

Frank S. Venezia
Chair
Victoria Storrs
Vice Chair
Tim McCann
Secretary
Richard Kotlow
Assistant Secretary
Tim Maniccia
Member
David Kidera
Member
Vacant
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

Regular Meeting Minutes
Friday, March 27, 2020
8:00 AM
Town Hall Auditorium

Thomas P. Connolly
*Executive Director,
 Assistant Secretary and
 Agency Counsel*
 518-573-2200
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/Roll Call/Quorum Determination

A Regular Meeting of the Bethlehem Industrial Development Agency of the Town of Bethlehem was held on the above date at the Town Hall Auditorium, 445 Delaware Avenue, Delmar, NY. The Meeting was called to order at 8:00 AM with the presence of a quorum noted.

Attendee Name	Title	Status	Arrived
Frank S. Venezia	Board Member/Chair	Remote	
Victoria Storrs	Board Member/Vice Chair	Remote	
Tim McCann	Board Member/Secretary	Absent	
Tim Maniccia	Board Member	Remote	
David Kidera	Board Member	Remote	
Richard Kotlow	Board Member	Remote	
Thomas P. Connolly	Executive Director/Agency Counsel	Remote	
Joe Scott	Bond Counsel	Remote	
Allen F. Maikels	CFO and Contracting Officer	Remote	
Robin Nagengast	Assistant to the Executive Director	Present	
Elizabeth Staubach	Senior Planner/ED Coordinator	Remote	
Robert Leslie	Director of Planning	Remote	

II. Minutes Approval

- SPECIAL MEETING WEDNESDAY, FEBRUARY 26, 2020**

Motion To: Motion

RESULT: APPROVED [UNANIMOUS]
MOVER: Richard Kotlow, Board Member
SECONDER: Victoria Storrs, Board Member/Vice Chair
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

3. Friday, February 28, 2020

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Victoria Storrs, Board Member/Vice Chair
SECONDER: David Kidera, Board Member
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

4. Friday, February 28, 2020

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Victoria Storrs, Board Member/Vice Chair
SECONDER: Richard Kotlow, Board Member
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

III. New Business

- **REVIEW/APPROVAL OF 2019 AUDITED FINANCIAL STATEMENT AND SAS 114 LETTER/INDEPENDENT ACCOUNTANT REPORT INVESTMENT COMPLIANCE/RESOLUTION (VENEZIA)**

RESULT: APPROVED [UNANIMOUS]
MOVER: Victoria Storrs, Board Member/Vice Chair
SECONDER: Richard Kotlow, Board Member
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

- **REVIEW/APPROVAL OF 2019 ASSESSMENT OF INTERNAL CONTROL STRUCTURE & PROCEDURE/RESOLUTION (VENEZIA)**

RESULT: APPROVED [UNANIMOUS]
MOVER: David Kidera, Board Member
SECONDER: Victoria Storrs, Board Member/Vice Chair
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

- **REVIEW/APPROVAL 2019 PARIS REPORT/RESOLUTION (MAIKELS)**

RESULT: APPROVED AS AMENDED [UNANIMOUS]
MOVER: Richard Kotlow, Board Member
SECONDER: Victoria Storrs, Board Member/Vice Chair
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

- **REVIEW/APPROVAL 2019 PERFORMANCE MEASURES/RESOLUTION (CONNOLLY)**

RESULT: APPROVED [UNANIMOUS]
MOVER: David Kidera, Board Member
SECONDER: Richard Kotlow, Board Member
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

- **REVIEW/APPROVAL 2019 ANNUAL INVESTMENT REPORT/RESOLUTION (MAIKELS)**

RESULT: APPROVED [UNANIMOUS]
MOVER: Richard Kotlow, Board Member
SECONDER: Victoria Storrs, Board Member/Vice Chair
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

- **REVIEW/APPROVAL 2019 ANNUAL PROCUREMENT REPORT/RESOLUTION (MAIKELS)**

RESULT: APPROVED [UNANIMOUS]
MOVER: Richard Kotlow, Board Member
SECONDER: Victoria Storrs, Board Member/Vice Chair
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

- **REVIEW/APPROVAL 2019 ANNUAL REPORT OF REAL PROPERTY OWNED (MAIKELS)**

RESULT: APPROVED [UNANIMOUS]
MOVER: David Kidera, Board Member
SECONDER: Victoria Storrs, Board Member/Vice Chair
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

- **2020 ADMINISTRATIVE SERVICES CONTRACT/RESOLUTION (CONNOLLY)**

RESULT: APPROVED [UNANIMOUS]
MOVER: David Kidera, Board Member
SECONDER: Victoria Storrs, Board Member/Vice Chair
AYES: Venezia, Storrs, Maniccia, Kidera, Kotlow

9. *Departure of Liz Staubach*

Economic Development Coordinator Liz Staubach has taken a position working as a consultant on energy initiatives for a state agency. It's a great opportunity for her and well deserved. BIDA thanks Liz for 6 years of progressive service to the Bethlehem business community.

IV. *Adjournment*

The meeting was adjourned at 8:33am on a motion by Mr. Kotlow, seconded by Ms. Storrs.

The next regular meeting is scheduled for Friday, April 24 at 8am.