



6122 South Park Avenue  
Hamburg, New York 14075  
716.648.4145  
[www.HamburgIDA.com](http://www.HamburgIDA.com)

**Hamburg Industrial Development Agency  
Board of Directors Meeting  
MEETING AGENDA  
Wednesday, March 12, 2025, 7:30 AM  
Blasdell Village Hall, Court Room, 121 Miriam Avenue, Blasdell, New York**

*Join Zoom Meeting*

<https://us02web.zoom.us/j/85240174874?pwd=YzJnU3JicnhSSVZyO0xxMm1sejKUT09>

*Meeting ID: 852 4017 4874*

*Passcode: 14075*

1. Roll Call
2. Reading and Approval of February 12, 2025 Minutes
3. Report of the Treasurer – February Treasurer Report
4. Correspondence – none
5. Executive Director Update

**New Business**

- Invest Buffalo Update – Tom Kucharski
- Certificate of Deposit
- Application Form
- Agency Audit
- Iskalo 17 Long, LLC Sales Tax
- Agency Policy Review
  - Agency By-Laws
  - Finance Committee Charter
  - Governance Committee Charter
  - Audit Committee Charter
  - Diversity and Inclusion Policy
  - Sexual Harassment Policy and Complaint Form
  - Real Property Acquisition Policy
  - Reimbursement and Attendance Policy
  - Combined Code of Ethics and Conflict of Interest Policy
  - Defense and Indemnification of Officers and Employees
  - Financial Disclosure Policy
  - Travel Policy
  - Whistleblower Policy
  - Property Disposal Guidelines
  - Procurement Policy
  - Investment Policy

*Next Page*

**Unfinished Business**

- Annual form acknowledgement and return
6. Privilege of the Floor
  7. Executive Session
  8. Adjournment

**Next meeting: April 9, 2025 7:30 AM Blasdel Village Hall**  
(2nd Wednesday of the month)



Unapproved/draft  
(BOD motion for approval at 3/12/2025)

6122 South Park Avenue  
Hamburg, New York 14075  
716.648.4145  
[www.HamburgIDA.com](http://www.HamburgIDA.com)

**Hamburg Industrial Development Agency  
Board of Directors Meeting  
February 12, 2025, 7:30am  
Blasdell Village Hall**

**Present**

Bob Reynolds  
Janet Plarr  
Jamel Perkins  
Bob Hutchison  
Mary Ann Costello  
Cam Hall

**Excused**

Wence Valentin  
Tom Moses  
Andy Palmer

**Guests**

Jennifer Strong, Neill & Strong  
Mary Doran, HIDA

**Executive Director**

Sean Doyle

---

**- Pledge of Allegiance**

**-Roll Call**

**-Motion** to open the board meeting at 7:36am

**Moved:** Janet Plarr                      **Seconded:** Mary Ann Costello  
**Ayes:** Reynolds, Plarr, Perkins, Hutchison, Costello, Hall  
**Nays:** none  
**Carried**

**-Motion** to approve the January 2025 board meeting minutes

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

Treasurer, Bob Reynolds, gave an update on the financials. January had income of \$3,124.99 and operating expenses totaled \$20,860.74. Total assets equal \$923,889.77. Additionally, he notified the board the CD comes due in March.

**-Motion** to approve the January 2025 Treasurer Report

**Moved:** Janet Plarr                      **Seconded:** Jamel Perkins  
**Ayes:** Reynolds, Plarr, Perkins, Hutchison, Costello, Hall  
**Nays:** none  
**Carried**

## Correspondence:

-HIDA received letter from the County Executive which Chair, Bob Hutchison read aloud to the board:



RE: Support for Hamburg IDA's Position on Housing

Dear Chair Hutchinson and Executive Director Doyle:

I commend your organization for taking a public stance in support of the continued construction of housing in our community. As we all are aware, there is a significant shortage of housing nationwide and here in Erie County, especially affordable housing. There is no one-size-fits-all approach to getting more units on the market at reasonable costs, which means the public and private sectors need to be creative in addressing this crisis.

I am glad the Hamburg IDA recognizes the need to embrace housing development beyond the outdated view that certain communities can only have single-family homes. In fact, US Census data shows that nearly 30% of housing units in Hamburg are multi-unit structures, and nearly a quarter of households are renters. Implementing a moratorium on the construction of multi-unit housing is the worst possible action that could be taken at this time.

