

Hamburg Industrial Development Agency

**Board of Directors Meeting
November 27, 2018
Court Room - Blasdel Village Hall**

Present

Andy Palmer
Tom Moses
Janet Plarr
Robert Reynolds
Cam Hall
Norma Rusert-Kelly
Jeff Brylski
Bob Hutchinson

Excused

Wence Valentin

Guests

Mary Doran
Jennifer Strong

Executive Director

Sean Doyle

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

Moved: Norma Rusert-Kelly **Seconded:** Janet Plarr
Ayes: Palmer, Moses, Plarr, Reynolds, Hall, Rusert-Kelly, Brylski
Nays: none
Carried

- **Motion** to approve the minutes from the September 25, 2018 Board of Directors Meeting.

Moved: Jeff Brylski **Seconded:** Bob Reynolds
Ayes: Brylski, Moses, Rusert-Kelly, Hall, Palmer, Reynolds, Hutchinson
Nays: none
Carried

- **Motion** to approve the minutes from the October 23, 2018 Board of Directors Meeting.

Moved: Norma Rusert-Kelly **Seconded:** Janet Plarr
Ayes: Brylski, Moses, Rusert-Kelly, Hall, Palmer, Reynolds, Hutchinson
Nays: none
Carried

- **Motion** to approve the September & October 2018 Treasurers Reports.

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

Ayes: Brylski, Moses, Rusert-Kelly, Hall, Palmer, Reynolds, Hutchinson

Nays: none

Carried

2019 Budget – Executive Director Doyle, presented the Board with the 2019 Budget. Only notable difference from previous years, an intern has been budgeted for \$1,200 at \$12.00 an hour - 100 hours. A college student perusing a degree in Business or Architecture and Planning degree would be ideal. The logistics still have to be worked out with a local college possibly Hilbert or UB. Some of the responsibilities would include: research: potential projects for Hamburg Development Companies, document potential clients or firms, other national and international economic inducement mechanisms

- **Motion** to approve the 2019 Budget and place it on file in the Town Clerk's Office for public review.

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

Ayes: Brylski, Moses, Rusert-Kelly, Hall, Palmer, Reynolds, Hutchinson

Nays: none

Carried

A discussion took place regarding the HDC and the possibility of the HDC covering the salary, program and administrative costs of running their small business loan program. Currently the costs are absorbed in the HIDA budget. The Annual Agreement between the HDC and the Town of Hamburg regarding funding is renewed in March. Doyle, handed out a proposed HDC budget which outlines the costs associated with running the loan program. He and the HDC board will pursue "self-funding" reallocating some of the funds already granted to the HDC to cover program costs in the 2019 Annual Agreement with the Town of Hamburg.

Welcomed new board Member Bob Hutchinson – Board welcomed Bob. Bob spoke to the board of the knowledge he can offer based on his previous work experience including 20 years as the Town of Hamburg's Assessor.

Executive Director Update:

- Attended UB School of Architecture planning session – "What's Next for Buffalo Niagara".
- Researched local IDA conversion fees and found they are on par or close to what the HIDA currently charges.
- HIDA nominated K-Technology for a Top Private Local Company in WNY thru Business First. K-Technology will be honored at an event on December 6th which will be attended by Sean Doyle, Janet Plarr, Supervisor Shaw and Jeff Kryzak plus guest from K-Technology.
- Doyle, will be attending a webinar on nominating small businesses for a National Small Business Week Award in hopes of promoting a few local companies. More information will be forthcoming after the webinar training.
- Doyle met with Mike Cornell and Lauren Rivet with the intention of developing a program in Hamburg similar to 43 North.

- Town Planning Board requested Doyle's and the board's opinion and expertise on the expansion of the of the bike path from Lackawanna to Woodlawn more to follow as a possible committee is to be formed.
- Doyle attended Lackawanna planning session regarding the properties available to be redeveloped by Bethlehem Steel. In the future it could compete with the land available at the LECC.

