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Sam NeJame
Member

TOWN OF BETHLEHEM

Albany County - New York

INDUSTRIAL DEVELOPMENT AGENCY

445 DELAWARE AVENUE
DELMAR, NEW YORK 12054

Telephone: (518) 439-4955

Fax: (518) 439-5808

Email: info@bethlehemida.com

www.bethlehemida.com

Terrence W. Ritz
*Executive Director and
Chief Executive Officer*
Ext. 1139

Suzanne Traylor
*Chief Financial Officer and
Contracting Officer*
Ext. 1123

Thomas P. Connolly, Esq.
*Assistant Executive Director,
Assistant Secretary and
Agency Counsel*
518-447-3303

Deborah M. Kitchen
*Assistant to the Executive
Director and Clerk*
Ext. 1159

MINUTES – GOVERNANCE COMMITTEE MEETING February 3, 2010

A meeting of the Governance Committee of the Town of Bethlehem Industrial Development Agency was convened in public session in the Bethlehem Town Hall, 445 Delaware Ave., Delmar, NY at 9:20 a.m., on Wednesday, February 3, 2010.

Attendance was recorded as follows:

<u>Committee Members Present</u>	<u>Members Absent</u>	<u>Counsel Present</u>	<u>Town Staff Present</u>	<u>Others Present</u>
Robert Ward Joseph Richardson Sam NeJame		Thomas Connolly	Terrence Ritz Suzanne Traylor Deborah Kitchen	

The Committee unanimously elected Mr. Ward to be Chairman of the Committee. The meeting was called to order at 9:20am by Mr. Ward.

The Committee reviewed the Authority Budget Office (ABO) model charter and advice on understanding corporate governance concepts, and decided to defer action until the April meeting of the Committee.

The Committee will discuss corporate government trends at the April meeting of the Committee.

Under the topic of updating the Agency's corporate governance principles, the Committee reviewed samples of self assessment forms, and decided that the Chairman should draft a self assessment and circulate it to the Committee members.

Under advice to the Town Board on the skills and experiences of a potential Agency member, the Committee reviewed a 02/03/2010 letter from the Committee to the Supervisor setting forth the qualifications desired by the Agency in the appointment of a new member to replace Sam Messina. Upon motion by Mr. Richardson and seconded by Mr. NeJame, the Committee unanimously approved the attached letter.

The Committee reviewed the training of new members and staff. All members and staff have received training except Victoria Stanton Sweeney and Sam NeJame who will attend a CUNY training class on 03/26/2010.

The next meeting of the Governance Committee will take place at 9:00 a.m. immediately after the regular BIDA meeting in April.

Meeting was adjourned at 10:00 am.

Respectfully submitted: Thomas Connolly