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**Hamburg Industrial Development Agency
Board of Directors Meeting
April 23, 2020, 7:30am
Via Zoom Teleconferencing – due to the COVID 19 Pandemic**

Present

Janet Plarr
Tom Moses
Davis Podkulski
Bob Hutchison
Cam Hall

Excused

Wence Valentin
Robert Reynolds
Andy Palmer
Norma Rusert-Kelly

Guests

Jennifer Strong, Neill & Strong
Mary Doran, Hamburg Development Companies
Beth Farrell, Town Councilwoman

Executive Director

Sean Doyle

-Motion to open the board meeting at 7:30am Director Doyle.

Moved: Tom Moses **Seconded:** Janet Plarr

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr

Nays: none

Carried

- Roll Call

-Motion to approve the April 7, 2020 Board meeting minutes.

Moved: Cam Hall **Seconded:** Janet Plarr

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr

Nays: none

Carried

Treasurer, Bob Reynolds, was excused from today's meeting. Director Doyle gave an update on the Treasurer Reports for both February and March of 2020.

February, assets were \$678,270 down from \$699,477 in January this was largely due to payroll expenses. Additionally, the reimbursement expense included the Economic Development Conference Doyle attended in January in Albany.

-Motion to approve the February 2020 Treasurer Report.

Moved: Janet Plarr **Seconded:** Bob Hutchinson

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr

Nays: none

Carried

March, assets were \$673,540 the decrease from February largely due to payroll and benefits. The first quarter of 2020 shows a deficit. The HIDA works on a cash accounting system and has aging accounts receivable that will be received in the second quarter of 2020. Attorney, Strong, is currently working with Erie Wind and getting the project closed which incurred delays due to the COVID 19 pandemic.

Cam Hall asked if the HIDA is required to work on a cash accounting system. Doyle, will check with Sam, the Chief Financial Officer and get her viewpoint.

-Motion to approve the March 2020 Treasurer Report.

Moved: Cam Hall **Seconded:** Davis Podkulski

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr

Nays: none

Carried

Executive Director Update:

-The HIDA has been following the work from home orders from the governor with provisions to go in as needed for mail, billing etc. Doyle and Doran coordinate their schedules so both are not in the office at the same time.

-In light of the pandemic Doyle has been keeping in touch with local real estate developers. Staying informed on how rents are coming in, April 80% of rents for local business have been received. The retail side is not as favorable with 50% received for April. The month of May could potentially be worse on the retail side depending on the Payroll Protection Funding Act, if and when it is received from the government.

-Doyle attended a meeting with Supervisor Shaw regarding the pandemic. The current return to work date is May 15 with the appropriate recommended practices of the governor including personal protective equipment. In anticipation of the return the Southtowns Chamber of Commerce is putting together a short video piece to assist chamber members that are struggling.

-Sexual Harassment Policy, need certificate of completion from several board members. Please return as soon as possible.

Executive Director – New Business

- A proactive approach to the COVID 19 Pandemic was presented by Director Doyle. In an effort to accommodate businesses working on HIDA projects that could be adversely affected by the COVID 19 Pandemic he put forth the following resolution to the board regarding project extension fees:

Whereas the current Hamburg Industrial Development Agency Policy on project extensions is, "For an extension of an inducement, each extension of six months shall require payment of one quarter of the Agency Administrative Fee;"

and whereas a project has experienced significant delays due to New York State Executive orders for essential activities that has impacted the operator's ability to construct, obtain financing or provide furniture, fixtures and equipment at the project site, the Project Operator can appeal to the Hamburg Industrial Development Agency for a project extension for up to six months with reduced or fully discounted extension fees.

The project operator must communicate in writing that an extension is requested due to COVID

related orders or delays. Next, the operator must submit testimony either in person, by teleconference, videoconference or via written statement at a formally scheduled meeting of the Board of Directors.

Be it resolved that: the Board will review and discuss the proposed extension and discount, then finally vote on the project amendment. If the project amendment is approved by the majority of the quorum of the board, the project will be amended as described.

The board further discussed the resolution with the following input from Board members;

Plarr, stated it was premature and we should revisit it May, or redefine the parameters.

Hutchinson, thought it was a good idea to have something in place with a plan of action.

Davis, agreed with Bob. He also noted the above resolution gives the board an opportunity to individually review each situation.

Hall, stated it was a good opportunity to send a message to businesses in the community "we are here for you."

Plarr, said it was too broad there is no start or end date.

Doyle, said it shows we can provide some assistance we care and will support where we can.

The board agreed to table the resolution re-word and submit a revised draft for the May board meeting. Moses stated we should have a better idea of direction businesses are headed after the 15th of May which is the governor's current return to work target. If a business should approach in the interim, Doyle will request written communication from the project operator.

-Per the last Board of Directors meeting, the board is continuing to review and update all of their policies. Half of the policies were reviewed at the last board meeting and the website has been updated accordingly. Below are the remaining policies for review:

-Motion to approve and readopt the Governance Committee Charter as written.

Moved: Davis Podkulski **Seconded:** Tom Moses

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr

Nays: none

Carried

The Local Labor Policy was reviewed and tabled. The board would like to confirm this policy is in line with the Town of Hamburg's Local Labor Policy. This is not a state wide policy it is a county wide policy.

-Motion to approve and readopt the Procurement Policy as written.

Moved: Cam Hall **Seconded:** Bob Hutchinson

Ayes: Moses, Hutchison, Hall, Podkulski, Plarr

Nays: none

Carried

-**Motion** to approve and readopt the Real Property Acquisition Policy as written. Director Doyle pointed out to the board there is language in the policy that states a professional appraisal is needed prior to any property acquisition.

Moved: Janet Plarr **Seconded:** Tom Moses
Ayes: Moses, Hutchison, Hall, Podkulski, Plarr
Nays: none
Carried

-**Motion** to approve and readopt the Reimbursement and Attendance Policy as written.

Moved: Bob Hutchinson **Seconded:** Davis Podkulski
Ayes: Moses, Hutchison, Hall, Podkulski, Plarr
Nays: none
Carried

The Sexual Harassment Policy and Complaint Form was reviewed and tabled. Attorney, Jennifer Strong, stated it is the standard policy the state put out however the policy does not reference mandatory sexual harassment training which is required by the Town of Hamburg. The policy has been tabled to review how it should merge with the Town of Hamburg's standard operating procedures.

-**Motion** to approve and readopt the Travel Policy as written.

Moved: Cam Hall **Seconded:** Janet Plarr
Ayes: Moses, Hutchison, Hall, Podkulski, Plarr
Nays: none
Carried

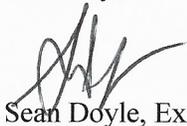
-**Motion** to approve and readopt the Whistleblower Policy as written. The board confirmed any concerns should initially be presented to the Audit Committee.

Moved: Cam Hall **Seconded:** Bob Hutchinson
Ayes: Moses, Hutchison, Hall, Podkulski, Plarr
Nays: none
Carried

-**Motion** to adjourn at 8:18am

Moved: Tom Moses **Seconded:** Davis Podkulski
Ayes: Moses, Hutchison, Hall, Podkulski, Plarr
Nays: none
Carried

Sincerely,



Sean Doyle, Executive Director

The next meeting will be Tuesday May 26th – 7:30am (Location TBD)