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**Hamburg Industrial Development Agency  
Board of Directors Meeting  
May 8, 2024, 7:30am  
Hamburg Volunteer Fire Department, 301 Union Street**

**Present**

Bob Reynolds  
Davis Podkulski  
Andy Palmer  
Bob Hutchison  
Janet Plarr  
Tom Moses  
Cam Hall  
Jamel Perkins  
Wence Valentin

**Excused**

**Guests**

Jennifer Strong, Neill & Strong  
Mary Doran, HIDA

**Executive Director**

Sean Doyle

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**Pledge of Allegiance**

**-Roll Call**

**-Motion** to open the board meeting at 7:54am

**Moved:** Janet Plarr

**Seconded:** Wence Valentin

**Ayes:** Reynolds, Podkulski, Palmer, Hutchison, Plarr, Moses, Hall, Perkins, Valentin

**Nays:** none

**Carried**

**-Motion** to approve the April 2024 board meeting minutes

**Moved:** Bob Hutchison

**Seconded:** Jamel Perkins

**Ayes:** Reynolds, Podkulski, Palmer, Hutchison, Plarr, Moses, Hall, Perkins, Valentin

**Nays:**

**Carried**

Treasurer, Bob Reynolds, gave an update on the financials. April had investment income of \$3,519.28. Expenses included \$12,495.48 for payroll and total expenses for the month equaled \$15,929.29 thus expenses over income -\$12,410.01 the balance on the accounts \$847,699.12.

**-Motion** to approve the April 2024 Treasurer Report

**Moved:** Janet Plarr

**Seconded:** Andy Palmer

**Ayes:** Reynolds, Podkulski, Palmer, Hutchison, Plarr, Moses, Hall, Perkins, Valentin

**Nays:** none

**Carried**

Cam Hall asked without revenue coming in each month, how funds are transferred to the checking account. Doyle explained monies are withdrawn from the cash savings account as needed (demand deposit account with Bank on Buffalo) to which he copies Bob Reynolds on the correspondence for the transfer. To date there has been 2 transfers timing is about once a quarter.

The Board discussed if a new policy should be implemented for transfers over a certain dollar amount for transparency and accountability; proposed a cash analysis and quarterly resolutions for withdrawals. Doyle will get an Audit Committee meeting scheduled for further discussion and new policy review.

### **Executive Director Update:**

- Doyle reviewed the director report with the board
- Receivables/pending closings are Mission Hills & K&H
- HDC 2 loan applications are in process
- Activity and interest in various sites; Gateway, Jeffrey Boulevard, former Iovate building, former Worldwide Protective Products site, Doyle will continue to monitor
- Camp Road interchange auction supposed to happen this month
- PITCH Hamburg 2<sup>nd</sup> cohort competition is Wednesday May 29<sup>th</sup> at Hilbert College
- The Office Space Strategy Team Doyle is part of met and he reported based on their research there are 20,000 less workers downtown. The board discussed this issue at length. Reynolds stated there are incentives for vacant land making it easier to develop and virtually nothing for reuse. The board further discussed and proposed Doyle draft a letter to the UTEP committee for the board to review at the next meeting outlining the need for more substantial reuse incentives to increase development.
- Brownfield Opportunity Area; Peter Murphy joined the steering committee, submitting to Department of State.

### **New Business:**

**-Motion** to table the SERVEPRO resolution until the June board meeting.

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

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

**Nays:** none

**Abstain:** Palmer, Valentin

**Carried**

**-Motion** to readopt the following Agency policies as written:

- Access to Agency Records
- Combined Fee Schedule
- Data Gathering Procedure
- Employee Compensation Program
- Local Labor Policy
- Memorandum of Understanding with County Wide Policy
- Recapture Policy
- Uniform Tax Exemption Policy

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

*Carried*

**Unfinished Businesses**

**-Reminder** to the board if you have not completed please get your annual certifications/surveys into Mary.

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

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

**Moved:** Andy Palmer      **Seconded:** Bob Reynolds  
**Ayes:** Reynolds, Podkulski, Hutchison, Plarr, Moses, Hall, Perkins, Palmer, Valentin  
**Nays:** none

*Carried*

Sincerely,

A handwritten signature in blue ink, appearing to be 'SD', written over a faint, illegible printed name.

Sean Doyle, Executive Director

**Next meeting: June 12, 2024 7:30am  
Hamburg Village Fire Hall, 301 Union Street**