

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, October 23, 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 Determination

III. Minutes Approval

1. Bethlehem Industrial Development Agency - Regular Meeting - Sep 25, 2020 8:00 AM

IV. Reports of Committees

1. Report of the Finance Committee 10/16/20 (Venezia)
2. Minutes of 10/16/20 Finance Committee Meeting (Venezia)
3. Draft 2021 Budget/Summary Project Fees (Maikels)
4. 2021 Budget Resolution (Venezia)

V. Communications

1. None

VI. Old Business

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

VII. New Business

1. Financial Statements 9/30/20 (Maikels)
2. BIDA COVID-19 Grant Program Committee Recommendations of Grants (Kotlow)
 - a. Memorandum 10/13/2020 Grant Recommendations to Chairman & Board
 - b. Public Comment
 - c. Bicentennial Realty, Inc.
 - d. Kelly Anne's Salon Inc. d/b/a Bombshell Hair and Beauty Studio Uptown
 - e. Baker & the Bass Player, LLC (d/b/a Bake for You)
 - f. Share the Wine, LLC (d/b/a Twisted Vine)
 - g. The Two Bettys, LLC (d/b/a Perfect Blend)
 - h. Bethlehem Area YMCA
 - i. Los Panchos, LLC
 - j. COVID-19 Grant Award Recommendation Spreadsheet
 - k. Resolution Approving COVID-19 Small Business Grants
3. Employment Analysis 12/31/19 (Connolly)

VIII. Future Meetings

1. Regular Meeting - Friday, November 20, 2020 8:00 a.m. Remote

IX. Adjournment

Adjourn

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

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Regular Meeting Minutes
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*Assistant to the Executive Director
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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.**

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	Absent	
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	
David VanLuven	Town Supervisor	Present	

Minutes Acceptance: Minutes of Sep 25, 2020 8:00 AM (Minutes Approval)

III. Minutes Approval

Wednesday, August 26, 2020

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

IV. Reports of Committees

No committee reports.

V. Communications

No communications.

VI. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

As part of Comp Plan update process, Town Board will discuss a building moratorium on residential applications.

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

Two businesses in early planning stages. Two micro enterprise projects are moving forward. No announcement of a 2020 program yet.

VII. New Business

- **FINANCIAL STATEMENTS 8/31/20 (MAIKELS)**

Fee income is ahead of budget as is net income. Grant program will be included in future financial reports.

- **BIDA COVID-19 GRANT PROGRAM COMMITTEE RECOMMENDATIONS OF GRANTS (HEDGEMAN)**

Mr. Kotlow reported on the recommendations of the September 14, 2020 agency committee that reviewed the COVID-19 Small Business State Disaster Emergency Grant Applications. No members of the public registered to make a public comment.

- **I. RESOLUTION APPROVING COVID-19 SMALL BUSINESS GRANTS**

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.

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

VIII. Future Meetings

- **SCHEDULE FINANCE COMMITTEE MEETING WEEK OF OCTOBER 5, 2020**

The Finance Committee will meet remotely Friday, October 9 at 8:30am.

- **REGULAR MEETING - FRIDAY, OCTOBER 23, 2020 8:00 A.M. REMOTE**

The next regular IDA meeting is scheduled Friday, October 23 at 8am.

IX. Adjournment

Motion To: Adjourn

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

Minutes Acceptance: Minutes of Sep 25, 2020 8:00 AM (Minutes Approval)

Frank S. Venezia*Chairman***Victoria Storrs***Vice Chairman***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

Fax: (518) 439-5808

Email: info@bethlehemida.comwww.bethlehemida.com**Meeting Minutes****Friday, October 16, 2020****8:30AM Remote****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

Vacant*Economic Development**Coordinator*

Ext. 1189

Robin Nagengast*Assistant to the Executive Director**and Clerk*

Ext. 1164

A meeting of the Town of Bethlehem Industrial Development Agency Finance Committee was convened remotely at 8:30am, on Friday, October 16, 2020.

