

**TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY**  
**Minutes of the 496<sup>th</sup> Meeting**  
**November 17, 2017– 8:30 am**  
**Agency Offices, 4287 Main Street**

PRESENT: Michele Marconi  
Steven Sanders  
Edward F. Stachura  
William M. Tuyn  
David S. Mingoia, Executive Director  
Kevin J. Zanner, Hurwitz & Fine PC

ABSENT: Carlton N. Brock, Jr.  
E. Marshall Wood, Jr.  
Michael R. Szukala

GUESTS: AIDA Staff  
David Tytko, Uniland Development

Vice Chairperson Michele Marconi called the meeting to order and reminded everyone that the meeting was being audio recorded.

**MINUTES**

The minutes were approved as presented.

**BILLS & COMMUNICATIONS**

There were no Bills & Communications presented at this meeting

**TREASURER’S REPORT**

The Treasurer’s Report for October 2017 was approved as presented.

**PUBLIC COMMENT**

There was no Public Comment at this meeting.

**EXECUTIVE DIRECTOR REPORT**

Executive Director Mingoia gave his report. Notes are attached to these minutes.

**COMMITTEE REPORTS**

The Finance & Audit Committee presented the 2018 Budget Recommendations to the board for approval. The Committee reminded the board that, pursuant to the NYS Public Authorities Accountability Act, the Recommendations were forwarded to the Amherst Town Board and Amherst Town Clerk. Audit Committee Chairman Steven Sanders noted that the 2018 AIDA Budget Recommendations were on the November 20<sup>th</sup> Amherst Town Board Agenda. A brief discussion took place as to whether the AIDA should table action on the 2018 Budget Recommendations until after the November 20<sup>th</sup> Amherst Town Board meeting.

It was noted that the AIDA could adopt the 2018 Budget Recommendations and should the Amherst Town Board have any concerns about the Recommendations, the AIDA could amend its budget if necessary. It was also noted that the approved Annual Budget is required to be filed with the NYS Public Authorities Office by November 1<sup>st</sup>.

Edward Stachura made a motion to approve the AIDA 2018 Budget Recommendations. William Tuyn seconded the motion. Votes of aye were made by Marconi, Sanders, Stachura and Tuyn. Motion to approve passed 4-0.

#### **UNFINISHED BUSINESS**

There was no Unfinished Business at the meeting.

#### **NEW BUSINESS**

There was no New Business presented at this meeting.

#### **ADJOURNMENT**

Edward Stachura suggested a moment of silence in memory of long-time, former Executive Director James J. Allen. There was then a brief moment of silence.

9:00 am - Michele Marconi adjourned the 496<sup>th</sup> Meeting of the Town of Amherst Industrial Development Agency in memory of James J. Allen.

## **Executive Director's Report**

November 17, 2017

### **Countywide Uniform Tax Exemption Policy (UTEP)**

A revised draft UTEP was reviewed at a meeting of all the IDAs in Erie County on October 26<sup>th</sup>. The revised document eliminates the North American Industrial Classification System entirely as a basis for eligibility. That method of determining eligibility is no longer possible with recent statutory changes that require boards to evaluate every project based on criteria.

The current UTEP recites statute creating a lengthier than necessary document. It was decided at the meeting that the document should reference statute when necessary and only include areas that all six IDAs agree on such as General Eligibility Categories, PILOT Schedules and Intermunicipal Move Guidelines. Other Evaluative Criteria and Policies are up to each individual Agency and may differ among the six entities. As an example, Market Rate Senior Housing is eligible to apply for benefits under the UTEP, but each IDA may have different criteria for evaluating the merits of a project.

A much shorter UTEP is under development that addresses this concept and responds to much of the discussion on eliminating unnecessary language at the meeting.

The current PILOT schedules (7 & 10 Years) were benchmarked against shorter schedules (5 & 7 Years). Equalizing benefits between the current and shorter schedules is not mathematically possible unless we do not collect any new revenue for a number of years. Even placing the exemption at 90% for the life of the PILOT still produces a significant shortfall. We are in the process of reaching out to applicants to see if reduced benefits are worth a few years less of oversight and regulations.

### **Imagine Amherst**

An Imagine Amherst meeting was held on November 8<sup>th</sup> that reviewed the partially completed draft zoning code for Mixed Use Centers. We spent most of the evening reviewing concepts such as set-backs, build-to-zones, and building mass. We did not have a complete document and are not anticipating receiving one until mid-December at the earliest. There are no scheduled Technical or Working Committee meetings for the remainder of the year.

The Generic Environmental Impact Statement and Comprehensive Plan Modifications are before the Town Board and expected to be on their agenda during the last two meetings this year.

	<b>2017</b>	<b>2017 Actual</b>	<b>2018</b>	
	<b>Budget</b>	<b>Estimated</b>	<b>Recomm</b>	
<b>REVENUES:</b>				
Administrative Fees (Agency 1%)	550,000	363,800	544,000	
Management Fee (ADC fees)	75,000	350,000	50,000	
Application Fees	4,000	4,000	4,000	
Interest Income (NR)	1,200	800	800	
Other Revenue	1,500	1,500	1,200	
<b>subtotal</b>	<b>631,700</b>	<b>720,100</b>	<b>600,000</b>	
<b>EXPENSES</b>				
<b>ADMINISTRATION:</b>				
Payroll	237,000	234,000	237,500	Includes 3% Raise for 2 Staff
Employer FICA Expense	15,000	16,000	16,500	Includes 3% Raise for 2 Staff
Pension Fund	17,100	17,700	18,300	Includes 3% Raise for 2 Staff
Health Insurance	42,000	43,200	47,300	Regular Increase in Costs
<b>subtotal</b>	<b>311,100</b>	<b>310,900</b>	<b>319,600</b>	
<b>OPERATION:</b>				
Office Expense	10,000	10,000	10,000	
Postage	750	500	500	
Travel	1,500	1,000	1,500	
Telephone	7,000	7,000	7,000	
Fees & Dues	4,000	4,000	5,000	
Subscriptions/Publications	1,500	1,500	1,000	
Legal Fees-General Counsel	20,000	20,000	15,000	
Legal Fees - Litigation	75,000	50,000	10,000	
Bldg Interest	29,500	29,500	28,000	
Bldg Utilities	8,000	7,200	7,000	
Bldg Property Tax	8,500	8,500	8,500	
Bldg Inside Maint	9,000	9,000	9,000	
Bldg Outside Maint	11,000	11,000	11,000	
Meetings	3,000	2,100	3,000	
Equipment	6,000	6,000	6,000	
Equipment Rental	4,000	4,000	4,000	
Professional Services	26,000	26,000	31,000	Amherst Chamber Added
Insurance	25,000	25,000	25,000	
Depreciation	25,000	25,000	25,000	
<b>subtotal</b>	<b>274,750</b>	<b>247,300</b>	<b>207,500</b>	
<b>SPECIAL PROJECTS:</b>				
Marketing	5,000	3,000	5,000	
Invest BN	20,000	20,000	20,000	
Education	2,500	1,000	2,500	
Special Events	4,000	1,000	3,000	
Regional Partnerships	5,000	5,000	5,000	
Local Redevelopment Initiatives	20,000	6,000	20,000	
Capital Improvements	15,000	12,000	15,000	
<b>subtotal</b>	<b>71,500</b>	<b>48,000</b>	<b>70,500</b>	
<b>Total Expenses (non-restricted)</b>	<b>657,350</b>	<b>606,200</b>	<b>597,600</b>	
<b>Excess Revenue over/(under)</b>	<b>-25,650</b>	<b>113,900</b>	<b>2,400</b>	