

**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 April 18, 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, April 18, 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	Pamela Clark Robbins	Thomas Connolly	George Leveille	Marie Cappone
Sam Messina			Judith Kehoe	Katie Doran
Robert Ward			Deborah Kitchen	Justin Wright
Joanne Cunningham			Terrence Ritz	
Joseph Richardson			John Cunningham	
Brian Stenson				

Chairman Venezia called the meeting to order and welcomed the new Board Member, Brian Stenson. The Town Board appointed Mr. Stenson on February 28, 2007.

### APPROVAL OF MINUTES

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

### FINANCIAL REPORT

#### Monthly Financial Statement

Ms. Kehoe presented the monthly Financial Statement, dated April 17, 2007.

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

#### Annual Audited Financial Report

Chairman Venezia introduced Katie Doran, a partner with the auditing firm of Teal Becker & Chiaramonte. Ms. Doran discussed the conduct of the audit. It was noted that the recommendation from the 2005 management letter had been completed, suggesting that funds be invested in a higher yield account. The 2006 management letter recommended that a Management Discussion and Analysis (MD&A) be prepared. The Agency concurred and noted that a MD&A would be presented with the 2007 financial statement. The Agency's Audit Committee recommended that the Auditor's reports accompanying the Financial Statements be accepted.

Ms. Kehoe distributed copies of the Annual Audited Financial Report. The report will be filed with the Authority Budget Office, Comptroller, and Town Supervisor. The document will also be posted on the IDA website.

A motion was made by Mr. Richardson, seconded by Mr. Stenson and carried by all members present to accept the report as presented.

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

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

The Annual Statement of Financial Disclosure forms have been filed with the Albany County Board of Ethics.

### **Annual Report - 2007**

Mr. Connolly has drafted an outline of the requirements needed to produce the Annual Report. The report will include: Receipts and Disbursements; Assets and Liabilities; Real Property; Compensation Schedule of Employees; Projects. It will incorporate the PAAA requirements as well as the economic development statements found in the Autumn 2006 Report.

### **Training**

Ms. Cunningham and Mr. Richardson are scheduled to attend PAAA training on May 11, 2007.

## **OLD BUSINESS**

### **Project Updates**

#### **Vista Technology Campus**

The Town is reviewing the FEIS for the project and is in the process of establishing findings that will be adopted by the Town Board. It is hoped that the documents will be ready for completion in mid-May so the developer can provide dates to prospective tenants. The start of highway construction has provided a target date for completion of the roadwork.

The Town is reviewing the infrastructure requirements to ensure that future demands can be met. A meeting will be held to discuss the possibility of establishing a special assessment district that would allow the developers to tax themselves to repay bonds that would be issued by the Town for the public improvements. There is also a possibility of establishing a business improvement district for the area where property owners contribute to a central funding mechanism that will help to maintain and market the area. It would be a creative approach to getting the infrastructure developed upfront by financing with lost-cost, tax-exempt debt.

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

It is anticipated that Barrett Distribution will close this month.

#### **Burton Snowboards – World Logistics Group - 158 West Yard Road**

World Logistics Group (Burton Snowboards) is an assembly operation that prepares products for distribution and retail. The NYS Department of Economic Development needs to make a determination that the assembly process will constitute “manufacturing” before World Logistics can be approved for Empire Zone Benefits. Albany County would have to designate World Logistics Group as a regionally significant company. The Town Board would need to concur with a Resolution. Mr. Leveille recommended that the Town as well as the Agency send a letter of support to the NYS Department of Economic Development on behalf of World Logistics Group.

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

Mr. Connolly reported that approximately 2,500 feet of track would be added. The design work is underway and will be completed within a couple of months. Terrence Ritz, from the Town’s Engineering Division, will work closely with the Town Designated Engineer, Barton & Loguidice, to ensure that there are no outstanding wetland issues that need to be addressed. Selkirk Ventures has deposited funds that will be used to cover fees associated with the design and review of this project.

## **Strategic Planning – 2007 Overview**

Mr. Leveille reported that he has set up a meeting with Supervisor Cunningham to discuss the Agency's 2007 Strategic Plan. Mr. Leveille, Mr. Connolly and Mr. Messina will attend the meeting, scheduled for April 24, 2007.

## **NEW BUSINESS**

### **American Electronics Association Representative – Justin M. Wright**

Mr. Leveille introduced Mr. Wright a current employee of the American Electronics Association and former employee of the Albany Regional Chamber who was instrumental in assisting with the \$1 million dollar grant that the Town of Bethlehem expects to receive from Albany County for the Vista Technology Campus.

Mr. Wright spoke about an upcoming conference sponsored by the American Electronics Association and the College of Nano Scale Science and Engineering, formerly known as Albany Nano-Tech. The purpose of the conference is to help set the stage for Albany to become a very dynamic place in terms of high-tech industry.

Mr. Wright discussed the importance of research, development and innovation in fueling economic growth. The State has provided more public resources and infrastructure, which companies can use to offset the staggering cost of dealing with research and development.

Mr. Richardson stated that he has seen the plans for two new buildings at the College, which is unique and globally recognized. It is something the community should be very proud of. Many companies are attracted to the educated labor force and quality of life in this region.

## **Upcoming Events**

### **Local Waterfront Revitalization Program – Waterfront Advisory Committee Meeting (LWRP WAC)**

The next LWRP-WAC committee meeting will be held at Town Hall on Tuesday, April 24, 2007, at 5:00 p.m. The Committee is making progress in developing a long-term plan. A decision regarding the Williams property will be made in June.

### **Flags and Flowers**

The next Flags and Flowers Committee meeting will be held on, Thursday, May 10, 2007, 10:00 a.m., at First Niagara Bank, 197 Delaware Avenue, Delmar.

### **Citizen's Advisory Committee on Conservation (CACC)**

The next Citizen's Advisory Committee on Conservation meeting will be held at Town Hall on Monday, May 14, 2007 at 7:30 p.m.

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

Mr. Leveille reported that the next step in attempting to move the vision forward would be to pull the developers together. The Town has some guidelines that the Town will be able to refer to when projects come forward. Mr. Richardson stated that he would be willing to set up a meeting to get the developers together.

## **Website**

The Board Members will review their biographies to make sure they are up-to-date.

## **DATE OF NEXT IDA MEETING**

The next IDA meeting will be held at Town Hall on Tuesday, May 15, 2007, at 8:00 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*