

**TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY**  
**Minutes of the 547th Meeting**  
**Friday, May 17, 2024 – 8:30 am**  
**James J. Allen Boardroom**  
**Agency Offices, 4287 Main Street**

PRESENT: William Tuyn  
Anthony Agostino  
Hadar Borden  
Hon. Timothy Drury  
Frank LoTempio, III  
Nicole Gavigan  
David S. Mingoia, Executive Director  
Kevin J. Zanner, Hurwitz & Fine PC

ABSENT: Carlton N. Brock, Jr.

GUESTS : AIDA Staff  
Jacqui Berger  
David Tytka, Uniland Development

Vice Chairman William Tuyn called the meeting to order and reminded everyone the meeting was being video recorded and live-streamed.

**MINUTES**

Upon a motion by Frank LoTempio, seconded by Hadar Borden and unanimously carried, the minutes of the March 2024 meeting were approved as presented.

**BILLS & COMMUNICATIONS**

The board was provided a copy of the Town of Amherst 2024 PILOT Exemption Report which found that the PILOTs collected in 2024 were in order and that there were no reportable findings. There were no comments.

**TREASURER'S REPORT**

Treasurer Agostino reviewed the highlights of the Treasurer's Reports for March and April 2024.

Upon a motion by Frank LoTempio, seconded by Hadar Borden and unanimously carried, the Treasurer's Reports for March and April 2024 were approved as presented.

**PUBLIC COMMENT**

There was no Public Comment at this meeting.

## **EXECUTIVE DIRECTOR'S REPORT**

David Mingoia presented the Executive Director's Report.

## **COMMITTEE REPORTS**

### **I. Governance Committee – Draft Workforce Housing Policy**

The Governance Committee met earlier in the month to review the draft of the newly developed Workforce Housing Policy. Pursuant to NYS legislation, the draft policy was forward to all the tax jurisdictions located in the Town of Amherst, in April. The board was told that to date, no comments on the draft policy had been received by the Agency. The committee agreed to continue the review of the policy.

## **UNFINISHED BUSINESS**

There was no Unfinished Business presented at this meeting.

## **NEW BUSINESS**

### **I. Amherst IDA Fee Policy**

In its annual review of AIDA policies, staff recommended changes to the Fee Policy that Included increasing the application fee from \$500 to \$1,000, due to the increase in mailing costs along with increases in publication costs for public hearing notices. Legal counsel fees were also slightly increased. After discussion, Frank LoTempio made a motion to approve the proposed changes in the AIDA fee policy. Anthony Agostino seconded the motion. Votes to approve the changes in the AIDA Fee Policy were cast by Tuyn, Agostino, Borden, Drury, LoTempio and Gavigan. Motion to approve passed by a vote of 6-0.

### **II. Contract For AIDA Website Services**

Executive Director Mingoia presented the results of an RFP for website services and recommended approval of Black Dog/Camoin Associates proposal in the amount of \$35,000 with additional and annual services as needed. The Town of Amherst is a partner in this venture and will be paying \$15,000 of the upfront development cost and half of annual hosting/administration costs.

After discussion, Frank LoTempio made a motion to approve the contract for Website Services as presented. Hardar Borden seconded the motion. Votes to approve the contract for Website Services were cast by Tuyn, Agostino, Borden, Drury, LoTempio and Gavigan. Votes to approve the motion passed by a vote of 6-0.

9:06 am – Frank LoTempio made a motion to adjourn the meeting, The motion was seconded by Hadar Borden. Motion to adjourn was unanimously approved.