Furthermore, it is not only the public who understands this, so do the homebuilders. Last year, I attended a discussion in Washington, D.C. where Karl Eckhart, Vice President of State and Local Government Affairs at the National Association of Home Builders, surprised the attendees when he implored local government officials to stop authorizing the construction of only single-family homes.

He went on to note the only way our nation will properly address the housing shortage is if local governments support the construction of all types of housing: single-family, multi-unit, senior, and other approaches, such as tiny homes. If the national trade organization that represents the homebuilders recognizes the fact that more multi-unit housing is needed, so should all of us.

RATH BUILDING • 95 FANSHILL STREET • BUFFALO, N.Y. • 14202 • (716) 853-8500 • WWW.ERIE.GOV

Support for Hamburg IDA's Position on Housing  
January 16, 2025  
Page 2 of 2

As public servants, we need to take forward-thinking and responsible approaches. Dense neighborhoods and communities – when planned thoughtfully and strategically – are good for not only the local community but the overall region.

Well-planned developments attract residents, stimulate economic activity, and provide efficiencies for public infrastructure. Permitting different forms of housing development does not take away from another form of development. Single-family home construction is at a historic low in our area; there is no reason to further stifle the construction of new types of housing that are so desperately needed.

Thank you again for your public leadership on this matter. Increasing our housing stock benefits local towns and villages, and our county and region. My administration has prioritized regional approaches, which lower public costs and benefit all our communities and we stand ready to work with any public and private partners who share this strategic, collaborative vision.

Sincerely yours,

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/ze

cc: Hon. John Gilmour  
Hon. Catherine A. Rybczynski  
Town of Hamburg Board

Hutchison, publically thanked Poloncarz for the endorsement. He also thanked all the HIDA board members who attended the Town Board meeting that night. He appreciates everyone's support and the positive outcome that was accomplished.

## Executive Director Update:

- Doyle met with the new supervisor. She expressed an interest in the redevelopment of the old convent site on South Park redevelopment at that site has lagged. It is currently owned by Sinatra Development.
- Gateway building closed. The HIDA is looking forward to working with the new owners on the redevelopment. Development of that site will be good leverage for the HNYLDC property across the street.
- Amazon is building a small accessory structure, an outbuilding on site.
- The 10 acre parcel on Jeffrey Boulevard and the mixed use project on Riley Boulevard are both in the design development phase
- Autozone building has multiple offers, the land next to the parcel (8.6 acres) has already sold.
- Stadium area zoning – Orchard Park is holding a public hearing, would like to see both Hamburg and Orchard Park have compatible zoning for enhanced stadium activity.
- Doyle provided the Town of Hamburg board with "HIDA 2024 at a Glance" summary sheet, there was some inaccuracy presented at the last Town of Hamburg Board meeting the sheet highlighted 2024's accomplishments and dispelled some of the myths.

**New Business**

**ANNUAL MEETING – Committee Assignments**

**-Motion** to elect the Executive Committee as follows; Bob Hutchison, Chair; Janet McGregor-Plarr , Vice Chair; Cameron Hall, Secretary and Robert Reynolds, Treasurer for a term ending February 11, 2026

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

**-Motion** to elect Audit committee members Bob Hutchison, Mary Ann Costello and Robert Reynolds to the committee for a term ending February 11, 2026

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

**-Motion** to elect Governance committee members Bob Hutchison, Andy Palmer and Jamel Perkins to the committee for a term ending February 11, 2026

**Moved:** Mary Ann Costello                      **Seconded:** Janet Plarr  
**Ayes:** Reynolds, Plarr, Perkins, Hutchison, Costello, Hall  
**Nays:** none  
**Carried**

**-Motion** to Elect Finance committee members Hutchison, Reynolds, and McGregor-Plarr to the committee for a term ending February 11, 2026

**Moved:** Cam Hall                              **Seconded:** Mary Ann Costello  
**Ayes:** Reynolds, Plarr, Perkins, Hutchison, Costello, Hall  
**Nays:** none  
**Carried**

