



**Hamburg Industrial Development Agency**

**Board of Directors Meeting  
July 17, 2018  
Court Room - Blasdell Village Hall**

**Present**

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

**Excused**

Wence Valentin  
Nancy Ware

**Guests**

Mary Doran  
Jennifer Strong

**Executive Director**

Sean Doyle

- **Move** to open the Board of Directors meeting at 7:30am, Chairman Moses.

- **Motion** to approve the minutes from the June 19, 2018 Board of Directors Meeting.

**Moved:** Cam Hall

**Seconded:** Jeff Brylski

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

**Nays:** none

**Carried**

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

**Moved:** Janet Plarr

**Seconded:** Bob Reynolds

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

**Nays:** none

**Carried**

- Tom Moses welcomed Sean Doyle in his first meeting as the new Executive Director. Sean gave an update on his first three weeks.

#### Executive Director Update:

- Insurance policy will be sent over to Jennifer Strong to review/verify what is covered under the umbrella policy with Travelers thru the Town of Hamburg.
- Information Technology services will be provided to the Hamburg Development Companies thru the Town of Hamburg's Information Technology Department at an agreed upon rate of \$45.00 per hour. The IT department has been assisting the HIDA updating maps for the Shovel Ready application being prepared.
- Hamburg IDA joined the following organizations; NYS Commercial Association of Realtors and NAIOP (a commercial real estate development association) as a tool to aid with sales and marketing
- NYS Shovel ready application is being prepared and will be submitted for the Lake Erie Commerce Center site. The LECC parcels have also been listed on Loopnet, a commercial real estate website.
- The HIDA will nominate K-Technologies, Inc. to Business First as a WNY Top Privately held company in 2018. They fit all the criteria with sales of over 5 million.
- LinkedIn, Facebook, an email distribution list, newsletter, and updated website are other avenues of marketing that will be looked into for future use.

#### Unfinished Business:

- HDC service agreement is due to be approved on the 18<sup>th</sup> of July.
- Vision Hotels, it was reiterated with Beth O'keefe, from the ECIDA, - needs economic analysis/impact study before it can proceed any further.

#### New Business:

- Thank you goes out to the Hamburg Chamber of Commerce for putting on the Meet and Greet event on July 11<sup>th</sup>. It was a success about 60 to 70 members of the community showed up to meet the new Executive Director.
- On a Human Resources side, we have created some forms (PTO, timesheets, employee review form) for the Hamburg Development Companies for a more efficient and effective office.
- 244 Main Street, Craig Van Tine - still in planning approval stage.

- Bob Reynolds suggested it would be a good time to review the current budget and look at a budget to actual comparison.

- Tom Moses, stated he received a call from Nancy Ware and due to health reasons she will no longer be able to serve on the board. She respectfully submits her resignation effective immediately.

- Bob Reynolds informed the board he will not be able to attend next month's meeting as he will be out of town.

- **Motion** to move into Executive Session at 8:11am regarding litigation and a contractual matter

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

- **Motion** to move out of Executive Session at 8:26 am

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

- **Motion** to hire Bond, Schoeneck & King as HIDA attorney at the following rate: Associate Attorney \$170 - \$210 an hour, Litigation Partner \$290 an hour and Senior Litigation Partner \$345 an hour.

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

- **Motion** to adjourn at 8:30am.

**Moved:**                                      **Seconded:**  
**Ayes:**  
**Nays:**  
*Carried*

Sincerely,

Sean Doyle  
Executive Director