

**Frank S. Venezia**  
*Chairman*

**Sam Messina**  
*Secretary*

**Robert B. Ward**  
*Assistant Secretary*

**Pamela Clark Robbins**  
*Treasurer*

**Joanne Cunningham**  
*Member*

**Joseph P. Richardson**  
*Member*

## **TOWN OF BETHLEHEM**

*Albany County - New York*

### **INDUSTRIAL DEVELOPMENT AGENCY**

445 DELAWARE AVENUE  
DELMAR, NEW YORK 12054

Telephone: (518) 439-4955, Ext. 159

Fax: (518) 439-5808

Email: info@bethlehemida.com

**George E. Leveille**  
*Executive Director and  
Chief Executive Officer*

**Judith E. Kehoe**  
*Chief Financial Officer*

**Thomas P. Connolly Esq.**  
*Assistant Executive Director,  
Assistant Secretary and  
Agency Counsel*

### **REGULAR MEETING MINUTES**

**January 22, 2007**

A meeting of the Town of Bethlehem Industrial Development Agency was convened in public session in the Bethlehem Town Hall, 445 Delaware Avenue, Delmar, New York at 8:00 a.m., on Tuesday, January 22, 2007.

Attendance was recorded as follows:

<u>Board Members Present</u>	<u>Board Members Absent</u>	<u>Counsel Present</u>	<u>Town Staff Present</u>	<u>Others Present</u>
Frank Venezia Sam Messina Robert Ward Pamela Clark Robbins Joanne Cunningham Joseph Richardson		Thomas Connolly A. Joseph Scott	George Leveille Judith Kehoe Deborah Kitchen Theresa Egan	Marie Capone

Chairman Venezia called the meeting to order and thanked the Board Members for participating in the Strategic Planning Session held on Saturday, January 20, 2007.

#### **APPROVAL OF MINUTES**

A motion was made by Ms. Cunningham, seconded by Mr. Messina and carried by all members present to approve the December 19, 2006 minutes as amended.

#### **FINANCIAL REPORT**

##### **Monthly Financial Statement**

Ms. Kehoe presented the monthly Financial Statement, January 19, 2007.

A motion was made by Mr. Messina, seconded by Ms. Robbins and carried by all members present to accept the monthly Financial Statement as presented.

##### **Auditor Selection**

Ms. Kehoe stated that a request for proposal was posted on the Town's website and sent to 13 firms electronically. Four firms attended a pre-bidders conference. The Audit Committee reviewed the proposals. It was the Committee's recommendation that Teal, Becker and Chiarmonte CPA's PC be engaged as auditors for the Agency. It is anticipated that the Town Board will also appoint the same firm.

***Resolution 2007-01 – Appoint Auditing Firm***

Upon motion made by Mr. Venezia, seconded by Mr. Richardson and unanimously carried by all members present, the following resolution was adopted.

Resolved that the Agency approves the engagement of Teal Becker & Chiarmonte CPA's PC to audit the Agency's financial records for 2006.

**PUBLIC AUTHORITIES ACCOUNTABILITY ACT (PAAA)**

**Real Property Acquisition Policy**

With regard to the Real Property Disposition Policy, Mr. Connolly stated that he did not find any language in the policy that was objectionable. The policy is required by the PAAA. Ms. Kehoe will act as the Contracting Officer for the Agency.

***Resolution 2007-02 – Adopt Real Property Acquisition Policy***

Upon motion of Mr. Messina, seconded by Mr. Richardson, and unanimously approved by all members present, the following resolution was adopted:

Resolved that the Agency approves the adoption of the Real Property Acquisition Policy as amended.

**Investment Policy**

Ms. Kehoe distributed copies of the Investment Policy and noted that it is modeled after the State Comptroller's Office requirements for investing. It includes a list of designated depositories and requirements. It is consistent with the Town's investment policy.

***Resolution 2007-03 – Investment Policy***

Upon motion of Mr. Messina, seconded by Ms. Cunningham, and unanimously approved by all members present, the following resolution was adopted:

Resolved that the Agency approves the adoption of the Investment Policy as written.

**Purchasing Procedures & Supplement to the Purchasing Policy**

Ms. Kehoe noted that the Purchasing Policy has been updated to reflect the Agency's operating environment. It sets forth the procedures for purchasing goods and services. Quotes are required for purchases over \$500.00.

The supplement to the policy contains guidelines for procurement of professional services.

***Resolution 2007-04 – Purchasing Procedures and Supplement to the Purchasing Policy***

Upon motion of Mr. Richardson, seconded by Ms. Robbins, and unanimously approved by all members present, the following resolution was adopted:

Resolved that the Agency approves the adoption of the Purchasing Procedures and Supplement to the Purchasing Policy as written.

**Audit Committee Charter**

Mr. Venezia stated that he and Ms. Robbins met with Ms. Kehoe on January 15, 2007 to review the draft Charter. Language dealing with the Auditor's opinion on the system of control was removed from the document because it did not apply to the Agency. The Committee recommends that the Agency accept the Audit Committee Charter.

Ms. Robbins noted that she is in favor of the Board appointing an additional member to the Audit Committee.

### ***Resolution 2007-05 – Audit Committee Charter***

Upon motion of Ms. Cunningham, seconded by Mr. Messina, and unanimously approved by all members present, the following resolution was adopted:

Resolved that the Agency approves the adoption of the Audit Committee Charter as written.

### **Financial Disclosure By Members**

The PAAA statute requires each Board member to complete an Annual Financial Disclosure statement. Mr. Connolly distributed forms that are currently used by the City of Albany.

Ms. Kehoe suggested that the Board set a threshold of a company's equity similar the affidavit of no conflict of interest on bond closing documents.

