

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

Regular Meeting Minutes Friday, September 23, 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*

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

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.

Attendee Name	Title	Status	Arrived
Frank S. Venezia	Board Member/Chairman	Present	
Joseph P. Richardson	Board Member/Vice Chairman	Present	
Tim McCann	Board Member/Secretary	Present	
Victoria Storrs	Board Member/Assistant Secretary	Present	
Sandra Shapard	Board Member	Absent	
Tim Maniccia	Board Member	Absent	
David Kidera	Board Member	Present	
Thomas P. Connolly	Executive Director/Agency Counsel	Present	
Joe Scott	Bond Counsel	Present	
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	Present	

II. Minutes Approval

1. Wednesday, August 24, 2016

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

III. Reports of Committees

- **REPORT OF FINANCE COMMITTEE (VENEZIA)**

The Finance Committee met twice to thoroughly discuss the 2017 Budget. Adjustments were made to the professional services contracts in an effort to comply with the Agency's fund balance policy.

- **DRAFT MINUTES OF FINANCE COMMITTEE MEETING 9/8/16 (VENEZIA)**
- **DRAFT MINUTES OF FINANCE COMMITTEE MEETING 9/20/16 (VENEZIA)**
- **2017 BUDGET/RESOLUTION (VENEZIA)**

Upon motion by Mr. Richardson, seconded by Mr. McCann, the Agency adopted the 2017 budget with estimated expenditures of \$137,300, estimated revenues of \$122,107 and an estimated draw down of \$15,000 of fund balance in 2017 with all members present in approval.

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

IV. Communications

None.

V. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

The Planning Board approved extending Monolith's site plan approval for another three months. The Delaware Avenue Complete Streets Facility Study, a full study of the corridor from Elsmere Avenue to the Normanskill, will kick off October 11. The Planning Board is reviewing zoning and subdivision changes. Transportation funds are being sought for look at congestion and air quality as well as sidewalk connections.

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

The pipeline of potential IDA projects in discussions is five expanding or new businesses at a value of \$30 million.

- **COLUMBIA 15 PROJECT (CONNOLLY)**

Nothing new to report.

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

Monolith is still waiting for a commitment letter from the Small Business Administration.

VI. New Business

- **FINANCIAL STATEMENTS 8/31/16 (MAIKELS)**

Mr. Maikels presented the financial statements of August 31, 2016.

The auditors will assign a new partner to the Agency in accordance with Public Authorities Accountability Act and ABO policy. The engagement letter has been modified.

- **REGULAR MEETING - OCTOBER 28, 2016 8:00 A.M. AUDITORIUM**

The next Regular Meeting will be Friday, October 28 at 8am.

The November Regular Meeting was rescheduled for Friday, November 18 at 8am.

The December Regular Meeting was rescheduled for Friday, December 16 at 8am.

The meetings were rescheduled because the dates fell on or next to holidays.

VII. Adjournment

Motion To: Adjourn

RESULT:	ADJOURN [UNANIMOUS]
MOVER:	Tim McCann, Board Member/Secretary
SECONDER:	Victoria Storrs, Board Member/Assistant Secretary
AYES:	Venezia, Richardson, McCann, Storrs, Kidera
ABSENT:	Sandra Shapard, Tim Maniccia