

**Frank S. Venezia**  
*Chairman*

**Joseph P. Richardson**  
*Vice Chairman*

**Sam NeJame**  
*Secretary*

**Victoria Stanton Sweeney**  
*Assistant Secretary*

**Brian T. Stenson**  
*Treasurer*

**Mark Hennessey**  
*Member*

**Stephen P. Rosenblatt**  
*Member*

**TOWN OF BETHLEHEM**  
*Albany County - New York*

**INDUSTRIAL DEVELOPMENT AGENCY**

445 DELAWARE AVENUE  
 DELMAR, NEW YORK 12054  
 Telephone: (518) 439-4955  
 Fax: (518) 439-5808  
 Email: info@bethlehemida.com  
 www.bethlehemida.com

**Terrence W. Ritz**  
*Executive Director and  
 Chief Executive Officer*  
 Ext. 1139

**Suzanne Traylor**  
*Chief Financial Officer and  
 Contracting Officer*  
 Ext. 1123

**Thomas P. Connolly, Esq.**  
*Assistant Executive Director,  
 Assistant Secretary and  
 Agency Counsel*  
 518-447-3303

**Robin Nagengast**  
*Assistant to the Executive  
 Director and Clerk*  
 Ext. 1158

**MINUTES**  
**February 18, 2011**

The annual meeting of the Town of Bethlehem Industrial Development Agency was convened in public session in the Bethlehem Town Hall, 445 Delaware Avenue, Delmar, NY at 9:30a.m., on Friday, February 18, 2011.

Attendance was recorded as follows:

<u>Board Members Present</u>	<u>Board Members Absent</u>	<u>Counsel Present</u>	<u>Town Staff Present</u>	<u>Others Present</u>
Frank Venezia Joseph Richardson Brian Stenson Sam NeJame Victoria Stanton Sweeney Stephen Rosenblatt	Mark Hennessey	Thomas Connolly Joseph Scott	Robin Nagengast Suzanne Traylor Terry Ritz	

Chairman Venezia called the meeting to order at 9:40a.m.

**Resolution Approving Certain Appointments and Administrative Matters of the Agency – 2010-2011**

Chairman Venezia reviewed Schedule A of the Resolution, which details officers of the Agency, committees and assigned members, CEO and staff, agency counsel, bond counsel, banking institution and auditing firm.

Upon motion of Mr. NeJame, seconded by Mr. Stenson, the Resolution Approving Certain Appointments and Administrative Matters of the Agency - 2011, attached to these minutes, was adopted by all members present.

**MOTION TO ADJOURN**

A motion to adjourn the Annual meeting was made by Mr. Richardson, seconded by Mr. NeJame, and approved by all Members present at 9:42a.m.

Respectfully submitted,  
 Robin Nagengast

A special meeting of the Town of Bethlehem Industrial Development Agency (the "Agency") was convened in public session in the Town Hall located at 445 Delaware Avenue, Delmar, New York on February 18, 2011, at 9:30 o'clock a.m., local time.

The meeting was called to order by the Chairman and, upon roll being called, the following members of the Agency were:

PRESENT: Frank S. Venezia  
Joseph P. Richardson  
Brian T. Stenson  
Victoria Stanton Sweeney  
Sam NeJame  
Stephen P. Rosenblatt

ABSENT: Mark Hennessey

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Terrence W. Ritz  
Suzanne E. Traylor  
Thomas P. Connolly  
Robin Nagengast  
A. Joseph Scott

The following resolution was offered by Mr. NeJame, seconded by Mr. Stenson, to wit:

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY 2011-2012

WHEREAS, Town of Bethlehem Industrial Development Agency (the "Agency") is authorized and empowered by the provisions of Chapter 1030 of Laws of 1969 of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the "Enabling Act") and Chapter 582 of the 1973 Laws of New York, as amended constituting Section 909-b of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the "Act") to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research, recreation and civic facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, under Section 858 of the Act, the Agency has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, under Section 856 of the Act, the members of the Agency shall elect the officers of the Agency; and

WHEREAS, under the Agency's Policy Manual, the Agency shall review certain policies of the Agency on an annual basis;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby takes the following actions:

(A) Approves the appointments, the officers and the administrative matters described in Schedule A attached hereto.

(B) The Agency hereby approves and confirms the Policy Manual of the Agency set forth at [www.bethlehemida.com/policies](http://www.bethlehemida.com/policies).

Section 2. The Agency hereby authorizes the Chairman and the Executive Director and Chief Executive Officer to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Frank S. Venezia	VOTING
Joseph P. Richardson	VOTING
Sam NeJame	VOTING
Brian T. Stenson	VOTING
Victoria Stanton Sweeney	VOTING
Mark Hennessey	VOTING
Stephen P. Rosenblatt	VOTING

The resolution was thereupon declared duly adopted.



## SCHEDULE A

### Officers of the Agency

Chairman	Frank S. Venezia
Vice Chairman	Joseph P. Richardson
Secretary	Sam NeJame
Assistant Secretary	Victoria Stanton Sweeney
Assistant Secretary	Thomas P. Connolly
Treasurer	Brian T. Stenson

Committees

Audit Committee: Frank S. Venezia, Chair, Brian T. Stenson and Victoria Stanton Sweeney

Governance Committee: Sam NeJame, Chair  
Joseph P. Richardson and Stephen P. Rosenblatt

Finance Committee: Frank S. Venezia, Chair, Brian T. Stenson and Victoria Stanton Sweeney

### Confirmation of Regular Agency Meeting Schedule

Regular meetings will take place on the fourth Wednesday of each month at 8:00 a.m. at Town Hall, 445 Delaware Avenue, Delmar, New York 12054

### Appointment of Chief Executive Officer and Staff to the Agency

Executive Director & Chief Executive Officer	Terrence W. Ritz
Chief Financial Officer	Suzanne E. Traylor
Assistant Executive Director	Thomas P. Connolly
Assistant to the Executive Director & Clerk	Robin Nagengast
Contracting Officer	Suzanne E. Traylor

### Appointment of Accounting Firm of the Agency

Teal Becker & Chiaramonte CPA's PC  
Certified Public Accountants  
7 Washington Square  
Albany, New York 12205

### Appointment of Agency Counsel and Bond Counsel to the Agency

Agency Counsel	Thomas P. Connolly
Bond Counsel	Hodgson Russ LLP 677 Broadway, Suite 301 Albany, New York 12207

### Appointment of Bank of the Agency For Checking Account

Key Bank N.A.