

**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*  
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**Meeting Minutes**  
**Friday, March 18, 2022**  
**8:00 AM, Room 101**

A meeting of the Town of Bethlehem Industrial Development Agency Governance Committee Meeting was convened in public session in the Bethlehem Town Hall, 445 Delaware Avenue, Delmar, NY at 8am on Friday, March 18, 2022.

Attendance was recorded as follows:

David Kidera, Chair  
Richard Kotlow  
Christopher Bub  
Kate Hedgeman  
Robin Nagengast  
Victoria Storrs, attendee

Chair Kidera called the meeting to order at 8:02am.

**Approval of Minutes**

Upon motion by Mr. Kotlow, seconded by Mr. Kidera, the members approved the minutes of the Governance Committee Meeting held on April 23, 2021.

**Discussion regarding adding a Projects Committee**

Executive Director Hedgeman raised the issue of the BIDA creating a Projects Committee to review future project applications as received and to monitor all projects to ensure compliance with approving documents. The Committee discussed the possible structure of a projects committee and what skill sets would be required of potential committee members. The need to amend BIDA by-laws was also discussed. The Committee directed the Executive Director to prepare a proposal to be presented to the BIDA board for consideration as well as a draft by-laws amendment.

**Livestream services for our meetings**

A recommendations will be made to the full board to livestream Committees to comply with the state statute. Two options were discussed, a. using the town webcast system or b. purchasing the equipment to capture and stream.

**Review 2021 Evaluation of Board Performance by BIDA Members**

The 2021 evaluation was reviewed and compared to the 2020 evaluation. A summary will be presented to the full board at the March 25 regular meeting.

**Applications for open Board Seat**

The Committee was informed that a number of individuals have expressed interest in filling the current vacancy on the Board. Based on the information provided to the Committee, all applicants appear to be qualified.

**Procedures for board and committee minutes review**

Minutes will be reviewed by members prior to posting.

**Review and Approve Governance Committee Charter**

No changes to the Governance Committee Charter are recommended.

**Review of Mission Statement/By-Laws**

Several changes to the agency by-laws were suggested, including revisions to make the language of all BIDA policies gender neutral and defining the duties of the vice chair.

**Executive Director Evaluation**

The Executive Director will be evaluated in January 2023 by a process to be determined. The evaluation document had been previously discussed and adopted by the Board.

**New Business**

Legislation is needed to expand BIDA jurisdiction by consent agreement for development of certain parcels in Vista Tech Park. The Executive Director will prepare the necessary amendment to the BIDA enabling legislation. Discussions will take place with the Town of New Scotland.

**Motion to Adjourn**

The meeting was adjourned at 9:28am on a motion by Mr. Kotlow, seconded by Mr. Bub.

Respectfully submitted,  
Robin Nagengast