

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

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Chief Financial Officer

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*Assistant Executive Director,
Assistant Secretary and
Agency Counsel*

REGULAR MEETING MINUTES

February 20, 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 8:05 a.m., on Tuesday, February 20, 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>
Robert Ward Pamela Clark Robbins Joanne Cunningham Joseph Richardson	Frank Venezia Sam Messina	Thomas Connolly	George Leveille Judith Kehoe Deborah Kitchen	

Assistant Secretary Ward called the regular meeting to order.

APPROVAL OF MINUTES

A motion was made by Ms. Cunningham, seconded by Mr. Messina and carried by all members present to approve the January 22, 2007 minutes.

FINANCIAL REPORT

Monthly Financial Statement

Ms. Kehoe presented the monthly Financial Statement, dated February 16, 2007.

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

Annual Report

Ms. Kehoe is preparing the Annual Report.

Town Auditor Selection

The Town Board appointed Teal, Becker and Chiarmonte CPA's PC as auditor for the Town on January 24, 2007.

Audit Committee

The next Audit Committee meeting is scheduled for April 17, 2007 at 7:45 a.m. to review the draft audit report. The Annual Financial Report to the Office of the State Comptroller is due April 30, 2007.

PUBLIC AUTHORITIES ACCOUNTABILITY ACT (PAAA)

Annual Statement of Financial Disclosure by IDA Members

Mr. Connolly presented the revised disclosure statement. After a brief discussion it was determined that the statement serves the purpose for which it was intended. Mr. Leveille will collect the completed documents and submit a copy to the County Board of Ethics.

Resolution 2007-07 – Adopt Annual Statement of Financial Disclosure

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 Annual Statement of Financial Disclosure.

OLD BUSINESS

Project Updates

Vista Technology Campus - New Scotland Road, Slingerlands

A total of seven people spoke at the Public Hearing, which was held on January 24, 2007. Written comments on the DEIS were accepted through February 5, 2007. It is anticipated that the Environmental Review will be completed within 45 days. 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.

Plasticware - 158 West Yard Road, Selkirk

Mr. Leveille reported that Mr. Connolly sent a letter to Plasticware to inform them that the Agency intends to terminate its interest in the project.

Burton Snowboards – 158 West Yard Road, Selkirk

The company is waiting for Empire Zone approval.

Barrett Distribution - 158 West Yard Road, Selkirk

In combination with Burton Snowboards and Barrett Distribution, the expectation is that the building will be completely occupied in the near future.

Security Supply – Route 396, Selkirk

The company is working on a \$1.2 million dollar expansion project. The company is currently seeking a Zoning Variance to construct a warehouse.

First Columbia – 1220 & 1240 New Scotland Road, Slingerlands

First Columbia is seeking to sell two buildings on New Scotland Road. In order to complete a sale, the IDA would have to give its prior written consent. If the sale were to be completed without such consent, the Lease and the PILOT Agreement would be in default. Mr. Connolly will review the PILOT Agreement.

Selkirk Ventures - Rail Assistance – 158 West Yard Road, Selkirk

The IDA received a letter from the Town Designated Engineer (TDE), Barton & Loguidice, estimating the cost of the planning, design, public bidding and construction administration for this project. No further steps will be taken until the Comptroller and Attorney General approve the Grant Agreement.

Strategic Plan for 2007

The Agency's long-term strategic planning goal is 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 ideas under consideration are as follows:

1. Consider PILOT deviation for Vista to provide basis for immediate reinvestment in Town needs. Understand legal basis for deviation.
2. Identify the next transformational project in the 9W corridor study
3. Consider formation of Bethlehem 2020 advisory committee
4. Continue progression of New Scotland Road Hamlet Master Plan
5. Begin active marketing campaign

Mr. Leveille will work on identifying a Town Designated Consultant to crunch numbers and develop a forecast for long-term tax base analysis to quantify the tax base and diversification goal. He will ask for soft proposals. Mr. Leveille and Ms. Cunningham will meet to develop an agenda for the Marketing Committee meeting which is tentatively scheduled for March 19, 2007 at 4:00 p.m. Mr. Leveille and Ms. Kehoe will talk with Supervisor Egan to seek her input.

The Board will take formal action on the Strategic Plan for 2007 at the March meeting.

NEW BUSINESS

Upcoming Events

Route 85 Extension

The NYS Department of Transportation is scheduled to announce the start of construction of the Route 85 Extension. The announcement will be made on Wednesday, February 21, 2007, at 9:00 a.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 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.

New Scotland Road Hamlet Master Plan Presentation

Results of the New Scotland Road Hamlet Charrette will be presented to the Town Board on Wednesday, February 28, 2007, at 5:30 p.m., in the Town Hall Auditorium.

Citizen's Advisory Committee on Conservation - CACC

John Smolinsky has announced that he will be resigning as Chair of the CACC – due to the fact that he has been appointed to serve on the Planning Board. It is anticipated that a new Chair will be appointed at the next Town Board meeting, scheduled for February 28, 2007.

The next CACC meeting will be held on Monday, April 9, 2007, 7:30 p.m., in Town Hall - Room 101.

Local Waterfront Revitalization Plan

The Waterfront Advisory Committee will hold a Focus Group Meeting on Tuesday, March 6, 2007 at 5:00 p.m., in the Town Hall Auditorium to brainstorm about development opportunities in the corridor. The 10-15 invited participants in this meeting will include individuals who have a specific interest or stake in future development opportunities within the waterfront area. This might include area economic development agencies, businesspersons, property owners and real estate developers.

A second Focus Group Meeting will be held on Tuesday, March 13, 2007 at 5:00 p.m., in the Town Hall Auditorium, to brainstorm about open space, culture and recreation in the corridor. The 10-15 invited participants in this meeting will include individuals who have an interest in preserving and enhancing open space, recreation and cultural assets of the river corridor.

The Waterfront Advisory Committee will also meet on Tuesday, March 27, 2007 at 5:00 p.m., in Town Hall - Room 101, to discuss results of the Focus Group meetings and develop a vision for the corridor.

Route 9W Advisory Committee

The 9W Committee will meet on Thursday, March 8, 2007 at 4:30 p.m., in Town Hall - Room 101, to review comments received at the December 11, 2006 workshop and to discuss the Selkirk Bypass.

The 9W Committee will also hold a public workshop on Thursday, March 22, 2007, at 6:30 p.m., at the A. W. Becker Elementary School, 1146 Route 9W, Selkirk, regarding the Selkirk By-pass.

Slingerlands Integrated Pedestrian Network Plan

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

IDA Section Meeting

The NYS Economic Development Council will be hosting an IDA Section Meeting in Saratoga on Tuesday, March 20, 2007.

DATE OF NEXT IDA MEETING

The next regularly scheduled IDA meeting will be held at Town Hall on Tuesday, March 20, 2007, at 8:00 a.m., in Room 101.

MOTION TO ADJOURN

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

Respectfully submitted: Deborah M. Kitchen