



Hamburg Industrial Development Agency

**Board of Directors Meeting
September 25, 2018
Court Room - Blasdell Village Hall**

Present

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

Excused

Janet Plarr
Wence Valentin

Guests

Mary Doran
Jennifer Strong

Executive Director

Sean Doyle

- **Move** to open the Board of Directors meeting at 7:36am, Executive Director, Doyle.

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

- **Motion** to approve the minutes from the August 28, 2018 Board of Directors Meeting.

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

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

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

Executive Director Update:

- Director, Doyle, Board Member Andy Palmer and Attorney, Jennifer Strong discussed the IDA Joint Session they attended on September 12th hosted by Carl Calabrese. Various concepts and topics were discussed including; market analysis, turn-around time on projects, housing, workforce trends.

Director, Doyle, gave an update on the following topics:

- Financials; town budget request sent, working on insurance risk analysis coverage and Jameson payment was received.
- Business Development; waiting response on Top Private Company nomination, working on marketing budget, branding, logo, web updates and pricing. Put together a “packet” for individuals requesting information on the LECC.
- Client Development; informed the board of internal and external meetings and functions attended. Updated board on inquires of potential business prospects.

New Business:

Board Training by Neill & Strong, Jennifer Strong passed out handouts to for the board to review. Due to time constraints she will present at the next meeting.

Policies - Investment Policy Update:

- **Motion** to include Evans Bank National Association among the approved list of authorized depositories that the Hamburg IDA can utilize.

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

- **Motion** to approve the New York State Model Policy for sexual harassment and training once it is formalized.

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

- **Motion** to move into Executive Session at 8:05am regarding litigation and a contractual matter

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

- **Motion** to move out of Executive Session at 8:23am

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

- **Motion** to approve the terms and conditions for the settlement agreement and general release regarding case index no. 2018/000055 and index number 2017/000080 and to authorize Sean Doyle, Executive Director of the Hamburg IDA, to sign the applicable release forms.

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

Norma Rusert – Kelly stated she would not be at the October 23, 2018 Board of Directors meeting.
Jeff Brylski – stated he also would not be able to attend the October 23, 2018 Board of Directors meeting.

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

Moved: Andy Palmer **Seconded:** Norma Rusert-Kelly
Ayes: Brylski, Moses, Rusert-Kelly, Hall, Palmer, Reynolds
Nays:
Carried

Sincerely,

Sean Doyle
Executive Director