

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, February 26, 2021
8:01 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. 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 - Jan 22, 2021 8:00 AM

IV. Reports of Committees

1. Report of the Audit Committee
2. Audit Committee Minutes 1/22/2021

V. Communications

1. 1/19/2021 Letter NYS DED Notification Private Activity Bond Allocation \$639,625 (Connolly)

VI. Old Business

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

VII. New Business

1. Financial Statements 1/31/2021 (Maikels)
2. BIDA COVID-19 Grant Program Committee Recommendations to Chair/Board
 - a. No new applications submitted

Meeting of Friday, February 26, 2021

VIII. Future Meetings

1. Audit Committee Meeting - Friday, March 12, 2021 8:30 a.m. Remote
2. Regular Meeting - Friday, March 26, 2021 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

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 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.

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	
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

Minutes Acceptance: Minutes of Jan 22, 2021 8:00 AM (Minutes Approval)

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

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
 Email: info@bethlehemida.com
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

Meeting Minutes
Friday, January 22, 2021
8:30 AM, Remote

A meeting of the Town of Bethlehem Industrial Development Agency Audit Committee was convened remotely at 8:30 a.m. on Friday, January 22, 2021.

Attendance was recorded as follows:

Committee Members Present	Committee Members Absent	Counsel Present	Town Staff Present	Auditors Present
Frank Venezia Richard Kotlow Tim McCann			Tom Connolly Al Maikels Robin Nagengast	Ken Claflin John Criscone

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

Upon a motion by Mr. Kotlow, seconded by Mr. McCann, the minutes of the May 22, 2020 Audit Committee meeting were approved.

Scope of Audit

Ken Claflin and John Criscone from Cusack & Company, CPAs, P.C. discussed the scope of the audit. No changes from 2020. A peer review is recommended every 3 years. Because of COVID, the 2019 peer review is not yet complete, but expected to pass.

The auditors have been provided with the approved revisions to the Internal Control Procedures for 2020, the Audit Committee Charter, and the Fund Balance Policy.

The next audit committee meeting was scheduled for March 12 at 8:30am.

Executive Session with Auditor

Upon motion by Mr. McCann, seconded by Mr. Kotlow, the Audit Committee went into executive session at 8:50am. Mr. Connolly, Mr. Maikels, and Ms. Nagengast left the Zoom, and Mr. Claflin and Mr. Criscone met with the Audit Committee.

The executive session with the auditors adjourned at 8:55am and the committee adjourned at 8:56am.

Respectfully submitted,
 Robin Nagengast

Attachment: IDA Minutes 2021-01-22 Audit Committee (6776 : Audit Minutes)



January 19, 2021

Ms. Robin Nagengast
Assistant
Town of Bethlehem IDA
Office of the Supervisor
Delmar, NY 12054

Subject: Corrected Notification of Initial Allocation

Dear Ms. Robin Nagengast,

I am pleased to inform you that, pursuant to the Private Activity Bond Allocation Act of 2020, your initial allocation for calendar year 2021 is \$639,625. This allocation is based upon the formula prescribed in Chapter 58, Laws of 2020, utilizing the most recent official population estimates of the U.S. Bureau of the Census.

If you have any questions or need additional information, please feel free to contact George LaPointe at george.lapointe@esd.ny.gov or (518)292-5307.

Sincerely yours,

Eric Gertler
President & CEO Designate, Empire State Development
Acting Commissioner, NYS Department of Economic Development

Attachment: Corrected Private Activity Allocation for 2021 (6777 : NYS DED Bond Allocation)

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
STATEMENT OF NET ASSETS
January 31, 2021

ASSETS	<u>January 31, 2021</u>
Current Assets	
Checking/Savings	
200.04 Cash-M&T Bank Agency Account	424,921.77
Total Checking/Savings	<u>424,921.77</u>
Other Current Assets	
380 Fee Receivable	29,436.61
480 Prepaid Expense	3,689.59
Total Other Current Assets	<u>33,126.20</u>
Total Current Assets	<u>458,047.97</u>
TOTAL ASSETS	<u><u>458,047.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
601 Accrued Expenses	8,980.08
Total Current Liabilities	<u>8,980.08</u>
Total Liabilities	<u>8,980.08</u>
Equity	
924 Net Assets	
924.3 Net Assets-Unassigned	449,067.89
Total 924 Net Assets	<u>449,067.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>458,047.97</u></u>

Attachment: January Financials (6780 : Jan Financials)

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
STATEMENT OF REVENUE AND EXPENSES
January 31, 2021

ORDINARY INCOME/EXPENSE

Income	
2116 FEE INCOME	16743.35
2116.1 PSEG ENERGY REIMB	13645.23
Total Income	<u>30388.58</u>
Expenses	
6460.1 Salaries and Wages	4047.34
6460.4 Contractual Expenses	5450.67
6460.8 Employee Benefits	676.25
Total Expenses	<u>10174.26</u>
NET ORDINARY INCOME	<u>20214.32</u>
Other Income (Expense)	
2401 Interest Income	17.81
6460.8 Grants for Economic Dev.	0.00
Total Other Income (Expense)	<u>17.81</u>
NET INCOME	<u><u>20232.13</u></u>

Attachment: January Financials (6780 : Jan Financials)

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
 BUDGET VS ACTUAL
 January 31, 2021

Ordinary Income/Expense	Jan-21	YTD Budget	Variance	Annual Budget
Income				
2116 Fee Income	16743.35	4395.33	12348.02	52744.00
2106.1 PSEG Energy Reimb	13645.23	3166.66	10478.57	38000.00
Total Income	30388.58	7561.99	22826.59	90744.00
Expenses				
6460.1 Salaries and Wages	4047.34	4047.33	0.01	48568.00
6460.4 Contractual Expenses	5450.67	6258.33	(807.66)	75100.00
6460.8 Employee Benefits	676.25	676.25	0.00	8115.00
Total Expenses	10174.26	10981.91	(807.65)	131783.00
Net Ordinary Income	20214.32	(3419.92)	23634.24	(41039.00)
Other Income (Expense)				
2401 Interest Income	17.81	100.00	(82.19)	1200.00
6460.8 Grants for Economic Dev.	0.00	0.00	0.00	0.00
Total Other Income	17.81	100.00	(82.19)	1200.00
Net Income	20232.13	(3319.92)	23552.05	(39839.00)