

Frank S. Venezia
Chairman
Joseph P. Richardson
Vice Chairman
Tim McCann
Secretary
Victoria Storrs
Assistant Secretary
Tim Maniccia
Member
David Kidera
Member
Vacant
Member

TOWN OF BETHLEHEM
Albany County - New York
INDUSTRIAL DEVELOPMENT AGENCY

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*Treasurer, Chief Financial Officer
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Elizabeth Staubach
*Economic Development
 Coordinator
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Robin Nagengast
*Assistant to the Executive Director
 and Clerk
 Ext. 1164*

Regular Meeting Minutes
Friday, January 25, 2019
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 8:00 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	
Richard Kotlow	Board Member	Present	
Tim McCann	Board Member/Secretary	Absent	
Victoria Storrs	Board Member/Assistant Secretary	Present	
Tim Maniccia	Board Member	Present	
David Kidera	Board Member	Present	
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	
Robert Leslie	Director of Planning	Present	
David VanLuven	Town Supervisor	Present	

II. Minutes Approval

1. Friday, December 21, 2018

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

III. Reports of Committees

- AUDIT COMMITTEE (VENEZIA)**

Chairman Venezia reported the Audit Committee met to discuss the scope of the audit. The next meeting is scheduled for Monday, February 11 at 8am.

IV. Communications

- **1/2/19 LETTER NYS DED NOTIFICATION PRIVATE ACTIVITY BOND ALLOCATION \$620,270 (CONNOLLY)**

The Agency received notice from the NYS Department of Economic Development of its initial private equity bond allocation for 2019.

V. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

Comprehensive plan forums are underway. Part of the Port of Albany expansion is under review by the Planning Board. The site offers a range of project options. A fence was installed around the Monolith construction site.

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

The new microenterprise grant is being finalized and review committee members are being recruited. Info sessions will be held February 12 and February 20; applications accepted starting February 25. There are two potential IDA projects in discussions.

- **COLUMBIA 15 PROJECT (CONNOLLY)**

The developer is still looking for a tenant.

- **COEYMANS RECYCLING CENTER LLC TERMINATION (SCOTT)**

Termination documents are still out for review.

- **MONOLITH STATUS REPORT ON CONSTRUCTION 85 VISTA BLVD.(SULLIVAN/ STROUD/ ERBY/ FOBARE/ PICKETT/ SMITH)**

A representative from Monolith was unable to attend.

- **MONOLITH: PIONEER NOTICE DEFAULT & ACCELERATION (SCOTT)**

The Agency received copies of the notice of default and acceleration sent to Monolith by Pioneer Bank.

VI. New Business

- **FINANCIAL STATEMENTS 12/31/18 (MAIKELS)**

Mr. Maikels reported on the Agency financials as of December 31, 2018. Fee income was ahead of budget due to closings and energy reimbursements collected from PSEG.

- **2018 OPERATIONS AND ACCOMPLISHMENTS/RESOLUTION (CONNOLLY)**

Upon motion by Ms. Storrs , seconded by Mr. Kidera, with all members in favor, the Agency approved the 2018 Operations and Accomplishments for inclusion in its annual reporting.

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

Project questionnaires were mailed in early January.

- **REPORT: BILLING OF 2019 ADMINISTRATIVE FEES (MAIKELS)**

Invoices for fees were sent to projects in early January and checks are being received.

- **ABO: MONITORING SALES TAX EXEMPTIONS (CONNOLLY)**

New standards for IDAs will require the anticipated sales tax benefit be included in project approving resolutions and reported on the ST-62 form. The Audit Committee will review and determine steps for compliance.

- **BOARD ASSESSMENT REMINDER (CONNOLLY)**

Board assessments for 2018 are due.

- **AUDIT COMMITTEE MEETING WEDNESDAY, JANUARY 23, 2019 8:00 A.M. ROOM 101**

The Audit Committee meets Monday, February 11 at 8am in room 101.

- **ANNUAL & REGULAR MEETING - FRIDAY, FEBRUARY 22, 2019 8:00 A.M. AUDITORIUM**

The Annual and February Regular Meeting is Friday, February 22 at 8am in the auditorium.

VII. Executive Session/Resolution

Upon motion by Ms. Storrs, seconded by Mr. Richardson, the Agency convened in executive session at 8:28am to discuss litigation. The executive session closed at 8:57am on a motion by Mr. Kidera, seconded by Mr. Kotlow, with no action taken.

VIII. Adjournment

Upon motion by Mr. Richardson, seconded by Ms. Storrs, the meeting adjourned at 8:58am.