

Hamburg Industrial Development Agency Board of Directors Meeting MEETING AGENDA

Wednesday, December 13, 2023, 8:00 AM Blasdell Village Hall, Court Room, 121 Miriam Avenue, Blasdell, New York

Join Zoom Meeting
https://us02web.zoom.us/i/85621954900?pwd=bVRuNDdwVTcvSEZFNHczU2pxV2VrZz09

Meeting ID: 856 2195 4900

Passcode: 14075

- 1. Roll Call
- 2. Reading and Approval of November 2023 Minutes
- 3. Report of the Treasurer November Treasurer Report
- 4. Executive Director Update

New Business

- Reappointment of Transaction Counsel 2024 Neill & Strong
- · 2023 staff performance payments
- · Pitch Hamburg funding request

Unfinished Business

- Privilege of the Floor
- Executive Session
- 7. Adjournment Merry Christmas and Happy New Year

Next meeting: January 10, 2023 7:30 AM Blasdell Village Hall (2nd Wednesday of the month)



Unapproved/draft (BOD motion for approval at 12/13/23 meeting)

6122 South Park Avenue Hamburg, New York 14075 716.648.4145 www.HamburgIDA.com

Hamburg Industrial Development Agency **Board of Directors Meeting** November 15, 2023, 7:30am Blasdell Village Hall

Present

Excused

Guests

Bob Reynolds

Wence Valentin

Jennifer Strong, Neill & Strong

Andy Palmer Davis Podkulski

Bob Hutchison

Janet Plarr

Cam Hall

Jamel Perkins Tom Moses

Executive Director

Mary Doran, HIDA

Sean Doyle

- Pledge of Allegiance

-Roll Call

-Motion to open the board meeting at 7:35am

Moved: Andy Palmer

Seconded: Janet Plarr

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer, Hall, Perkins, Moses

Nays: none Carried

-Motion to approve the October 2023 board meeting minutes

Moved: Janet Plarr

Seconded: Bob Reynolds

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer, Hall, Perkins, Moses

Nays: none Carried

Treasurer, Bob Reynolds, gave an update on the financials. October had interest income of \$4,108.90 and expenses totaled \$13,710.86 which included payroll. Income over expenses resulted in -\$9,601.96 total liabilities and equity equal \$971,190.36.

-Motion to approve the October 2023 Treasurer Report

Moved: Jamel Perkins

Seconded: Janet Plarr

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer, Hall, Perkins, Moses

Nays: none Carried

Executive Director Update:

- The commitment letter from Mission Hills has not yet been received as they are changing banks. Unsure if this will close in 2023.
- -K&H/Staub new build reapply, working on the application. The application may not be submitted until the January 2024 board meeting since the December board meeting has been moved up to the 2nd week of the month due to the holidays.
- -Continuing to work with Feedmore on the tax exempt bond financing, working on draft application most likely to be presented to the board in January/February of 2024.
- -Crossroads site working on infrastructure, utilities are there. Doyle will present the site at an upcoming NYSCAR meeting.
- -Jeffrey Boulevard 10 acres owner interested in building a suit to lease, working now on due diligence of site.
- -Benderson Development is continuing to work on their due diligence of the McKinley Mall site as well as the Camp Road industrial site.
- -K&H would like to have the board tour their facility (the expansion project on Elmview), currently looking at a tour immediately following the December 13th board meeting.
- -Blasdell Woodlawn Brownfield Opportunity Area is working with Fisher & Associates, brainstorming ideas to get feedback from residents.
- -Amazon will give a tour to the board in the spring of 2024 after their busy season wraps up.
- -The Executive Committee met and reviewed the ABO website comments and made the appropriate changes to the HIDA website.
- -The Town of Hamburg hired a new Assessor Kim Mercer, Doyle and Doran had a good introductory meeting with her.
- -Pitch Hamburg received approximately 19 applications for its 2nd round of cohorts. This will be narrowed down to 6.
- -WNYSCAR the HIDA won Affiliate of the Year which will be presented on Feb 15, 2024. Doyle will let the board know more details if any board member would like to attend.

