

**Hamburg Industrial Development Agency**

**Board of Directors Meeting  
November 18, 2015  
Robert Chesbro Conference Room**

**Present**

Cameron Hall  
Norma Rusert-Kelly  
Steve Walters  
Patricia Paul  
Tom Moses  
Mike Sendor

**Excused**

Michael Quinn  
Michael Petrie  
Janet Plarr

**Guests**

Nathan Neill  
Olivia Hill  
Craig Cwick

**Executive Director**

Michael J. Bartlett

- **Move** to open the Board of Directors meeting at 3:33 pm.

- 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 upon 8% of an employee's gross wages for the year. The HIDA covers the cost of the FICA at 7.65%.

- **Motion** granting the employee pension plan payments (SEP) for Michael J. Bartlett as presented to be included in the December 4, 2015 payroll.

**Moved:** Patricia Paul

**Seconded:** Tom Moses

**Ayes:** Walters, Rusert-Kelly, Sendor, Hall, Paul, Moses

**Nays:** None

**Carried**

- The HIDA contract with Masiello, Martucci, Calabrese and Associates is up for renewal. The new contract would be effective January 1, 2016 through December 31, 2016 for a fee of \$6,000.00. The fee shall be paid in 12 equal monthly installments of \$500.00 each. The agreement can be cancelled by either party with a 30 day written notice.

Executive Director Bartlett stated that the HIDA has been working with the firm since 2010 and their help has been very important on many of the issues the HIDA deals with. He strongly recommended renewing the contract for another 12 months.

- **Motion** to renew the HIDA's contract with Masiello, Martucci, Calabrese and Associates for an additional 12 month period in an amount not to exceed \$500.00 a month and authorizing Executive Director Bartlett to sign a new agreement with the ability of either party to cancel the agreement with a 30 day written notice.

**Moved:** Tom Moses

**Seconded:** Mike Sendor

**Ayes:** Walters, Hall, Rusert-Kelly, Moses, Sendor

**Nays:** None

**Abstain:** Paul

**Carried**

- Due to the controversy revolving around recent ECIDA Policies, the IDA Coalition felt it may be a good time to revisit the Governing Principles. Each coalition IDA will ask its Board of Directors to review the Governing Principles and send their comments to the appropriate person at each IDA.

- **Motion** to move into Executive Session at 3:35 pm

**Moved:** Tom Moses

**Seconded:** Cameron Hall

**Ayes:** Walters, Rusert-Kelly, Paul, Sendor, Moses, Hall

**Nays:** None

**Carried**

- **Motion** to move out of Executive Session at 3:46 pm

**Moved:** Tom Moses

**Seconded:** Cameron Hall

**Ayes:** Walters, Sendor, Paul, Rusert-Kelly, Moses, Hall

**Nays:** None

**Carried**

- **Motion** to hire Olivia Hill as a full time employee of the Hamburg Industrial Development Agency. The breakdown of her salary and benefits are:

|                              |                    |
|------------------------------|--------------------|
| *Salary:                     | \$40,000.00        |
| *Benefit Buyout:             | \$2,950.00         |
| *SEP Payment (8% of Salary): | \$3,200.00         |
| *FICA and Medicare           | \$3,059.88         |
| *Workers Comp                | <u>\$1,040.00</u>  |
| <b>TOTAL:</b>                | <b>\$50,249.00</b> |

1. Vacation -

\*One (1) week of vacation during the first calendar year of employment provided six (6) months continuous service has been completed within the calendar year.

\*Two (2) weeks of vacation during each subsequent calendar year of continuous service through the completion of five (5) calendar years of service.

\*Three (3) weeks of vacation during each subsequent calendar year of continuous service thereafter.

2. Personal -

\*Four (4) personal leave days each fiscal year.

3. Sick -

\*Earn one (1) sick day per month. Maximum accumulation of sick leave credit shall be two hundred (200) days.

**Moved:** Cameron Hall

**Seconded:** Norma Rusert-Kelly

**Ayes:** Walters, Paul, Sendor, Moses, Hall, Rusert-Kelly

**Nays:** None

**Carried**

- A copy of the proposed 2016 budget was discussed. It was explained that the Board was simply accepting the proposed budget at this time and placing it in the Town Clerk's office for 30 days. The actual vote to adopt the 2016 budget will take place on Tuesday, December 22, 2015.

- **Motion** to accept the proposed 2016 HIDA budget and place it on file in the Town Clerk's Office for 30 days.

**Moved:** Patricia Paul

**Seconded:** Mike Sendor

**Ayes:** Walters, Rusert-Kelly, Moses, Hall, Paul, Sendor

**Nays:** None

**Carried**

- Olivia Hill presented the Department recommendation to purchase informANALYTICS, a software which will allow the HIDA to run our own cost-benefit analyses for proposed projects in the Town of Hamburg. In the past we have utilized the ECIDA's informANALYTICS software but they are uncomfortable in doing this as they are unauthorized to run cost-benefit analyses for other IDAs. The initial purchase price is \$2,500.00 with a yearly payment based on the number of projects. It is estimated our yearly fee would be \$500.00. Purchasing the system will assist us in addressing one of the issues raised by the State Comptroller's Audit and addressed in the Corrective Action Plan.

- **Motion** to purchase informANALYTICS software to run cost-benefit analyses for proposed projects in the Town for a one time, set-up payment of \$2,500.00

**Moved:** Michael Sendor

**Seconded:** Cameron Hall

**Ayes:** Walters, Paul, Moses, Rusert-Kelly, Sendor, Hall

**Nays:** None

**Carried**

- **Motion** to approve the minutes from the October 2, 2015 Board of Directors meeting.

**Moved:** Norma Rusert-Kelly

**Seconded:** Patricia Paul

**Ayes:** Walters, Moses, Hall, Sendor, Rusert-Kelly, Paul

**Nays:** None

**Carried**

- **Motion** to approve the September 2015 Treasurer's Report.

**Moved:** Mike Sendor

**Seconded:** Tom Moses

**Ayes:** Walters, Hall, Paul, Rusert-Kelly, Sendor, Moses

**Nays:** None

**Carried**

-**Motion** to adjourn at 4:23 pm.

**Moved:** Patricia Paul

**Seconded:** Tom Moses

**Ayes:** Walters, Sendor, Rusert-Kelly, Hall, Paul, Moses

**Nays:** None

**Carried**

Sincerely,

Michael J. Bartlett  
Executive Director