

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*

Frank S. Venezia
Chairman

Joseph P. Richardson
Vice Chairman

Brian T. Stenson
Treasurer

Sam NeJame
Secretary

Victoria Stanton Sweeney
Assistant Secretary

Mark Hennessey
Member

Stephen P. Rosenblatt
Member

**MINUTES
SPECIAL MEETING
March 11, 2011**

A special meeting of the Town of Bethlehem Industrial Development Agency was convened in public session in the Bethlehem Town Hall, 445 Delaware Ave., Delmar, NY at 8:00a.m., on Friday, March 11, 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	Victoria Stanton-Sweeney	Thomas Connolly	Robin Nagengast	Joe Nicolla
Joseph Richardson		Joseph Scott	Suzanne Traylor	Debra Lambek
Brian Stenson			Terry Ritz	Thomas Keaney
Sam NeJame			Sam Messina	Charles Wiff
Stephen Rosenblatt			Erik Deyoe	
Mark Hennessey			Mike Morelli	
			Mike Cohen	

Chairman Venezia called the meeting to order at 8:04a.m.

JRN Development LLC Response Letter dated March 10, 2011

Chairman Venezia gave members a few minutes to review the letter regarding Vista Project Proposed Employment Estimates. Mr. Hennessey said he appreciated JRN Development breaking out the proposed new job data into categories.

Vista Inducement Resolution

Chairman Venezia noted there were a couple of small revisions made since the Inducement Resolution was distributed to members via email, specifically to the officers of the Agency and the estimated acreage of the parcel. There was a brief discussion of the Resolution. Mr. Scott explained that there is some language included in the Resolution that allows some flexibility on a going forward basis.

Upon motion by Mr. Richardson, seconded by Mr. Stenson, the following resolution was unanimously adopted by all Members present:

Resolved, that the Agency adopts the Vista Inducement Resolution.

Mr. Richardson suggested that the white paper he and Mr. Stenson created with assistance from Mr. Ritz and Mr. Connolly be used as the basis for a timeline and schematic for tracking progress throughout the infrastructure project lifecycle. Mr. Richardson and Mr. Scott agreed to work on together.

Mr. Ritz said Requests for Proposals have been sent out for a construction manager, a construction inspector, and a cost estimator. Mr. Connolly said the Agency has engaged Jeanine Caruso as the financial advisor.

APPROVAL OF MINUTES

A motion was made by Mr. NeJame, seconded by Mr. Richardson and carried by all members present except Mr. Hennessey and Mr. Stenson, who abstained due to absence to approve the minutes of the Regular Meeting held January 26, 2011.

A motion was made by Mr. Richardson, seconded by Mr. Stenson, and carried by all members present except Mr. Hennessey, who abstained due to absence, to approve the minutes of the Annual Meeting and the Regular Meeting held February 18, 2011.

AUDIT COMMITTEE

Ms. Traylor said the audit is complete. The Audit Committee is scheduled to meet Monday, March 14.

WEBSITE

Mr. Ritz reported the new website is substantially complete. Members commented it looks and works great.

In response to Mr. Richardson's question, Mr. Scott advised the closing on 35 Hamilton Lane is now scheduled for March 2011.

MEETING SCHEDULE

8:00 a.m., Monday, March 14, 2011, Room 107 – Audit Committee Meeting

8:00 a.m., Wednesday, March 23, 2011, Room 101 – Regular Meeting

MOTION TO ADJOURN

A motion to adjourn was made by Mr. Hennessey, seconded by Mr. NeJame, and unanimously approved by all Members present at 8:35a.m.

Respectfully submitted,
Robin Nagengast