

**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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**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*

**Regular Meeting Minutes**  
**Friday, January 26, 2018**  
**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 8:02 AM with the presence of a quorum noted.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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	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	
David VanLuven	Town Supervisor	Present	

**II. Minutes Approval**

1. Friday, December 15, 2017

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

**III. Reports of Committees**

- **REPORT OF JANUARY 24, 2018 AUDIT COMMITTEE MEETING**

The Audit Committee met January 24. The next Audit Committee meeting is scheduled for February 12 at 9am. Final drafts are expected for Agency approval at the February 23 Regular Meeting.

**Motion To:** Approve Engagement of Cusack & Company, CPA, PC to perform 2017 Audit

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

Resolved, upon motion by Mr. McCann, seconded by Mr. Richardson, with all members in favor, the Agency approved engagement of Cusack & Company, CPA, PC to perform the 2017 audit.

#### IV. Communications

- **NOTIFICATION OF INITIAL ALLOCATION \$618,170 (CONNOLLY)**

New York State Department of Economic Development notified the Agency of its initial private activity bond allocation for 2018.

#### V. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

At its January 16 meeting, the Planning Board approved the site plan for Carver Companies to construct a permanent inlet and trestle system at 126 Port Road South. Carver Companies is expected to begin construction of the inlet in the Spring.

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

All Microenterprise Grant Funds have been awarded. Town Board approved \$23,600 to Gabler Realty at the January 10 meeting. Ms. Staubach will attend the Economic Developer Conference in Albany on January 31 and return from maternity leave February 6. Scheduling and planning the Bethlehem Economic Development Event will begin soon and a venue is being sought.

- **COLUMBIA 15 PROJECT (CONNOLLY)**

There is no change.

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

Monolith received a commitment letter from Pioneer Bank and must close by April 30, 2018. The project description will be reviewed and the Agency will consider extension of approval of financial assistance of the project at the February 23 meeting.

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

The project is expected to close in the near future.

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

Comments have been received and final termination paperwork should be signed soon.

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

The project refinance closed in December 2017 and the documents are signed.

## **VI. New Business**

- **FINANCIAL STATEMENTS 12/31/17 (MAIKELS)**

Mr. Maikels presented the financial statement of December 31, 2017. Expenses and revenues were down as compared to budget.

- **2017 OPERATIONS AND ACCOMPLISHMENTS/RESOLUTION (CONNOLLY)**

Upon motion by Mr. Maniccia , seconded by Mr. Richardson, with all members in favor, the Agency approved the 2017 Operations and Accomplishments for inclusion in its annual reporting.

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

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

Project questionnaires were mailed to companies in December and some responses have been received.

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

Project administrative fees were billed the first week of January.

- **BOARD EVALUATION REMINDER (CONNOLLY)**

Board assessments are due.

- **ANNUAL & REGULAR MEETING - FRIDAY, FEBRUARY 23, 2018 8:00 A.M. AUDITORIUM**

The Annual Meeting and the February Regular Meeting are scheduled for February 23 starting at 8am.

## **VII. Adjournment**

**Motion To:** Adjourn

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