

Victoria Storrs
Chair

Vacant
Vice Chair/ Assistant Secretary

Tim Maniccia
Secretary

Richard Kotlow
Treasurer

David Kidera
Member

Jared Finke
Member

Christopher Bub
Member

TOWN OF BETHLEHEM
Albany County - New York

INDUSTRIAL DEVELOPMENT AGENCY

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 DELMAR, NEW YORK 12054
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Regular Meeting Minutes
Friday, January 28, 2022
8:00 AM
Town Hall Auditorium

Catherine M. Hedgeman, Esq.
*Executive Director,
 Assistant Secretary and
 Agency Counsel
 518-439-4955*

Allen F. Maikels
*Chief Financial Officer and
 Contracting Officer
 518-487-4679*

John Taylor
*Economic Development
 Coordinator
 Ext. 1189*

Robin Nagengast
*Assistant Director
 Ext. 1164*

I. Notice

- **MEETINGS TO BE HELD ELECTRONICALLY: DUE TO THE NOVEL CORONAVIRUS (COVID-19) AND DELTA VARIANT, THE BETHLEHEM IDA WILL MEET REMOTELY VIA VIDEO CONFERENCE/WEBINAR, PURSUANT TO CHAPTER 1 OF THE LAWS OF 2022 SIGNED BY GOVERNOR KATHY HOCHUL ON 1/14/22 THAT EXTENDED VIRTUAL PUBLIC MEETINGS. THE PUBLIC CAN PARTICIPATE IN THE IDA REGULAR MEETING 1/28/22 BY REGISTERING TO ATTEND VIA ZOOM - SEE LINK BELOW IN AGENDA PACKET. MEMBERS OF THE PUBLIC MAY VIEW AND LISTEN TO THE LIVE MEETINGS BY VISITING THE TOWN OF BETHLEHEM WEBSITE/MEETING PORTAL, SELECTING THE MEETING DATE, AND CLICKING ON THE VIDEO ICON. AGENDAS, MINUTES, AND VIDEOS ARE AVAILABLE AT THIS SAME LINK. PLEASE CHECK THE TOWN WEBSITE FOR UPDATES**

I. Call to Order/Roll Call/Quorum Determination

A Regular Meeting of the Bethlehem Industrial Development Agency of the Town of Bethlehem was held on the above date at the Town Hall Auditorium, 445 Delaware Avenue, Delmar, NY. The Meeting was called to order at 8:00 AM with the presence of a quorum noted.

Attendee Name	Title	Status	Arrived
Victoria Storrs	Chair	Present	
Tim Maniccia	Secretary	Present	
Richard Kotlow	Treasurer	Present	
David Kidera	Board Member	Present	
Jared Finke	Board Member	Present	
Christopher Bub	Board Member	Present	
Catherine Hedgeman	Executive Director and Agency Counsel	Present	
Joe Scott	Bond Counsel	Present	
Allen F. Maikels	CFO and Contracting Officer	Present	
Robin Nagengast	Assistant Executive Director	Present	
John Taylor	Senior Economic Developer	Present	
Robert Leslie	Director of Planning	Present	
David VanLuven	Town Supervisor	Present	

III. Minutes Approval

1. Friday, December 17, 2021

RESULT: ACCEPTED [UNANIMOUS]
MOVER: David Kidera, Board Member
SECONDER: Tim Maniccia, Secretary
AYES: Storrs, Maniccia, Kotlow, Kidera, Finke, Bub

IV. Joint Efforts with Bethlehem Chamber of Commerce

- **GOALS (STORRS)**

Chair Storrs outlined broad emerging economic development goals of the BIDA based on her conversations with members.

- **SIZEUP BUSINESS PLANNING TOOL (M. MCGUINNESS, PRESIDENT, BETHLEHEM CHAMBER)**

Maureen McGuinness, president of the Bethlehem Chamber of Commerce, presented information on an economic development tool that provides easy to use data on existing businesses to assist new or expanding businesses with understanding and making decisions about the community where they are thinking of growing. The tool could help the IDA evaluate a business based on available data in addition to the project application. Initial set up cost is \$3,000. Annual fee is \$5,000. Partnership and fee-sharing are being considered. No action on adopting the tool is anticipated at this time. A brief discussion followed.