Attendance was recorded as follows:

Members Present	Members Absent	Counsel Present	Town Staff Present	Other Attendees
Frank Venezia			Al Maikels	
Victoria Storrs			Tom Connolly	
Tim Maniccia			Robin Nagengast	

Chairman Venezia called the meeting to order at 8:30am, noting the presence of a quorum.

The minutes of the May 22, 2020 meeting were approved on a motion by Mr. Maniccia, seconded by Ms. Storrs, with all members present in favor.

The committee noted the Summary of Actual Project Fees by Project and thanked Mr. Maikels.

Draft 2021 Budget

The Committee reviewed the 2020 budget and financial plan and discussed the 2021 budget. A line item will be added for the COVID19 Grant Program anticipated expenditure.

Upon motion by Ms. Storrs, seconded by Mr. Maniccia, with all members in favor, the Finance Committee accepted the 2021 budget as revised and recommended to the full board for approval.

Review Finance Committee Charter/Fund Balance Policy

The Committee reviewed the Finance Committee Charter and agreed no changes are recommended or needed to the Charter or the fund balance policy.

Bond Counsel Compensation

The Committee reviewed a summary of 2019 counsel fees.

At Ms. Storrs' suggestion, the Committee plans to meet in March 2021 to review the 2021 budget status.

The meeting was adjourned at 8:51am on a motion by Ms. Storrs, seconded by Mr. Maniccia.

Respectfully submitted,
Robin Nagengast

BETHLEHEM IDA 2021 Budget

	2015	2016	2017	2018	2019	2020	2021
	Approved	Approved	Approved	Approved	Approved	Approved	Proposed
REVENUE & FINANCIAL SOURCES							
Operating Revenues							
Charges for services							
Gifts & Donations							
Miscellaneous							
Fee Income	A						
Application Fees	\$22,000.00	\$12,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$ -	\$25,000.00
Annual Fees	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$ 1,000.00	\$1,000.00
Agency Counsel Fee	\$11,349.00	\$13,654.00	\$16,107.00	\$21,501.00	\$20,329.00	\$ 16,744.00	\$16,744.00
Energy Reimbursement Pymt	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$ -	\$10,000.00
	<u>\$70,000.00</u>	<u>\$106,000.00</u>	<u>\$70,000.00</u>	<u>\$71,000.00</u>	<u>\$72,000.00</u>	<u>\$ 37,000.00</u>	<u>\$38,000.00</u>
TOTAL OPERATING REVENUES	\$114,349.00	\$142,654.00	\$122,107.00	\$128,501.00	\$128,329.00	\$ 54,744.00	\$90,744.00
Rentals & Financing Income							
Other Operating Revenues							
Nonoperating Revenues							
Investment earnings	\$1,200.00	\$300.00	\$300.00	\$300.00	\$300.00	\$ 3,000.00	\$1,200.00
State subsidies/grants							
Federal subsidies/grants							
Municipal subsidies/grants							
Vista Bond Payments							
Use of Surplus							
Proceeds from the issuance of debt	B						
	\$49,451.00	\$23,046.00	\$14,893.00	\$8,451.00	\$38,639.00	\$ 49,755.00	\$59,339.00
Total Revenue & Financing Sources	\$165,000.00	\$166,000.00	\$137,300.00	\$137,252.00	\$167,268.00	\$ 107,499.00	\$ 151,283.00
EXPENDITURES							
Operating Expenditures							
Salaries and Wages	C						
	\$47,616.00	\$47,616.00	\$47,616.00	\$48,568.00	\$48,568.00	\$ 24,284.00	\$48,568.00
Other Employee Benefits	\$12,284.00	\$13,284.00	\$14,584.00	\$14,584.00	\$13,600.00	\$ 8,115.00	\$8,115.00
Professional Services Contracts	D						
	\$95,000.00	\$95,000.00	\$65,000.00	\$65,000.00	\$95,000.00	\$ 65,000.00	\$65,000.00
Supplies and Materials	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$100.00
Other Operating Expenditures	E						
	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00
TOTAL OPERATING EXPENDITURES	\$165,000.00	\$166,000.00	\$137,300.00	\$138,252.00	\$167,268.00	\$ 107,499.00	\$131,783.00
Grants for Economic Dev.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$19,500.00
TOTAL EXPENDITURES	\$165,000.00	\$166,000.00	\$137,300.00	\$138,252.00	\$167,268.00	\$107,499.00	\$151,283.00
Excess (deficiency) of revenue over expenditures	\$0.00	\$0.00	\$0.00	-\$1,000.00	\$0.00	\$0.00	\$0.00
Fund Balance-End of Period						\$416,085.00	\$356,746.00

