

TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY
Minutes of the 513th Meeting
October 18, 2019 – 8:30 am
James J. Allen Boardroom
Agency Offices, 4287 Main Street

PRESENT: Carlton N. Brock, Jr.
Steven Sanders
Michael R. Szukala
William W. Tuyn
Hon. Timothy J. Drury
Philip Meyer
Hadar Borden
Jacqueline Berger, Town Board Liaison
David S. Mingoia, Executive Director
Kevin J. Zanner, Hurwitz & Fine PC

GUESTS: AIDA Staff
Jim Fink, Business First

Chairman Carlton Brock called the meeting to order and reminded everyone that the meeting was being audio recorded.

MINUTES

The minutes of the August 2019 meeting were approved as presented.

BILLS & COMMUNICATIONS

The Agency received an engagement letter from the New York State Comptroller's Office. The letter indicated that they will be conducting an audit focusing on an evaluation of the Agency's internal controls of its financial operations. Chairman Brock and Executive Director Mingoia will be have an entrance conference with representatives of the Comptroller's Office the week of October 14th.

TREASURER'S REPORT

The Treasurer's Reports for August and September 2019 were approved as presented.

PUBLIC COMMENT

There was no Public Comment made at this meeting.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Mingoia's report is attached to these minutes.

COMMITTEE REPORTS

Finance & Audit

The Finance & Audit Committee met and recommend the 2020 draft budget enclosed in these materials. It is similar to the 2019 budget, but accounts for costs associated with implementing the new streaming of meetings requirement and a full year of the new staff person. This draft was sent to the Town, which has twenty days to provide comment before we can officially adopt it.

Michael Szukala made a motion to approve the 2020 budget recommendations as presented subject to comments from the Amherst Town Board. Philip Meyer seconded the motion. Votes of aye were cast by Brock, Sanders, Szukala, Tuyn, Drury, Meyer and Borden. Motion to approve passed 7-0.

Governance

It was reported that the Governance Committee met September 20, 2019 and reviewed draft evaluation criteria by project type, which were developed as best practices by the NYS Economic Development Council. The Committee also started preliminary review of Agency policies and that the reviews will continue on both of these items and will then be included on future meeting agendas. Additional items reviewed at the meeting included the new streaming requirements, along with notification of meeting requirements and LDC oversight that awaits the Governor's signature. The meeting ended after project updates.

UNFINISHED BUSINESS

There was no Unfinished Business presented at this meeting.

NEW BUSINESS

I. ASSIGNMENT AND ASSUMPTION OF LEASE

Citigroup (580 CrossPoint Parkway)

Company requested Agency consent to the assignment and assumption of lease of premises for the facility located at 580 CrossPoint Parkway from Uniland Development I, LLC to Citigroup Technology, Inc.

After a brief discussion, Michael Szukala made a motion to approve the request from Citigroup Technology, Inc. for the Assignment and Assumption of Lease for their facility located at 580 CrossPoint Parkway. William Tuyn seconded the motion to approve. Votes of aye were cast by Brock, Sanders, Szukala, Tuyn, Drury, Meyer and Borden. Motion to approve passed 7-0.

II. SUBLESSEE REQUEST –

Sheridan Properties II, LLC (3980A Sheridan Drive)

Company requested Agency consent to sub-sub-sublease of a portion of premises to General Physician, PC.

Steven Sanders made a motion to approve the request from Sheridan Properties II, LLC to sub-sub-sublease a portion of premises to General Physician, PC. Michael Szukala seconded the motion. Vote of aye were cast by Brock, Sanders, Szukala, Tuyn, Drury, Meyer and Borden. Motion to approve passed 7-0.

9:10 am – meeting adjourned.