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Sam Messina
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Robert B. Ward
Secretary

Joanne Cunningham
Assistant Secretary

Pamela Clark Robbins
Treasurer

Joseph P. Richardson
Member

Brian T. Stenson
Member

TOWN OF BETHLEHEM

Albany County - New York

INDUSTRIAL DEVELOPMENT AGENCY

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MINUTES - REGULAR MEETING February 19, 2008

A regular meeting of the Town of Bethlehem Industrial Development Agency was convened in public session in the Bethlehem Town Hall, 445 Delaware Ave., Delmar, New York at 8:00 a.m., on Tuesday, February 19, 2008.

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 Joseph Richardson	Frank Venezia Sam Messina Joanne Cunningham Brian Stenson	Thomas Connolly	George Leveille Deborah Kitchen Terrence Ritz	

Acting Chairman Ward called the meeting to order.

APPROVAL OF MINUTES

The minutes of the January 15, 2008 meeting will be considered at the March 18, 2008 meeting.

OLD BUSINESS

Project Updates Report

Vista Technology Campus – BBL Development

Mr. Leveille reported that the developer intends to ask the Town Board for approval to amend the Master Plan. The developer is looking to substitute condominiums for a hotel that had originally been proposed for Phase I of the project. The developer would also like to incorporate the residence that is currently situated on the property into plans for a conference center/hotel in Phase II of the project. Road layout within the project has been modified to minimize impacts to wetlands. Phase I of the project will include office and retail space, as well as condominiums.

Selkirk Ventures / Galesi Management - World Logistics Group - Rail Assistance - 158 West Yard Road

Selkirk Ventures submitted plans for a 90,000+ square foot expansion of an existing 350,000 square foot warehouse located at 158 West Yard Road, Selkirk. The company also plans to install rail siding at that location. CSX Corporation will need to approve tenant use of the tracks.

The current tenant, World Logistics Group (WLG) is seeking NYS Empire Zone Approval. The County Empire Zone Board has approved WLG as a regionally significant warehousing distribution firm. WLG is now seeking approval from the Legislature. State law mandates that the project must appear on the Legislature's agenda for three successive meetings before it can be approved. The Legislature did not meet in December or January. If WLG receives Empire Zone Approval the company is prepared to lease the building and employ more than 300 people.

130 Retreat House Road – Abele Tractor

The parcel is under contract with a company that plans to construct a 120,000 square foot distribution center. The project is self-financed. The owners may seek tax incentives from the Agency.

Major Planning Initiatives Report

Bethlehem 20/20

The first Bethlehem 20/20 Advisory Committee meeting was held on Friday, February 15, 2008. The Committee has been assembled to assist the Town in making key organization and investment decisions to ensure that it can achieve the Comp Plan's vision for the year 2020. The Committee will spend the next 18 months or so looking at the Town as a business entity and suggesting ideas that would enable the Town to become more modern and up to speed with infrastructure, facilities, and programs. The members will be looking at the Town's needs and long-range tax base analysis in an attempt to draw conclusions about what may be necessary to ensure that Bethlehem continues to evolve in a way that is consistent with the community vision. Four members of the Agency were asked to serve as members of the Bethlehem 20/20 Advisory Committee. Meetings are open to the public.

Marketing Committee Report

Economic Development Newsletter

The Town will be sending out a monthly bulletin that contains general information about the economic developments taking place within the Town of Bethlehem. Special edition bulletins will be issued as well. The bulletins will target key audiences such as residents and business owners, as well as individuals who influence business decisions. The first bulletin is expected to go out by the end of the month.

Financial Reports

Annual Statement of Financial Disclosure – PAAA Requirement

In accordance with the requirements set forth by the Public Authorities Accountability Act, members of the Agency were asked to complete a financial disclosure statement and return it to Deborah Kitchen who will then forward the documents to the Albany County Board of Ethics.

NEW BUSINESS

Budget Policy

In accordance with requirements set forth by the Public Authorities Accountability Act, the proposed Budget Policy was amended to ensure that the budget would be filed by the November 1st deadline.

Financial Records Policy

In accordance with requirements set forth by the Public Authorities Accountability Act, the proposed Financial Records Policy was amended to ensure that the budget would be filed with NYS Authority Budget Office as well as the NYS Comptroller.

Fees

Mr. Connolly distributed copies of the updated fee schedule, adopted by the Agency on December 18, 2007. He noted that the Board members would be responsible for reviewing and approving fees associated with post closing modifications/amendments.

NEXT MEETING

The next Agency meeting will be held at Town Hall on Tuesday, March 18, 2008, at 8:00 a.m., in Room 101.

Respectfully submitted: Deborah M. Kitchen