(A) 2021 Project \$3,333.333. x.075

(B) Proposed use of surplus

(C) 2021 Salary

(D) Town Service Fee \$50,000. CFO Fee \$10,800. Other \$4,200.

(E) Audit fee \$3,600., Dues 3,545. Web site related \$1,455, Other \$1,400.

BETHLEHEM IDA 2021 Budget 2020 Overview

	2020 Through 9/30	2020 Oct-Dec	2020 Expected	2020 Budget
<u>REVENUE & FINANCIAL SOURCES</u>				
Operating Revenues				
Charges for services				
Gifts & Donations				
Miscellaneous				
Fee Income	\$500.00	\$0.00	\$500.00	\$0.00
Application Fees	\$500.00	\$0.00	\$500.00	\$1,000.00
Annual Fees	\$16,743.00	\$0.00	\$16,743.00	\$16,744.00
Agency Counsel Fee	\$0.00	\$0.00	\$0.00	\$0.00
Energy Reimbursement Pymt	\$21,440.00	\$17,004.00	\$38,444.00	\$37,000.00
TOTAL OPERATING REVENUES	\$39,183.00	\$17,004.00	\$56,187.00	\$54,744.00
Rentals & Financing Income				
Other Operating Revenues				
Nonoperating Revenues				
Investment earnings	\$1,563.00	1550.00	\$1,563.00	\$3,000.00
State subsidies/grants				
Federal subsidies/grants				
Municipal subsidies/grants				
Vista Bond Payments				
Use of Surplus	\$0.00	\$0.00	\$0.00	\$49,755.00
Proceeds from the issuance of debt				
Total Revenue & Financing Sources	\$40,746.00	\$17,004.00	\$57,750.00	\$107,499.00
<u>EXPENDITURES</u>				
Operating Expenditures				
Salaries and Wages	\$24,284.00	\$0.00	\$24,284.00	\$24,284.00
Other Employee Benefits	\$5,445.00	\$0.00	\$5,445.00	\$8,115.00
Professional Services Contracts	\$45,600.00	\$15,200.00	\$60,800.00	\$65,000.00
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$100.00
Other Operating Expenditures	\$8,777.36	\$1,151.00	\$9,928.36	\$10,000.00
TOTAL OPERATING EXPENDITURES	\$84,106.36	\$16,351.00	\$100,457.36	\$107,499.00
Excess (deficiency) of revenue over expenditures	(\$43,360.36)	\$653.00	(\$42,707.36)	\$0.00

