

TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY
Minutes of the 483rd Meeting
August 19, 2016 – 8:30 am
Agency Offices, 4287 Main Street

The meeting of the above captioned Agency was called to order by Chairman Carlton Brock.

PRESENT: Carlton N. Brock, Jr.
Michele F. Marconi
E. Marshal Wood, Jr.
Steven Sanders
Edward F. Stachura
Michael R. Szukala
David S. Mingoia, Interim Executive Director
Kevin J. Zanner, Hurwitz & Fine PC
Diane K. Church, Hurwitz & Fine PC
Andrea Schallaci, Hurwitz & Fine PC
Amber Stoerr, Hurwitz & Fine PC

EXCUSED: Aaron Stanley

GUESTS: AIDA Staff
Timothy Creenan, Amherst Alarm
Mary Ann Creenan, Amherst Alarm
Michael Drennan, Amherst Alarm

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

MINUTES

The minutes of the June meeting were approved as presented.
The minutes of the August 3rd Special Meeting were approved as presented.

BILLS & COMMUNICATIONS

There were no Bills & Communications presented at this meeting.

TREASURER'S REPORT

In the absence of Treasurer Stanley, Interim Executive Director Mingoia presented the Treasurer's Reports for June and July.

The June and July 2016 Treasurer's Reports were approved as presented.

Interim Executive Director Mingoia noted that he would be contacting the Audit and Finance Committee to schedule a meeting to begin the 2017 Budget preparation.

EXECUTIVE DIRECTOR REPORT

Interim Executive Director Mingoia provided information on the ongoing Comprehensive Plan Update, Imagine Amherst Zoning Project and Project Activity. He also requested that the public hearings for two projects and Board Meeting for September be moved to Friday, September 9th and move Friday, September 23rd, respectively.

Chairman Brock called for a motion to hold the public hearings on September 9th and move the Board meeting to Friday, September 23rd.

Steven Sanders made the motion to hold the public hearings on September 9th and move the Board meeting to Friday, September 23rd. Michele Marconi seconded the motion.

Votes of aye were made by Brock, Marconi, Wood, Stachura, Sanders and Szukala. The motion passed by of vote of 6-0.

COMMITTEE REPORTS

There were no Committee Reports presented at this meeting.

UNFINISHED BUSINESS

I. AIDA By-Laws – Approval of Amendments

Interim Executive Director Mingoia presented the updated By-Laws for approval.

Board member Michele Marconi raised a question about Section 7, page 10 of the by-laws regarding the Manner of Voting. She asked if ballot voting was appropriate.

The board elected to hold off on approval of the bylaws at this meeting. They also requested that the Attorneys review the language to be certain there was no issue regarding ballot voting.

II. AIDA Project Management Reports

Board member Michele Marconi presented newly developed Management Report for board review. The three reports are as listed as follows:

1. Net Exemption Report – this report lists the Agency's portfolio of projects. The report identifies sales, property and mortgage tax exemptions, PILOT payments and employment data from the previous year. This report will be issued once per year in April/May.
2. Pending Projects Report – this report lists current AIDA approved projects that have not closed. The report identifies project name, employment estimate, PILOT estimates, sales tax exemption and mortgage tax exemption amounts. This report will be updated as projects close or new ones are approved.
3. Closed Projects Report – this report lists current AIDA projects that have recently closed but remain under construction. The report identifies, project name, current construction status, estimate occupancy dates, commencement of PILOT and facility type. This report will be updated as pending projects close and when projects complete construction and the PILOT commences.

Mrs. Marconi stated that she felt these reports will be useful in developing new UTEP policies. The board concurred.

NEW BUSINESS

I. Presentation by Amherst Alarm, Inc.

Co-Founder of Amherst Alarm, Inc., Timothy Creenan distributed a folder containing information on his company's proposed new corporate office, monitoring response center and warehouse project. Mr. Creenan then made a detailed presentation about the history of Amherst Alarm along with information on the proposed relocation and expansion of their business. This matter will be scheduled for a Public Hearing on September 9th and is expected to be on the September 23rd board agenda for consideration.

II. Discussion of Tablet purchase and E-mails for the Board of Directors

Interim Executive Directors referred the board to a memorandum placed at their seats. The memorandum outlines the costs for tablet options and email accounts for the board of directors.

The board discussed the need for the tablet and email accounts. The discussion centered on the voluminous amount of information that is regularly distributed to the board and that it made sense to have a tablet and IDA email address in order to keep Agency business in one place rather than co-mingling it with either work or personal email accounts and computers.

Marshall Wood asked Agency counsel for their opinion on the matter. Amber Stoerr of Hurwitz & Fine said that having Agency business separate from work/personal email and computers was good and she would recommend the Agency's purchase of the tablet and email accounts.

Edward Stachura suggested that a "Terms of Use" policy be developed

Chairman Brock strongly recommended that the board approve the purchase of the tablet, cover, protection insurance and email addresses. He then called for a motion on the proposal.

Michael Szukala made a motion that the Agency purchase the iPad Air 2 16GB, Apple Core protection insurance, protective cover, and Agency email address accounts. Steven Sanders seconded the motion.

Votes of aye were made by Brock, Marconi, Wood, Stachura, Szukala and Sanders. The motion passed 6-0.

Michale Szukala made a motion that the board enter into Executive Session to discuss the Iskalo Lord Amherst lawsuit; the potential lease of Agency property; and the search for a permanent Executive Director. Marshall Wood seconded the motion.

Vote of aye were made by Brock, Maroni, Sanders, Stachura, Szukala and Wood. The motion past 6-0.

9:22 am - The audio recording was turned off and guests left the room.

10:13 am – Executive Session ended. Michael Szukala made a motion to resume the regular board meeting and immediately adjourn it. Michele Marconi seconded the motion.

Aye votes were made by Brock, Wood, Stachura, Sanders, Szukala and Marconi. The motion passed 6-0.

10:14 am – meeting adjourned.