

**Frank S. Venezia**  
*Chairman*

**Sam Messina**  
*Vice Chairman*

**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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**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 - REGULAR MEETING**  
**April 22, 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, April 22, 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>
Frank Venezia Sam Messina Robert Ward Joanne Cunningham Joseph Richardson Pamela Clark Robbins Brian Stenson		Thomas Connolly A. Joseph Scott	John Cunningham Deborah Kitchen Terrence Ritz	

Chairman Venezia called the meeting to order.

**APPROVAL OF MINUTES**

A motion was made by Mr. Stenson, seconded by Mr. Richardson and carried by all Members present to approve the minutes of the Annual Meeting held March 18, 2008. Ms. Robbins abstained because she was not present for the March 18, 2008 meeting.

A motion was made by Mr. Messina, seconded by Ms. Cunningham and carried by all Members present to approve the minutes of the Regular Meeting held March 18, 2008, as amended. Ms. Robbins abstained because she was not present for the March 18, 2008 meeting.

**FINANCIAL REPORT**

**Quarterly Financial Report**

Ms. Kehoe presented the Quarterly Financial Report, dated 04/12/08.

A motion was made by Mr. Ward, seconded by Mr. Stenson and carried by all Members present to accept the Quarterly Financial Report.

**2007 Annual Audited Financial Statement**

Ms. Kehoe distributed copies of the Annual Audited Financial Statement for the year ended December 31, 2007. Copies were also sent to the Authority Budget Office, Comptroller, and Town Supervisor and posted on the Agency's website.

## **OLD BUSINESS**

### **Project Updates**

#### **Hamilton Lane, Glenmont - 35 Hamilton of Glenmont, LLC**

The company would like to construct a 20,000 sq. ft. flex-building on a 1.3-acre parcel located on Hamilton Lane in Glenmont. The facility will be tenant occupied. The cost of the project is estimated at \$1.2 million. It is anticipated that 10-12 jobs will be created. An application was submitted to the Agency for financial benefits including sales tax, mortgage reporting tax and a PILOT agreement in accordance with the standard uniform tax exemption policy. The public hearing was scheduled for April 30, 2008. SEQR and Straight Lease documents will be prepared accordingly.

#### **LeGrange Road, Slingerlands - BBL Development - Vista Technology Campus**

Mr. Ritz reported that the applicant submitted a revised master plan on April 9, 2008. The revised plan is consistent with the original master plan and significantly reduces the impacts on wetlands. The hotel, originally proposed for Phase I, has been eliminated and replaced with 48 condominiums. Dr. Jones' house will be converted into a hotel / conference center. It is anticipated that a site plan will be submitted in the near future.

#### **158 West Yard Road, Selkirk - Selkirk Ventures / World Logistics Group - Rail Assistance**

The property owner, Selkirk Ventures, submitted plans for a 90,000+ square foot expansion of the existing 350,000 square foot warehouse. The Company also intends to install rail siding at that location. CSX Corporation will need to approve tenant use of the tracks.

The tenant, World Logistics Group (WLG) is seeking NYS Empire Zone Approval. WLG plans to lease the building and employ more than 300 people. The County Empire Zone Board has approved WLG as a regionally significant warehousing distribution firm. WLG has also obtained preliminary approval from the County Legislature and Town Board. The next step will be to obtain preliminary approval from the County Zoning Board before seeking final approval from Empire State Development Corporation.

#### **Maher Road, Slingerlands – Windsor Development**

A vacant building, located at the intersection of Maher Road and New Scotland Road, which used to house the Blue Cross Blue Shield Company, is under contract for sale with Windsor Development. Windsor is looking to develop a mixed-use project consistent with the New Scotland Road Hamlet Master Plan.

#### **Retreat House Road, Glenmont – Abele Tractor**

The owner of the property is working with two prospective tenants. It is anticipated that one of the tenants will seek incentives.

### **Major Planning Initiatives Report**

#### **Agriculture & Farmland Protection Plan**

The Town received a \$25,000 grant from New York State Department of Agriculture and Markets to assist with development of an Agriculture & Farmland Protection Plan. The Plan will be developed in tandem with an Open Space Protection Plan, which emerged, as a Tier II recommendation of the Town's 2005 Comprehensive Plan. The Town Board will appoint a Study Advisory Committee (SAC). The SAC Members will provide general advice and guidance for developing the Plan, as well as a sounding board and community perspective on study related issues, potential solutions and alternatives. They will also be responsible for reviewing interim and final work products and reports. As part of this study, the Town will reach out to individuals involved in the agricultural industry to establish strategies that will result in the enhancement, management and continued viability of agriculture and farming on land that is located in the Town of Bethlehem. Behan Planning Associates and American Farmland Trust will provide consultant services and the Town's Department of Economic Development and Planning (DEDP) will provide staff support. The study will begin in June and is expected to take 12 - 18 months to complete.

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

CACC will be hosting a public meeting on Wednesday, May 15, 2008 at 7:00 p.m., to raise awareness about the Town's plans to develop an Open Space Protection Plan and an Agriculture and Farmland Protection Plan.

### **Delaware Avenue Hamlet Enhancement Study**

The Town has partnered with the Capital District Transportation Committee (CDTC) to conduct a Delaware Avenue Hamlet Enhancement Study. The study area runs between Elsmere Avenue and Adams Place. There will be a main street focus. Topics of discussion will include issues such as how the area might connect with the potential rail trail; intersection improvements; traffic flow and pedestrian improvements. A consultant will be procured to assist with the study. An Advisory Committee will be appointed. The Town is currently waiting for the go ahead from CDTC. It is anticipated that the study will begin in the summer of 2008.

### **Local Waterfront Revitalization Program (LWRP)**

The draft LWRP was approved by the Town Board and submitted to the NYS Department of State (NYSDOS) for comments. The consultant is addressing the comments provided by NYSDOS and expects to complete the final draft in June.

### **New Scotland Road Hamlet Master Plan – Slingerlands Integrated Pedestrian Network Plan**

A consultant was hired to assist the Town in preparing a Transportation Enhancement Program (TEP) grant application to seek funding for pedestrian improvements identified in the Slingerlands Integrated Pedestrian Network Plan. If the Town is successful in obtaining the \$1 + million dollar grant, the funds will be used to construct a sidewalk along the northwest side of New Scotland Road between the Post Office and Maher Road.

### **Open Space Protection Plan**

A Tier II recommendation of the Town's Comprehensive Plan, adopted by the Town Board in August 2005, calls for development of an Open Space Protection Plan. Town staff will develop the Plan with assistance from the Citizen's Advisory Committee on Conservation and consultant services from Behan Planning & American Farmland Trust. The Study will commence in May 2008. The Town will seek funding sources to implement the Open Space Plan.

### **Route 9W Study**

The Advisory Committee is compiling data submitted at the public meeting held March 11, 2008. Proposals and recommendations are forthcoming. Concerns have been raised about the proposed Selkirk By-pass alignment near Creble Road. A grant application was submitted to the State to seek funding for improvements at the intersection of Route 9W and Feura Bush Road. The Town will need to seek additional funding sources to implement the recommendations of this Study.

### **NEW BUSINESS**

#### **218 West Yard Road, Selkirk – Tower Development**

The owners have secured tenants for a portion of the building. They are eager to secure tenants for the remaining portion of the building.

### **NEXT MEETING**

The next Agency meeting will be held at Town Hall on Tuesday, May 20, 2008, at 8:00 a.m., in Room 101.

### **MOTION TO ADJOURN**

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

*Respectfully submitted: Deborah M. Kitchen*