BETHLEHEM IDA ACTUAL RESULTS

	2014	2015	2016	2017	2018	2019
<u>REVENUE & FINANCIAL SOURCES</u>						
Operating Revenues						
Charges for services						
Gifts & Donations						
Miscellaneous						
Fee Income	\$5,000.00	\$0.00	\$39,787.00	\$ 3,000.00	\$143,977.00	\$0.00
Application Fees	\$1,000.00	\$0.00	\$1,500.00	\$ 1,000.00	\$0.00	\$0.00
Annual Fees	\$11,349.00	\$11,349.00	\$11,349.00	\$ 13,802.00	\$12,146.00	\$19,295.00
Agency Counsel Fee	\$5,000.00	\$1,000.00	\$7,000.00	\$ 2,000.00	\$27,000.00	\$0.00
Energy Reimbursement Pymt	\$72,421.00	\$59,577.00	\$51,981.00	\$ 68,682.00	\$87,030.00	\$49,446.00
TOTAL OPERATING REVENUES	\$94,770.00	\$71,926.00	\$111,617.00	\$ 88,484.00	\$ 270,153.00	\$ 68,741.00
Rentals & Financing Income						
Other Operating Revenues						
Nonoperating Revenues						
Investment earnings	\$304.00	\$349.00	\$314.00	\$ 283.00	\$339.00	\$307.00
State subsidies/grants						
Federal subsidies/grants						
Municipal subsidies/grants						
Vista Bond Payments						
Use of Surplus						
Proceeds from the issuance of debt						
Total Revenue & Financing Sources	\$95,074.00	\$72,275.00	\$111,931.00	\$ 88,767.00	\$270,492.00	\$69,048.00
<u>EXPENDITURES</u>						
Operating Expenditures						
Salaries and Wages	\$46,682.00	\$47,616.00	\$47,616.00	\$ 47,616.00	\$48,568.00	\$48,568.00
Other Employee Benefits	\$13,144.00	\$14,337.00	\$14,342.00	\$ 11,435.00	\$11,522.00	\$11,115.00
Professional Services Contracts	\$91,050.00	\$91,050.00	\$97,750.00	\$ 60,800.00	\$60,800.00	\$90,800.00
Supplies and Materials	\$13.00	\$0.00	\$0.00	\$ -	\$0.00	\$14.00
Other Operating Expenditures	\$7,759.00	\$11,387.00	\$8,403.00	\$ 6,730.00	\$8,738.00	\$21,367.00
TOTAL OPERATING EXPENDITURES	\$158,648.00	\$164,390.00	\$168,111.00	\$ 126,581.00	\$129,628.00	\$171,864.00
Excess (deficiency) of revenue over expenditures	A (\$63,574.00)	(\$92,115.00)	(\$56,180.00)	(\$37,814.00)	\$140,865.00	(\$102,816.00)

A 2013 Ner was -\$362,338. due to write off of Vista items not included in above totals

BETHLEHEM IDA 2021 Budget

REVENUE & FINANCIAL SOURCES

	2015 Approved	2016 Approved	2017 Approved	2018 Approved	2019 Approved	2020 Approved	2021 Proposed	2022 Projected	2023 Projected
Operating Revenues									
Charges for services									
Gifts & Donations									
Miscellaneous									
Fee Income									
Application Fees	\$22,000.00	\$12,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$ -	\$25,000.00	\$25,000.00	\$25,000.00
Annual Fees	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Agency Counsel Fee	\$11,349.00	\$13,654.00	\$16,107.00	\$21,501.00	\$20,329.00	\$16,744.00	\$16,744.00	\$16,744.00	\$16,744.00
Energy Reimbursement Pymt	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$ -	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL OPERATING REVENUES	\$70,000.00	\$106,000.00	\$70,000.00	\$71,000.00	\$72,000.00	\$37,000.00	\$38,000.00	\$70,000.00	\$70,000.00
Rentals & Financing Income	\$114,349.00	\$142,654.00	\$122,107.00	\$128,501.00	\$128,329.00	\$54,744.00	\$90,744.00	\$122,744.00	\$122,744.00
Other Operating Revenues									
Nonoperating Revenues									
Investment earnings									
State subsidies/grants	\$1,200.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,000.00	\$1,200.00	\$2,900.00	\$2,750.00
Federal subsidies/grants									
Municipal subsidies/grants									
Vista Bond Payments									
Use of Surplus	\$49,451.00	\$23,046.00	\$14,893.00	\$8,451.00	\$38,639.00	\$49,755.00	\$39,839.00	\$12,056.00	\$13,206.00
Proceeds from the issuance of debt									
Total Revenue & Financing Sources	\$165,000.00	\$166,000.00	\$137,300.00	\$137,252.00	\$167,268.00	\$107,499.00	\$131,783.00	\$137,700.00	\$138,700.00
EXPENDITURES									
Operating Expenditures									
Salaries and Wages	\$47,616.00	\$47,616.00	\$47,616.00	\$48,568.00	\$48,568.00	\$24,284.00	\$48,568.00	\$49,000.00	\$50,000.00
Other Employee Benefits	\$12,284.00	\$13,284.00	\$14,584.00	\$14,584.00	\$13,600.00	\$8,115.00	\$8,115.00	\$13,600.00	\$13,600.00
Professional Services Contracts	\$95,000.00	\$95,000.00	\$65,000.00	\$65,000.00	\$95,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
Supplies and Materials	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Other Operating Expenditures	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL OPERATING EXPENDITURES	\$165,000.00	\$166,000.00	\$137,300.00	\$138,252.00	\$167,268.00	\$107,499.00	\$131,783.00	\$137,700.00	\$138,700.00
Excess (deficiency) of revenue over expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance-End of Period									
(A) 2021 Project \$3,333.333. x.075						\$416,085.00	\$376,246.00	\$364,190.00	\$350,984.00
(B) Proposed use of surplus									
(C) 2021 Salary									
(D) Town Service Fee \$50,000. CFO Fee \$10,800. Other \$4,200.									
(E) Audit fee \$3,600., Dues 3,545. Web site related \$1,455, Other \$1,400.									

