

Victoria Storrs
Chair
Vacant
Vice Chair/ Assistant Secretary

Vacant
Secretary

Richard Kotlow
Treasurer

David Kidera
Member

Victor Franco
Member

**Edward W. De
Barbieri**
Member

TOWN OF BETHLEHEM
Albany County - New York
INDUSTRIAL DEVELOPMENT AGENCY

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Regular Meeting Minutes
August 24, 2022
8:00 AM

Town Hall Room 101

**Catherine M.
Hedgeman, Esq.**
*Executive Director,
Assistant Secretary and
Agency Counsel*
518-439-4955

Allen F. Maikels
*Chief Financial Officer and
Contracting Officer*
518-487-4679

John Taylor
Senior Economic Developer
518-439-4995Ext.

Call to Order/Roll Call/Quorum Approval

A regular meeting of the Bethlehem Industrial Development Agency of the Town of Bethlehem was held on the above date at the Town Hall, 445 Delaware Avenue, Delmar, New York. The meeting was called to order at 8:06 AM. The roll was called and it was determined that there was a quorum present.

Introduction of New Members. Chairperson Storrs introduced the two new IDA board members: Victor Franco and Edward DeBarbieri. The new board members were appointed by the Town Board.

Minutes Approval Regular Meeting. Chairperson Storrs stated that the board was going to alter the order of business today and that the minutes from the June 22, 2022 meeting will be tabled until the September meeting. She noted that the minutes are published on IDA website and will be approved in September.

Chairperson Storrs stated that the report of committees and communications will be moved further down on the agenda.

Chairperson Storrs stated that the financial statements will be tabled until the September meeting. She further stated that the financials are in good shape and will be reviewed in September.

New Business. Chairperson Storrs stated that since Robin Nagengast has resigned from the position of Assistant Director of the IDA and that Hedgeman Law Firm has submitted a proposal for administrative services. There was discussion as to the term of the contract and Ms. Hedgeman stated that this proposal was an amendment to the existing contract with her office. There was also discussion on the ABO requirements for paper and electronic copies of the IDA documents. Ms. Hedgeman stated that in the past there were only paper documents and that we need to update the documents into an electronic format. Upon a motion from Mr. Kotlow and a second by Mr. Kidera, the motion was unanimously approved.

Chairperson Storrs stated the next item was the resignation and appointments to the Board. She stated that Mr. Maniccia has resigned since the last meeting in July . Chairperson Storrs further stated that Mr. Bub has also resigned from the Board due to changes in his job. She thanked both members for their service to the Board.

Chairperson Storrs stated that with the addition of the 2 new members today the board is up to 5 members and that she is working with the town to appoint 2 additional members for a total of 7 members.

Chairperson Storrs stated that item number 3 under new business have been tabled until the September meeting.

Chairperson Storrs stated that the next item on the agenda under New Business was the Resolution to approve an Economic Development Cooperation Agreement-**PLUG POWER PROJECT**. She stated that the Albany County IDA is handling the PILOT and that a portion of the project is in the Town of New Scotland. Albany County IDA has asked to partner with them and they proposed a fee splitting agreement in which we would be collecting 25% of the fee which equates to approximately \$144,000. Upon a motion by Mr. DeBarbieri which was seconded by Mr. Kotlow the resolution was unanimously approved.

Chairperson Storrs stated that the next item on the agenda under New Business was Resolution to approve an Economic Development Cooperation Agreement-**CHPE**. Chairperson Storrs stated that this agreement is similar to the agreement the board just approved with Albany County and it involves the Champlain Hudson Pipeline which will run through all of Albany County. After a brief discussion the board agreed to table the vote until September in order to review additional information and to allow the new board members to become familiar with the project.

Chairperson Storrs stated the next item on the agenda was Resolution to approve the proposed **EXECUTIVE DIRECTOR PERFORMANCE EVALUATION PROCESS**. Mr. Kidera stated that the Governance committee met in July and discussed the performance evaluation process for the Executive Director. He further stated that the board is required to do a self-evaluation each year in accordance with the ABO requirements and this evaluation would be similar and that process. The Executive Director would meet with the Chairperson of the Governance Committee and Chairperson of the IDA within 30 days of the end of the fiscal year to review the evaluation. Upon a motion by Mr. Kidera, seconded by Mr. Franco, the Resolution was unanimously approved.

Chairperson Storrs stated that the next item for discussion under Reports of Committees was the appointment of Mr. Kotlow as the Chairman of the Finance Committee. Upon a motion by Mr. Franco, seconded by Mr. Franco the motion was approved unanimously.

The meeting was interrupted by a group of residents surrounding the Port of Albany Project. Ms. Hedgeman stated that there is no public comment during this meeting. Ms. Hedgeman stated that there was a public hearing on the project last October and that was the time to comment. Chairperson Storrs stated that public comment will not be taken at this meeting. Mr. Kotlow made a motion to adjourn the meeting, Mr. Franko seconded the motion which was unanimously approved and the meeting was adjourned at 8:29 AM.

