

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

445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
Telephone: (518) 439-4955
Email: info@bethlehemida.com
www.bethlehemida.com

Regular Meeting Agenda
Friday, September 25, 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

Vacant
Economic Development
Coordinator

Robin Nagengast
Assistant to the Executive Director
and Clerk
Ext. 1164

I. Notice

Due to the Novel Coronavirus (COVID-19) the Board will not be meeting in-person. 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. An Executive Order (202.1) issued by Governor Cuomo on 3/12/2020 suspended the Open Meetings Law. Members of the public may listen to and view the meetings live by visiting www.townofbethlehem.org, click the Meetings button found on left side of webpage and select the appropriate board from the dropdown. Agendas, minutes, and videos are available at this same link. Please check the Town website for updates.

II. Call to Order/Roll Call/Quorum Approval

III. Minutes Approval

Bethlehem Industrial Development Agency - Regular Meeting - Aug 26, 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 8/31/20 (Maikels)
2. BIDA COVID-19 Grant Program Committee Recommendations of Grants (Hedgeman)
 - a. Memorandum September 14, 2020 from Executive Director to Chairman & Board
 - b. Public Comment
 - c. Bethlehem Preschool, Inc.

Meeting of Friday, September 25, 2020

- d. Free Movement Pilates, LLC
- e. Jai Albany, LLC
- f. Selwyn A. Fraiman DDS
- g. M & P Gifts, LLC
- h. COVID-19 Grant Award Recommendation Spreadsheet
- i. Resolution Approving COVID-19 Small Business Grants

VIII. Future Meetings

1. Schedule Finance Committee Meeting week of October 5, 2020
2. Regular Meeting - Friday, October 23, 2020 8:00 a.m. Remote

IX. Adjournment

Adjourn

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Regular Meeting Minutes
Wednesday, August 26, 2020
8:00 AM
Town Hall Auditorium

Thomas P. Connolly
*Executive Director,
 Assistant Secretary and
 Agency Counsel*
 518-573-2200
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Notice

- **DUE TO THE NOVEL CORONAVIRUS (COVID-19) THE BOARD WILL NOT BE MEETING IN-PERSON. 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. AN EXECUTIVE ORDER (202.1) ISSUED BY GOVERNOR CUOMO ON 3/12/2020 SUSPENDED THE OPEN MEETINGS LAW.**

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	Absent	
Richard Kotlow	Board Member/Assistant Secretary	Present	
Tim Maniccia	Board Member	Present	
David Kidera	Board Member	Present	
Catherine Hedgeman	Board Member	Present	
Thomas P. Connolly	Executive Director/Agency Counsel	Present	
Allen F. Maikels	CFO and Contracting Officer	Present	
Robin Nagengast	Assistant to the Executive Director	Present	
Robert Leslie	Director of Planning	Present	

II. Minutes Approval

Wednesday, July 22, 2020

Minutes Acceptance: Minutes of Aug 26, 2020 8:00 AM (Minutes Approval)

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

III. Reports of Committees

None.

IV. Communications

- **MEMO FROM NYS ESD PRIVATE EQUITY BOND ALLOCATION ADJUSTMENT (CONNOLLY)**

The communication from NYS ESD was acknowledged, no questions from members.

V. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

Diversified Auto and Burt Crane are before the Planning Board.

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

A consultant has been approved for the Comprehensive Plan Update, Committee to kick off when it meets September 10. Community engagement plan to follow.

CEG presented an offshore wind energy plan, Port of Albany is a potential site.

VI. New Business

- **FINANCIAL STATEMENTS 7/31/20 (MAIKELS)**

Financials are ahead of budget, 2021 budget prep underway.

- **BIDA COVID-19 GRANT PROGRAM (CONNOLLY)**

- **D. RESOLUTION/POLICY/APPLICATION/AGREEMENT**

**RESOLUTION APPROVING COVID-19 SMALL BUSINESS
STATE DISASTER EMERGENCY GRANT PROGRAM**

WHEREAS, Town of Bethlehem Industrial Development Agency (the "Agency") is a public benefit corporation 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 encourage economic growth in the Town of Bethlehem; and

WHEREAS, the Agency intends to implement New York State Chapter 109 of the Laws of 2020 amending section 858 of the General Municipal Law (“State Legislation”) which allows the Agency to provide grants to small businesses or not-for-profits for the purpose of purchasing personal protective equipment (“PPE”) and other fixtures (“Fixtures”) necessary to prevent the spread of COVID-19;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency approves of Agency Policy for the COVID-19 Small Business State Disaster Emergency Grant Program which is attached hereto and directs that the Policy is to be posted on the Agency’s website; and

Section 2. The Agency approves of the COVID-19 Small Business State Disaster Emergency Grant Program Application which is attached hereto and directs that the Application be posted on the Agency’s website; and

Section 3. The Agency approves of the COVID-19 Small Business State Disaster Emergency Grant Program Agreement which is attached hereto and

Section 4. The Agency hereby authorizes the Chairman and the Executive Director and the Chief Executive Officer to take all steps necessary to implement this Resolution; and

Section 5. This Resolution shall take effect immediately.

