

# TOWN OF BETHLEHEM

Albany County - New York

## INDUSTRIAL DEVELOPMENT AGENCY

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### Regular Meeting Minutes

Friday, December 18, 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	Present	
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	Absent	
Elizabeth Staubach	Senior Planner/ED Coordinator	Present	
Robin Nagengast	Assistant to the Executive Director	Present	
Robert Leslie	Director of Planning	Present	

### II. Minutes Approval

1. Friday, November 20, 2015

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

### III. Report of Committees

- **REPORT OF FINANCE COMMITTEE MEETING NOVEMBER 20, 2015**

The Finance Committee met November 20, 2015.

### IV. Communications

No Communications items.

### V. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

The grant application to update the Local Waterfront Revitalization Plan (LWRP) was awarded funding from the NYS Department of State. The RFP has been sent out and consultant selection planned for March 2016. The DPC reviewed a Rosenblum project proposing the development of a light industrial park, consisting of three warehouse buildings south of Exit 22 of the New York State Thruway in Selkirk. The project will go on the Planning Board's agenda in January 2016. Master plan approval will be required.

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

Ms. Staubach met with Rosenblum regarding the development of a light industrial park and IDA funds. Meetings will be scheduled in January with potential tenants.

The town wasn't rewarded the second round of Microenterprise funds. The time planned at the Bethlehem Public Library for the initiative may be used for a business resources event, similar to the financial resources event in September 2015.

- **COLUMBIA 15 PROJECT (CONNOLLY)**

The developer is still looking for tenants.

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

Monolith is generating funds to close the Vista project in the first quarter of 2016. There was a brief discussion of when the approval for funding will expire. The Agency approvals took place in February 2015; the Planning Board approvals took place in March 2015. Monolith may apply to the Agency for an extension of the expiration dates of the approvals.

### VI. New Business

- **FINANCIAL STATEMENTS 11/30/15 (MAIKELS)**

Chairman Venezia presented the financial report in Mr. Maikel's absence. Expenses are in line with the 2015 budget. The year will close at a deficit because the Monolith project was budgeted to close.

- **ECONOMIC DEVELOPMENT COORDINATOR TASKS FOR 2016 (STAUBACH)**

Ms. Staubach presented a list of potential 2016 economic development tasks including more focus on business expansion and retention, more business resource and assistance events, and a 2016 economic development and networking event.

- **OSC AUDIT (CONNOLLY)**

The OSC report hasn't been released and the Agency hasn't received the draft yet.

On a motion by Mr. Richardson, seconded by Ms. Shapard, the Board went into executive session for an attorney client discussion at 8:41am.

On a motion by Mr. Richardson, seconded by Mr. McMann, the Board came out of executive session at 8:50am with no action taken.

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

**Uniform Agency Project Agreement (Scott/Connolly)**

There is reference in the statute that was passed but not signed to an uniform agency project agreement. More information is likely to be available after the NYSEDC Conference in January.

- **ABO REVIEW**

Hodgson Russ has been advised that the Authorities Budget Office has begun an informal process of auditing the websites of public authorities, specifically IDAs and they will send a client alert providing a checklist of policies, reports and other information that an IDA should maintain online in accordance with the Act.

- **REGULAR MEETING - FRIDAY, JANUARY 22, 2016 8:00 A.M. AUDITORIUM**

The next regular meeting is scheduled for January 22, 2016 at 8am.

- **AUDIT COMMITTEE MEETING**

A new audit committee member is needed to fill the vacancy left by Victoria Stanton-Sweeney's resignation. On motion by Ms. Storrs, seconded by Mr. Richardson with all members in favor, Mr. McCann was appointed to the Audit Committee. A meeting was set for Wednesday, January 6 at 8am in room 101A.

## **VII. Adjournment**

**Motion To:** Motion to Adjourn

**RESULT:**                   **ADJOURN [6 TO 0]**  
**MOVER:**                   Victoria Storrs, Board Member  
**SECONDER:**               Sandra Shapard, Board Member  
**AYES:**                    Richardson, McCann, Storrs, Bulgaro, Shapard, Maniccia  
**RECUSED:**                Frank S. Venezia