

**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](mailto:info@bethlehemida.com)  
[www.bethlehemida.com](http://www.bethlehemida.com)

**Regular Meeting Agenda**  
**Friday, April 24, 2020**  
**8:00 AM**

**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  
**Vacant**  
*Economic Development*  
*Coordinator*  
**Robin Nagengast**  
*Assistant to the Executive Director*  
*and Clerk*  
Ext. 1164

**I. Notice**

Due to the Novel Coronavirus (COVID-19), Bethlehem IDA will not be meeting in-person. An Executive Order (202.1) issued by Governor Cuomo on 3/12/2020 suspended the Open Meetings Law. The meeting is being held electronically via video conference and a transcript will be provided at a later date. Members of the public may view and listen to the meeting live by visiting the Town's Website/Meeting Portal.

**II. Call to Order/Roll Call/Quorum**

**III. Minutes Approval**

Bethlehem Industrial Development Agency - Regular Meeting - Mar 27, 2020 8:00 AM

**IV. Reports of Committees**

**V. Communications**

**VI. Old Business**

1. Planning Board Update (Leslie)
2. Report of ED Coordinator (Leslie)

**VII. New Business**

1. Financial Statements 3/31/20 (Maikels)
2. Report COVID-19 Small Business Relief Program (Connolly)
3. Regular Meeting - Friday, May 22, 2020 8:00 a.m. Remote
4. Audit Committee - Friday, May 22, 2020 8:30 a.m. (or immediately following Regular Meeting) - Remote
5. Governance Committee Meeting - Friday, April 24, 2020 immediately following - Remote

**VIII. Adjournment**

Adjourn

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

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**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**

Minutes Acceptance: Minutes of Mar 27, 2020 8:00 AM (Minutes Approval)

**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)**

Minutes Acceptance: Minutes of Mar 27, 2020 8:00 AM (Minutes Approval)

**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.

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY  
STATEMENT OF NET ASSETS  
March 31, 2020

<b>ASSETS</b>	<u>March 31, 2020</u>
Current Assets	
Checking/Savings	
200.04 Cash-M&T Bank Agency Account	276,040.80
200.05 Cash-Trustco CD	<u>200,000.00</u>
Total Checking/Savings	476,040.80
Other Current Assets	
380 Fee Receivable	0.00
480 Prepaid Expense	2,665.84
Total Other Current Assets	<u>2,665.84</u>
Total Current Assets	<u>478,706.64</u>
<b>TOTAL ASSETS</b>	<u><u>478,706.64</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
601 Accrued Expenses	27,364.26
Total Current Liabilities	<u>27,364.26</u>
Total Liabilities	<u>27,364.26</u>
Equity	
924 Net Assets	
924.3 Net Assets-Unassigned	451,342.38
Total 924 Net Assets	<u>451,342.38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>478,706.64</u></u>

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY  
STATEMENT OF REVENUE AND EXPENSES  
March 31, 2020

ORDINARY INCOME/EXPENSE

Income

2116 FEE INCOME	17,743.35
2116.1 PSEG ENERGY REIMB	<u>4,195.99</u>
Total Income	21,939.34

Expenses

6460.1 Salaries and Wages	12,142.02
6460.4 Contractual Expenses	21,623.39
6460.8 Employee Benefits	<u>2,722.26</u>
Total Expenses	36,487.67

NET ORDINARY INCOME

-14,548.33

Other Income/Expense

Other Income

2401 Interest Income	40.23
Total Other Income	<u>40.23</u>

NET INCOME

-14,508.10

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY  
 BUDGET VS ACTUAL  
 March 31, 2020

