

# TOWN OF BETHLEHEM

Albany County - New York

## INDUSTRIAL DEVELOPMENT AGENCY

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### Regular Meeting Minutes

Friday, October 23, 2015

8:00 AM

Town Hall Auditorium

**Thomas P. Connolly**

*Executive Director,*

*Assistant Secretary and*

*Agency Counsel*

518-447-3303

**Allen F. Maikels**

*Treasurer, Chief Financial Officer*

*and Contracting Officer*

518-487-4679

**Elizabeth Staubach**

*Economic Development*

*Coordinator*

Ext. 1189

**Robin Nagengast**

*Assistant to the Executive Director*

*and Clerk*

Ext. 1164

**Frank S. Venezia**

*Chairman*

**Joseph P. Richardson**

*Vice Chairman*

**Tim McCann**

*Secretary*

**Victoria Storrs**

*Assistant Secretary*

**Pat Bulgaro**

*Member*

**Sandra Shapard**

*Member*

**Tim Maniccia**

*Member*

### I. Call to Order

A Regular Meeting of the Bethlehem Industrial Development Agency of the Town of Bethlehem was held on the above date at the Town Hall Auditorium, 445 Delaware Avenue, Delmar, NY. The Meeting was called to order at 8:00 AM.

Attendee Name	Title	Status	Arrived
Frank S. Venezia	Board Member/Chairman	Present	
Joseph P. Richardson	Board Member/Vice Chairman	Present	
Tim McCann	Board Member/Assistant Secretary	Present	
Victoria Storrs	Board Member	Absent	
Pat Bulgaro	Board Member	Present	
Sandra Shapard	Board Member	Present	
Tim Maniccia	Board Member	Present	
Thomas P. Connolly	Executive Director/Agency Counsel	Present	
Joe Scott	Bond Counsel	Present	
Allen F. Maikels	CFO and Contracting Officer	Present	
Elizabeth Staubach	Senior Planner/ED Coordinator	Present	
Robin Nagengast	Assistant to the Executive Director	Present	
Robert Leslie	Director of Planning	Present	

### II. Minutes Approval

Friday, September 25, 2015

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Joseph P. Richardson, Board Member/Vice Chairman  
**SECONDER:** Tim Maniccia, Board Member  
**AYES:** Venezia, Richardson, McCann, Bulgaro, Shapard, Maniccia  
**ABSENT:** Victoria Storrs

### III. Reports of Committees

- **REPORT OF FINANCE COMMITTEE**
- **A. 2016 BUDGET**

Mr. Maikels presented the draft 2016 budget. There is an anticipated increase in PSEG energy reimbursements due to scheduled changes in the contract that was also reflected by lowering the projected use of fund balance. Fee income was adjusted down for 2016. The town is reimbursed for professional services. The Chair, the Executive Director and the Director of Planning assessed the performance of the Economic Development Coordinator, found it was a good use of funds, and recommended that the Agency continue to support the position.

**Motion To:** Approve 2016 Budget

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Tim Maniccia, Board Member  
**SECONDER:** Pat Bulgaro, Board Member  
**AYES:** Venezia, Richardson, McCann, Bulgaro, Shapard, Maniccia  
**ABSENT:** Victoria Storrs

### IV. Communications

Nothing to report.

### V. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

Vista sites that have expired are expected to return to the Planning Board.

Two other projects before the Planning Board include a contractors yard on Hannay Lane and a self storage warehouse facility.

Glenmont Plaza appeared before the Development Planning Committee for a new 7,000sf retail site facing Route 9W. Changes are being considered for the traffic operations on Route 9W to better attract a larger tenant for currently available space.

Windsor Development appeared before the Planning Board for Hamlet Phase II 4,000sf of commercial and 40 apartments.

- **REPORT OF ED COORDINATOR (STAUBACH)**

The Microenterprise Grant application was again considered a priority project in the recently updated Regional Economic Development Council Strategy Plan. Video will be available of the September Financial Resources Forum held at the Library. There are plans to hold the event again, with a tie in to the ME Grant if possible.

- **COLUMBIA 15 PROJECT (CONNOLLY)**

No change.

- **SAE SUN (MONOLITH) PROJECT (SCOTT)**

The financing structure for the project needed to be modified. A closing date hasn't been set.

## **VI. New Business**

- **FINANCIAL STATEMENTS 9/30/15 (MAIKELS)**

Mr. Maikels reported the financials for September 2015.

- **REFORM LEGISLATION COMPLIANCE DOCUMENTATION STATUS (CONNOLLY)**

The legislation hasn't been signed.

- **A. APPLICATION/DISCUSSION (SCOTT/CONNOLLY)**

Mr. Scott reviewed the changes to the project application and the Board discussed and provided input.

**Motion To:** Motion to Approve the Revised Project Application

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Joseph P. Richardson, Board Member/Vice Chairman
<b>SECONDER:</b>	Pat Bulgaro, Board Member
<b>AYES:</b>	Venezia, Richardson, McCann, Bulgaro, Shapard, Maniccia
<b>ABSENT:</b>	Victoria Storrs

- **REGULAR MEETING - FRIDAY, NOVEMBER 20, 2015 8:00 A.M. AUDITORIUM**

- **FINANCE COMMITTEE MEETING - FRIDAY NOVEMBER 20, 2015 IMMEDIATELY AFTER REGULAR MEETING**

## **VII. Adjournment**

The meeting was adjourned on a motion by Ms. Shapard at 8:49am.