

Hamburg Industrial Development Agency

**Board of Directors Meeting
November 15, 2016
Robert Chesbro Conference Room**

Present

Jeff Brylski
Tom Moses
Cameron Hall
Bob Reynolds
Patricia Paul
Norma Rusert-Kelly
Wence Valentin
Janet Plarr

Excused

Lou McDonald

Guests

Nathan Neill
Craig Cwick
Sean Hopkins
Vish Sharma
Rob Padanick
Carl Calabrese

Executive Director

Michael J. Bartlett

Executive Assistant

Olivia Hill

- **Move** to open the Board of Directors meeting at 7:33 am.

- On December 22, 2015, a resolution was passed authorizing Sharma Development LLC to acquire an approximately 12 acre parcel of land located at 2816 Pleasant Avenue and to construct an approximately 22,306 square foot building as agent for the agency and authorizing Premier Ambulatory Services Development Company LLC (the sublessee) to acquire and install machinery and equipment as Agent for the Agency, all for an Article 28 licensed Ambulatory Surgery Center. Due to unforeseen delays with starting construction the company is requesting a one year extension for their inducement period. A letter from M&T Bank confirming their approval for financing for the project was discussed. The Board was assured that all necessary permits were obtained to begin site work. Russo Development is on site with a goal of a nine month construction period.

RESOLUTION OF THE TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") EXTENDING THE INDUCEMENT RESOLUTION ADOPTED BY THE AGENCY ON DECEMBER 22, 2015 AUTHORIZING SHARMA DEVELOPMENT, LLC (THE "LESSEE") TO ACQUIRE AN APPROXIMATELY 12 ACRE PARCEL OF LAND LOCATED AT 2816 PLEASANT AVENUE AND TO CONSTRUCT AN APPROXIMATELY 22,306 SQUARE FOOT BUILDING THEREON, AS AGENT FOR THE AGENCY AND AUTHORIZING PREMIER AMBULATORY SERVICES DEVELOPMENT COMPANY LLC (THE "SUBLESSEE") TO ACQUIRE AND INSTALL MACHINERY AND EQUIPMENT REQUIRED IN CONNECTION THEREWITH, AS AGENT FOR THE AGENCY, ALL FOR AN ARTICLE 28 LICENSED AMBULATORY SURGERY CENTER, FOR LEASE TO THE AGENCY AND SUBSEQUENT LEASEBACK TO THE LESSEE FOR SUBLEASE TO THE SUBLESSEE WITH THE EQUIPMENT TO BE SOLD TO THE SUBLESSEE PURSUANT TO AN INSTALLMENT SALE TRANSACTION AND TO TAKE OTHER PRELIMINARY ACTION TO EXTEND THE TERM OF THE AUTHORIZATION SET FORTH IN SECTION 9 FOR AN ADDITIONAL ONE YEAR PERIOD

Moved: Janet Plarr

Seconded: Cameron Hall

Ayes: Moses, Paul, Rusert-Kelly, Reynolds, Brylski, Valentin, Plarr, Hall

Nays: none

Carried

- The 2017 HIDA Budget was submitted to the Board. In comparing the Proposed Budget to the 2016 Amended Budget, the 2017 Proposed Budget is approximately \$11,000 lower. Salaries and Benefits make up approximately 89% of the total budget. A 2% raise for HIDA employees was included which is what Town of Hamburg employees are receiving. A revenue/expense comparison for the last 19 years was received. The projected revenue/expense

figures for 2016 show a loss of \$112,874.61. This money has come out of our Fund Balance which currently (end of October 2016) currently stands at \$759,547.79 for the HIDA and \$283,572.53 for the LDC. The Board was also reminded that we are acting to accept the 2017 Proposed Budget. Once accepted, it will be put on file in the Town Clerk's Office for public review. The actual adoption of the budget will occur at our December 20, 2016 Board meeting. After discussing the proposed budget, it was agreed to increase the amount budgeted for Publicity from \$500.00 to \$1,500.00. The increased amount can be used to take advantage of some of the social media opportunities available to market the HIDA.

- **Motion** to increase the Publicity line in the proposed 2017 HIDA Budget to \$1,500.00

Moved: Cameron Hall

Seconded: Wence Valentin

Ayes: Moses, Brylski, Reynolds, Paul, Plarr, Rusert-Kelly, Hall, Valentin

Nays: none

Carried

- **Motion** to accept the proposed 2017 HIDA Budget as amended and place it on file in the Town Clerk's Office for 30 days

Moved: Janet Plarr

Seconded: Bob Reynolds

Ayes: Moses, Hall, Brylski, Rusert-Kelly, Paul, Valentin, Plarr, Reynolds

Nays: none

Carried

- 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 contribution is calculated and based on 8% of an employees gross wages for the year. The HIDA covers the cost of the FICA at 7.75%. The Board was provided a breakdown of the 2016 SEP payments in their Board packages.

- **Motion** granting the employee pension plan payments (SEP) for Michael Bartlett and Olivia Hill as presented, to be included in the December 2, 2016 payroll.

Moved: Norma Rusert-Kelly

Seconded: Cameron Hall

Ayes: Moses, Valentin, Reynolds, Paul, Plarr, Brylski, Rusert-Kelly, Hall

Nays: none

Carried

- A memo from Olivia Hill requesting a title change from Executive Assistant to Deputy Director was discussed. She feels the new title more accurately represents her responsibilities with the IDA and will help people she interacts with in the Economic Development community understand what her role is at the Agency. Executive Director Bartlett had no objections to the title change and agreed it more accurately reflects her duties.

- **Motion** to approve changing Olivia Hill's title from Executive Assistant to Deputy Director effective immediately

Moved: Pattie Paul

Seconded: Bob Reynolds

Ayes: Moses, Brylski, Rusert-Kelly, Plarr, Valentin, Hall, Reynolds, Paul

Nays: none

Carried

- **Motion** to approve the minutes from the October 18, 2016 Board of Directors meeting as amended

Moved: Jeff Brylski

Seconded: Bob Reynolds

Ayes: Moses, Paul, Rusert-Kelly, Hall, Plarr, Valentin, Brylski, Reynolds

Nays: none

Carried

- **Motion** to approve the October 2016 Treasurer's Reports

Moved: Lou McDonald

Seconded: Bob Reynolds

Ayes: Moses, McDonald, Brylski, Hall, Paul, Reynolds, Rusert-Kelly, Valentin

Nays: none

Carried

- **Motion** to adjourn at 8:15 am

Moved: Pattie Paul

Seconded: Cameron Hall

Ayes: Moses, Reynolds, Valentin, Rusert-Kelly, Plarr, Brylski, Paul, Hall

Nays: none
Carried

Sincerely,

Michael J. Bartlett
Executive Director