



Hamburg Industrial Development Agency

**Board of Directors Meeting
May 15, 2018
Court Room - Blasdell Village Hall**

Present

Janet Plarr
Tom Moses
Norma Rusert-Kelly
Cam Hall
Andy Palmer
Jeff Brylski

Excused

Robert Reynolds
Wence Valentin
Nancy Ware

Guests

Mary Doran
Jennifer Strong

Executive Director

Open

- **Move** to open the Board of Directors meeting at 7:45am Chairman Moses.

- **Motion** to approve the minutes from the April 17, 2018 Board of Directors Meeting.

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

- **Motion** to approve the April 2018 Treasurers Report.

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

- Bob Reynolds and Mary Doran met with Marc O’Hearn from Evans Bank regarding opening CDs in various denominations and lengths to get a better rate of return on savings. Mark stated he did not have a CD with a better rate however he could increase the savings account interest rate from .30 to .65 because the combined balances on all the accounts is over 1 million. He also stated he would increase the rate from .65 to .75 if we transferred \$100,000 to checking. This would increase the yearly return by a little over \$3,000.

- **Motion** to approve moving \$100,000 to checking.

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

- Invoice from the Town of Hamburg was received for Mike Bartlett's salary and benefits for November 2017 thru March 2018. Board was in agreement to hold off on payment until settlement in pending case is reached.

- Discussion, Tom Moses had inquiry for HIDA assistance for the property at 244 Main Street, Craig Van Tine. Upon future talks with 244 Main, if HIDA assistance looks applicable an application will be sent and the ECIDA will be asked to review the application in the interim of hiring a new Executive Director.

Attorney, Jennifer Strong, stated they closed on Mission Hills.

Janet Plarr joined meeting at 7:48am

- Discussion, Board was informed the 2018 audit bills would be due shortly. Based on the previous years bills, the cost for both audits (HIDA and HNYLDC) is estimated at \$8,300. Members of the board felt a request for quotes should be brought to a motion in an effort to reduce the cost.

- **Motion** - seek out quotes for future audits

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

- Discussion, update on Executive Director search. First round of interviews were held on May 8, 2018. The board narrowed the pool down to 3 and a second round of interviews will be held on May 29, 2018. The candidates will be asked to prepare an Entry Plan and board members were asked for any other questions they would like to ask the applicants.

After the first round of interviews, thank you letters were sent from; Sean Doyle, Russ Gugino, Mike Noville and acknowledged by the board.

A "draft" of the new Executive Director's contract was reviewed. Norma verified the job description and applicant resume will be attached to contract. The board fine tuned and discussed; personal time off, bereavement, phone allowance, mileage reimbursement and compensation.

- **Motion** to move into Executive Session at 8:25am.

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

- **Motion** to move out of Executive Session at 8:30am

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

- **Motion** to appoint Mary Doran as part time Administrative Assistant of the Hamburg Development Companies effective June, 1, 2018.

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

- **Motion** to adjourn at 8:35am.

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

Sincerely,

Tom Moses
Chairman