**TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY**

**Minutes of the Executive Committee Meeting**

**October 19, 2018 – 8:30 AM**

**Agency Office, 4287 Main Street**

 Executive Committee: Carlton N. Brock, Jr.

Steven D. Sanders

Michael R. Szukala

 David S. Mingoia, Executive Director

Guests: William W. Tuyn

 Honorable Timothy Drury

 E. Marshall Wood, Jr.

 Philip S. Meyer

 Carl Calabrese

 Jacqualine G. Berger

Mr. Brock opened the meeting at 8:34 AM and requested a motion to approve the minutes of the June Executive Committee Meeting. Mr. Sanders made the motion, seconded by Mr. Szukala and it carried unanimously.

Mr. Mingoia introduced Mr. Calabrese, who is the main point of contact for the Coalition for Community Building. Mr. Calabrese provided and recap of yearly activities including a New York State Legislation 2018 review, an update on UTEP issues, and the results of presentations and white paper on development and economic statistics of the metro region. A general discussion of issues and election prospectus ensued.

Mr. Mingoia reviewed the draft 2019 budget, which was approved by the Finance and Audit Committee and sent on to the Town Board for review. The budget will be on the AIDA November Board Agenda.

Mr. Mingoia then presented the draft Sexual Harassment Policy developed by Hurwitz & Fine. The policy was reviewed to the Governance Committee.

Mr. Mingoia provided information that the Agency was subject to legal action as a result of a slip and fall on its property, specifically the sidewalk.

At 9:33 AM, Mr. Sanders made a motion to adjourn, seconded by Mr. Brock and it carried unanimously.