

**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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*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

**Regular Meeting Minutes**  
**Friday, December 15, 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 8:01 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	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**

Friday, November 17, 2017

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

**III. Reports of Committees**

There were no reports of committees.

#### **IV. Communications**

No communications.

#### **V. Old Business**

- **PLANNING BOARD UPDATE (LESLIE)**

The Delaware Avenue Streetscape Enhancement construction is nearly complete - ribbon cutting December 15. TerraSmart is the new tenant at the Finke owned building at 1273 River Road. Port Road South will be on the January 16 Planning Board agenda for site plan approval.

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

Microenterprise Grant Review Committee approved a new application and will refer to the Town Board for approval in January.

- **COLUMBIA 15 PROJECT (CONNOLLY)**

No update from the developer.

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

Ms. Pickett reported final approval from Pioneer Bank is anticipated next week.

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

Documents are under review. The project is anticipated to close in 2017.

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

The project modification is completed and copies will be provided for Agency files.

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

By the January meeting, Mr. Scott will verify the financial assistance documents have terminated.

#### **VI. Audit of IDA Board Governance September 2017 (Connolly)**

Members discussed the OSC audit comments as they relate to project reporting forms, verifying project data measures, projects changing ownership, and project terminations. With respect to the updated salary and benefit information, the Agency now collects that information in the annual project questionnaire. To add more time to a short time-line the Agency will send the questionnaires to the project owners a week earlier. With respect to incorrect data in the PARIS report, the staff will compare the draft report to the data in the source documents. With respect to terminations of projects, Mr. Scott suggested that we compile a list of project termination dates from project leases adjust our records based on the lease termination dates.

**VII. New Business**

- **FINANCIAL STATEMENTS 11/30/17 (MAIKELS)**

Mr. Maikels reported the financial statements of November 30, 2017.

- **44-74 21ST STREET LLC/MORTGAGE BERKSHIRE BANK/APPROVAL RESOLUTION (CONNOLLY/SCOTT)**

Upon motion by Ms. Storrs, seconded by Mr. Richardson and unanimously approved by all member present, the Agency consented to the request by the Company to refinance the project. No additional benefits are requested.

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

- **REGULAR MEETING - FRIDAY, JANUARY 26, 2018 8:00 A.M. AUDITORIUM**

The next regular meeting is scheduled for January 26, 2018 at 8:00am.

**VIII. Adjournment**

**Motion To:** Adjourn

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