

**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)

**Annual Meeting Minutes**  
**Friday, February 23, 2018**  
**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**

A Annual 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 8:00 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	Absent	
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	Present	
David VanLuven	Town Supervisor	Present	

**II. New Business**

- RESOLUTION APPROVING APPOINTMENTS AND ADMINISTRATIVE MATTERS**

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY 2018-2019

WHEREAS, Town of Bethlehem Industrial Development Agency (the "Agency") is authorized and empowered by the provisions of Chapter 1030 of Laws of 1969 of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the "Enabling Act") and Chapter 582 of the 1973 Laws of New York, as amended constituting Section 909-b of said General Municipal

Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the "Act") to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research, recreation and civic facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, under Section 858 of the Act, the Agency has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, under Section 856 of the Act, the members of the Agency shall elect the officers of the Agency; and

WHEREAS, under the Agency's Policy Manual, the Agency shall review certain policies of the Agency on an annual basis;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby takes the following actions:

(A) The Agency approves the appointments, the officers and the administrative matters described in Schedule A attached hereto.

(B) The Agency approves and confirms the Policy Manual of the Agency set forth at [www.bethlehemida.com/policies](http://www.bethlehemida.com/policies) <<http://www.bethlehemida.com/policies>>.

Section 2. The Agency hereby authorizes the Chairman and the Executive Director and Chief Executive Officer to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

#### SCHEDULE A

Officers of the Agency

Chairman                      Frank S. Venezia

Vice Chairman                    Joseph P. Richardson  
Secretary                        Tim McCann  
Treasurer                        Allen F. Maikels  
Assistant Secretary Victoria Storrs  
Assistant Secretary Thomas P. Connolly

Committees

Audit Committee: Frank S. Venezia, Chair, Joseph P. Richardson and Tim McCann

Governance Committee: Joseph P. Richardson, Chair, Tim McCann, Sandra Shapard and David Kidera

Finance Committee: Frank S. Venezia, Chair, Victoria Storrs and Tim Maniccia

Confirmation of Regular Agency Meeting Schedule

In the months of January, February, March, April, May, September and October regular meetings will take place on the fourth Friday of each month; in the months of June, July and August regular meetings will take place on the fourth Wednesday of each month; in the months of November and December regular meetings will take place on the third Friday of each month; Meetings will take place at 8:00 a.m. at Town Hall, 445 Delaware Avenue, Delmar, New York 12054

Appointment of Chief Executive Officer and Staff to the Agency

Executive Director &

Chief Executive Officer	Thomas P. Connolly
Chief Financial Officer	Allen F. Maikels
Economic Development Coordinator	Elizabeth Staubach
Assistant to the Executive Director & Clerk	Robin Nagengast
Contracting Officer	Allen F. Maikels

Appointment of Accounting Firm of the Agency

Cusack & Company Certified Public Accountants LLC  
7 Airport Park Boulevard

Latham, New York 12110

Appointment of Agency Counsel and Bond Counsel to the Agency

Agency Counsel                      Thomas P. Connolly

Bond Counsel                                      Hodgson Russ LLP

677 Broadway, Suite 301

Albany, New York 12207

Appointment of Bank for Agency Bank Accounts:

M & T Bank

**RESULT:**                      **APPROVED [UNANIMOUS]**  
**MOVER:**                      Tim Maniccia, Board Member  
**SECONDER:**                      Victoria Storrs, Board Member/Assistant Secretary  
**AYES:**                      Venezia, Richardson, Storrs, Maniccia, Kidera

### III.      **Adjournment**

**Motion To:** Adjourn

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