

TOWN OF AMHERST

AMHERST GOVERNMENT FINANCIAL ADVISORY BOARD (AGFAB)

MICHAEL SZUKALA
*Councilmember &
Liaison Officer*

GREGORY DIONNE
Chairman

JASON ZAKLIKOWSKI
Vice Chairman

HELAINA SANDERS
Secretary

MEMBERS

KENNETH SMITH
JOHN DIPASQUALE
ALEX WYSE

DEPT. LIAISONS

DARYL BRAMER
Comptroller

LYNDA JUUL
Director of Finance

MINUTES

December 7, 2023 Meeting
Town Hall, Councilmember's Chambers
5583 Main St, Amherst, NY 14221
7pm

PREPARED BY
Helaine Sanders, Secretary

ROLL CALL

Attendee Name	Present (X)	Arrived
Gregory Dionne	X	
Jason Zaklikowski	X	
Helaine Sanders	X	
Kenneth Smith		
John DiPasquale	X	
Alex Wyse		
Michael Szukala	X	
Daryl Bramer	X	
Lynda Juul	X	

QUORUM MET?
(At least 4 members present)

☒ Yes ☐ No

NEW BUSINESS

1. Discussion about possible merger of the AGFAB and the Open Government Advisory Board
 - a. Was originally proposed due to lack of resident volunteers willing to serve on both committees
 - b. The board decided that we would not pursue this option due to legal requirements
2. Discussion/determination of AGFAB meeting dates for 2024
 - a. Next meeting date scheduled for January 17th, 2024 at Northtown Center at 7pm.
 - b. Remaining dates will be determined at the next meeting
3. Demo from Lynda of the Town's Contract Routing System (CRS)
 - a. Lynda Juul spoke about the Town's internally developed CRS (contract routing system), including bids and contract routing. A bid document gets approved by the Town Attorneys' Office and is signed by the Town Supervisor. A contract term is set.
 - b. On the Contract Management side, there is insurance information. Extensions may be obtained. There is a two-year limit before the contractor can bid again once it is authorized by the Attorneys and Supervisor. All contracts are reviewed.
4. Review/discuss Moody's updated credit rating for the Town
 - a. Due to time, the board decided to remove this item from the agenda

OLD BUSINESS

1. Review/discuss the 2024 Supervisor's Budget
 - a. Item withdrawn; previously discussed at October meeting and budget period already elapsed
2. Review, amend, and approval of draft of AGFAB By-Laws, if enough members are present
 - a. We had quorum (4 members) at this meeting, so the board was finally able to pass our by-laws. Motion by Greg Dionne to approve the by-laws. Motion seconded by Jason Zaklikowski. Motion passed 4-0.
3. Approval of minutes from 7/20, 8/16, 9/20, and 10/18 meetings, if by-laws are adopted
 - a. Because we had quorum, and because the by-laws had just been adopted, the board was also able to approve all of the previous meeting minutes so that they could be published on the Town website. Motion to approve the minutes from all previous meetings made by Greg Dionne. Motion seconded by Jason Zaklikowski. Motion passed 4-0.