

# TOWN OF BETHLEHEM

Albany County - New York

## INDUSTRIAL DEVELOPMENT AGENCY

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### Regular Meeting Minutes

Friday, January 27, 2017

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 8:00 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	Absent	
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	Absent	
Robert Leslie	Director of Planning	Present	

#### II. Minutes Approval

Friday, December 16, 2016

<b>RESULT:</b>	<b>ACCEPTED [5 TO 0]</b>
<b>MOVER:</b>	David Kidera, Board Member
<b>SECONDER:</b>	Tim Maniccia, Board Member
<b>AYES:</b>	Richardson, McCann, Shapard, Maniccia, Kidera
<b>ABSTAIN:</b>	Frank S. Venezia
<b>ABSENT:</b>	Victoria Storrs

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

The Audit Committee met January 25 to discuss the scope of the audit. The next meeting to review the draft audit has been scheduled for February 24 at 9am, immediately following the February Regular Meeting.

### **IV. Communications**

The Agency received the private equity bond allocation letter from the Department of Economic Development.

### **V. Old Business**

- **PLANNING BOARD UPDATE (LESLIE)**

The Port Road project will be on the February 7 agenda for approval. TACS Autobody received approval for expansion. Air Products has an application for an expansion project before the Zoning Board. There will be a public information meeting about Delaware Avenue Complete Streets, a study looking at transportation improvements, February 16. The law to convey New Scotland Road to the Town has been introduced.

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

The 2016 Micro Enterprise Grant Program paper work is being finalized and activities will be scheduled in a similar time frame as the 2014 ME program. There will be a meeting with the new County Economic Development Coordinator in February to discuss ways to work together.

- **COLUMBIA 15 PROJECT (CONNOLLY)**

No update.

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

Jennifer Pickett with Monolith updated the Board. Equity from another property will go toward Vista financing; Monolith hopes to have a commitment letter from Key Bank soon. The Small Business Association loan application approval takes about 6 weeks.

- **STATUS CPI BETHLEHEM BERK I LLC & CPI ... BERK II LLC ASSIGNMENT (SCOTT)**

11 Vista has been transferred, fees have been received, and the project has closed.

- **STATUS CPI BETHLEHEM SEF I LLC & CPI ... SEF II LLC ASSIGNMENT (SCOTT)**

12 Vista has been transferred, fees have been received, and the project has closed.

**VI. New Business**

- **FINANCIAL STATEMENTS 12/31/16 (MAIKELS)**

Mr. Maikels reported the financial statements as of December 31, 2016. The contractual services budget was over in 2016 due to work done on required policy changes.

- **2016 OPERATIONS AND ACCOMPLISHMENTS/RESOLUTION (CONNOLLY)**

Mr. Connolly presented the Agency's 2016 Operations and Accomplishments.

Upon motion by Mr. Richardson, seconded by Ms. Shapard, with all members present in favor, the Agency approved the 2016 Operations and Accomplishments for posting to the IDA website.

**Motion:**

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

- **REPORT: PROJECT QUESTIONNAIRES (MAIKELS)**

About 40% of project questionnaires have been completed and returned. The form is four pages this year due to new filing requirements.

- **REPORT: BILLING OF 2017 ADMINISTRATIVE FEES (MAIKELS)**

The fee invoices have been sent and most checks have been received.

- **BOARD EVALUATION REMINDER (CONNOLLY)**

Chairman Venezia reminded members to submit 2016 board evaluations. A Governance Committee meeting will be scheduled.

- **REPORT: PILOT BILL MONITORING FOR 1/1/17 (CONNOLLY)**

To comply with agency requirements, Mr. Connolly met with Bethlehem Comptroller Mike Cohen to review PILOT bills.

- **REGULAR MEETING - FEBRUARY 24, 2017 8:00 A.M. AUDITORIUM**

The next meeting is the Annual Meeting and February Regular Meeting scheduled for February 24 at 8am. The March meeting was tentatively rescheduled for Thursday, March 23 - the 2017 meeting schedule will be approved at the Annual Meeting.

**VII. Adjournment**

**Motion To:** Adjourn

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