

**Frank S. Venezia**  
*Chairman*  
**Joseph P. Richardson**  
*Vice Chairman*  
**Tim McCann**  
*Secretary*  
**Victoria Storrs**  
*Assistant Secretary*  
**Sandra Shapard**  
*Member*  
**Tim Maniccia**  
*Member*  
**David Kidera**  
*Member*

**TOWN OF BETHLEHEM**  
*Albany County - New York*  
**INDUSTRIAL DEVELOPMENT AGENCY**

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**Regular Meeting Minutes**  
**Wednesday, July 27, 2016**  
**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

**I. Call to Order/Roll Call/Quorum Determination**

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 8:01 AM with the presence of a quorum noted.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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	
Sandra Shapard	Board Member	Present	
Tim Maniccia	Board Member	Present	
David Kidera	Board Member	Present	
Thomas P. Connolly	Executive Director/Agency Counsel	Present	
Joe Scott	Bond Counsel	Absent	
Allen F. Maikels	CFO and Contracting Officer	Present	
Robin Nagengast	Assistant to the Executive Director	Present	
Elizabeth Staubach	Senior Planner/ED Coordinator	Present	
Robert Leslie	Director of Planning	Absent	

**II. Minutes Approval**

1. Wednesday, June 22, 2016

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

### **III. Reports of Committees**

None.

### **IV. Communications**

None.

### **V. Old Business**

- **PLANNING BOARD UPDATE (STAUBACH)**

Port Road site plan review will be on the second August Planning Board agenda. The Town Board issued a SEQR negative declaration for the Gateway Commerce Center and scheduled a Public Hearing for July 27. The IDA may receive an application when a tenant is identified.

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

A CFA application for the Microenterprise Grant has been submitted. The town will submit a Small Business Assistance Grant application for Garden Bistro 24 for financial assistance with expansion for a catering business. Two other businesses are considering expansion and the town may file on their behalf.

- **COLUMBIA 15 PROJECT (CONNOLLY)**

No change, the developer is still seeking a medical tenant.

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

The developer requested to address the Board today but wasn't present. The resolution granting financial assistance for the project adopted February 27, 2015 and the subsequent 180 day extension granted February 26, 2016 will expire per Agency policy if construction doesn't begin by August 25, 2016. The Agency is anticipating another request for an extension which if granted would be an exception to IDA policy. The developer will be invited to appear at the August 24 meeting to discuss.

### **VI. New Business**

- **FINANCIAL STATEMENTS 6/30/16 (MAIKELS)**

Mr. Maikels reported that financials are just \$575 off budget net year to date.

- **REGULAR MEETING - WEDNESDAY, AUGUST 24, 2016 8:00 A.M. AUDITORIUM**

There was a brief discussion and agreement that a regular monthly meeting might be canceled, with the appropriate advance notice, when there is a light agenda with no action items.

The next meeting is scheduled for Wednesday, August 24 at 8am.

**VII. Adjournment**

**Motion To:** Adjourn

<b>RESULT:</b>	<b>ADJOURN [UNANIMOUS]</b>
<b>MOVER:</b>	Victoria Storrs, Board Member
<b>SECONDER:</b>	David Kidera, Board Member
<b>AYES:</b>	Venezia, Richardson, McCann, Storrs, Shapard, Maniccia, Kidera