New Business -

2024 Meeting Schedule

-Motion to adopt the proposed meeting schedule as presented in the November 15, 2023 HIDA meeting packet.

Moved: Cam Hall

Seconded: Bob Reynolds

Aves: Podkulski, Hutchison, Reynolds, Plarr, Palmer, Hall, Perkins, Moses

Nays: none Carried

Pension Payments

-Resolution authorizing the Executive Director and CFO to execute annual pension payments in accordance with employment agreements for Mary Doran and Sean Doyle for the 2023 payroll year.

Moved: Andy Palmer

Seconded: Jamel Perkins

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer, Hall, Perkins, Moses

Nays: none Carried

Bob Reynolds stated he reviewed the pension figures and they are correct.

Unfinished Business

-Privilege of the Floor - no comments

Bob Reynolds gave an update on the 80 million dollar investment in the Hamburg Ford Plant. The investment is currently part of the union contract that is up for vote on November 17th. If it does not pass it will go back to negotiations. The count right now is too close to call.

-Motion to adjourn at 8:01am

Moved: Tom Moses

Seconded: Davis Podkulski

Ayes: Podkulski, Hutchison, Hall, Reynolds, Hall, Perkins, Moses, Plarr

Nays: none Carried

Sincerely,

Sean Doyle, Executive Director

Next meeting: December 13, 2023 7:30AM Blasdell Village Hall

Town of Hamburg Industrial Development Agency Treasurer's Report As of November 30, 2023

	Nov 30, 23	Dec 31, 22
ASSETS		
Current Assets		
Checking/Savings		
Cash		
Cash-Checking	19,659.34	6,521.18
Cash-Savings	79,208.98	816,472.57
CD Mature 4/2024	250,000.00	250,000.00
Demand Deposit Account	606,162.33	0.00
Total Cash	955,030.65	1,072,993.75
Total Checking/Savings	955,030.65	1,072,993.75
Total Current Assets	955,030.65	1,072,993.75
TOTAL ASSETS	955,030.65	1,072,993.75
LIABILITIES & EQUITY Equity		
Opening Balance Equity	499,980.27	499,980.27
Retained Earnings	573,013.48	565,034.84
Net Income	-117,963.10	7,978.64
Total Equity	955,030.65	1,072,993.75
TOTAL LIABILITIES & EQUITY	955,030.65	1,072,993.75

Town of Hamburg Industrial Development Agency Treasurer's Report

November 2023

_	Nov 23	Jan - Nov 23
Ordinary Income/Expense		
Income		
Administrative Fees	0.00	31,982.53
Interest Earnings - Bank Acct	339.71	17,754.14
Interest Earnings CD	1,170.45	9,666.88
Interest Income Demand Deposit	2,503.91	6,162.33
Refund	0.00	14,622.54
Total Income	4,014.07	80,188.42
Gross Profit	4,014.07	80,188.42
Expense		
Business Expenses		
Meetings/luncheons	0.00	1,115.48
Mileage	91.05	1,102.29
Total Business Expenses	91.05	2,217.77
Cell Phone	83.33	016.62
Complete Payroll	03.33	916.63
Employee Health Insurance	752.29	4,513.74
Employer Payroll Taxes	1,267.49	10,908.33
Payroll and Benefits	16,633.16	132,158.74
Processing Payroll	103.74	1,539.58
Total Complete Payroll	18,756.68	149,120.39
Grants	0.00	25,000.00
IT Support	0.00	600.00
Legal & Professional Services	0.00	000.00
Audit	0.00	4,500.00
Legal & Professional Services - Ot	0.00	625.00
Total Legal & Professional Services	0.00	
1	0.00	5,125.00
Membership Dues Office Expenses	255.00	5,255.00
Office Equipment	0.00	1,144.20
Postage	0.00	270.91
Subscriptions	20.00	438.03
Supplies	142.72	1,038.34
Office Expenses - Other	0.00	-2.45
Total Office Expenses	162.72	2,889.03
Payroll Expenses/Insurance	0.00	3,054.70
Public Hearings	0.00	68.00
Sponsorship	825.00	3,125.00
Training	0.00	780.00
Total Expense	20,173.78	198,151.52
Net Ordinary Income	-16,159.71	-117,963.10
Net Income	-16,159.71	-117,963.10
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THE FOLLOWING RESOLUTION WAS OFFERED BY, WHO MOVED ITS ADOPTION, SECONDED BY
WHEREAS, HIDA Executive Director Sean Doyle is a diligent and valued employee of the HIDA;
WHEREAS, the HIDA Board recognizes the talents, hard work and dedication of Mr. Doyle and wishes to reward him for his service to the HIDA.
NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:
 That the HIDA pay to Sean Doyle a bonus in the amount of \$8,000.00 for the year 2023 in the next payroll.
2. This resolution shall take effect immediately.
The foregoing Resolution was duly put to a roll call vote at a regular meeting on December 13, 2023.
THE FOLLOWING RESOLUTION WAS OFFERED BY, WHO MOVED ITS ADOPTION, SECONDED BY
WHEREAS, HIDA Executive Assistant Mary Doran is a diligent and valued employee of the HIDA;
WHEREAS, the HIDA Board recognizes the talents, hard work and dedication of Ms. Doran and wishes to reward her for her service to the HIDA.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS, THAT:

