

**TOWN OF AMHERST DEVELOPMENT CORPORATION**

**Minutes of the 167<sup>th</sup> Meeting**

**Friday, September 16, 2022 – 8:35 am**

**James J. Allen Boardroom**

**Agency Offices, 4287 Main Street**

PRESENT: Carlton N. Brock, Jr.  
William Tuyn  
Anthony Agostino  
Timothy Drury  
Hadar Borden  
Nicole Gavigan  
David S. Mingoia, Executive Director  
Kevin J. Zanner, Hurwitz & Fine PC

EXCUSED: Frank LoTempio, III

GUESTS via Zoom: AIDA Staff  
Jacqueline Berger, TOA Councilmember  
David Tytko, Uniland Development

Chairman Carlton Brock called the meeting to order and reminded everyone the meeting was being video recorded and live-streamed.

**MINUTES**

Upon a motion by Anthony Agostino seconded by William Tuyn and unanimously carried, the minutes of the March 2022 meeting were approved as presented.

**COMMITTEE REPORTS**

**I. Governance Committee – Review of Development Corporation Policies**

The Governance Committee met on June 2, 2022 and reviewed all of the existing Amherst Development Corporation policies. The Governance Committee recommends changes to the following policies, which are included in the Board Packet:

1. ADC/AIDA Shared Services Policy
2. Board of Directors Statement of Duties
3. Code of Ethics
4. Data Gathering
5. Financial Disclosure Policy
6. Fixed Asset Policy
7. Investment Policy
8. Property Acquisition Policy
9. Procurement Policy
10. Property Disposal Policy
11. Travel and Expenses Policy

## 12. Whistleblower Policy

The Governance Committee does not recommend changes to the following policy, but affirms its accuracy per State guidelines:

### 1. Conflict of Interest

William Tuyn made a motion to approve the changes to the Town of Amherst Development Corporation's as outlined by the Governance Committee and accept the affirmation of the current Conflict of Interest Policy. Hadar Borden seconded the motion to approve.

Votes of aye were cast by Brock, Tuyn, Agostino, Drury, Borden and Gavigan. The motion to approve passed 6-0.

8:35 am – Hadar Borden made a motion to adjourn the meeting. Anthony Agostino seconded the motion. Motion to adjourn passed unanimously.