Ordinary Income/Expense	Mar-20	YTD Budget	Variance	Annual Budget
Income				
2116 Fee Income	17,743.35	13,186.01	4,557.34	52,744.00
2106.1 PSEG Energ Reimb	4,195.99	17,000.01	-12,804.02	68,000.00
Total Income	21,939.34	30,186.02	-8,246.68	120,744.00
Expenses				
6460.1 Salaries and Wages	12,142.02	12,142.00	0.02	48,568.00
6460.4 Contractual Expenses	21,623.39	18,775.01	2,848.38	75,100.00
6460.8 Employee Benefits	2,722.26	3,400.00	-677.74	13,600.00
Total Expenses	36,487.67	34,317.01	2,170.66	137,268.00
Net Ordinary Income	-14,548.33	-4,130.99	-10,417.34	-16,524.00
Other Income/Expense				
Other Income				
2401 Interest Income	40.23	750.00	-709.77	3,000.00
Total Other Income	40.23	750.00	-709.77	3,000.00
Net Income	-14,508.10	-3,380.99	-11,127.11	-13,524.00

## Recommended Parameters (v.3)

### COVID-19 Small Business Continuity Grant Program

#### Program Description:

The COVID-19 Small Business Continuity Grant Program is intended to help businesses keep their employees and stay afloat during a time of economic hardship due to the impacts of COVID-19. Businesses are encouraged to apply for this funding to help make payroll, to pay bills and to keep their operations going. This Program will be administered by the Community Loan Fund of the Capital Region and allocated in accordance with program guidelines and a scoring matrix approved by the donors to the Program. This Program is meant to bridge the gap for a brief financial hardship period.

#### Eligible Applicants:

Small businesses with a physical commercial storefront located in the service area or independent contractor/gig worker based in the service area, Albany County and surrounding Capital Region, that have experienced at least a 10-25% revenue loss due to the impacts of COVID-19. Under this program, small businesses are defined as retail, service provider, restaurant, independent contractor/gig and wholesale businesses with 50 full-time equivalent employees (FTEs) or less. Additional eligibility factors include the following:

- Eligible small businesses must have been in stable operation since January 1, 2020.
- Eligible applicants cannot have any outstanding tax liabilities, tax liens, or legal judgements.
- All applicants must show proof of seeking available Federal resources and provide evidence of all private and public assistance received.
- National chains or independent contractors working for national chains are not eligible under this program.

#### Ineligible Applicants:

- Businesses larger than 50 FTEs.
- Businesses that are part of a national chain.

#### Assistance Terms:

- Micro-grants will be awarded in an amount up to \$20,000, but no greater than 3 months of eligible operating expenses.
- Businesses must attest to use the funds for eligible operating expenses and confirmed a plan is in place to cover the remaining balance of expenses.
- No application or other fees.
- Applicants must commit to reporting success of business operations for a period of up to six months after receiving grant award.
- Only one grant per applicant.

#### Eligible Uses of Program Funds:

Grants may only be used for the day-to-day salaries, general and administrative operating expenses of the awarded business

#### Certified Uses of Program Funds:



Awarded businesses must certify funds will be used as intended, for eligible operating expenses, to sustain the long-term operations of the awarded business.

**Required Application Documentation:**

In order to be scored, application packets must include the following documentation:

- Completed application
- Copy of the front of your drivers' license or other government-issued photo identification
- 2019 Balance Sheet
- 2019 Profit and Loss Statement
- Most recent Federal Tax Returns (2018 accepted)

**Funding Sources:**

Funding for this program has been provided by a variety of public and private sources. Individual sources may come with geographic or programmatic restrictions and will be held for businesses meeting those specific criteria.

**Review Criteria:**

Only completed applications will be evaluated. Applications will be reviewed using a scoring matrix approved by all funding sources based on the criteria below. Applications meeting the criteria below will be funded on a first-come/first-served basis until all eligible funds have been depleted. Grants made from restricted funding sources within the pool may be subject to final approval from the funding source. The scoring matrix will take into account:

- Eligibility
- Business Viability
- Strategic cluster/industry
- Geographic Priority (distressed census tract, jurisdiction of restricted funding sources, ensuring geographic diversity, Opportunity Zone)
- Business Ownership (MWBE)

**Affidavit:**

Awardees attest to use the grant funds as intended for operational expenses and to report the status of business operations up to six months after grant awards are received.

