

**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**  
**July 15, 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, July 15, 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 Robert Ward Joanne Cunningham Joseph Richardson Brian Stenson	Sam Messina Pamela Clark Robbins	Thomas Connolly A. Joseph Scott	John Cunningham George Leveille Judith Kehoe Terrence Ritz Deborah Kitchen	

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 Regular Meeting held June 17, 2008.

**OLD BUSINESS**

**Project Updates**

**Vista Development Group LLC (VDG)**

Mr. Leveille reported that VDG is planning to submit a site plan application to the Planning Board for Phase I of the project. The developer will be looking to utilize the Agency when it comes time to construct the public improvements.

Mr. Scott distributed draft copies of a public hearing notice. The public hearing date was set for Monday, August 25, 2008, 7:30 p.m. at Town Hall. The developer will present a brief overview of Phase I of the project. Mr. Scott will make arrangements for a stenographer to record the hearing. The Agency will postpone its monthly meeting until Tuesday, August 26, 2008, 8:00 a.m., so that the Members will have the benefit of the public hearing before taking action, if any, on the Vista project. It is possible that the Agency will issue an interim sales tax letter and take action on the agreement documents at the August meeting.

Mr. Scott noted that VDG submitted a revised application dated July 1, 2008. The original June 13, 2008 application proposed a Tier II standard abatement, but the revised application proposes a Tier I enhanced abatement. VDG must make a separate application and demonstrate that the project substantially meets the seven criteria set forth in the Tier I abatement. VDG must also submit an economic impact analysis that demonstrates the project's economic benefits based on the Tier I abatement schedule. Additionally, the application must provide the applicant's relevant experience in similar projects as well as the applicant's credit worthiness and financial strength. With the application for Tier I enhanced abatement in hand, the Members must make a determination on the Tier I application separate from final determination to provide "financial assistance" for a straight lease project.

Schedules A and B will be revised. Schedule A will show the best and worst case projections of public benefit. Schedule B will include an explanation of employment projections. Mr. Ward recommended that VDG be conservative in estimating the number of jobs.

Copies of the revised documents will be distributed to the Members so they have time to review them before the public hearing. The documents will also be available to the public upon request – in compliance with a provision listed in the public hearing notice.

Mr. Leveille briefly reviewed the existing abatements and stated that he would be willing to present an overview on tax incentive programs at the August 26<sup>th</sup> meeting.

The Town Board has completed a SEQR review of the Vista project. The Agency will need to review the SEQR documents and adopt a Findings Statement. Mr. Scott will gather the paperwork together and distribute a Findings Statement for a subsequent meeting.

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

The tenant, WLG, is seeking NYS Empire Zone Approval from the Empire State Development Corporation, and hopes to have approval within 30 days. The property owner, Selkirk Ventures, has submitted a site plan application to the Planning Board for construction of a 92,000 square foot addition but will not move forward until a contract is signed with a tenant. Selkirk Ventures is also negotiating with CSX to install a rail spur at this location. CSX has indicated that it will need to make a determination as to whether or not a rail spur makes business sense for them based on the demand for services.

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

The LLC has submitted a site plan application to the Planning Board for construction of a tenant occupied, 20,000 sq. ft. flex-building on 1.3-acres located on Hamilton Lane in Glenmont. The project is subject to SEQR review. The company has also filed an application with the Agency seeking financial benefits including sales tax, mortgage recording tax and a PILOT agreement in accordance with the standard uniform tax exemption policy. The Agency held a public hearing on April 30, 2008. The cost of the project is estimated at \$1.2 million. It is anticipated that 10-12 jobs will be created.

#### **196 Maple Avenue – Selkirk Warehouses, Inc. / Security Supply Warehouse Addition**

Security Supply submitted a site plan application to the Planning Board for construction of a 42,520 sq. ft. addition of the existing 20,000 sq. ft. warehouse. The company also plans to file an application with the Agency. The project will be a straight lease transaction.

### **Major Planning Initiatives Report**

#### **Agriculture & Farmland Protection Plan – Study Advisory Committee (AFPP-SAC)**

Town Staff is working with the Agriculture and Farmland Protection Plan – Study Advisory Committee (AFPP-SAC), American Farmland Trust and Behan Planning Associates to develop an Agriculture & Farmland Protection Plan. Grant money, awarded by the NYS Department of Agriculture and Markets, will be used to assist with development of the Plan. The Advisory Committee will provide general advice and guidance for developing ways to improve opportunities for agricultural businesses and raise public awareness of the value of

agriculture, farmers and farmland in our community. The next AFPP-SAC meeting will be held at Town Hall on Monday, September 15, 2008, 7:00 p.m. in Room 101.

#### **Citizen's Advisory Committee on Conservation (CACC) - Open Space Protection Plan**

Town Staff is working with the Citizen's Advisory Committee on Conservation (CACC), American Farmland Trust and Behan Planning Associates to develop an Open Space Protection Plan. Development of this Plan was a Tier II recommendation of the Town's Comprehensive Plan adopted by the Town Board in 2005. The next CACC meeting will be held at Town Hall on Monday, September 8, 2008, 7:00 p.m. in Room 101. The CACC will also host a "large landowner" meeting on October 6th and a "topics meeting" on October 23<sup>rd</sup> to discuss major concerns and issues raised at the public meeting held in May.