The Board Members will review the document and submit comments to Tom Connolly.

### **OLD BUSINESS**

#### **Project Updates**

#### **Vista Technology Campus - New Scotland Road, Slingerlands**

An informational meeting was held on Wednesday, January 17, 2007 at 7:00 p.m. at Town Hall. Approximately 50 people attended. Some concerns were expressed about traffic. The public hearing is scheduled for Wednesday, January 24, 2007 at 6:15 p.m. Comments on the DEIS will be received through February 5, 2007. The next step will be to prepare a response in the form of a Final Environmental Impact Statement. Once the Town acts on the zoning request the project will be referred to the Planning Board for Site Plan Approval.

The site is zoned Mixed Economic Development, which requires that 70% of the developable acreage be used for technology, office or industry and 30% to be used for retail, services, or high-density housing. The project consists of 440 acres +/- with 80-90 acres to be developed. 10 buildings are being proposed with 1.4 million square feet of space. Plans include a wellness center and conference center. An impact study, dated September 24, 2006, indicates that there is a potential to create 6,000 jobs.

#### **Route 85 Re-Construction**

It is anticipated that Delaney Construction will begin working on Route 85 in February.

#### **Plasticware - 158 West Yard Road**

Mr. Leveille recommended that Counsel contact Plasticware to inform them that the Agency will be terminating its interest in the project.

#### **Barrett Distribution - 158 West Yard Road**

The company was approved for Albany County Empire Zone benefits. It is hoped that the building will be filled in the near future.

#### **467 Delaware Avenue, LLC – Cell Tower - (Delmar Assisted Living)**

Mr. Connolly will send a letter to Mr. Klersy reminding him of the conditions of the December 19, 2006 resolution consenting to the lease with Verizon Wireless.

#### **Selkirk Ventures – Rail Assistance – 158 West Yard Road**

Mr. Connolly reported that all of the agreements have been signed. The grant is not firm until the Attorney General and the Comptroller have approved the Grant Agreement.

One of the Town's Designated Engineers has been engaged to draft the bid documents.

### **American Housing – Refinancing - 790 Route 9W**

The American Housing refinancing of the Van Allen Senior Housing project closed.

### **Bethlehem IDA Strategic Plan for 2007**

Mr. Leveille distributed copies of a draft summary of the Strategic Planning Session held on January 20, 2007. The document includes the framework for the Agency's long-term strategic planning goal to "Harness and manage the Town's strong investment qualities to achieve a balanced and diversified employment and tax base that supports and maintains the Town's unique quality of life."

The action plan includes development of the following: 1) Town of Bethlehem long-term needs assessment; 2) Long-term tax base analysis to quantify the tax base balance and diversification goal; 3) Marketing and communication program; 4) Bethlehem 2020 Community Compact / Vision; and 5) Business development / retention program.

The Board members thanked Mr. Leveille for providing such a thorough summary. Ms. Robbins offered to assist with developing a marketing and communication program.

Mr. Leveille will send the document to the Board Members electronically so they can review it and provide comments.

### **NEW BUSINESS**

#### **Spotlight Solicitation - Advertisement in the Chamber of Commerce Directory**

The Agency does not wish to place an advertisement in the Chamber Directory at this time.

#### **Saratoga Associates**

Mr. Leveille informed the Board that Mr. Dan Sitler, of Saratoga Associates, had succumbed to his illness. He was an extremely competent professional who worked very closely with the Town on the Comprehensive Plan. He will be missed.

### **Upcoming Events**

#### **Local Waterfront Revitalization Program – Waterfront Advisory Committee Meeting**

A public workshop will be held on Tuesday, January 23, 2007, at 7:00 p.m., in the Town Hall Auditorium to get public input and ideas related to the Riverfront Corridor. The meeting will include a discussion of the Henry Hudson Park.

#### **State of the Town Address**

The State of the Town Address will be held on Wednesday, January 31, 2007, at 7:45 a.m., at the Bethlehem Historical Association, Route 144, Selkirk.

#### **Citizen's Advisory Committee on Conservation - CACC**

The Citizen's Advisory Committee will meet at the Town Hall on Monday, February 12, 2007 at 7:00 p.m., in Room 101, to review comments received at the January 8, 2007 workshop and determine next steps.

#### **9W Study Advisory Committee Meeting**

The Committee will meet on Wednesday, February 14, 2007 at 4:30 p.m., in Room 101, to review comments received at the December 11, 2006 workshop and to discuss the Selkirk Bypass.

#### **New Scotland Road Hamlet Master Plan**

Results from the September 2006 Design Charrette will be presented to the Town Board on Wednesday, February 14, 2007, at 5:30 p.m., in the Town Hall Auditorium.

**Slingerlands Integrated Pedestrian Network Plan**

Results from the Slingerlands Integrated Pedestrian Network Plan will be presented to the Town Board on Wednesday, February 14, 2007, at 5:30 p.m., in the Town Hall Auditorium.

**NYS DOT Roundabout Presentation and Discussion**

The Route 9W Study Advisory Committee is sponsoring an interactive workshop with representatives of the NYS Dept. of Transportation regarding the use of roundabouts as a traffic improvement devices for key intersections in the corridor. The workshop will be held on Wednesday, February 21, 2007, at 6:30 p.m., in the Town Hall Auditorium.

**DATE OF NEXT IDA MEETING**

The annual meeting and next regular IDA meeting will be held at Town Hall on Tuesday, February 20, 2007, at 8:00 a.m., in Room 101. Chairman Venezia and Mr. Messina will not be present for the February meeting.

**MOTION TO ADJOURN**

A motion to adjourn was made by Ms. Robbins, seconded by Mr. Ward and unanimously approved by all members present.

*Respectfully submitted: Deborah M. Kitchen*