The Community Loan Fund shall provide quarterly reports, as well as a final report to all funding sources on the number of applications, approvals, three and six month awardee status update, and grant pool close-out.



COMMUNITY LOAN FUND OF THE CAPITAL REGION, INC.

255 Orange Street, Albany, NY 12210  
 518.436.8586 tel 518.689.0086 fax  
 www.mycommunityloanfund.org

## COVID-19 Small Business Continuity Program Grant Application

Date \_\_\_\_\_

### Part I. Contact Information

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City and State \_\_\_\_\_ Zip code \_\_\_\_\_

### Part II. Business Information

Name of Business \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 City and State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Web Site Address \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Employer Identification Number/Federal Tax I.D.: \_\_\_\_\_  
 Number of Full Time Employees (FTE): \_\_\_\_\_  
 Business start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Type of Business Entity (check all that apply):

Sole Proprietor  Partnership  LLC  S-Corporation  C-Corporation  
 National Chain  Independent Contractor for National Chain  
 Veteran Owned Business  MWBE  Locally Owned Franchise

Grant Amount Request: \$ \_\_\_\_\_  
 Purpose: \_\_\_\_\_  
 Additional Federal or Bank financing you are applying for: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 What is status of additional funding requests? \_\_\_\_\_  
 \_\_\_\_\_

Attachment: Small Business Grant Application draft v.2 (6112 : COVID)

**Part III. Declarations**

The authorized representative of the Applicant must certify in good faith to all of the below by initialing next to each one:

\_\_\_\_\_ The Applicant has been in stable operation since January 1, 2020.

\_\_\_\_\_ The Applicant does not have any outstanding tax liabilities, tax liens, or legal judgements.

\_\_\_\_\_ Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.

\_\_\_\_\_ The funds will be used for salaries, general, and administrative operational expenses.

\_\_\_\_\_ Applicant has applied for available Federal resources and/or Bank Financing.

\_\_\_\_\_ The Applicant commits to reporting the status of business operations at three (3) months and at six (6) months after receiving grant award.

I/we attest that to the best of my/our knowledge, the information contained in this application is correct and true. I/we am/are aware that the filing of a false instrument in connection with this application may constitute an attempt to defraud the Community Loan Fund of the Capital Region, Inc. and may be illegal under the laws of the State of New York.

If applicant is a sole proprietorship or partnership, sign below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If applicant is a corporation, sign below:

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Small Business Grant Application draft v.2 (6112 : COVID)

**Part IV. Check List of Attachments for Small Business Grant Applications**

Please attach all applicable items on this list with your application. An application is not complete without the required attachments.

Item	Attached
Grant Application	
Copy of Driver's License	
2019 Balance Sheet	
2019 Profit & Loss Statement	
Most recent Federal Tax Returns (2018 acceptable)	

Attachment: Small Business Grant Application draft v.2 (6112 : COVID)

COVID-19 Small Business Continuity Grant Program  
Application Checklist

Criteria	Meets	Does not meet	Notes
50 or fewer FTEs			
Stable operation 01/01/20			
Loss of revenue 10-25%			
Federal funding sought			
Bank financing sought			
Business Viability Explained			
<b>Industry :</b>			
Retail			
Service Provider			
Restaurant			
Independent Contractor			
Wholesale			
Locally owned franchise			
MBE			
WBE			
Veteral Owned			

Attachment: Application Checklist v.1 (6112 : COVID)

COVID-19 Small Business Continuity Grant Program  
Scoring Matrix

Criteria	Weight	Award Scores			
		A	B	C	D
Eligibility	25%				
Business Viability	40%				
Industry (cluster)	15%				
Geographic Priority (distressed census tract, geographic diversity, Opportunity Zone)	10%				
Business ownership (MWBE, Veteran, Low-Income)	10%				
<b>Weighted Scores</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**NOTES:**

Award scores represent

- A Meets 100% of criteria with maximum score 20
- B Meets 75% of criteria with maximum score 15
- C Meets 50% of criteria with maximum score 10
- D Meets 25% of criteria with maximum score 5