



UNAPPROVED/DRAFT
(BOD motion for approval at 5/8/2024 meeting)

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**Hamburg Industrial Development Agency
Board of Directors Meeting
April 10, 2024, 7:30am
Blasdell Village Hall**

Present

Wence Valentin
Davis Podkulski
Andy Palmer
Bob Hutchison
Janet Plarr
Jamel Perkins

Excused

Bob Reynolds
Tom Moses
Cam Hall

Executive Director

Sean Doyle

Guests

Jennifer Strong, Neill & Strong
Mary Doran, HIDA
Jeff Kryszak, K-Technologies
Lisa Woodring, FeedMore
Cathrine Shick, FeedMore
Lisa Damiani, FeedMore (Zoom)
Tara Ellis, FeedMore (Zoom)

Pledge of Allegiance

-Roll Call

-Motion to open the board meeting at 7:34am

Moved: Janet Plarr

Seconded: Andy Palmer

Ayes: Hutchison, Palmer, Podkulski, Plarr, Perkins, Valentin

Nays: none

Carried

-Motion to approve the March 2024 board meeting minutes

Moved: Davis Podkulski

Seconded: Andy Palmer

Ayes: Hutchison, Palmer, Podkulski, Plarr, Perkins, Valentin

Carried

In the Treasurers absence Doyle gave an update on the financials. March had income of \$1,908.05. Expenses included \$5,250 for the annual audit. Overall expenses including payroll totaled \$15,672.19. Expenses over income totaled -\$15,764.14 the balance on the accounts \$860,038.13.

Additionally, Doyle stated the Executive Committee reviewed the investment accounts and will renew the CD with Upstate Bank for one year at a rate of 5.4%.

-Motion to approve the March 2024 Treasurer Report

Moved: Bob Hutchison

Seconded: Andy Palmer

Ayes: Hutchison, Palmer, Podkulski, Plarr, Perkins, Valentin

Nays: none

Carried

Executive Director Update:

-Doyle reviewed the director report with the board. Janet Plarr stated the village PILOTs should be added after the billing cycle their fiscal year is June 1st thru May 31st. Also notable on the Director Report is the Camp Road property going back up for auction in May, in the 2023 auction there were no bidders.

New Business:

-**Motion** to approve and file the 2023 Annual Audit and PARIS Report

Moved: Davis Podkulski **Seconded:** Janet Plarr

Doyle stated the reports were reviewed by the Audit Committee

Ayes: Hutchison, Palmer, Podkulski, Plarr, Perkins, Valentin

Nays: none

Carried

-**Motion** to re-adopt the following Agency organizational documents and policies as written:

- Agency By-Laws
- Finance Committee Charter
- Governance Committee Charter
- Audit Committee Charter
- Diversity and Inclusion Policy
- Sexual Harassment Policy and Complaint Form
- Real Property Acquisition Policy
- Reimbursement and Attendance Policy
- Combined Code of Ethics and Conflict of Interest Policy
- Defense and Indemnification of Officers and Employees
- Financial Disclosure Policy
- Travel Policy
- Whistleblower Policy
- Property Disposal Guidelines
- Procurement Policy
- Investment Policy

Moved: Janet Plarr **Seconded:** Bob Hutchison

Ayes: Hutchison, Palmer, Podkulski, Plarr, Perkins, Valentin

Nays: none

Carried

-**Reminder** to the board if you have not completed please get your annual certifications/surveys into Mary.

-**Privilege of the Floor** –

Jeff Kryszak, from K-Technologies spoke. He would like the board to reconsider the early termination of his PILOT. He stated there was a misunderstanding of timing, would like to present the board with all the information.

In response, Chairman Bob Hutchison said the HIDA started reaching out to companies last June regarding employment commitments. During COVID the HIDA was very lenient, however now it is this board's fiduciary responsibility under state law to maintain job numbers. He said the letter sent to this board by Kryszak was reviewed. However Kryszak's own letter contained a graph that showed it has only fulfilled its job commitment 3 of the 14 years. Hutchison stated if there was additional information above and beyond the letter to bring it to the board.

-Motion to adjourn at 7:54am

Moved: Wence Valentin **Seconded:** Jamel Perkins

Ayes: Hutchison, Palmer, Podkulski, Plarr, Perkins, Valentin

Nays: none

Carried

Sincerely,

Sean Doyle, Executive Director

Next meeting: May 8, 2024 7:30am Hamburg Village Fire Hall