- 1. That the HIDA pay to Mary Doran a bonus in the amount of \$2,000.00 for the year 2023 in the next payroll.
- 2. This resolution shall take effect immediately.

The foregoing Resolution was duly put to a roll call vote at a regular meeting on December 13, 2023.



December 1, 2023

Robert Hutchison, Board Chairman Hamburg Industrial Development Agency 6122 South Park Avenue Hamburg, NY 14075

Dear Mr. Hutchison and the IDA Board,

I am writing to request the continued support from the HIDA with \$50,000 over one year to support economic development training services provided by PITCH Hamburg. The IDA's investment in PITCH Hamburg will continue to provide training that will drive the success of small business owners and entrepreneurs in Hamburg, supporting economic development in our community.

As you know, PITCH Hamburg takes an innovative approach to creating a thriving economy. The cohort program provides six months of comprehensive business development programming and an additional six months of in-kind space during the incubator phase to six cohort entrepreneurs per year. PITCH Hamburg's educational program provides regular workshops that are open to the public. We are seeking funds to continue supporting PITCH Hamburg's small business cohort training and our public workshop series for entrepreneurial training.

Through the first cohort of entrepreneurs, we truly saw firsthand that it is more important than ever to support start-ups. Supporting PITCH Hamburg is a unique opportunity for the HIDA to modernize its economic development activities and become a leader in the region among other IDAs.

In addition to HIDA funding, PITCH continues to apply for funding with various foundations as well as the Town and Village of Hamburg.

We thank you for your consideration of our request. Should you have any questions, please contact me at amasucci@pitchhamburg.org or 716-445-6655.

Sincerely,

Annamaria Masucci, PITCH Hamburg Executive Director

Enclosed: Executive Project Summary

Executive Project Summary

PITCH Hamburg Overview:

PITCH Hamburg is a nonprofit organization that supports the creation of new small businesses that add to the economic vibrancy of Hamburg, New York.

Our mission is to support the development of the next generation of entrepreneurs through programming, mentorship, and providing space for entrepreneurial activity.

PITCH Hamburg Economic Development Training Program:

With support from the Hamburg IDA, PITCH Hamburg will host workshops and training seminars open to the public that will empower entrepreneurs and small business owners to start or expand their businesses. The topics of these workshops will include growing your business and adding value to your business with social media. The workshops will be presented by subject matter experts. Businesses of all types will benefit from the training provided by PITCH Hamburg, including start-ups, small brick-and-mortar stores, restaurants, and mobile businesses.

