

Frank S. Venezia
Chair

Victoria Storrs
Vice Chair

Richard Kotlow
Secretary

Catherine M. Hedgeman, Esq.
Assistant Secretary

Tim Maniccia
Member

David Kidera
Member

Jared Finke
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, March 26, 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

- **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	Remote	
Victoria Storrs	Board Member/Vice Chair	Remote	
Richard Kotlow	Board Member/Secretary	Remote	
Catherine Hedgeman	Board Member/Assistant Secretary	Remote	
Tim Maniccia	Board Member	Excused	
David Kidera	Board Member	Remote	
Jared Finke	Board Member	Remote	
Thomas P. Connolly	Executive Director/Agency Counsel	Remote	
Allen F. Maikels	CFO and Contracting Officer	Remote	
Robin Nagengast	Assistant to the Executive Director	Remote	
David VanLuven	Town Supervisor	Remote	

II. Welcome to New Member Jared Finke

III. Minutes Approval

A. Annual Meeting Minutes

Friday, February 26, 2021

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

B. Regular Meeting Minutes

Friday, February 26, 2021

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Victoria Storrs, Board Member/Vice Chair
SECONDER: Richard Kotlow, Board Member/Secretary
AYES: Venezia, Storrs, Kotlow, Hedgeman, Kidera, Finke
EXCUSED: Tim Maniccia

IV. Reports of Committees

- **REPORT OF THE AUDIT COMMITTEE 3/12/2021 (VENEZIA)**

V. Communications

- **NONE**

VI. Old Business

- **REPORT OF ED COORDINATOR**

Burt Crane has begun clearing the site.

VII. New Business

- **FINANCIAL STATEMENTS 2/28/21 (MAIKELS)**

Mr. Maikels reported on the February financial statements.

- **REVIEW/APPROVAL OF 2020 AUDITED FINANCIAL STATEMENT AND SAS 114 LETTER/INDEPENDENT ACCOUNTANT REPORT INVESTMENT COMPLIANCE/RESOLUTION (VENEZIA)**

RESULT: APPROVED [UNANIMOUS]
MOVER: David Kidera, Board Member
SECONDER: Richard Kotlow, Board Member/Secretary
AYES: Venezia, Storrs, Kotlow, Hedgeman, Kidera, Finke
EXCUSED: Tim Maniccia

- **REVIEW/APPROVAL OF 2020 ASSESSMENT OF INTERNAL CONTROL STRUCTURE & PROCEDURE/RESOLUTION (VENEZIA)**

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

- **REVIEW/APPROVAL 2020 PARIS REPORT/RESOLUTION (MAIKELS)**

RESULT: APPROVED [UNANIMOUS]
MOVER: David Kidera, Board Member
SECONDER: Richard Kotlow, Board Member/Secretary
AYES: Venezia, Storrs, Kotlow, Hedgeman, Kidera, Finke
EXCUSED: Tim Maniccia

- **REVIEW/APPROVAL 2020 PERFORMANCE MEASURES/RESOLUTION (CONNOLLY)**

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

- **REVIEW/APPROVAL 2020 ANNUAL INVESTMENT REPORT/RESOLUTION (MAIKELS)**

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

- **REVIEW/APPROVAL 2020 ANNUAL PROCUREMENT REPORT/RESOLUTION (MAIKELS)**

RESULT: APPROVED [UNANIMOUS]
MOVER: Catherine Hedgeman, Board Member/Assistant Secretary
SECONDER: David Kidera, Board Member
AYES: Venezia, Storrs, Kotlow, Hedgeman, Kidera, Finke
EXCUSED: Tim Maniccia

- **REVIEW/APPROVAL 2020 ANNUAL REPORT OF REAL PROPERTY OWNED (MAIKELS)**

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

- **BIDA COVID-19 GRANT PROGRAM COMMITTEE RECOMMENDATIONS OF GRANTS (KOTLOW)**
- **NONE**

VIII. Future Meetings

- **REGULAR MEETING - FRIDAY, APRIL 23, 2021 8:00 A.M. REMOTE**
- **GOVERNANCE COMMITTEE MEETING - FRIDAY, APRIL 23, 2021 8:30 A.M. REMOTE**

IX. Adjournment

Motion To: Adjourn

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