

**Hamburg Industrial Development Agency**

**Board of Directors Meeting**

**July 23, 2019**

**Court Room - Blasdell Village Hall**

**Present** **Excused**  **Guests**

Andy Palmer Jennifer Strong, Neill & Strong

Tom Moses Mary Doran, Hamburg Development Companies

Robert Reynolds Davis Podkulski, Community Member

Bob Hutchinson

Janet Plarr **Executive Director**

Norma Rusert-Kelly Sean Doyle

Wence Valentin

Jeff Brylski

Cam Hall

- **Move** to open the meeting at 7:31am, Executive Director, Doyle.

**Moved**: Andy Palmer **Seconded**: Jeff Brylski

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

**Nays**: none

***Carried***

- **Roll Call**

**-Motion** to approve the June 2019 Board meeting minutes

**Moved**: Bob Reynolds **Seconded**: Andy Palmer

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

**Nays**: none

***Carried***

-Bob Reynolds, Treasurer, gave an update on the finances. He reviewed the 6 month report that was distributed to the board in their meeting packet. HIDA is under budget in spending. Currently, the revenue projections are showing a shortfall however, three projects should close before the end of the year with administrative fees due; Jameson Roofing, The Oaks at South Park and Betlam. Everything else is in line with the 2019 Budget.   
  
**-Motion** to approve the June 2019 Treasurer’s Report  
**Moved**: Bob Reynolds **Seconded**: Wence Valentin  
**Ayes:**  Palmer, Moses, Reynolds, Hutchinson, Plarr, Rusert-Kelly, Valentin, Brylski, Hall  
**Nays**: none  
***Carried***

**Executive Director Update**:

**-**Website, the demo link was sent to all board members for their input. The “Why Hamburg” section is the most complete with pictures. The new property listing tab will hopefully drive people to the website and create some interest. Palmer, commented he thought it looked great.

-Brochure, is in draft mode working on collecting photos.

-Intern was hired and she is working on the office space study in Hamburg. Surveys were sent out to local business owners (roughly 300). The results should be calculated by August/September. The study is expected to show a shortage of office space for the 1000 to 2000 square foot users. This would enable us to go to developers and demonstrate the need for space, ideally leading to them to build office spaces for the current market. Although the Evans building(s) will be vacated, it is not easily broken up for 1000 to 2000 square foot users. The Evans building on Sunset is not viewed as a potential space for smaller offices.

-Assemblyman Ryan visit was a good opportunity for him to meet the board and put faces to the names. They had a great visit/tour of the E One Facility followed by lunch at Town Hall. Ryan still holds his position that there are too many IDA’s in Erie County.

-Senator James Skoufis requested information from IDA’s across the state back in early June most of which was readily available on websites. We complied with his request and we along with the IDA Leadership Council have not heard anything on his findings.

-There will be a WNY Power Breakfast with developers and IDAs, Director Doyle invited the board to attend and will send them information on the event.

-Video update, 3rd bid came in at $29,000 (other bid $30,000) for a 2 minute video. Key Video had the lowest bid at $7,500. They are a local company and produced the previous HIDA video (20 minutes) back in the late 90s. Since they are a local they will have stock footage and are familiar with Hamburg. To fund the video Bob Reynolds stated the HIDA could reallot budgeted funds from Legal to Marketing. The shelf life of a video was discussed and it is typically 3 to 5 years. Bob Hutchinson wanted to make sure the video includes a regional sentiment.

-**Motion** to approve the production of a 2 minute marketing video from Key Video at a cost not to exceed $7,500.

**Moved**: Bob Reynolds **Seconded**: Cam Hall

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

**Nays**: none

***Carried***

-UTEP meeting update IDA Leadership Council, the largest proposed changes for the county include a 5 year and 3 year incentive tax plan. All would need to be approved by the county executive.

-Board Retreat, Director Doyle will send out meeting times and dates to the board. He told the board to plan for a 4 hour retreat and he will have items for board members to review before the meeting.

-Evans Bank move was discussed at the Executive Committee meeting. All were in favor of recapture if their departure occurs before the PILOT ends. Recapture cannot occur until they physically move and are in breach of contract. Another point brought up by Janet Plarr is pulling the Hamburg Development Companies bank accounts from Evans. This will be discussed further at the retreat.

-HIDA/HNYLDC meeting times were brought up for discussion as Wence’s work schedule is not favorable for the 7:30am meeting. Before he moved into his current role at work he was able to attend. Now he needs to take vacation time to attend the meetings. Wence wants the board to know he wants to attend the meetings but work has to take precedence. The decision to change the meeting time will be up to the Executive Committee. A few points brought up by the board will be taken into consideration:

• Should Public Hearings be held at 7:30 in the morning – would they get a better response from the public if it was later in the day? Public hearings are major projects over 100k. The public always has the option of writing to the Board.

• A solution could be including 4 evening meetings in next year’s schedule

• The meetings were historically scheduled in the morning as previous/current Board Members had /have commitments on other Hamburg Boards (Town Board, Village Board, School Board) that met/meet in the evenings.

Tom Moses brought up two points for discussion the Pelicano building on Southwestern and the old Big Tree Fire Hall – which is currently listed for sale. The Pelicano building no longer has a PILOT however the Big Tree Fire Hall does have a PILOT. Director Doyle met with the owners recently (Gateway Printing) and they are still in compliance with their employment numbers. He will pull the file and review again.

Jeff Brylski excused himself had to leave for a meeting could not stay for the HNYLDC meeting and he will not be at the August HIDA meeting.

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

**Moved**: Bob Reynolds **Seconded**: Norma Rusert-Kelly

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

**Nays**: none

***Carried***

Sincerely,

Sean Doyle, Executive Director