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

**-Motion** to adjourn at 7:59am

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

Sincerely,

Sean Doyle, Executive Director

**Next meeting: March 12, 2025, 7:30am Blasdel Village Hall**

## Treasurer's Report

As of February 28, 2025

	Feb 28, 25	Dec 31, 24
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
Cash		
Cash-Checking	44,031.69	84,976.48
Cash-Savings	118,548.85	117,877.29
CD (renewed matures 3/2025)	250,000.00	250,000.00
Demand Deposit Account	491,766.88	486,959.12
<b>Total Cash</b>	<u>904,347.42</u>	<u>939,812.89</u>
<b>Total Checking/Savings</b>	<u>904,347.42</u>	<u>939,812.89</u>
<b>Total Current Assets</b>	<u>904,347.42</u>	<u>939,812.89</u>
<b>Fixed Assets</b>		
Accumulated Amortization	-4,224.00	-4,224.00
<b>Total Fixed Assets</b>	<u>-4,224.00</u>	<u>-4,224.00</u>
<b>Other Assets</b>		
Right to use Asset - Building	12,671.00	12,671.00
<b>Total Other Assets</b>	<u>12,671.00</u>	<u>12,671.00</u>
<b>TOTAL ASSETS</b>	<u><u>912,794.42</u></u>	<u><u>948,259.89</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Other Current Liabilities		
Lease Liability Building	8,447.00	8,447.00
<b>Total Other Current Liabilities</b>	<u>8,447.00</u>	<u>8,447.00</u>
<b>Total Current Liabilities</b>	<u>8,447.00</u>	<u>8,447.00</u>
<b>Total Liabilities</b>	<u>8,447.00</u>	<u>8,447.00</u>
<b>Equity</b>		
Opening Balance Equity	499,980.27	499,980.27
Retained Earnings	439,832.62	431,648.47
Net Income	-35,465.47	8,184.15
<b>Total Equity</b>	<u>904,347.42</u>	<u>939,812.89</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>912,794.42</u></u>	<u><u>948,259.89</u></u>