Bethlehem IDA Project Summary

Project Name	Status	Project Basis (Project Size)	Closing Date	Application Fee	Agency Fee (0.75%)	Counsel Fee	2013	2014	2015	2016	2017	2018	2019	2020	2021
							Annual Fee (0.05%)	Annual Fee (0.05%)	Annual Fee (0.05%)	Annual Fee (0.05%)	Annual Fee (0.05%)	Annual Fee (0.05%)	Annual Fee (0.05%)	Annual Fee (0.05%)	Annual Fee (0.05%)
<i>Closing 2011</i>															
Infrastructure	Closed	\$6,750,000	12/30/2011	\$10,000	\$125,000	\$45,000	\$3,375	\$3,375	\$3,375	\$3,375	\$3,375	\$3,375	\$3,375	\$3,375	\$1,375
ShopRite	Closed	\$12,799,450	12/30/2011	\$500	\$95,996	\$8,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
ShopRite Equip	Closed	\$4,750,000	4/16/2012	\$500	\$35,625	\$4,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
<i>Closing 2012</i>															
Bershire	Closed	\$1,816,890	5/9/2012	\$500	\$13,627	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
SEFCU	Closed	\$1,816,890	5/9/2012	\$500	\$13,627	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Albany Enterprises	Closed	\$3,900,000	7/30/2012	\$500	\$29,250	\$5,000	\$1,950	\$1,950	\$1,950	\$1,950	\$1,950	\$1,950	\$1,950	\$1,950	\$1,950
Columbia 14	Closed	\$1,565,500	11/5/2012	\$500	\$11,741	\$4,000	\$783	\$783	\$783	\$783	\$783	\$783	\$783	\$783	\$783
<i>Closing 2013</i>															
Finke Enterprises	Closed	\$7,171,200	3/20/2013	\$500	\$53,784	\$7,500	\$0.00	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$1,586
Columbia 10	Closed	\$2,066,500	8/20/2013	\$500	\$15,500	\$6,000	\$0.00	\$1,033	\$1,033	\$1,033	\$1,033	\$0	\$0	\$0	\$0
Columbia 5	Closed	\$1,245,000	8/20/2013	\$500	\$9,338	\$6,000	\$0.00	\$623	\$623	\$623	\$623	\$0	\$0	\$0	\$0
Columbia 15 *	Pending	\$3,261,500	3/22/2013	\$500	\$12,231	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
<i>Closing 2014</i>															
ARHC/Slingerlands 11	Closed		6/13/2014	\$500	\$2,000	\$1,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
ARCP/Selkirk Ventures	Closed		7/29/2014	\$500	\$2,000	\$1,500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
American Housing	Closed		10/28/2014	\$500	\$1,000	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
<i>Closing 2016</i>															
Coeymans Recycling	Closed	\$4,905,000	5/12/2016	\$500	\$36,787	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00	\$2,453	\$0	\$0	\$0	\$0
<i>Closing 2018</i>															
Air Products	Closed	\$14,100,000	1/9/2018	\$500	\$105,750	\$15,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$7,050	7050	\$7,050
SAE SUN Monolith	Closed	\$5,103,000	5/3/2018	\$500	\$38,272	\$10,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$2,552	0	\$0
Totals		\$71,250,930		\$17,500	\$601,528	\$130,500	\$6,108	\$11,350	\$11,350	\$11,350	\$13,180	\$9,694	\$19,296	\$16,744	\$16,744
PSEG							\$70,000	\$70,000	\$70,000	\$106,000	\$70,000	\$72,000	\$72,000	\$68,000	\$38,000

