

**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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**Hedgeman, Esq.**

*Executive Director,*

*Assistant Secretary and*

*Agency Counsel*

*518-439-4955*

**Allen F. Maikels**

*Treasurer, Chief Financial*

*Officer and Contracting Officer*

*518-487-4679*

**John Taylor**

*Senior Economic Developer*

*Ext. 1189*

### **Meeting Minutes**

**Friday, June 22, 2022**

**8:00 AM, Room 101**

**Video at <https://www.youtube.com/watch?v=3D6TO9HomII>**

#### **1. Call to order/Roll Call/Quorum Determination:**

A meeting of the Town of Bethlehem Industrial Development Agency was convened in public session in the Bethlehem Town Hall, 445 Delaware Avenue, Delmar, NY at 8am on Friday, June 22, 2022. Chair Storrs called the meeting to order at 8:02am with the presence of a quorum noted.

Victoria Storrs, Chair

Richard Kotlow, Treasurer

Tim Maniccia, Secretary

David Kidera, Member

Christopher Bub, Member

Catherine Hedgeman, Executive Director

A. Joseph Scott, Bond Council

John Taylor, Senior Economic Developer

Allen Maikels, Chief Financial Officer

Deborah Jacques

Chair Storrs stated that the first order of business was the resignation of Jared Finke. Ms. Storrs reported that Mr. Finke had resigned due to the demands of his own private business. Ms. Storrs stated that the board now has 2 vacancies, and that the Town is in the process of interviewing candidates to fill the vacancies.

#### **2. Approval of March Minutes:**

Chair Storrs' next item on the agenda was the review and approval of the March 22, 2022. There were no questions or amendments to the minutes. Mr. Kotlow made a motion to approve the minutes. Mr. Bub seconded the motion. Motion passed unanimously.

### **3. Reports of Committees:**

Chair Storrs reported that the Finance Committee will be holding a meeting on July 1, 2022 @8:00 a.m. to review the budget year to date and to start the 2023 budget and long term planning. Ms. Storrs stated the meeting will be live streamed using the new Owl system and that the public and all board members are welcome to attend and if unable they are welcome to email questions prior to the meeting.

Chair Storrs reported that she has been speaking with Ms. Hedgeman regarding increasing the member on each committee from 3 to 4. Ms. Storrs asked the members to consider joining additional committees going forward.

Ms. Hedgeman reported that she have been in contact with David VanLuven regarding new members and she hopes that by July there will be 2 possibly 3 new members.

Ms. Hedgeman stated that she will be reaching out to set up a Governance Committee meeting. Ms. Hedgeman stated that she has received a letter from the ABO and one of the major concerns was that the IDA information was only on the town website and not on the IDA site. She has been working with Mr. Taylor to move the information to IDA site. Ms. Hedgeman stated that there are paper files in town hall and she has to review the files and update the website in order to be in compliance with the ABO requirements. Mr. Taylor reported that he has been looking at the IDA website and he is in the process of looking into ways to refresh and update the website and give it a more modern feel. He feels that there are many tools we have access to do a lot of the updates "in house". Ms. Hedgeman stated that the IDA now has a "You Tube" channel where the meetings will be posted.

### **4. Communications:**

Ms. Hedgeman reported that the IDA meetings will be held here in Town Hall in Room 101 and that the meetings will be streamed via the Owl System that we have recently purchased.

### **5. Old Business**

Ms. Hedgeman stated that she has reached out to the representatives from Burt Crane and has put them in contact with Mr. Scott. Mr. Scott reported that he believes they have started construction on the project. Mr. Kotlow questioned whether they would need an extension on the Pilot. Mr. Scott advised that he would check and get back to the board.

Ms. Hedgeman reported that we are trying to set a closing for the Port of Albany and hopefully it will close next week.

## **6. Economic Development Report:**

Mr. Taylor reported that there are no new projects as of today but he has had several discussions with potential developers, brokers and NYS ESD. He further reported that he is building out a list of inventory and sites for available properties. He is also monitoring active commercial listings within the town.

Mr. Taylor reported that there are 7 businesses that have used the Micro Enterprise Grant program which was launched in March of these businesses 6 are existing business and 1 is a start up business. He further reported that there is approximately \$75,000 left in funds.

