

TOWN OF BETHLEHEM

Albany County - New York

INDUSTRIAL DEVELOPMENT AGENCY

445 DELAWARE AVENUE

DELMAR, NEW YORK 12054

Telephone: (518) 439-4955

www.bethlehemida.com

Finance Committee Agenda

Friday July 1, 2022

8:00 AM

Town Hall Room 101

Livestream at:

<https://us02web.zoom.us/j/85261095912?pwd=rdOTUFyT7onTma4PTKP1z68xqACJPG.1>

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
*Senior Economic Developer
518-439-4955 Ext. 1189*

Victoria Storrs
Chair

Vacant
Vice Chair

Tim Maniccia
Secretary

Richard Kotlow
Treasurer

David Kidera
Member

Vacant
Member

Christopher Bub
Member

I. Call to Order/Roll Call/Quorum Approval

V. New Business

- a. New Committee chair proposed (Storrs and Kotlow)
- b. Committee composition discussion (Storrs)
- c. Investment of excess cash and collateralization of accounts review (Kotlow)
- d. Administrative Services proposal review- Hedgeman Law (Storrs)
- e. Website proposal/ Zoom account approval (Hedgeman)
- f. New Budget lines for document retention and communications, conferences/travel (Hedgeman)
- g. ABO request for a four-year financial plan
- h. IDA fee schedule review (Hedgeman)

VI. Financial Report

Financial Statements (Maikels)

VII. Future Meetings

VIII. Adjournment



HEDGEMAN LAW FIRM

PO Box 177, Slingerlands, New York 12159 | 518-573-3108
www.HedgemanLaw.com | cmh@hedgemanlaw.com

Proposal for Additional Administrative Services

At the request of the Bethlehem Industrial Development Agency Chair, Hedgeman Law Firm proposes the following amendment to the Retainer for Legal Services to include Administrative Service support to the Bethlehem Industrial Development Agency.

Proposed billing rate:

- Legal Administrative Assistant: \$75.00 per hour

ANCILLARY COSTS

We pass along out-of-pocket costs and charges that we incur on our Client' behalf. These typically include messenger charges, deposition videography and transit charges, all of which shall be passed through at our actual cost and without any overhead or markup. Other charges are based on our actual cost, including document reproduction (\$0.15/page for black and white, \$0.30 for color), black and white scanning (\$0.30/page), black and white blowbacks (\$0.15), OCR (\$0.03), key term data filtering (\$200.00/GB), media creation and duplication (\$15.00-\$400.00); however, in no event shall electronic costs exceed the rates paid by the Client to third parties for similar services. Additionally, we charge for computerized legal research (Westlaw or Lexis fees, at our actual cost), travel costs from office, meal charges and parking charges (when we are working exclusively on your matter), filing fees, telephone toll charges, long-distance telephone, fax, transcripts, postage, overnight delivery, messengers, reasonable and actual fees for experts and other consultants retained on Client' behalf, and similar charges. These charges will be at cost.