

**Frank S. Venezia**  
*Chairman*

**Sam Messina**  
*Secretary*

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

**Pamela Clark Robbins**  
*Treasurer*

**Joanne Cunningham**  
*Member*

**Joseph P. Richardson**  
*Member*

**Brian T. Stenson**  
*Member*

## **TOWN OF BETHLEHEM**

*Albany County - New York*

### **INDUSTRIAL DEVELOPMENT AGENCY**

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**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*

### **MINUTES OF THE IDA MEETING March 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 8:00 a.m., on Tuesday, March 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>
Frank Venezia Sam Messina Robert Ward Joanne Cunningham Joseph Richardson	Pamela Clark Robbins Brian Stenson	Thomas Connolly	George Leveille Judith Kehoe Deborah Kitchen Terrence Ritz Kyle Kotary	

Chairman Venezia called the meeting to order.

George Leveille introduced Terry Ritz to the Board members. Terry is a member of the Town's Engineering Division who will be providing assistance to the Agency on engineering, infrastructure and planning policies.

#### **APPROVAL OF MINUTES**

A motion was made by Mr. Richardson, seconded by Ms. Cunningham and carried by all members present to approve the minutes of the Annual Meeting held on February 20, 2007. Mr. Venezia and Mr. Messina abstained because they were not present at the February 20, 2007 meeting.

A motion was made by Mr. Ward, seconded by Mr. Richardson and carried by all members present to approve the minutes of the Regular Meeting held on February 20, 2007 as amended. Mr. Venezia and Mr. Messina abstained because they were not present at the February 20, 2007 meeting.

#### **FINANCIAL REPORT**

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

Ms. Kehoe presented the monthly Financial Statement, dated March 17, 2007. The Auditors are scheduled to begin work on the Annual Financial Report due April 30, 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.

## **PUBLIC AUTHORITIES ACCOUNTABILITY ACT (PAAA)**

### **Annual Statement of Financial Disclosure - 2006**

Members, Officers and Employees of the Agency will need to complete the forms and return them to Mr. Connolly so that he can forward them to the County Board of Ethics.

### **Annual Report**

Mr. Connolly reported that the Agency is expected to file an Annual Report with the Authority Budget Office by March 30, 2007. The report will include: Receipts and Disbursements; Assets and Liabilities; Real Property; Compensation Schedule of Employees; Projects. The contents of the report will be slightly different than any report previously produced, including the Autumn 2006 Report and Annual Financial Report. It was suggested that the Annual Report incorporate the requirements of PAAA with the economic development messages of the Autumn 2006 Report.

Mr. Connolly will draft an outline of the requirements needed to produce the Annual Report.

### **Training**

Ms. Cunningham and Mr. Richardson will attend the PAAA training on May 11, 2007.

## **OLD BUSINESS**

### **Project Updates**

#### **Vista Technology Campus**

The developer is working on securing permits that are needed from the Army Corps of Engineers and the NYS Dept. of Transportation. It is anticipated that the Town will be submitting comments on the Final Environmental Impact Statement very soon. Signs have been erected stating that construction will begin today.

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

It is anticipated that Barrett Distribution will close in the near future.

#### **Burton Snowboards – 158 West Yard Road**

The company is working with the Empire State Development Corporation to pin down the Empire Zone Benefits. A lease has not been signed to date.

#### **Selkirk Ventures – Rail Assistance**

Mr. Connolly distributed copies of a design contract from Barton & Loguidice. The design contract is satisfactory to Selkirk Ventures. Under the Grant Agreement with NYS DOT, the Agency is responsible for administering all of the contracts including the design contract. The fees and expenses due Barton & Loguidice will be paid from funds advanced by Selkirk Ventures.

A motion was made by Mr. Ward, seconded by Ms. Cunningham and carried by all members approve the design contract from Barton & Loguidice as presented to the Agency.

#### **Harbor at Beacon Point**

A Draft Environmental Impact Statement was recently submitted to the Town. The developer will need to demonstrate feasibility for creating the type of project that is being proposed.

#### **Strategic Planning – February 13, 2007 Overview**

Mr. Leveille presented the Strategic Planning statement for 2007.

A motion was made by Mr. Messina, seconded by Mr. Richardson and carried by all members to adopt the Strategic Plan for 2007 as written.

### **Marketing Committee**

Mr. Leveille reported that the committee met on March 19, 2007 to develop a strategy for 2007. It was decided that the committee would develop a brand concept; continue the business visitation program; commit budget resources to the marketing effort; utilize the web as a communication tool; use familiarization tools to attract developers; participate in outreach programs; and collaborate with the Chamber to provide local businesses with information regarding the Town's on-going initiatives to attract regional and global interests. The brand will portray the Town as a high-quality, business friendly community. The committee is planning to schedule a focus group meeting to develop the brand concept.

Mr. Ward noted that it would be prudent to consider the types of incentives that are offered, recognizing that this Town is attractive community and businesses will want to come to here just as much as we want them to. Steps should be taken to expand the commercial tax base and create balance.

### **NEW BUSINESS**

#### **Upcoming Events**

##### **Route 9W Study - Workshop**

A public workshop will be held on Thursday, March 22, 2007 at 6:30 p.m. at the Becker Elementary School to consider the preferred location for the Selkirk Bypass which will extend between Route 9W and Route 144.

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

The committee will meet on Tuesday, March 27, 2007 at 5:00 p.m. to discuss the vision and boundaries for the Riverfront Corridor.

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

The next Citizen's Advisory Committee on Conservation meeting will be held at Town Hall on Monday, April 9, 2007 at 7:30 p.m.

##### **Flags and Flowers**

The Flags and Flowers Committee is gearing up for the 2007 campaign. The committee is planning to meet twice a month through June and the next meeting is scheduled for Thursday, April 12, 2007, 10:00 a.m., at First Niagara Bank, Delmar. Flowers have been ordered and the committee is looking into purchasing a second set of banners. There are no plans as of this time to extend the project beyond Delaware Avenue.

Debbie Kitchen will email a list of upcoming meetings to the Board members.

### **DATE OF NEXT IDA MEETING**

The next Audit Committee meeting will be held at Town Hall on Wednesday, April 18, 2007, at 7:45 a.m., in Room 101.

The next Regular IDA meeting will be held at Town Hall on Wednesday, April 18, 2007, at 7:45 a.m., in Room 101.

### **MOTION TO ADJOURN**

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

*Respectfully submitted: Deborah M. Kitchen*