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

• **ADMINISTRATIVE SERVICES AGREEMENT/RESOLUTION (CONNOLLY)**

Upon motion by Mr. Maniccia, seconded by Ms. Storrs, the Agency approved the 2020 Administrative Services Agreement with the Town and the 2020 Schedule 'A' with all members present in approval.

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

VII. Future Meetings

• **REGULAR MEETING - FRIDAY, SEPTEMBER 25, 2020 8:00A.M. REMOTE**

The next regular meeting is scheduled for Friday, September 25 at 8am.

VIII. Adjournment

Motion To: Adjourn

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

Minutes Acceptance: Minutes of Aug 26, 2020 8:00 AM (Minutes Approval)

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

ASSETS	<u>8/331/2020</u>
Current Assets	
Checking/Savings	
200.04 Cash-M&T Bank Agency Account	257,849.70
200.05 Cash-Trustco CD	<u>201,450.00</u>
Total Checking/Savings	459,299.70
Other Current Assets	
380 Fee Receivable	0.00
480 Prepaid Expense	990.84
Total Other Current Assets	<u>990.84</u>
Total Current Assets	<u>460,290.54</u>
TOTAL ASSETS	<u><u>460,290.54</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
601 Accrued Expenses	32,349.21
Total Current Liabilities	<u>32,349.21</u>
Total Liabilities	<u>32,349.21</u>
Equity	
924 Net Assets	
924.3 Net Assets-Unassigned	427,941.33
Total 924 Net Assets	<u>427,941.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>460,290.54</u></u>

Attachment: August 20 Financials (6377 : Financials)

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

ORDINARY INCOME/EXPENSE

Income

2116 FEE INCOME 17,743.35

2116.1 PSEG ENERGY REIMB 21,439.80

Total Income 39,183.15

Expenses

6460.1 Salaries and Wages 24,284.04

6460.4 Contractual Expenses 48,927.10

6460.8 Employee Benefits 5,444.52

Total Expenses 78,655.66

NET ORDINARY INCOME -39,472.51

Other Income/Expense

Other Income

2401 Interest Income 1,563.36

Total Other Income 1,563.36

NET INCOME -37,909.15

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
 BUDGET VS ACTUAL
 August 31, 2020

Ordinary Income/Expense	Aug-20	YTD Budget	Variance	Annual Budget
Income				
2116 Fee Income	17,743.35	11,829.35	5,914.00	17,744.00
2106.1 PSEG Energy Reimb	21,439.80	24,666.68	-3,226.88	37,000.00
Total Income	39,183.15	36,496.03	2,687.12	54,744.00
Expenses				
6460.1 Salaries and Wages	24,284.04	24,284.00	0.04	24,284.00
6460.4 Contractual Expenses	48,927.10	50,066.68	-1,139.58	75,100.00
6460.8 Employee Benefits	5,444.52	5,410.00	34.52	8,115.00
Total Expenses	78,655.66	79,760.68	-1,105.02	107,499.00
Net Ordinary Income	-39,472.51	-43,264.65	3,792.14	-52,755.00
Other Income/Expense				
Other Income				
2401 Interest Income	1,563.36	2,000.00	-436.64	3,000.00
Total Other Income	1,563.36	2,000.00	-436.64	3,000.00
Net Income	-37,909.15	-41,264.65	3,355.50	-49,755.00

September 14, 2020
Frank S. Venezia
Chair

Victoria Storrs
Vice Chair

Tim McCann
Secretary

Richard Kotlow
Assistant Secretary

Tim Maniccia
Member

David Kidera
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September 14, 2020

TO: Frank S. Venezia, Chairman and BIDA Board
FROM: Thomas Connolly, Executive Director
DATE: September 14, 2020

SUBJECT: Recommendations for COVID-19 Small Business State Disaster
Emergency Grants

Richard Kotlow, Catherine M. Hedgeman, Esq., Rob Leslie, Thomas Connolly, and Robin Nagengast met remotely on September 14, 2020 and reviewed applications for COVID-19 Small Business State Disaster Emergency grants. All of the businesses set forth below are in compliance with the Agency’s Policy on COVID-19 Small Business grants. The review committee recommends that the Agency Board award grants in the amounts indicated for each of the businesses listed below:

- 1. Bethlehem Preschool, Inc. \$500
- 2. Free Movement Pilates, LLC \$500
- 3. Jai Albany, LLC \$500
- 4. Selwyn Fraiman, DDS \$500
- 5. M & P Gifts, LLC \$165

Following action by the Agency on the grant award, the minutes of Board action and the applications of successful grant recipients will be posted on the Agency’s website in accordance with New York State Chapter 109 of the Laws of 2020 amending Section 858 of the General Municipal Law and the Authorities Budget Office Policy Guidance 20-02, and staff will prepare the final Grant Agreement document to be signed by the Chairman of the Agency or the Executive Director and the grant recipient.

