

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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 and Contracting Officer*
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Elizabeth Staubach
*Economic Development
 Coordinator*
 Ext. 1189
Robin Nagengast
*Assistant to the Executive Director
 and Clerk*
 Ext. 1164

Regular Meeting Minutes
Friday, November 17, 2017
8:00 AM
Town Hall Auditorium

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 8:03 AM with the presence of a quorum noted.

| Attendee Name | Title | Status | Arrived |
|----------------------|-------------------------------------|---------|---------|
| Frank S. Venezia | Board Member/Chairman | Absent | |
| 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 | Present | |
| 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

1. Friday, September 22, 2017

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Sandra Shapard, Board Member
SECONDER: Tim Maniccia, Board Member
AYES: Richardson, McCann, Shapard, Maniccia, Kidera
ABSENT: Frank S. Venezia, Victoria Storrs

• **SPECIAL MEETING THURSDAY OCTOBER 12, 2017**

Motion To: Motion

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Tim Maniccia, Board Member
SECONDER: David Kidera, Board Member
AYES: Richardson, McCann, Shapard, Maniccia, Kidera
ABSENT: Frank S. Venezia, Victoria Storrs

III. Reports of Committees

There were no committee reports.

IV. Communications

There are no new communications.

V. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

Delaware Avenue Complete Streets Draft Study and the Draft Open Space Implementation Plan will be available on the town website and before the December Town Board for adoption.

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

The latest Economic Development Newsletter had a 41% open rate compared to the industry average of 22%.

There are still \$22,000 in Microenterprise Grant funds available. A new application will be submitted to New York State for the next round in May. Chairman Venezia is presenting at the December Town Board.

- **COLUMBIA 15 PROJECT (CONNOLLY)**

The developer advises there is no change.

- **SAE SUN (MONOLITH) PROJECT (MICHAEL HICKEY)**

A mortgage commitment from Pioneer Bank is anticipated for a March 2018 construction start. Updates to the IDA documents will be considered after a commitment letter is received.

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

Project documents are under review.

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

Modification documents have been executed.

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

Termination documents are being verified.

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

Finalized documents are expected next week.

VI. New Business

- **FINANCIAL STATEMENTS 10/30/17 (MAIKELS)**

Mr. Maikels reported the October 2017 financials.

- **ADMINISTRATIVE SERVICES CONTRACT 2018/RESOLUTION (CONNOLLY)**

Upon motion by Ms. Shapard, seconded by Mr. Maniccia, the Agency approved the 2018 Administrative Services Agreement with the Town and the 2018 Schedule 'A' with all members present in approval.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sandra Shapard, Board Member
SECONDER: Tim Maniccia, Board Member
AYES: Richardson, McCann, Shapard, Maniccia, Kidera
ABSENT: Frank S. Venezia, Victoria Storrs

- **AUDITOR DISCUSSION**

Cusack & Company is no longer auditing for the Town of Bethlehem. During a brief time where it was thought Cusack & Company was no longer auditing for the Bethlehem IDA, the new town auditor started work on spec and invoiced the Agency. Agency members agreed the invoice wasn't justified. The Audit Committee will meet.

- **REGULAR MEETING - FRIDAY, DECEMBER 15, 2017 8:00 A.M. AUDITORIUM**

VII. Adjournment

Motion To: Adjourn

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