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Hamburg Industrial Development Agency

Board of Directors Meeting March 26, 2019 Court Room - Blasdell Village Hall

Present

Andy Palmer
Tom Moses
Robert Reynolds
Jeff Brylski
Bob Hutchinson
Janet Plarr
Cam Hall

Excused

Wence Valentin
Norma Rusert-Kelly

Guests

Jennifer Strong, Neill & Strong
Mary Doran, Hamburg Development Companies

Executive Director

Sean Doyle

- **Move** to open the Board of Directors meeting at 7:34 m, Executive Director, Doyle.

Moved: Andy Palmer **Seconded:** Bob Reynolds
Ayes: Palmer, Moses, Reynolds, Brylski, Hutchinson, Hall
Nays: none
Carried

- **Roll Call**

- **Motion** to approve the February 2019 meeting minutes.

Moved: Jeff Brylski **Seconded:** Tom Moses
Ayes: Palmer, Moses, Reynolds, Brylski, Hutchinson, Hall
Nays: none
Carried

Treasurer, Bob Reynolds, gave an update on finances; numbers are in line with what was forecasted for 2019.

- **Motion** to approve the February 2019 Treasurers Reports.

Moved: Jeff Brylski

Seconded: Andy Palmer

Ayes: Palmer, Moses, Reynolds, Brylski, Hutchinson, Hall

Nays: none

Carried

Janet Plarr joined meeting at 7:38am.

Executive Director Update:

- Director Doyle, on target budget wise. Will work on putting a budget variance together after first quarter is closes, end of April.
- The Website Committee met and narrowed down ideas for the website update/refresh. The committee chose to stay with I-Evolve for the following reasons; they currently handle our website - easy transition to upgrade, good working relationship, and had lowest bid for everything requested. Sean contacted the Town of Hamburg IT department to have the Town's website changed to redirect those looking for Economic Development to the HIDA website. It is not currently set up as such and this would be beneficial for those looking for economic development and get more traffic to HIDA website. The committee will meet again as the redesign moves forward. Currently the project is under budget (\$7k budgeted, \$5,383 cost of proposal accepted). The proposal does not include video due to cost constraints – however as we continue to move forward it can be put in in future. The major updates include, redesign, fillable application and access to available listings. It was also confirmed the site will have SSL certification.
- Nominations to SBA by the HIDA were chosen to receive the following awards; Ilio's Restaurant, Family Owned Business Award and Allstate Insurance/Kelly Zielinski, Woman Owned Business Award. They will be honored at a reception on May 6th and luncheon on May 10th. Board members are welcome to attend with Sean.
- Doyle's previous idea for market study on all available local office space in the area has changed based on colleague input to an internal (within Hamburg) study of local businesses/current PILOT recipients. The study would consist of doing a market analysis of a company's 5 year plan. The better we get to know local business and their needs the easier it would be to link them up to potential leads in the future.
- Continuing to work on Assemblyman Ryan coming to speak at a board meeting. Bob Reynolds and Jeff Brylski both spoke with him in Albany.
- IDA legislation, hot topic is the prevailing wage issue. Discussion took place by the board of the pros/cons of prevailing wage legislation. Arguments could be made for both sides of the issue. It was agreed that Masiello, Martucci and Calabrese, as lobbyists for local IDAs, need to work on "amending" the legislation so smaller business and projects under 1 million could still be feasible.
- Director Doyle stated he is involved with Supervisor Shaw and the Town's Strategic Planning Group working on a comprehensive plan for Hamburg, their current plan is 10 years old.
- Doyle gave the board an update on potential projects and leads. He also discussed the work of the "Western New York Venture Association". They are essentially a local "Shark Tank". ECC is involved and leading the directive as well as local high schools. The idea is to lure from within instead of trying to bring new companies to the area.
- Update – the HDC Annual Agreement will be on the Town Board's agenda April 1st. Major changes; it's now a 2 year agreement and the new agreement contains language that would allow operating expenses to be paid from the "restricted account".

-Motion to appoint Janet Plarr as Chair of the Town of Hamburg Industrial Development Agency as a signer on the HIDA bank accounts along with existing signers, Executive Director Sean Doyle and Chief Financial Officer Samantha Tarczynski. Two authorized signatures will be needed for any withdrawals or checks written on the accounts.

Moved: Bob Reynolds **Seconded:** Andy Palmer

Ayes: Reynolds, Palmer, Plarr, Moses, Hall, Hutchinson

Nays: none

Motion Carried: *Yes*

Cam Hall and Bob Hutchinson both stated they would sit on the Governance Committee. The additional committee assignments break down as follows:

Audit Committee – Bob Reynolds, Andy Palmer, Janet Plarr

Finance Committee – Bob Reynolds, Andy Palmer

Governance Committee – Janet Plarr, Cam Hall, Bob Hutchinson

Ad Hoc – Website Committee – Janet Plarr, Bob Hutchinson

The following resolution was presented to the board by Director, Doyle. This is a “formality” and has no impact on the PILOT agreement with Clover Communities which concludes this year.

RESOLUTION OF THE TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY
GRANTING CLOVER COMMUNITES SOUTHWESTERN, LLC TO TRANSFER THEIR
EQUITY INTERESTS TO WELLTOWER INC.

- Motion to approve the above Resolution for Clover Communities

Moved: Bob Reynolds **Seconded:** Bob Hutchinson

Ayes: Brylski, Moses, Hall, Palmer, Reynolds, Hutchinson

Nays: none

Carried

Director, Doyle, gave an update on the PARIS reports which are due at the end of the month. They are 95% done. Issues with the report are related to PILOT recipients not returning the required annual survey as stated in their signed Agent Agreement with the HIDA. Suggestions were made by the board members to send certified letters, charge a fee for unreturned items, reiterate the recapture policy. All suggestions will be taken into consideration for a better survey return rate next year.

Treasurer, Bob Reynolds, went over the 2018 HIDA Audit report received from Amato Fox and pointed out the following highlights to the board:

In order for the shovel application to move forward a new archeological study needs to be done, previous study 10 years old. New study could cost upwards of \$30,000. Director, Doyle, will contact representatives in Albany to see if we can work with current study.

Brief discussion took place on pro/con of clearing land for sale at LECC.

PARIS report is completed and ready to be submitted by March 31st.

Treasurer, Bob Reynolds, reported on the 2018 Audit findings as follows:

- No transactions entered into by the corporation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.
- There were no sensitive estimates affecting the financial statements.
- The financial statement disclosures are neutral, consistent and clear.
- They encountered no significant difficulties in dealing with management in performing and completing the audit.
- There was one audit adjustment for the year ended December 31, 2018.
- The auditor noted that deposits may exceed the US FDIC insurance limit. Plarr asked if HNYLDC has collateral statements from the financial institution? Doyle will provide statements to the finance committee.

- **Motion** to adjourn at 8:40am.

Moved: Andy Palmer **Seconded:** Bob Reynolds
Ayes: Reynolds, Palmer, Plarr, Moses, Hall, Hutchinson
Nays: none
Carried

Sincerely,



Sean Doyle
Executive Director