#### **Delaware Avenue Hamlet Enhancement Study (DAHES)**

The Town has partnered with the Capital District Transportation Committee (CDTC) to conduct a Delaware Avenue Hamlet Enhancement Study, which is expected to begin in the summer of 2008. The study area runs between Elsmere Avenue and Adams Place. The Town Board appointed a Study Advisory Committee (SAC) on June 11, 2008. The SAC will provide advice and guidance with regard topics such as the potential rail trail, intersection improvements, traffic flow, pedestrian improvements and connectivity.

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

Town Staff is working with the Waterfront Advisory Committee, NYS Dept. of State (NYSDOS) and Saratoga Associates to develop a Local Waterfront Revitalization Plan. A draft LWRP was approved by the Town Board and submitted to the NYSDOS for comments. Rob Holzman, of Saratoga Associates is currently addressing the comments provided by the NYSDOS. Once completed, the LWRP will be presented to the Town Board for approval. The next LWRP-WAC meeting will be held at Town Hall on Monday, August 18, 2008, 5:00 p.m. in Room 107.

#### **Route 9W Study**

A critical issue facing the 9W study is the proposed Creble Road extension - from Route 9W to the NYS Thruway. The Town Board will be faced with making difficult decisions in order to accommodate future growth and improve access to the Heavy Industrial zoned areas of the Town. Currently, the rail yard is an asset that is underutilized. Improving access to existing businesses like SABIC and Owen's Corning will help to ensure that they will want to continue operating in the Town of Bethlehem. Finding ways to improve access to the Selkirk Rail Yard, West Yard Road & Creble Road and building on what already exists may prove to be the best strategy. Additional funding sources will be needed in order to implement the recommendations of the Study. The Town is committed to working with the property owners directly impacted by the project.

#### **Capital District Transportation Committee & NYS Dept. of Transportation – 2008 Grant Programs**

##### **03/31/08 TIP Set Aside: Bicycle/Pedestrian Projects–Feura Bush Rd Wemple Rd to Bayberry Rd East**

Extend spot grant project easterly towards Colonial Acres – demonstrating emissions benefit.

Status: Declined.

##### **03/31/08 TIP Set Aside: Intersection/Queue Jumpers/Roundabouts–Rt 9W+Feura Bush/Glenmont Rd**

Intersection improvements demonstrating emissions benefit.

Status: Declined.

##### **03/31/08 TIP Set Aside: Safety for Non-State Road – Van Dyke Road at Meads Lane, Delmar**

Intersection improvements targeting hazardous conditions. Safety projects off State owned roadway system.

Status: Approved.

##### **04/01/08 Safe Routes to School – Orchard Street – Cherry Ave East to Crestwood Lane, Slingerlands**

Sidewalk installation improving ability of students to walk to and from school.

Status: Pending.

**06/27/08 SAFETEA-LU - Transportation Enhancement Program – New Scotland Road, Slingerlands**  
Sidewalk installation along the northwest side of New Scotland Road between the Slingerlands Post Office and Maher Road. \$1.9 million dollar grant application with Town local cash match funds in the amount of \$525,000. Funds will be raised through PILOT financing with developers or by creating a special improvement district with a relatively nominal ad valorem tax on commercial properties in the area. The improvements are consistent with the New Scotland Road Hamlet Master Plan and the Slingerlands Pedestrian Network Plan. The idea is to build a main street environment to help support the Hamlet and leverage the prime investment.  
Status: Pending.

### **Quarterly Financial Report**

Ms. Kehoe presented the Quarterly Financial Report, dated 07/07/2008.

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

### **2008 Membership Dues – Center for Economic Growth (CEG) \$2,500**

A motion was made by Mr. Richardson, seconded by Mr. Ward and carried by all members present to pay a \$2,500.00 invoice submitted by the Center for Economic Growth for the Agency's 2008 Annual Membership dues.

### **NEW BUSINESS**

#### **Resignation of Judith E. Kehoe, Chief Financial Officer, effective August 31, 2008**

Ms. Kehoe announced that she is leaving her position as Comptroller of the Town of Bethlehem to make a career change and assume the position of Treasurer for the Bethlehem Central School District, effective September 1, 2008. Ms. Kehoe served as Town Comptroller for 16 years. She also served as a Member and Treasurer of the Agency since June 1992 and Chief Financial Officer since February 2006.

Chairman Venezia spoke on behalf of the Members to wish Ms. Kehoe the best of luck and thank her for the terrific job she has done for the past 16 years. She will be missed.

### **NEXT MEETING**

The next Agency meeting will be held at Town Hall on Tuesday, August 26, 2008, at 8:00 a.m., in Room 101.

### **MOTION TO ADJOURN**

A motion to adjourn was made by Mr. Richardson, seconded by Mr. Stenson and unanimously approved by all Members present.

Respectfully submitted: Deborah M. Kitchen