

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

445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
Telephone: (518) 439-4955
Email: info@bethlehemida.com
www.bethlehemida.com

Annual Meeting Minutes
Friday, February 25, 2022
8:00 AM
Zoom

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. 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 Annual Meeting of the Bethlehem Industrial Development Agency of the Town of Bethlehem was held on the above date at the Zoom, 445 Delaware Ave, Delmar, NY. The Meeting was called to order at 8:01 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	Board Member/Assistant Secretary	Present	
Allen F. Maikels	CFO and Contracting Officer	Present	
Robin Nagengast	Assistant Executive Director	Present	

III. New Business

- RESOLUTION APPROVING APPOINTMENTS AND ADMINISTRATIVE MATTERS**

Chair Storrs reviewed details of the resolution approving certain appointments and administrative matters as outlined in Schedule A.

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY 2022-2023

WHEREAS, Town of Bethlehem Industrial Development Agency (the Agency) is authorized and empowered by the provisions of Chapter 1030 of Laws of 1969 of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the Enabling Act) and Chapter 582 of the 1973 Laws of New York, as amended constituting Section 909-b of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the Act) to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research, recreation and civic facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, under Section 858 of the Act, the Agency has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, under Section 856 of the Act, the members of the Agency shall elect the officers of the Agency; and

WHEREAS, under the Agency's Policy Manual, the Agency shall review certain policies of the Agency on an annual basis;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby takes the following actions:

(A) The Agency approves the appointments, the officers and the administrative matters described in Schedule A attached hereto.

(B) The Agency approves and confirms the Policy Manual of the Agency set forth at www.bethlehemida.com/policies <<http://www.bethlehemida.com/policies>>.

Section 2. The Agency hereby authorizes the Chairman and the Executive Director and Chief Executive Officer to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

SCHEDULE A

Officers of the Agency

Chair Victoria Storrs

Vice Chair Vacant

Secretary Tim Maniccia
Treasurer Richard Kotlow
Assistant Secretary Catherine M. Hedgeman

Committees

Audit Committee: David Kidera, Chair, Jared Finke, and Christopher Bub
Governance Committee: David Kidera, Chair, Richard Kotlow, and Christopher Bub
Finance Committee: Victoria Storrs, Chair, Tim Maniccia, and Richard Kotlow

Confirmation of Regular Agency Meeting Schedule

In the months of January, February, March, April, May, September and October regular meetings will take place on the fourth Friday of each month; in the months of June, July and August regular meetings will take place on the fourth Wednesday of each month; in the months of November and December regular meetings will take place on the third Friday of each month;

Meetings will take place at 8:00 a.m. at Town Hall, 445 Delaware Avenue, Delmar, New York 12054

Appointment of Chief Executive Officer and Staff to the Agency

Executive Director &

Chief Executive Officer Catherine Hedgeman
Chief Financial Officer Allen F. Maikels
Senior Economic Developer John Taylor
Assistant Executive Director Robin Nagengast
Contracting Officer Allen F. Maikels

Appointment of Accounting Firm of the Agency

Cusack & Company Certified Public Accountants LLC
7 Airport Park Boulevard
Latham, New York 12110

Appointment of Agency Counsel and Bond Counsel to the Agency

Agency Counsel Catherine Hedgeman
Bond Counsel Hodgson Russ LLP
677 Broadway, Suite 301
Albany, New York 12207

Appointment of Bank for Agency Bank Accounts:

M & T Bank

Trustco Bank

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

IV. Adjournment

Motion To: Adjourn

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