

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
Friday, September 22, 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

I. Call to Order/ Roll Call/Quorum Determination

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	Absent	
Victoria Storrs	Board Member/Assistant Secretary	Present	
Sandra Shapard	Board Member	Present	
Tim Maniccia	Board Member	Present	
David Kidera	Board Member	Absent	
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	

II. Minutes Approval

1. Wednesday, August 23, 2017

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

III. Report of Committees

• **DRAFT BUDGET FOR 2018**

The Finance Committee met September 7 to develop a budget for 2018. Chairman Venezia explained that the draft budget provided for \$2,500 for dues to Center for Economic Growth (no change from 2017), \$50,000 for the town administrative services contract (no change from 2017) and an increase of \$952 for salaries and wages. The budget complies with the Agency's fund balance policy.

- **2018 BUDGET/RESOLUTION (VENEZIA)**

Upon motion by Mr. Maniccia, seconded by Mr. Richardson, the Agency adopted the 2018 budget with all members present in approval.

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

IV. Communications

None.

V. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

Air Products has received conditional site plan approval for its expansion project; estimated construction start first week of October.

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

Following recent ongoing meetings with the IDA, CEG will begin actively marketing the town of Bethlehem and facilitating additional communications with businesses. A meeting is scheduled with an existing Bethlehem business to discuss a possible expansion that has the potential to be an IDA project. Three new Microenterprise Grant Award applicants have been recommended to the Town Board for approval and conditioned on Planning Board approval. There is \$23,000 in grant funding still available to qualified new businesses (in operation for 6 months or less).

- **COLUMBIA 15 PROJECT (CONNOLLY)**

The developer is still seeking a tenant.

- **SAE SUN (MONOLITH) PROJECT (JENNIFER PICKETT)**

Monolith anticipates obtaining SBA loan approval in 3-4 weeks.

- **AIR PRODUCTS PROJECT (CONNOLLY/SCOTT)**

Comments on documents are expected from Air Products and project is anticipated to close this year.

- **11 VISTA/CPI BERK III & IV/MODIFICATION (SCOTT)**

The document modification is ready for signature.

- **10 VISTA/RETAIL/TERMINATION (SCOTT)**

No new information on status.

- **1220 NEW SCOTLAND RD/ARCH SCBTHNY02 TERMINATION (SCOTT)**

No new information on status.

VI. New Business

- **FINANCIAL STATEMENTS 8/31/17 (MAIKELS)**

Mr. Maikels reported on the agency financial statements of August 31, 2017.

- **SPECIAL MEETING – THURSDAY, OCTOBER 12, 2017 9:00 A.M. ROOM 101**

A special meeting will be held Thursday, October 12 at 9am in Room 101.

- **REGULAR MEETING - FRIDAY, OCTOBER 27, 2017 8:00 A.M. AUDITORIUM**

The next regular meeting will be held Friday, October 27 at 8am in the auditorium.

VII. Adjournment

Motion To: Adjourn

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