V. Reports of Committees

- **REPORT OF AUDIT COMMITTEE MEETING 1/11/22 (KIDERA)**

The audit is well underway, preliminary audit findings to be presented at the February 10 committee.

- **MINUTES AUDIT COMMITTEE 1/11/22**

VI. Communications

- **1/10/2022 LETTER NYS DED NOTIFICATION PRIVATE SECURITY BOND ALLOCATION \$642,173 (HEDGEMAN)**

The NYS Department of Economic Development sent notice of the Agency's initial private activity bond allocation for 2022. Typically, the BIDA waives the allocation because the Agency hasn't been issuing those types of bonds.

VII. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

The Planning Board continues its review of the Albany Port expansion project, the EIS review with staff and engineering consultants, and is working through February to finalize.

The Plug Power project planned for the Vista Industrial Park has received a SEQRA negative declaration, site plan approval is anticipated sometime in February.

There is a proposed medical office building at 15 Vista at a pad site that can be easily developed.

The Development Planning Committee reviewed plans at the former Tollgate Restaurant site and in February, will hear an application from Malm Realty for a 50,000 sf warehouse on Hamilton Lane.

The Planning Board is reviewing the draft Comprehensive Plan Update before recommending to Town Board; adoption is expected May 2022.

- **INTRODUCTION AND REPORT OF SENIOR ECONOMIC DEVELOPER (LESLIE/TAYLOR)**

John Taylor was introduced as the Town's new Senior Economic Developer, who has been getting acquainted with businesses in town.

The new round of the Microenterprise Grant program will launch next week.

- **PLUG POWER PROJECT UPDATE (STORRS/HEDGEMAN)**

On January, the Albany County IDA held a public hearing on an application before their agency for the proposed Plug Power project at 125 Vista Blvd. The hearing has been held open for public comment. The project is anticipated to be on the Albany County IDA agenda for February 9.

- **PORT OF ALBANY PROJECT UPDATE (STORRS)**

Earlier in the week, representatives from the Albany Port District Commission updated BIDA staff on the project progress and reported there are no anticipated changes to the financials of the project or IDA involvement based on federal funds awarded.

VIII. New Business

- **FINANCIAL STATEMENTS 12/31/22 (MAIKELS)**

Mr. Maikels presented the financial statements as of December 31, 2021.

- **APPOINT DAVID KIDERA CHAIR OF AUDIT COMMITTEE (STORRS)**

Upon a motion by Mr. Bub, seconded by Mr. Kotlow, with all members in favor, Mr. Kidera was appointed chair of the Audit Committee.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Christopher Bub, Board Member
SECONDER:	Richard Kotlow, Treasurer
AYES:	Storrs, Maniccia, Kotlow, Kidera, Finke, Bub

- **APPOINT CHRIS BUB TO GOVERNANCE COMMITTEE (STORRS)**

Mr. Bub has agreed to serve on the Governance Committee.

- **VACANCY NOTICES: MEMBER, VICE CHAIR/ASSISTANT SECRETARY (STORRS)**

There has been some interest and inquiries about the member vacancy left by Ms. Hedgeman's resignation to serve as Executive Director and Agency Counsel. The posting will be active for another 30-45 days to allow interested parties to get appropriate employer clearances, if needed.

IX. Future Meetings

- **ANNUAL/REGULAR MEETING - FRIDAY, FEBRUARY 25, 2022 8:00 A.M**

The February 25 meeting is anticipated to be held remotely.

X. Adjournment

Motion To: Adjourn

RESULT:	ADJOURN [UNANIMOUS]
MOVER:	David Kidera, Board Member
SECONDER:	Richard Kotlow, Treasurer
AYES:	Storrs, Maniccia, Kotlow, Kidera, Finke, Bub