

**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

445 DELAWARE AVENUE

DELMAR, NEW YORK 12054

Telephone: (518) 439-4955

Fax: (518) 439-5808

Email: [info@bethlehemida.com](mailto:info@bethlehemida.com)

[www.bethlehemida.com](http://www.bethlehemida.com)

### Meeting Minutes

**Thursday, September 7, 2017**

**8:00AM, Room 101**

**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*

A meeting of the Town of Bethlehem Industrial Development Agency Finance Committee was convened in public session in the Bethlehem Town Hall, 445 Delaware Ave., Delmar, NY at 8:00a.m., on Thursday, September 7, 2017.

Attendance was recorded as follows:

<u>Committee Members Present</u>	<u>Committee Members Absent</u>	<u>Counsel Present</u>	<u>Town Staff Present</u>	<u>Other Attendees</u>
Frank Venezia Victoria Storrs Tim Maniccia			Tom Connolly Al Maikels Liz Staubach Robin Nagengast	

Chairman Venezia called the meeting to order at 8:03am noting the presence of a quorum.

The minutes of the September 20, 2016 meeting were approved on a motion by Mr. Maniccia, seconded by Ms. Storrs.

#### **Summary of Fees by Project**

There was a discussion of the effect of project fees on the 2018 budget. Adjustments were made where projects have terminated.

On a motion by Ms. Storrs, seconded by Mr. Maniccia, the Committee went into Executive Session at 8:25am to discuss a personnel matter and returned at 8:33am.

#### **Draft 2017 Budget**

The Committee reviewed and discussed the 2018 budget and revised where appropriate.

Upon motion by Mr. Maniccia, seconded by Ms. Storrs, the Finance Committee accepted the revised 2018 budget and recommended to the full board for approval.

#### **Review Finance Committee Charter**

After review, the Committee agreed no changes are needed to the Finance Committee Charter.

#### **Bond Counsel Compensation**

The Committee reviewed a summary of transactions and agreed no change is needed to bond counsel compensation.

**Motion to Adjourn**

The meeting was adjourned at 8:52am on a motion by Mr. Maniccia, seconded by Ms. Storrs.

Respectfully submitted,  
Robin Nagengast