## Treasurer's Report

February 2025

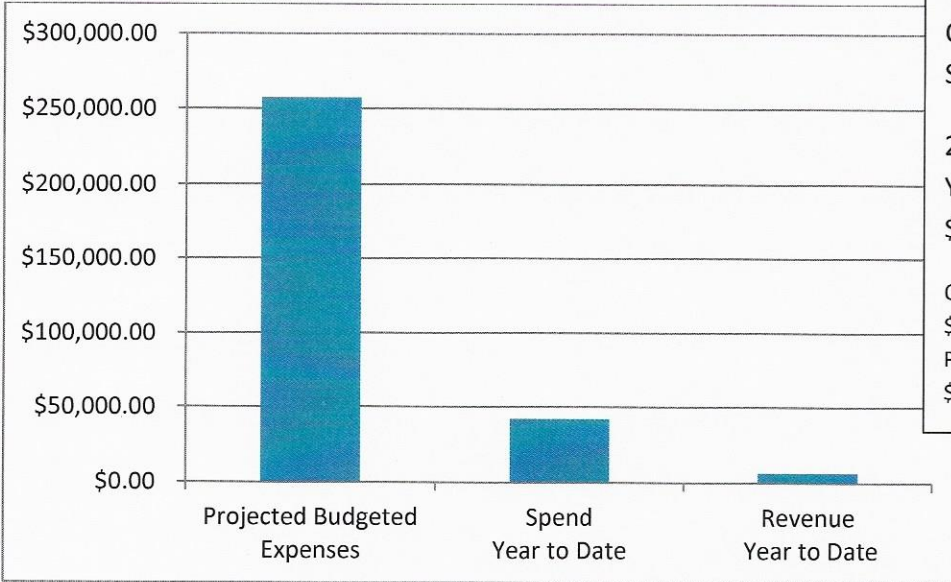
03/05/25

Accrual Basis

	Feb 25	Jan - Feb 25
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Interest Earnings - Bank Acct	318.49	682.48
Interest Earnings CD	0.00	1,119.27
Interest Income Demand Deposit	3,166.03	4,807.76
<b>Total Income</b>	<u>3,484.52</u>	<u>6,609.51</u>
<b>Gross Profit</b>	3,484.52	6,609.51
<b>Expense</b>		
<b>Business Expenses</b>		
Meetings/luncheons	121.55	121.55
Mileage	57.40	123.56
<b>Total Business Expenses</b>	178.95	245.11
Cell Phone	83.33	166.66
<b>Complete Payroll</b>		
Employee Health Insurance	2,013.28	3,019.92
Employer Payroll Taxes	955.88	2,598.26
Payroll and Benefits	11,155.94	27,928.26
Processing Payroll	114.70	404.61
<b>Total Complete Payroll</b>	14,239.80	33,951.05
IT Support	0.00	600.00
<b>Legal &amp; Professional Services</b>		
Audit	5,000.00	5,000.00
Legal & Professional Services - Other	81.00	81.00
<b>Total Legal &amp; Professional Services</b>	5,081.00	5,081.00
<b>Office Expenses</b>		
Supplies	160.16	160.16
Office Expenses - Other	296.00	296.00
<b>Total Office Expenses</b>	456.16	456.16
Rent	800.00	1,200.00
Sponsorship	375.00	375.00
<b>Total Expense</b>	<u>21,214.24</u>	<u>42,074.98</u>
<b>Net Ordinary Income</b>	<u>-17,729.72</u>	<u>-35,465.47</u>
<b>Net Income</b>	<u><u>-17,729.72</u></u>	<u><u>-35,465.47</u></u>



### Financial Performance



2025 Payment in Lieu of Tax Revenue  
 Town \$261,147  
 County \$256,359  
 School \$833,821 (2024/2025)

2025 Approved PILOT Capital Investment  
 Year to Date (YTD)  
 \$0.00

Capital Investment Since 2018  
 \$308,577,884  
 PILOT Revenue Since 2018  
 \$14,248,927

Receivables due \$1,007.00

### IDA Project Employment

Current Employment (2023): 1311  
 New Jobs Created (2023): 376  
 New Committed Employment 2025  
 Created: 0 Retained: 0  
*Reported as full time equivalent jobs*

### Sponsorships and Grants YTD

Southtowns Regional Chamber Benefit for FeedMore WNY - \$250.00  
 InVest Buffalo Niagara – Request pending

### Project Activity

CLOSINGS	
Name	Expiration
T&L Beachfront Holdings	July 1, 2026
4760 Camp Road, LP	December 10, 2025

**Hamburg Development Corporation**  
 1 Application  
 1 Loan past due – progress payment made

- Manufacturing - Jeffrey Blvd – 10ac industrial – Working with client on design development
- Distribution - Amazon - Accessory Structure – Pre permit signoff
- Mixed use - Southwestern at Rogers Road
- Mixed Use - Riley Blvd.

#### Prime Sites

- Crossroads Site – 21ac Industrial Land Sale
- Lake Erie Commerce Center – Build to suit lease
- 5272 South Park – re-use
- 4901 Jeffrey – 60,000 SF under contract
- 3651 South Park – new build office
- 4255 McKinley – 9,000 SF office



## Community Engagement

- Town Brownfield Opportunity Area
- Village EDC – Monthly Meeting
- Town of Hamburg Comprehensive Plan Implementation
- Hamburg Village Brownfield Opportunity Area
- Southtowns Chamber – Exchange networking Luncheon
- Association of Towns – FeedMore Presentation



Southtowns Regional Chamber of  
Commerce Networking Event

## Advocacy and Legislation

- ECIDA Area Managers Meeting

## Business Development

- Pyramid Brokerage – Brownfield Programs
- Executive Committee Meeting
- HDC Loan Committee Meeting



April 9, 2025 – Next Board Meeting



February 7, 2025

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 31<sup>st</sup>, 2025.

In my last communication to you on September 18, I advised that the vacant space existing at the onset of the renovation project had been renovated and leased (including a new suite for an existing tenant that relocated within the building). However, the lease for the largest tenant in the building located on the second floor expired and this space has since been vacated (though this was not unexpected). We have prepared plans to renovate this space, subdividing it into two suites along with the renovation of the remaining suite on the first floor so that they are ready for re-lease. In this regard, we kindly seek a further extension so that this "make-ready" work can be completed.

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 30, 2025**

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 an unforeseen vacancy at the project site and there is need to renovate the vacant space

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 31, 2025 to September 30, 2025.
2. No additional sales tax benefits are being provided above the approved amount
3. This resolution shall take effect immediately

ADOPTED: March 12, 2025

ACCEPTED:

ISKALO 17 LONG, LLC

By: \_\_\_\_\_