The requested Economic Development Training program complements and enhances the PITCH Hamburg Small Business Cohort program. In 2024, PITCH Hamburg will invite a new cohort of six small businesses to benefit through mentorship, the incubator space, exposure, and the potential to win one of three \$5,000 grant awards. PITCH Hamburg's Small Business Competition provides the cohort six months of the following:

- Mentoring from professionals and experts in the community, tailored towards the specific business needs;
- Programming focused on small business development, including topics such as (not limited to) business plan creation, funding opportunities, legal expertise;
- Office space at the PITCH Hamburg incubator located at 40 Main Street in the Village of Hamburg, which continues for an additional six months after the Community PITCH Event; and,
- Priority reservation for the free Economic Development Training Workshop and Seminar series.

Program Outcomes:

Through the generous support of the Hamburg IDA, PITCH Hamburg will provide the training entrepreneurs need to become self-sufficient and grow. The workshop and seminar series will help small businesses secure their operating model, refine their financials, secure their supply chain, and perform suitable customer discovery.

Support from the Hamburg IDA will be used to achieve the following outcomes over a one-year period:

- Host ten training opportunities that are open to the public and the PITCH competition cohort members for a total of 20 hours of training.
- Provide training to 50 current or prospective small business owners.
- Assist cohort client growth to employ new employees in 2024.
- Provide 45 hours of targeted, one-on-one training to the six annual cohort members. Training
 will support cohort businesses to be sustainable and located in Hamburg to bolster employment,
 add to our local economy, and complement our commercial sectors.
- Enhance entrepreneurial spirit in the Hamburg community through youth educational training in partnership with Hamburg and Frontier Central School Districts.

Community Benefit:

PITCH Hamburg will serve small businesses throughout Western New York. Workshops and training seminars will be open to the public and offered free of charge.

Specific to the PITCH Hamburg Small Business Cohort Program, the cohort companies will have to be located or relocated to Hamburg. As these companies establish roots in Hamburg, the program will bolster the job market, commercial real estate, and the tax base in the area. These ancillary benefits will impact the entire community rather than just the program recipients.

The program is designed to breed an entrepreneurial ecosystem. Our focus and participation with the local school districts and colleges are designed to inspire youth to apply their talents in constructive manners and focus on their role as productive members of the community.

Funding Rationale:

PITCH Hamburg takes an innovative approach to small business incubation. We provide technical assistance to small businesses during their earliest, riskiest stages. The grassroots focus here is on the entrepreneurial community. The small business sector in Hamburg has been tremendously impacted by displacement and closures, and support is needed to encourage entrepreneurial activity and small business growth. Within the Cohort Program, PITCH Hamburg does not take an equity stake in their businesses, we want all their success to be their own. As businesses grow, their needs for space grow, and occupy buildings in the community. Supporting PITCH Hamburg provides a unique opportunity for the Hamburg IDA to broaden the scope of economic activities in the Town of Hamburg.

Due to the early stages of PITCH Hamburg, it is not eligible to apply for State funding through Empire State Development, as they only fund incubators that have been in business for three or more years. Because of the lack of funding opportunities for brand-new incubators, PITCH Hamburg's program could be at risk without the support of the Hamburg IDA.

Funding from Hamburg IDA will continue to be used for educational and training costs, including training-related payroll, relevant expenses for client workshops, and operations costs only associated with training.

Organizational Information

PITCH Hamburg evolved through comprehensive planning and economic development activities in the Village of Hamburg. The mission of the organization is to increase the density of entrepreneurial activity in the Village of Hamburg by attracting and supporting new small businesses that complement the community. Formed in early 2020, the PITCH Hamburg board is comprised of local founders, entrepreneurs, and community leaders in education and economic development. Established as a 501(c)3 in 2022, PITCH Hamburg takes an innovative approach to creating a thriving economy. Notably, PITCH Hamburg is creating a repeatable model that can be rolled out in other regional communities.

Progress to date:

In its first year of operation, PITCH Hamburg has: 1) provided comprehensive support for five promising small businesses; 2) partnered with both Frontier and Hamburg Central School Districts to instill the entrepreneurial spirit within community youth; 3) engaged volunteers from the business community who have donated 480 hours of their time for a value of \$13,440; 4) hosted the annual pitch event, which was attended by over 100 people, as well as the first two community workshops that were open to the small business community and had an attendance of 29 people; and, 5) established an incubator space in the heart of Hamburg's business district through donations from the Town of Hamburg, MidCity Furniture, and Southtown Audio Video.