* temporary appointment of sales tax agent

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
STATEMENT OF NET ASSETS
September 30, 2020

ASSETS	<u>September 30, 2020</u>
Current Assets	
Checking/Savings	
200.04 Cash-M&T Bank Agency Account	231,901.74
200.05 Cash-Trustco CD	201,450.00
Total Checking/Savings	<u>433,351.74</u>
Other Current Assets	
380 Fee Receivable	0.00
480 Prepaid Expense	655.84
Total Other Current Assets	<u>655.84</u>
Total Current Assets	<u>434,007.58</u>
TOTAL ASSETS	<u><u>434,007.58</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
601 Accrued Expenses	13,680.87
Total Current Liabilities	<u>13,680.87</u>
Total Liabilities	<u>13,680.87</u>
Equity	
924 Net Assets	
924.3 Net Assets-Unassigned	420,326.71
Total 924 Net Assets	<u>420,326.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>434,007.58</u></u>

Attachment: September Financials (6444 : Financials)

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
STATEMENT OF REVENUE AND EXPENSES
September 30, 2020

ORDINARY INCOME/EXPENSE

Income

2116 FEE INCOME	17743.35
2116.1 PSEG ENERGY REIMB	21439.80
Total Income	<u>39183.15</u>

Expenses

6460.1 Salaries and Wages	24284.04
6460.4 Contractual Expenses	48927.10
6460.8 Employee Benefits	5444.52
Total Expenses	<u>78655.66</u>

NET ORDINARY INCOME (39472.51)

Other Income (Expense)

2401 Interest Income	1563.36
6460.8 Grants for Economic Dev.	<u>(2135.00)</u>

Total Other Income (Expense) (571.64)

NET INCOME (40044.15)

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
 BUDGET VS ACTUAL
 September 30, 2020

Ordinary Income/Expense	Sep-20	YTD Budget	Variance	Annual Budget
Income				
2116 Fee Income	17743.35	11829.35	5914.00	17744.00
2106.1 PSEG Energ Reimb	21439.80	24666.68	(3226.88)	37000.00
Total Income	39183.15	36496.03	2687.12	54744.00
Expenses				
6460.1 Salaries and Wages	24284.04	24284.00	0.04	24284.00
6460.4 Contractual Expenses	48927.10	50066.68	(1139.58)	75100.00
6460.8 Employee Benefits	5444.52	5410.00	34.52	8115.00
Total Expenses	78655.66	79760.68	(1105.02)	107499.00
Net Ordinary Income	(39472.51)	(43264.65)	3792.14	(52755.00)
Other Income (Expense)				
2401 Interest Income	1563.36	2000.00	(436.64)	3000.00
6460.8 Grants for Economic Dev.	(2135.00)	0.00	(2135.00)	0.00
Total Other Income	(571.64)	2000.00	(2571.64)	3000.00
Net Income	(40044.15)	(41264.65)	1220.50	(49755.00)

September 14, 2020
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
 www.bethlehemida.com

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*
 Ext. 1189

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

September 14, 2020

+

TO: Frank S. Venezia, Chairman and BIDA Board

FROM: Thomas Connolly, Executive Director

DATE: October 13, 2020

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

Richard Kotlow, Rob Leslie, and Thomas Connolly met remotely on October 13, 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. Bicentennial Realty, Inc. | \$500 |
| 2. Kelly Anne’s Salon Inc. d/b/a Bombshell
Hair & Beauty Studio Uptown | \$500 |
| 3. Baker & Bass Player, LLC d/b/a Bake for You | \$363.77 |
| 4. Share the Vine LLC d/b/a twisted Vine | \$500 |
| 5. The Two Betty’s LLC d/b/a Perfect Blend | \$500 |
| 6. Los Panchos Inc. | \$500 |
| 7. Bethlehem Area YMCA | \$500 |

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 10-13-2020 (6446 : COVID 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_-VatJrjRQyCzDwCCOhK52w

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.

