.00	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	1,305.00	6,560.00
Office Expenses		
Office Equipment	0.00	1,144.20
Postage	39.60	310.51
Subscriptions	0.00	438.03
Supplies	111.81	1,150.15
Office Expenses - Other	340.00	337.55
Total Office Expenses	491.41	3,380.44
Payroll Expenses/Insurance	0.00	3,054.70
Public Hearings	0.00	68.00
Sponsorship	0.00	3,125.00
Training	0.00	780.00
Total Expense	24,774.03	222,925.55
Net Ordinary Income	-20,699.03	-138,662.13
Net Income	-20,699.03	-138,662.13



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**Hamburg New York Land Development Corporation
Board of Directors Meeting
MEETING AGENDA
Wednesday, January 10, 2024, 7:30 AM
Blasdell Village Hall, Court Room, 121 Miriam Avenue, Blasdell, New York**

Join Zoom Meeting

<https://us02web.zoom.us/j/85240174874?pwd=YzJnU3JicnhSSVZyQ0xxMm1sejlkUT09>

Meeting ID: 852 4017 4874

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

Unfinished Business

- Crossroads site updates

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

**Next meeting: February 14, 2024 7:30 AM Blasdell Village Hall
(2nd Wednesday of the month)**



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**Hamburg New York Land Development Corporation
Board of Directors Meeting
December 13, 2023, 8:00am
Blasdell Village Hall**

Present

Bob Reynolds
Tom Moses
Davis Podkulski
Bob Hutchison
Janet Plarr
Cam Hall
Jamel Perkins

Excused

Andy Palmer
Wence Valentin

Guests

Jennifer Strong, Neill & Strong
Mary Doran, HIDA

Executive Director

Sean Doyle

-Roll Call

-Motion to open the board meeting at 8:04am

Moved: Tom Moses

Seconded: Cam Hall

Ayes: Moses, Podkulski, Hutchison, Reynolds, Plarr, Hall, Perkins

Nays: none

Carried

-Motion to approve the November 2023 board meeting minutes

Moved: Bob Reynolds

Seconded: Janet Plarr

Ayes: Moses, Podkulski, Hutchison, Reynolds, Plarr, Hall, Perkins

Carried

Treasurer, Bob Reynolds, gave an update on the financials. November had interest income of \$4,802.91 and no expenses, year to date interest income of \$47,059.43. Balance on the accounts including the 0 Lakeshore Road fixed asset is \$1,675,862.58, which is \$20,000 greater than a year ago.

-Motion to approve the November 2023 Treasurer Report

Moved: Cam Hall

Seconded: Bob Hutchison

Ayes: Moses, Podkulski, Hutchison, Reynolds, Plarr, Hall, Perkins

Nays: none

Carried

Executive Director Update:

- 0 Lakeshore Road, Doyle handed out a draft version of the marketing material for the site. He is continuing to work on the options regarding infrastructure. The price is a starting point with room for negotiation. The packet includes more information than typically given just to expedite, it is all public knowledge. He asked the board to review and give feedback. The final version will be put on the HIDA website as well as distributed to the commercial real estate group.

Jamel asked about physical signage at the site, Doyle confirmed he will get signage in the next few months.

Parr suggested putting the CSX Intermodal location on the material, due to its proximity to the site.

Jamel inquired about the grant for the site. Doyle said he will be applying for the Fast NY Grant in the spring, this will get the site to a pre-permitted status (same was done for the Lake Erie Commerce Center). It enables developers to bypass the Town Planning department and moves projects along at a quicker pace as long as their plan fits within the parameters.

-Privilege of the Floor – no comments

-Motion to adjourn at 8:18am

Moved: Janet Plarr

Seconded: Jamel Perkins

Ayes: Moses, Podkulski, Hutchison, Reynolds, Plarr, Hall, Perkins

Nays: none

Carried

Sincerely,

Sean Doyle, Executive Director

Next meeting: January 10, 2024 7:30AM Blasdel Village Hall

Hamburg New York Land Development Corporation

01/03/24

Treasurer's Report

Accrual Basis

As of December 31, 2023

	Dec 31, 23	Dec 31, 22
ASSETS		
Current Assets		
Checking/Savings		
cash		
cash-cash checking	6,277.88	3,161.64
Cash-Savings	82,786.01	1,402,713.32
CD Renew Mature 4/2024	250,000.00	250,000.00
Demand Deposit Account	811,820.29	0.00
Total cash	<u>1,150,884.18</u>	<u>1,655,874.96</u>
Total Checking/Savings	<u>1,150,884.18</u>	<u>1,655,874.96</u>
Total Current Assets	1,150,884.18	1,655,874.96
Fixed Assets		
0 Lakeshore Road	530,000.00	0.00
Total Fixed Assets	<u>530,000.00</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>1,680,884.18</u></u>	<u><u>1,655,874.96</u></u>
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity	530,000.00	0.00
Unrestricted Net Assets	1,655,874.96	1,654,412.87
Net Income	-504,990.78	1,462.09
Total Equity	<u>1,680,884.18</u>	<u>1,655,874.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,680,884.18</u></u>	<u><u>1,655,874.96</u></u>



9:35 AM

01/03/24

Accrual Basis

Hamburg New York Land Development Corporation

Treasurer's Report

December 2023

	Dec 23	Jan - Dec 23
Ordinary Income/Expense		
Income		
Interest Income - Bank Acct	285.14	30,272.69
Interest Income CD	1,132.61	9,988.05
Interest Income Demand Deposit	3,603.85	11,820.29
Total Income	<u>5,021.60</u>	<u>52,081.03</u>
Gross Profit	5,021.60	52,081.03
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	0.00	553,321.81
Total Expense	<u>0.00</u>	<u>557,071.81</u>
Net Ordinary Income	<u>5,021.60</u>	<u>-504,990.78</u>
Net Income	<u><u>5,021.60</u></u>	<u><u>-504,990.78</u></u>

Prepared By: *mDac*