Attachment: Memo recommendation BIDA Board Grants 9-14-2020 (6379 : Memo)

The public can provide comments on the BIDA COVID 19 grant program by registering to attend via Zoom. This is the link to the registration:

https://us02web.zoom.us/webinar/register/WN_aucUplUQRWK6s1aV_-dJwQ

Please register no later than 15 minutes prior to the meeting.

The public may also submit comments in advance of the meeting. Public comments must be submitted via email to IDA@townofbethlehem.org by 3pm the day before the meeting in order for the comment to be recorded into the minutes.

	Bethlehem Preschool	Jai Yoga	Free Movement Pilates	Selwyn Fraiman	M & P Gifts
Business Principle	Mary Morrill	Margaret Allen	Karly Merrill	Selwyn Fraiman	Catherine Agneta
Business Address	397 Route 9W Glenmont 12077 info@bethlehempreschool.com	5 Vista Blvd Slingerlands 12159 jaiyogaschool@gmail.com	500 Kenwood Ave Delmar 12054 karlydeckerpt@gmail.com	565 Route 9W Glenmont 12077 sfraiman123@yahoo.com	388 Kenwood Ave Delmar 12054 info@merrimanpfister.com
Email					
Phone	518-463-0486	518-496-8382	518-275-2644	518-432-9125	518-588-7268
Amount requested for PPE/fixtures	\$500	\$500	\$500	\$500	\$165
Use of funds for PPE/fixtures	carpet & bookshelves for distancing kids, pen cleaner	air purifier	air purifier	air purifier	masks, gloves, sanitizer, cleaning products
Criteria:					
located in Town	Yes	Yes	Yes	Yes	Yes
in operation as of 3/7/2020	9/1/1975	7/18/2015	11/21/2014	2/17/1977	5/1/2015
50 or less employees	26	2	1	3	1
conducts business within Town	Yes	Yes	Yes	Yes	Yes
business has been negatively affected by disaster emergency	Yes	Yes	Yes	Yes	Yes
was financially viable as of 3/7/2020 and as of date of application	Yes	Yes	Yes	Yes	Yes
proof of purchase of PPE or Fixtures	Yes	Yes	Yes	Yes	Yes
financial statement	Yes	Yes	Yes	Yes	Yes
list of loans and grants	Yes	Yes	Yes	Yes	Yes
written agreement					
recapture of funds used for unauthorized purposes					
report name/address, amount of grant, date, specific use					
Type of Business Entity	Not-for-Profit	LLC	LLC	Sole	LLC
Did the business close during the pandemic?	No	Yes	Yes	Yes	Yes
If Yes, what was the duration of the closure?		5.5 months	5 months	3.5 months	3 months, some remote sales
If Yes, when did you reopen?		Phase 4++ 8/31/20	Phase 5 8/24/20	Phase 2 6/22/20	Phase 2 6/9/20
Average monthly expenditure on PPE items/fixtures	blank	\$200 PPE, \$500 fixtures	blank	blank	\$20 PPE
Describe how affected		closed 5+ month, open at 1/3 capacity	significant decrease in income	Yes	sales 4x lower than 2019
Application complete with financials and receipts	Yes	Yes	Yes	Yes	Yes
Grant awarded/amount					

Attachment: BIDA COVID-19 Grant Award Recommendations (6385 : Grant Recommendations)

RESOLUTION APPROVING COVID-19 SMALL BUSINESS
GRANTS 9-25-2020

WHEREAS, Town of Bethlehem Industrial Development Agency (the "Agency") is a public benefit corporation 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 encourage economic growth in the Town of Bethlehem; and

WHEREAS, the Agency intends to implement New York State Chapter 109 of the Laws of 2020 amending section 858 of the General Municipal Law ("State Legislation") which allows the Agency to provide grants to small businesses or not-for-profits for the purpose of purchasing personal protective equipment ("PPE") and other fixtures ("Fixtures") necessary to prevent the spread of COVID-19;

WHEREAS, the Agency has received applications from Bethlehem Preschool Inc., Free Movement Pilates LLC, Jai Albany LLC and Selwyn A. Fraiman for grants by the Agency of \$500.00 for each applicant and an application from M & P Gifts LLC for a grant by the Agency of \$165.00; and

WHEREAS, the applicants:

- a. are physically located in the Town of Bethlehem,
- b. were in operation as of 3/7/2020,
- c. have not more than 50 full-time employees (FTEs) as of 3/7/2020 and as of the date of the application,
- d. conduct business within the Town,
- e. have been negatively affected by the State disaster emergency,
- f. had been financially viable as of 3/7/2020 and as of the date of the application,
- g. have provided proof satisfactory to the Agency of the purchase of PPE and/or installation of PPE and fixtures,
- h. have provided financial statements or internally prepared financial statements for the most recent fiscal year,
- i. have provided a list of loans and grants the applicant has received or applied for with a similar purpose,

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency approves grants to the above named applicants for the amounts specified above conditioned upon the applicants executing a Grant Agreement with the Agency; and

Section 2. The Agency hereby authorizes the Chairman or the Executive Director to execute the Grant Agreement and to take all steps necessary to implement this Resolution; and

Section 3. This Resolution shall take effect immediately.