Mr. Taylor reported that the Town has updated the Comprehensive Plan and that it should be approved and adopted at the Town meeting tonight.

Ms. Hedgeman asked to go back to the discussion on the website and confirm that the board was in agreement that the website needed to be updated and it was okay for Mr. Taylor to go forward with the updates. Mr. Maniccia asked if the website maintenance was part of the service agreement with the Town. Ms. Storrs stated that there is service agreement with the Town and the website was to be a part of Ms. Nagengast's responsibility. Mr. Maniccia stated that if Mr. Taylor had the experience to do the website updates and the uploading of the documents to satisfy the ABO requirements he was fine with him doing it. Mr. Kidera questioned the status of SizeUp. Ms. Hedgeman stated that she did not believe that the link to the website was up and live yet and that with the updates to the current site we will hopefully have the link working soon. Mr. Kotlow stated that there are some issues with the board's email addresses and some of the emails may be bouncing back. The board agreed that Mr. Taylor should move forward with updating the website.

## **7. New Business:**

Mr. Maikels reviewed the financial statements with the board. Mr. Kidera stated that if we don't have the closing this month we are still have a surplus and we should be fine even without the closing.

Chair Storrs stated that the next item for discussion would be consideration of administrative services from the Hedgeman Law Firm. Ms. Storrs reported that Ms. Nagengast had resigned from her position of Assistant Executive Director for the Board and that the board needed to fill the position for administrative services. Ms. Storrs stated that Mr. Taylor has taken on some of the duties such as the website as well as other responsibilities but there are still duties that need to be addressed. Ms. Storrs stated that the board has received a proposal from the Hedgeman Law Firm and that the proposal will be reviewed by the Finance Committee at their July 1, 2022 meeting and hopefully will be placed on the July agenda for board approval.

Mr. Maniccia had a question regarding the use of personal emails. Mr. Scott reported that all emails relating to IDA business are subject to FOIL. Mr. Kotlow asked if the emails are subject to records retention. Mr. Scott responded that if that was part of the normal process, then yes. Mr. Scott stated that he would look into that matter and report back to the board. Ms. Storrs suggested that the board may want to look into using an IDA email address instead of using the town email address.

## **8. Resolution:**

Mr. Scott reported that Finke Enterprises, LLC Project (prior IDA project) is in the process of refinancing and that the IDA has an interest in the property and will need to sign some documents in order for them to complete a refinance transaction. Mr. Scott stated that the Resolution will approve this action. Mr. Scott stated that prior to executing the documents the Board should verify that they are in compliance with the terms of the PILOT. Mr. Scott stated that he will review the documents with Ms. Hedgeman. Mr. Kidera wanted to know the timeframe for the closing. Mr. Scott reported that if the board approves today, subject to verification of compliance with the terms of the original PILOT, it could close next week. Mr. Kotlow asked if the applicant was requesting any additional benefits and Mr. Scott stated no and this transaction is very common and has been done in the past with other PILOTS. Mr. Maniccia made a motion to approve the Resolution. Mr. Kotlow seconded the motion. Motion passed unanimously.

Mr. Scott reported that PSEG Power New York, Inc. Project is in the process of refinancing and this is a very similar to the Resolution the board just passed. He stated that they are not seeking any new benefits. Mr. Kidera made a motion to approve the Resolution. Mr. Kotlow seconded the motion. Motion passed unanimously.

Ms. Hedgeman reported that the board has to vote on a Resolution to formalize the Fee Sharing with the Albany County IDA for projects. Mr. Scott stated that he would prepare the bill and Mr. Maikels stated that he works with ACIDA and he can wire the funds to our account. Mr. Maniccia stated that he believes that the terms should be 12/31/22 not 23. Mr. Scott stated he would change the date. Mr. Bub made a motion to approve the Resolution. Mr. Kidera seconded the motion. Motion passed unanimously.

## **9. Future Meetings**

Ms. Hedgeman stated that the next monthly Board meeting will be July 27, 2022 @ 8:00 a.m. The Finance Committee will meet on July 1, 2022 @ 8:00 a.m.

Being no further business Mr. Kotlow made a motion to adjourn the meeting. Mr. Kidera seconded the motion. Motion passed unanimously.

Meeting was adjourned at 9:09 a. m.

Minutes submitted by Debbie Jacques