

**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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 DELMAR, NEW YORK 12054  
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**Regular Meeting Minutes**  
**Friday, January 22, 2021**  
**8:00 AM**  
**Zoom**

**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

**Notice**

- **DUE TO THE NOVEL CORONAVIRUS (COVID-19) THE BOARD WILL NOT BE MEETING IN-PERSON. 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 Zoom, 445 Delaware Ave, Delmar, NY. The Meeting was called to order at 8:00 AM with the presence of a quorum noted.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Frank S. Venezia	Board Member/Chairman	Present	
Victoria Storrs	Board Member/Vice Chair	Present	
Tim McCann	Board Member/Secretary	Present	
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	
David VanLuven	Town Supervisor	Present	

**II. Minutes Approval**

1. Friday, December 18, 2020

**RESULT:**                   **ACCEPTED [5 TO 0]**  
**MOVER:**                   Richard Kotlow, Board Member/Assistant Secretary  
**SECONDER:**               David Kidera, Board Member  
**AYES:**                    Venezia, Storrs, Kotlow, Maniccia, Kidera  
**AWAY:**                    Tim McCann, Catherine Hedgeman

**III.     Reports of Committees**

No committees to report on.

**IV.     Communications**

None.

**V.     Old Business**

- **PLANNING BOARD UPDATE (LESLIE)**

There are several projects being proposed in the area of Route 9W. Much planning needs to be done. None are IDA projects.

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

The Comp Plan Update community profile phase will include economic development focus groups with small, large, and agricultural businesses. Also this spring, planning conversations with Chamber, CEG, and Albany County ED Coordinator.

**VI.     New Business**

- **FINANCIAL STATEMENTS 12/31/20 (MAIKELS)**

Income is \$12,700 ahead of the budget that was adjusted due to pandemic in May. The audit is on schedule.

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

There were no grant applications submitted this month.

- **2020 OPERATIONS AND ACCOMPLISHMENTS/RESOLUTION (CONNOLLY)**

The Agency Operations and Accomplishments are compiled in an annual report in accordance with Authorities Budget Office requirements.

Upon motion by Mr. Kidera, seconded by Ms. Storrs, with all members in approval, the Agency accepted the 2020 report of Operations and Accomplishments.

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

- **REPORT: ANNUAL PROJECT QUESTIONNAIRES (MAIKELS)**

Project questionnaires were mailed in December 2020, and completed forms are being returned.

- **REPORT: BILLING OF 2021 ANNUAL ADMINISTRATIVE FEES (MAIKELS)**

Fee invoices were sent the first business day of the year, and checks are being received.

- **BOARD EVALUATION REMINDER (CONNOLLY)**

- **RESIGNATION**

Tim McCann submitted his intent to resign from the BIDA, effective with the appointment of a replacement.

## **VII. Future Meetings**

- **ANNUAL MEETING AND REGULAR MEETING – FRIDAY FEBRUARY 26, 2021 8:00 A.M. - REMOTE**
- **AUDIT COMMITTEE MEETING FRIDAY JANUARY 22, 2021 AFTER REGULAR MEETING - REMOTE**

## **VIII. Adjournment**

**Motion To:** Adjourn

**RESULT:** ADJOURN [UNANIMOUS]  
**MOVER:** Tim Maniccia, Board Member  
**SECONDER:** Catherine Hedgeman, Board Member  
**AYES:** Venezia, Storrs, McCann, Kotlow, Maniccia, Kidera, Hedgeman