

Frank S. Venezia
Chairman

Joseph P. Richardson
Vice Chairman

Sam NeJame
Secretary

Brian T. Stenson
Treasurer

Victoria Stanton Sweeney
Assistant Secretary

Mark Hennessey
Member

Stephen P. Rosenblatt
Member

TOWN OF BETHLEHEM
Albany County - New York
INDUSTRIAL DEVELOPMENT AGENCY

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Clerk
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MINUTES
Regular Meeting
April 27, 2011

A 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 8:00a.m., on Wednesday, April 27, 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	Mark Hennessey	Thomas Connolly	Robin Nagengast	Jeanine Caruso
Joseph Richardson		Joseph Scott	Suzanne Traylor	Joe Nicolla
Brian Stenson			Terry Ritz	Tom Keaney
Victoria Stanton-Sweeney			Mike Morelli	John Smolinsky
Stephen Rosenblatt				Sam Messina
Sam NeJame				

Chairman Venezia called the meeting to order at 8:01am.

APPROVAL OF MINUTES

A motion was made by Mr. Stenson, seconded by Mr. Richardson, and carried by all members present to approve the minutes of the Special Meeting held March 2, 2011.

A motion was made by Mr. Richardson, seconded by Mr. NeJame, and carried by all members present except Ms. Sweeney, who abstained due to absence, to approve the minutes of the Special Meeting held March 11, 2011.

A motion was made by Mr. Richardson, seconded by Mr. Rosenblatt, and carried by all members present except Mr. NeJame, who abstained due to absence, to approve the minutes of the Regular Meeting held March 23, 2011.

OLD BUSINESS

Project Updates

Vista:

- Mr. Scott reviewed the timetable and noted some upcoming meetings, including consideration by the Town Board this evening (4/27/11 at 6 p.m.) for possible approval. The timetable will be updated on an on-going basis.
- Mr. Ritz reviewed the procurement schedule, which has been adjusted to include an additional 14 days. The closing is now tentatively mid-May. Construction bids are anticipated by the beginning of June, at which time they will be reviewed by Mr. Ritz, the Town Engineering Department, and the Town designated Construction Manager, BBL and Engineer, Chazen, as well as JRN to determine who will be the best choice for the general contract. There have been no contracts signed to date.
- The Agency's Financial Advisor, Jeanine Caruso, reported the overview of feedback from underwriters and banks that she approached with the current structure.
- Supervisor Messina reported there has been positive reception of the project by the County leadership.
- Mr. Connolly reported the Agency put out an RFP to retain a Construction Lawyer. Four firms provided bids: McNamee, Lochner, Titus & Williams, PC; Harris Beach; Couch Dale Marshall;

and Couch White. Chairman Venezia recommended retaining McNamee, Lochner, Titus & Williams as Construction Counsel.

Upon motion by Mr. Richardson, seconded by Mr. NeJame, and carried by all members present, the Agency approved retaining McNamee, Lochner, Titus & Williams, PC as Construction Counsel.

- The Special Purchasing Procedures were taken off the table for further review and may be considered by the Agency in the future.
- A draft Indemnification Agreement with JRN will be available next week.

Planning Board Update:

Delmar Medical Arts on Delaware Avenue was issued a Negative Declaration under SEQR. Berkshire Bank on Delaware Avenue and Hague Apartments on Hague Boulevard were approved.

NEW BUSINESS

- The Quarterly Financial Report 3/31/11 will be tabled to the next agenda as completing the Town quarterly financial report takes the Comptroller's priority.
- Mr. NeJame, Chairman, provided a report of the Governance Committee.

MEETING SCHEDULE

- 8:00 a.m., Wednesday, May 25, 2011, Room 101 – Regular Meeting

MOTION TO ADJOURN

A motion to adjourn was made by Mr. NeJame, seconded by Mr. Rosenblatt, and unanimously approved by all Members present at 9:04a.m.

Respectfully submitted,
Robin Nagengast