

Frank S. Venezia
Chairman
Joseph P. Richardson
Vice Chairman
Tim McCann
Secretary
Victoria Storrs
Assistant Secretary
Tim Maniccia
Member
David Kidera
Member
Richard Kotlow
Member

TOWN OF BETHLEHEM
Albany County - New York
INDUSTRIAL DEVELOPMENT AGENCY
445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
Telephone: (518) 439-4955
Fax: (518) 439-5808
Email: info@bethlehemida.com
www.bethlehemida.com

Annual Meeting Agenda
Friday, February 28, 2020
8:00 AM
Town Hall Auditorium

Thomas P. Connolly
Executive Director,
Assistant Secretary and
Agency Counsel
518-447-3303
Allen F. Maikels
Treasurer, Chief Financial Officer
and Contracting Officer
518-487-4679
Elizabeth Staubach
Economic Development
Coordinator
Ext. 1189
Robin Nagengast
Assistant to the Executive Director
and Clerk
Ext. 1164

- I. **Call to Order**
- II. **New Business**
 1. Resolution Approving Appointments and Administrative Matters
- III. **Adjournment**
 - Adjourn

A regular meeting of the Town of Bethlehem Industrial Development Agency (the "Agency") was convened in public session in the Town Hall located at 445 Delaware Avenue, Delmar, New York on February 28, 2020, at 8:00 o'clock a.m., local time.

The meeting was called to order by the Chairman and, upon roll being called, the following members of the Agency were:

PRESENT: Frank S. Venezia
Joseph P. Richardson
Tim McCann
Victoria Storrs
Tim Maniccia
David Kidera
Richard Kotlow

ABSENT:

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Thomas P. Connolly
Allen F. Maikels
Elizabeth Staubach
Robin Nagengast
Robert Leslie
A. Joseph Scott
David VanLuven

The following resolution was offered by , seconded by , to wit:

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY 2020-2021

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.

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.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Frank S. Venezia	VOTING
Joseph P. Richardson	VOTING
Tim McCann	VOTING
Victoria Storrs	VOTING
Tim Maniccia	VOTING
David Kidera	VOTING
Richard Kotlow	VOTING

The resolution was thereupon declared duly adopted.

Attachment: Annual Meeting Administrative Resolution 2-28-2020 (M1686870x7F824) (5996 : Resolution)

STATE OF NEW YORK)
) SS.:
COUNTY OF ALBANY)

I, the undersigned Assistant Secretary of Town of Bethlehem Industrial Development Agency (the “Agency”), do hereby certify that I have compared the foregoing extract of the minutes of the meeting of the members of the Agency held on February 28, 2020 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respect duly held; (C) pursuant to Article 7 of the Public Officers Law (the “Open Meetings Law”), said meeting was open to the general public, and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present through said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this 28th day of February, 2020.

Assistant Secretary

(SEAL)

Attachment: Annual Meeting Administrative Resolution 2-28-2020 (M1686870x7F824) (5996 : Resolution)

SCHEDULE A

Officers of the Agency

Chairman	Frank S. Venezia
Vice Chairman	Victoria Storrs
Secretary	Tim McCann
Treasurer	Allen F. Maikels
Assistant Secretary	Richard Kotlow
Assistant Secretary	Thomas P. Connolly

Committees Audit Committee: Frank S. Venezia, Chair, Tim McCann and Richard Kotlow

 Governance Committee: David Kidera, Chair, Tim McCann, and Richard Kotlow

 Finance Committee: Frank S. Venezia, Chair, Victoria Storrs and Tim Maniccia

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	Thomas P. Connolly
Chief Financial Officer	Allen F. Maikels
Economic Development Coordinator	Elizabeth Staubach
Assistant to the Executive Director & Clerk	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 Thomas P. Connolly

Bond Counsel

Hodgson Russ LLP
677 Broadway, Suite 301
Albany, New York 12207

Appointment of Bank for Agency Bank Accounts:

M & T Bank

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