The first PITCH Hamburg cohort of small business entrepreneurs greatly benefitted from the services provided. As Jennifer Richter, the owner of Our Omphalos, stated: "Pitch Hamburg served as a valuable resource center for me. I was assigned a very experienced mentor who provided guidance, advice, resources, and assistance every single step of the way. The workshops offered were informative and very helpful, and I was able to utilize the incubator space for community events and business meetings."

Outcomes from the 2022-2023 grant from the Hamburg IDA include:

- 29 current or prospective small business owners provided with training.
- 3 new Hamburg businesses were successfully launched and supported.
- 1 new business to open up in the Central Business District of the Village of Hamburg in early 2024.
- Provided over 1,600 hours of training (workshops and one-on-one cohort training).

PITCH Hamburg: Economic Training Program

Program Budget - FY24 680 Total Unduplicated Training Hours

Total Project Cost:	\$68,000.00		
Grant Request:	\$34,200.00		

Income		
Source	Amount	Status
In-Kind and Individual Donations	\$13,860	Secured
Applicant Match	\$4,140	Secured
Hamburg IDA	\$50,000	Requested
Vi	\$68,000	

Expenses					
	Cost Per Item	Training Hours	Total cost per year	Local Match	Grant Request
Volunteer Services (in-kind)	\$28	495	\$13,860	\$13,860	\$0
Presenters and trainers	\$250	10	\$2,500	\$0	\$2,500
Training supplies and materials	\$50	10	\$500	\$0	\$500
One-on-one Training	\$38	600	\$22,800	\$0	\$22,800
Program Planning and Coordination	\$38	680	\$25,840	\$1,640	\$24,200
Training event space	\$250	10	\$2,500	\$2,500	\$0
TOTAL PROJECT			\$68,000	\$18,000	\$50,000

PITCH Hamburg: Economic Training Program

HIDA Expense Report - FY23

Total Project Cost:	\$60,010.00
Grant 2023 Funding Awarded:	\$25,000.00

Income		
Source	Amount	Status
In-Kind and Individual Donations	\$13,860	Secured
Applicant Match	\$21,150	Secured
Hamburg IDA	\$25,000	Awarded
	\$60,010	

Expenses					
	Cost Per Item	Training Hours (Actual)	Total cost per year	Local Match	Grant Request
Volunteer Services (in-kind)	\$28	495	\$13,860	\$13,860	\$0
Presenters and trainers	\$250	0	\$0	\$0	\$0
Training supplies and materials	\$50	5	\$250	\$250	\$0
One-on-one Training	\$38	550	\$20,900	\$0	\$20,900
Program Planning and Coordination	\$38	625	\$23,750	\$19,650	\$4,100
Training event space	\$250	5	\$1,250	\$1,250	\$0
TOTAL PROJECT			\$60,010	\$35,010	\$25,000



Hamburg New York Land Development Corporation Board of Directors Meeting MEETING AGENDA

Wednesday, December 13, 2023, 8:00 AM Blasdell Village Hall, Court Room, 121 Miriam Avenue, Blasdell, New York

Join Zoom Meeting
https://us02web.zoom.us/j/85621954900?pwd=bVRuNDdwVTcySEZFNHczU2pxV2VrZz09
Meeting ID: 856 2195 4900

Passcode: 14075

- 1. Roll Call
- 2. Reading and Approval of November 2023 Minutes
- 3. Report of the Treasurer November Treasurer Report
- 4. Executive Director Update

New Business

Unfinished Business

- · Crossroads site updates
- Marketing
- Grant Application
- Privilege of the Floor
- Executive Session
- 7. Adjournment

Next meeting: January 10, 2023 7:30 AM Blasdell Village Hall (2nd Wednesday of the month)



Unapproved/draft
(BOD motion for approval at 12/13/23 meeting)

6122 South Park Avenue Hamburg, New York 14075 716.648.4145 www.HamburgIDA.com

Hamburg New York Land Development Corporation Board of Directors Meeting November 15, 2023, 7:30am Blasdell Village Hall