The following resolution was presented to the board by Director, Doyle. No new monies it is a refinance of their current property:

RESOLUTION OF THE TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING THE EXECUTION AND DELIVERY OF A MORTGAGE, ASSIGNMENT OF RENTS AND SECURITY AGREEMENT AND CONSOLIDATION, MODIFICATION AND EXTENSION AGREEMENT IN THE PRINCIPAL AMOUNT OF \$818,500 AND OTHER SECURITY DOCUMENTS REQUIRED IN CONNECTION WITH IN THE REFINANCING OF UNION STREET PROPERTIES, LLC NOW KNOWN AS HAMBURG PROPERTIES, LLC PROJECT

- **Motion** to approve the above Resolution for the Hamburg Properties, LLC

Moved: Norma Rusert-Kelly **Seconded:** Bob Reynolds
Ayes: Brylski, Moses, Rusert-Kelly, Hall, Palmer, Reynolds, Hutchinson
Nays: none
Carried

As part of the Hamburg Industrial Development Agency's employee benefit package, each employee is to receive a contribution towards their retirement. The contribution is calculated and based on an agreed upon percentage of an employee's gross wages for the year. The HIDA covers the cost of FICA at 7.65%. The board was provided a breakdown of the 2018 SEP payment in their package. Total payment Doyle \$1,614.75, Doran \$452.94.

- **Motion** granting the SEP payments to Sean Doyle and Mary Doran as presented, to be included in the December 26, 2018 payroll.

Moved: Janet Plarr **Seconded:** Jeff Brylski
Ayes: Brylski, Moses, Rusert-Kelly, Hall, Palmer, Reynolds, Hutchinson
Nays: none
Carried

As part of Executive Director Doyle's contract with the HIDA he is to receive a quarterly health care stipend of \$1,250.00. HIDA is to cover the cost of FICA at 7.65%. First quarter payment of \$1,250, September 2018, and second quarter payment of \$1,250, December 2018, will be paid in the December 26, 2018 payroll in the amount of \$2,691.25.

- **Motion** to approve the payment of the health care stipend to Director Doyle which includes the FICA tax 7.65% in the December 26, 2018 pay.

Moved: Janet Plarr **Seconded:** Andy Palmer
Ayes: Brylski, Moses, Rusert-Kelly, Hall, Palmer, Reynolds, Hutchinson
Nays: none
Carried

The 2019 Board of Director meeting dates were discussed. It was resolved to hold the meetings 4th Tuesday of the month at 7:30am in the Court Room at Blasdell Village Hall, same as it is now. A list of the dates will be presented at the December board meeting for approval. After consensus by board they will be published on the website and in the local newspaper.

Due to weather related concerns Carl Calabrese was not in attendance as scheduled. He will try to make one of the upcoming meetings.

Director, Doyle, presented the Board with 4 potential new logos for the Hamburg Development Company. He will send the logos to the board via mail. The design that receives the most votes will be chosen as the company's new logo.

Bob Reynolds confirmed we have "closure" on the Bartlett lawsuit. Executive Director, Doyle, will inform the HIDA's attorney Bond & Schoeneck, & King, PLLC to decline any further conversations/ issues from Mrs. Bartlett or her attorney and direct them to the Town of Hamburg's attorney.

After a brief discussion regarding the outcome of monthly meetings the board decided unanimously once meeting minutes are approved they will be sent via e-mail to Hamburg Council Members, Hamburg Village Board, Blasdell Village Board, Hamburg Sun Newspaper and The Front Page Newspaper.

- **Motion** to adjourn at 8:33am.

Moved: Andy Palmer **Seconded:** Norma Rusert-Kelly

Ayes: Brylski, Moses, Rusert-Kelly, Hall, Palmer, Reynolds

Nays:

Carried

Sincerely,



Sean Doyle
Executive Director