TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY
Minutes of the 566th Meeting
Friday, July 17, 2026 – 8:30 am
James J. Allen Boardroom
Agency Offices, 4287 Main Street

PRESENT:	Carlton N. Brock, Jr. William Tuyn Anthony Agostino Frank LoTempio, III Nicole Gavigan Jacqueline Berger Brian Bray David S. Mingoia, Executive Director Keving J. Zanner, Hurwitz Fine PC Carly D. Brown, Hurwitz Fine PC
EXCUSED:	Nicole Gavigan
GUESTS :	AIDA Staff Michael Szukala, Town of Amherst Councilman Steven Bengart, Town of Amherst attorney

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

MINUTES

Upon a motion by Anthony Agostiono, seconded by Frank LoTempio and unanimously carried, the minutes of the April 2026 meeting were approved as presented.

BILLS & COMMUNICATIONS

There were no Bills & Communications presented at this meeting.

TREASURER'S REPORT

Treasurer Anthony Agostino presented the Treasurer's Reports for April, May and June 2026. Frank LoTempio made a motion to approve the Treasurer's Reports for April, May and June 2026. Jacquie Berger seconded the motion. Votes to approve were cast by Brock, Tuyn, Agostino, LoTempio, Bray and Berger. Motion passed by a vote of 6-0.

PUBLIC COMMENT

There was no Public Comment at this meeting.

EXECUTIVE DIRECTOR'S REPORT

Executive Director presented his report.

COMMITTEE REPORTS

Governance Committee – Review of AIDA Policies

The Governance Committee met on June 17, 2026, and reviewed the Agency's policies. Staff and Agency Counsel initial review recommended eight (8) new and amended policies. Seventeen (17) other existing policies were noted as not requiring any changes. Board Member Berger noted that the Sexual Harassment Policy should have gender neutral language and suggested that all policies be reviewed to ensure such language. The review was conducted and found that this was the only policy that required the language changes.

The Governance Committee recommended the following list of new, amended and satisfactory existing policies to the Board of Directors at the meeting.

New and Amended Policies

- Freedom of Information Law Policy (New)
- Workforce Housing Policy (New)
- Fee and Expense Schedule (Amended)
- Expenses, Travel, Conferences, Meals and Entertainment Policy (Amended)
- Mortgage Record Tax (MRT) Policy for Refinancing and Second Mortgage Transactions (Amended)
- Policy For Recapture And/Or Termination of Financial Assistance (Amended)
- Credit Card Use Policy (Amended)
- Policy for Agency Consent to Non-Material Amendments to Subleases (New)
- Sexual Harassment

Existing Policies Reviewed - No Changes Recommended

- Board Duties & Responsibilities
- Code of Ethics
- Compensation
- Conflict of Interest
- Data Collection
- Defense & Indemnification
- Fixed Asset & Capitalization
- Financial Disclosure
- Investment
- Local Labor
- Procurement
- Property Disposal
- Real Property Acquisition
- Senior Housing
- Shared Services
- Whistle Blower

After discussion, Anthony Agostino made a motion to approve the New and Amended Policies as presented along with reaffirming the Existing Policies presented with no changes. Jacquie Berger seconded the motion to approve. Votes to approve the New and Amended Policies as presented and to reaffirm the Existing Policies as presented with no changes, were cast by Brock, Tuyn, Agostino, LoTempio, Bray and Berger. Motion passed by a vote of 6-0.

UNFINISHED BUSINESS

There was no Unfinished Business presented at this meeting.

NEW BUSINESS

I. Stark Real Estate holdings, LLC – Assignment and Assumption

The Company has informed the Agency that they are undertaking a refinance transaction with Starwood Capital and that it is a condition of the refinance transaction that the Wehrle Drive Premises be transferred to SREH Sub, LLC, a wholly-owned subsidiary of the Company. Therefore, Company is requesting Agency approval for the Assignment and Assumption of their lease from Stark Real Estate Holdings, LLC to SREH Sub, LLC.

Frank LoTempio made a motion to approve the Assignment and Assumption request. Jacquie Berger seconded the motion. Votes to approve were cast by Brock, Tuyn, Agostino, LoTempio, Bray and Berger. Motion to approve passed by a vote of 6-0.

II. Contract for Business Development Consultant

Executive Mingoia presented the board with a request to approve the contract for a business development consultant, Emily Melski of Imagine Solutions NY, LLC.

After discussion, Jacquie Berger made a motion to approve the contract with Imagine Solutions NY, LLC for business consultant services. Frank LoTempio seconded the motion to approve. Votes to approve were cast by Brock, Tuyn, Agostino, LoTempio, Bray and Berger. Motion to approve passed by a vote of 6-0.

9:07 am – Frank LoTempio made a motion to adjourn the meeting. Anthony Agostino seconded the motion. Motion to adjourn passed unanimously.