

Frank S. Venezia
Chair
Victoria Storrs
Vice Chair
Tim McCann
Secretary
Richard Kotlow
Assistant Secretary
Tim Maniccia
Member
David Kidera
Member
Catherine M. Hedgeman, Esq.
Member

TOWN OF BETHLEHEM
Albany County - New York
INDUSTRIAL DEVELOPMENT AGENCY

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

Regular Meeting Minutes
Friday, May 22, 2020
8:00 AM
Town Hall Auditorium

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.**

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/Chairman	Present	
Victoria Storrs	Board Member/Vice Chair	Present	
Tim McCann	Board Member/Secretary	Present	
Tim Maniccia	Board Member	Present	
David Kidera	Board Member	Present	
Richard Kotlow	Board Member/Assistant Secretary	Present	
Thomas P. Connolly	Executive Director/Agency Counsel	Present	
Joe Scott	Bond Counsel	Present	
Allen F. Maikels	CFO and Contracting Officer	Present	
Robin Nagengast	Assistant to the Executive Director	Present	
Robert Leslie	Director of Planning	Present	
David VanLuven	Town Supervisor	Present	

III. Minutes Approval

Friday, April 24, 2020

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Tim Maniccia, Board Member
SECONDER: David Kidera, Board Member
AYES: Venezia, Storrs, McCann, Maniccia, Kidera, Kotlow

IV. Reports of Committees

- **REPORT OF GOVERNANCE COMMITTEE (KIDERA)**

Mr. Kidera, Chair of the Governance Committee, provided a report of the April 24, 2020 meeting and the board evaluation.

- **REPORT OF FINANCE COMMITTEE (VENEZIA)**

Chairman Venezia provided a report on recent Finance Committee meetings and recommendations.

- **A. REVISED BUDGET FOR 2020/RESOLUTION**

Upon motion of Mr. Maniccia, seconded by Mr. Kotlow, with all members in agreement, the Agency approved the revised 2020 budget.

Motion To: Approve the Revised 2020 Budget

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Maniccia, Board Member
SECONDER: Richard Kotlow, Board Member/Assistant Secretary
AYES: Venezia, Storrs, McCann, Maniccia, Kidera, Kotlow

- **B. REVISED FUND BALANCE POLICY/RESOLUTION**

Upon motion of Mr. Maniccia, seconded by Mr. Kotlow, with all members in agreement, the Agency approved the revised Fund Balance Policy.

Motion To: Approve Revised Fund Balance Policy

RESULT: APPROVED [5 TO 0]
MOVER: Tim Maniccia, Board Member
SECONDER: Richard Kotlow, Board Member/Assistant Secretary
AYES: Storrs, McCann, Maniccia, Kidera, Kotlow
RECUSED: Frank S. Venezia

V. Communications

- NONE

VI. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

The Port of Albany's GEIS was approved at the May 5 Planning Board.

Consultants are being interviewed and vetted to work on the Comprehensive Plan Update.

- **REPORT OF ED COORDINATOR (LESLIE)**

Microenterprise Grant awardees continue to fulfill business activities and purchasing requirements under the program.

While full time employee hiring is on hold, the Economic Development Coordinator vacancy won't be filled.

VII. New Business

- **FINANCIAL STATEMENTS 4/30/20 (MAIKELS)**

Mr. Maikels reported on the May financials actual to budget.

- **REPORT COVID 19 SMALL BUSINESS RELIEF PROGRAM (CONNOLLY)**

The Small Business Relief Program is no longer being pursued due to limitations under the current statute governing IDAs. Other available financial support was discussed.

VIII. Future Meetings

- **REGULAR MEETING - WEDNESDAY, JUNE 24, 2020 8:00 A.M. REMOTE**

IX. Adjournment

Motion To: Adjourn

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