Present

Bob Reynolds

Andy Palmer Davis Podkulski Bob Hutchison Janet Plarr

Janet Plarr Cam Hall Tom Moses

Jamel Perkins

Excused

Wence Valentin

Guests

Jennifer Strong, Neill & Strong

Mary Doran, HIDA

Executive Director

Sean Doyle

-Roll Call

-Motion to open the board meeting at 8:02am

Moved: Bob Reynolds

Seconded: Cam Hall

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer, Hall, Moses, Perkins

Nays: none Carried

-Motion to approve the October 2023 board meeting minutes

Moved: Jamel Perkins

Seconded: Tom Moses

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer, Hall, Moses, Perkins

Nays: none Carried

Treasurer, Bob Reynolds, gave an update on the financials. September had interest income of \$4,884.72 and no expenses. Total liabilities and equity equal \$1,671,059.67. He is pleased with work done by the board to get the higher interest rates on the accounts.

-Motion to approve the October 2023 Treasurer Report

Moved: Janet Palmer

Seconded: Cam Hall

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer, Hall, Moses, Perkins

Nays: none Carried

Executive Director Update:

- -As stated in the HIDA board meeting working on the planning/infrastructure at the Crossroads site.
- -Removed HIDA sign at the LECC

Janet Plarr suggested Doyle connect with Joan Kesner, the newly appointed Erie Canal Harbor Development Chairperson.

New Business - none

Unfinished Business

- -Privilege of the Floor no comments
- -Motion to adjourn at 8:09am

Moved: Andy Palmer

Seconded: Cam Hall

Ayes: Podkulski, Hutchison, Reynolds, Plarr, Palmer, Hall, Moses, Perkins

Nays: none Carried

Sincerely,

Sean Doyle, Executive Director

Next meeting: December 13, 2023 7:30AM Blasdell Village Hall

Hamburg New York Land Development Corporation Treasurer's Report

As of November 30, 2023

	Nov 30, 23	Dec 31, 22
ASSETS		
Current Assets		
Checking/Savings		
cash		
cash-cash checking	5,145.27	3,161.64
Cash-Savings	82,500.87	1,402,713.32
CD Renew Mature 4/2024	250,000.00	250,000.00
Demand Deposit Account	808,216.44	0.00
Total cash	1,145,862.58	1,655,874.96
Total Checking/Savings	1,145,862.58	1,655,874.96
Total Current Assets	1,145,862.58	1,655,874.96
Fixed Assets		
0 Lakeshore Road	530,000.00	0.00
Total Fixed Assets	530,000.00	0.00
TOTAL ASSETS	1,675,862.58	1,655,874.96
LIABILITIES & EQUITY Equity		
Opening Balance Equity	530,000.00	0.00
Unrestricted Net Assets	1,655,874.96	1,654,412.87
Net Income	-510,012.38	1,462.09
Total Equity	1,675,862.58	1,655,874.96
TOTAL LIABILITIES & EQUITY	1,675,862.58	1,655,874.96

9:40 AM 12/05/23 Accrual Basis

Hamburg New York Land Development Corporation Treasurer's Report

November 2023

	Nov 23	Jan - Nov 23
Ordinary Income/Expense		
Income		
Interest Income - Bank Acct	293.92	29,987.55
Interest Income CD	1,170.45	8,855.44
Interest Income Demand Deposit	3,338.54	8,216.44
Total Income	4,802.91	47,059.43
Gross Profit	4,802.91	47,059.43
Expense		
Audit	0.00	3,750.00
Land Purchase		#10000 ▼ 1 000 providence 5,000
0 Lakeshore Road		
Attorney Fees	0.00	1,600.00
Deposit & Purchase	0.00	529,073.68
Due Diligence	0.00	16,380.00
Property Insurance	0.00	978.13
Purchase Fees	0.00	5,290.00
Total 0 Lakeshore Road	0.00	553,321.81
Total Land Purchase	0.00	553,321.81
Total Expense	0.00	557,071.81
Net Ordinary Income	4,802.91	-510,012.38
Net Income	4,802.91	-510,012.38

Prepared By: Ma a c