

2017 Operations and Accomplishments

Town of Bethlehem Industrial Development Agency

The highlights of the Agency's operations and accomplishments in 2017 are as follows:

- The Agency provided financial assistance to Air Products and Chemicals, Inc. for 5.8 acres of a 26.908 acre site at 461 River Road on which a 1200 sq. ft. control room, a 1200 sq. ft. maintenance garage and an 800 sq. ft. will be constructed in conjunction with the manufacture liquid nitrogen, liquid oxygen and liquid argon for distribution to local industries with an estimated value of \$14,100,000. The financial assistance included a straight lease, exemption from sales tax and, exemption from mortgage recording tax and a PILOT agreement based on an enhanced real property tax abatement. This matter did not close in 2017.
- The Agency consented to (i) the conveyance of the Air Products project by Air Products and Chemicals, Inc. to East Coast Nitrogen Company LLC after completion of the project and (ii) the assignment and assumption of the basic documents. This matter did not close in 2017.
- The Agency approved financial assistance to SAE Sun and Earth Energy Incorporated on February 27, 2015, but this matter did not close. By resolution adopted on February 26, 2016, the Agency extended the expiration date of the Approving Resolution to August 25, 2016. By resolution adopted on August 24, 2016 the Agency further extended the expiration date of the Approving Resolution to November 25, 2016. By resolution adopted on November 18, 2016 the Agency further extended the expiration date of the Approving Resolution to April 25, 2017. This matter did not close in 2017.
- The Agency consented to (i) the conveyance of a fractional share of the 11 Vista Blvd bank project (Berkshire Bank) by CPI Bethlehem Berk I LLC and CPI Bethlehem Berk II LLC to CPI Bethlehem Berk III LLC and CPI Bethlehem Berk IV LLC and (ii) the assignment and assumption of the basic documents. This matter closed on December 11, 2017.
- The Agency approved a 2018 Service Agreement with the Town pursuant to which the Town provides professional services to the Agency.
- The Agency filed its Audited Financial Statements and Annual Report for 2016 on the Public Authorities Reporting Information System ("PARIS"). The 2016 Audited Financial Statements and Annual report were posted on the Agency's website (www.bethlehemida.com).

- The Agency reviewed its mission statement and posted performance measurements for 2016 on the Agency's website.
- The Agency reviewed its Policy Manual. The Policy Manual continues to be posted on the Agency's website.
- The Agency contracted with Center for Governmental Research to provide a computer program to analyze the estimated costs and benefits of financial assistance provided by the Agency to projects.
- The Agency's standing committees engaged in the following activities: the Audit Committee met twice with the auditor to plan the scope of the audit and then to discuss the audited financial statements; the Governance Committee met twice to implement and review the members' assessments of the Agency and good governance practices; the Finance Committee met once to recommend the 2018 budget and to consider the Committee's charter.
- The Agency and the Town continued to jointly fund the position of Economic Development Coordinator (EDC) to work in the Town Department of Economic Development and Planning (DEDP) and to serve and report to the Agency.
- The EDC published one quarterly issue of the Economic Development Newsletter and updated the IDA brochure identifying the IDA mission and abatement benefits.
- The Agency continued to webcast regular meeting and hearings of the Agency which can be viewed on the Town's website. The site includes the agenda, supporting materials and minutes for each regular meeting of the Agency.
- The Agency updated its website including the interactive map of available properties in the Town. The properties available for sale are listed on the Agency's website and on the State Book website.
- The Agency and EDC engaged several local area developers in discussion regarding development opportunities in the Town and called on 13 businesses to discuss incentives and benefits of locating businesses within the Town. Information from the discussions was incorporated into a marketing strategy to attract new development.
- EDC attended meetings with DEDP Director to inform industrial businesses looking to locate in Town of potential IDA abatement opportunities.
- The Agency and the town held a marketing event at the Coeymans Recycling Center LLC facility at 126 South Port Road for the regional economic

development community on June 15, 2017. Mark Castiglione from the Capital District Regional Planning Commission was the speaker.

- The Agency continued to monitor the billing and disbursement of PILOT payments, the proper use of sales tax exemptions, job creation and retention and the return of real property to taxable status at the termination of financial assistance.
- The State of New York Office of the State Comptroller audited six IDAs across New York State of which the Agency was one to determine whether IDA Boards of Directors provide effective oversight of IDA projects. In the audit of the Agency, the OSC interviewed Board members and Agency officials and examined Agency records and project files for the period January 1, 2014 through May 31, 2015 and for selected files expanded the audit period back to April 26, 2001. The OSC report of examination letter dated September 2017 containing findings specific to the Agency and the OSC audit of six IDAs entitled Industrial Development Agency Board Governance dated September 2017 are posted on the Agency website.