TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY
Minutes of the Governance Committee Meeting
June 18, 2026 – 8:30 AM
Agency Office, 4287 Main Street

Governance Committee:	William Tuyn Jacqui Berger Frank LoTempio III
Guests:	David S. Mingoia Steve Bengart Michael Szukala Alexis Florczak

Mr. Tuyn opened the meeting at 8:36 AM and requested a motion to approve the minutes of the previous Governance Committee Meeting. Mr. Lotempio made the motion, seconded by Ms. Berger and it carried unanimously.

Mr. Mingoia discussed the Agency Policy reviews, which included 8 new and amended policies and 17 existing policies reviewed but no suggested changes.

New and Amended Policies:

i. Freedom of Information Law Policy (New) – Motion by Mr. Lotempio, Seconded by Ms. Berger, carried unanimously.
ii. Workforce Housing Policy (New) – Motion by Ms. Berger, Seconded by Mr. LoTempio, carried unanimously.
iii. Fee and Expense Schedule (Amended) - Motion by Ms. Berger, Seconded by Mr. LoTempio, carried unanimously.
iv. Expenses, Travel, Conferences, Meals and Entertainment Policy (Amended) - Motion by Ms. Berger, Seconded by Mr. LoTempio, carried unanimously.
v. Mortgage Record Tax (MRT) Policy for Refinancing and Second Mortgage Transactions (Amended) - Motion by Ms. Berger, Seconded by Mr. LoTempio, carried unanimously.
vi. Policy For Recapture And/Or Termination of Financial Assistance (Amended) - Motion by Ms. Berger, Seconded by Mr. LoTempio, carried unanimously.
vii. Credit Card Use Policy (Amended) - Motion by Ms. Berger, Seconded by Mr. LoTempio, carried unanimously.
viii. Policy for Agency Consent to Non-Material Amendments to Subleases (New) - Motion by Ms. Berger, Seconded by Mr. LoTempio, carried unanimously.

After further discussion, Ms. Berger made a motion to forward all of the policies to the Board of Directors after a final review to ensure gender neutrality in all the policies. The motion was seconded by Mr. LoTempio and carried unanimously.

Ms. Berger made a motion to adjourn at 9:24, seconded by Mr. LoTempio, and it carried unanimously.