	Bombshell Hair & Beauty Studio	Baker and the Bass Player, LLC	Bicentennial Realty	The Two Betty's, LLC d/b/a Perfect Blend	Share The Wine, LLC d/b/a Twisted Vine	Bethlehem Area YMCA	Los Panchos, Inc
Business Principle	Kelly Brunina	Justin Cary	Jean Joy	Brendan McCann	Brendan McCann	Carl Oropallo	Maria Vazquez
Business Address	339 Delaware Ave Delmar 12054	5001 Dunhill Ct Slingerlands 12159	163 Delaware Ave Delmar 12054	376 Delaware Ave Delmar 12054	384 Kenwood Ave Delmar 12054	900 Delaware Ave Delmar 12054	180 Delaware Ave Delmar 12054
Email	bombshellhairandbeautystudio@g	bfbakery@gmail.com	jeanjoy1976@gmail.com	bmccann13@gmail.com	bmccann13@gmail.com	coropallo@CDYMCA.org	lupitavaz1988@hotmail.co
Phone	518-463-7593	518-207-5430	518-265-7752	518-588-5776	518-588-5776	518-229-0680	518-729-4757
Amount requested for PPE/fixtures	\$500	\$363.77	\$500	\$500	\$500	\$500	\$500
Use of funds for PPE/fixtures	wipes, disinfectant, plexi shields, gloves, face shields, masks, filter, cleaner	face shields, thermometer, divider/barrier materials	masks, gloves, antibacterial, disinfectant	gloves	hand sanitizer, cleaning materials, gloves	hand sanitizer and dispenser	gloves and sanitizer dispenser
Criteria:							
located in Town	Yes	Yes	Yes	Yes	Yes	Yes	Yes
in operation as of 3/7/2020	5/1/2013	6/6/2019	7/4/1976	10/8/2008	7/8/2015	11/1/2006	12/1/2019
50 or less employees	10	2	0	7	2	21	2
conducts business within Town	Yes	Yes	Yes	Yes	Yes	Yes	Yes
business has been negatively affected by disaster emergency	Yes	Yes	Yes	Yes	Yes	Yes	blank
was financially viable as of 3/7/2020 and as of date of application							Yes
proof of purchase of PPE or Fixtures	Yes	Yes	Yes	Yes	Yes	Yes	Yes
financial statement	No	Yes	Yes	Yes	Yes	Yes	Yes
list of loans and grants	Yes	Yes	No	Yes	Yes	N/A	N/A
written agreement							
recapture of funds used for unauthorized purposes							
report name/address, amount of grant, date, specific use							
Type of Business Entity	LLC	LLC	LLC	LLC	LLC	NFP	S-Corporation
Did the business close during the pandemic?	Yes	Yes	No	Sort of	Yes	Yes	blank
If Yes, what was the duration of the closure?	3 months	blank	N/A	blank	every Tuesday	5.5 months	
If Yes, when did you reopen?	Phase 2 6/3/20	blank	N/A	blank	blank	Phase 4+ 8/31/20	
Average monthly expenditure on PPE items/fixtures	\$700 PPE, \$265 fixtures	blank	\$200	blank	blank	blank	blank
Describe how affected	complete shut down, no income	business greatly reduced, to date, by 50%	limitations on office use, spacing, showings	reduced hours of operation, down +/- 50% YTD from 2019	reduced hours of operation, patio only, inside not yet open	massive membership and program revenue loss, furloughs	
Application complete with financials and receipts	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Attachment: BIDA COVID-19 Grant Award Recommendations (6459 : COVID Spreadsheet)

RESOLUTION APPROVING COVID-19
SMALL BUSINESS GRANTS 10-23-2020

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 Bicentennial Realty Inc., Kelly Anne's Salon Inc. d/b/a Bombshell Hair and Beauty Studio Uptown, Baker and the Bass Player LLC d/b/a Bake for You, Share the Vine LLC d/b/a Twisted Vine, The Two Betty's LLC d/b/a Perfect Blend, Los Panchos Inc. and Bethlehem Area YMCA for grants by the Agency of \$500.00 for each applicant; 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
- d. date of the application,
- e. conduct business within the Town,
- f. have been negatively affected by the State disaster emergency,
- g. had been financially viable as of 3/7/2020 and as of the date of the application,
- h. 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.

Employment Analysis 12/31/19

Project Name/Location	Description	Term	Value ¹	Original Estimate	No. of FTE 12/31/19 year	Comments
American Housing Foundation (Van Allen), 790 Route 9W, Selkirk	110 unit senior housing facility	1999 to 2036	\$6,905,000 ²	4	3.5	no employment level
PSEG Power NY Inc, 380 River Road, Glenmont	Rehab of old steam plant	2001 to 6/30/2024	\$400,000,000 ³	92	46	10/17/14 letter of explanation; no employment level
35 Hamilton Lane, Glenmont	20,000 sq ft warehouse	2011 to 2021	\$1,200,000 ³	10	12	no employment level
Vista Boulevard, Slingerlands	0.75 miles of road and infrastructure	2012 to 2037	\$6,750,000 ²	n/a	n/a	
SRS Bethlehem LLC (ShopRite) 41 Vista Blvd, Slingerlands sold to 44-74 21 st St & 10th Ave Assoc. Inc.	65,000 sq. ft. grocery	2012 to 2023	\$12,300,000 ^{3,4}	300	233	employment level 240 for 3 years
Albany Enterprises LLC (Capital Region Eye Specialists), 9 Vista Blvd, Slingerlands	15,000 sq ft medical/office building	2013 to 2023	\$3,900,000 ³	10	20	no employment level
Columbia 14 Vista Blvd. LLC (Community Care Physicians) 14 Vista Blvd, Slingerlands sold to Vista Medical	6,000 medical/office building	2013 to 2023	\$1,565,500 ³	14	12	no employment level
Columbia Bethlehem Berk LLC (Berkshire Bank), 11 Vista Blvd, Slingerlands sold to RSN Bethlehem LLC sold to CPI Bethlehem Berk I LLC & CPI Bethlehem Berk II LLC & Berk III & BERK IV	2,500 sq ft bank	2013 to 2023	\$1,816,890 ^{3,4}	5	4	employment level 4
Columbia Bethlehem SEF LLC (SEFCU), 12 Vista Blvd, Slingerlands sold to RSN Bethlehem LLC sold to CPI Bethlehem SEF I LLC & CPI Bethlehem SEF II LLC	2,500 sq ft bank	2013 to 2023	\$1,816,890 ^{3,4}	5	7	employment level 4
Finke Enterprises LLC (Robert H. Finke & Sons, Inc.), 1569 Route 9W, Selkirk	56,000 sq ft equipment sales/service	2014 to 2024	\$7,171,200 ^{3,4}	40	48	2 yr ramp; employment level 40
SAE Sun/Monolith, 85 Vista Blvd., Slingerlands	15,000 sq ft office; 10,000 sq ft manufacturing	2018 to 2030	\$4,858,000 ^{3,4}	49	0	49 in 2018; 1 yr ramp to 125 on 12/31/19;
Air Products & Chemicals, Inc., 461 River Road, Glenmont, NY 12077	Maintenance garage, liquid nitrogen tank, loading, truck parking	2018 to 2030	\$14,100,000 ^{3,4}	44	48	44 in 2018; 1 yr ramp to 66 in 2019

Projects approved by the Bethlehem IDA but not closed

Project Name/Location	Description	Term	Value ¹
Columbia 15 Vista Blvd (Capital Region Eye Specialists), 15 Vista Blvd, Slingerlands	15,000 sq ft medical/office building	Partially closed	\$3,261,500 ³

1. The value column represents either total project cost or the bond amount.
2. Bond transaction
3. Straight lease transaction
4. Project includes recapture provision

Attachment: Employment Analysis 2019 listed chronologically 10-7-20 1 page (M1573932x7F824) (6464 :