

Victoria Storrs
Chair

David Kidera
Vice Chair

Richard Kotlow
Treasurer

Edward W. De Barbieri
Secretary

Victor Franco
Member

Georgette Steffens
Member

Chris Welch
Member



Town of Bethlehem
Industrial Development Agency
445 Delaware Avenue
Delmar, NY 12054
(518) 439-4955
info@bethlehemida.com
www.bethlehemida.com

Catherine M. Hedgeman, Esq.
Executive Director
Agency Counsel
(518) 752-3111

Allen F. Maikels
Chief Financial Officer
Contracting Officer
(518) 487-4679

John W. Taylor
Senior Economic Developer
(518) 439-4955 x1189

Annual Meeting Agenda

Wednesday, March 27, 2024 | 8:00am | Bethlehem Town Hall Room 101A

Livestream:

<https://us02web.zoom.us/j/82024135819?pwd=ODdsSlJUMlpqcFpOZHBwbkNidlBvQT09>

I. Call to Order/Roll Call/Quorum Determination

II. New Business

1. Resolution Approving Appointments and Administrative Matters

III. Adjournment

A regular meeting of the Town of Bethlehem Industrial Development Agency (the "Agency") was convened in public session in the Town Hall located at 445 Delaware Avenue, Delmar, New York on March 27, 2024, at 8:00 o'clock a.m., local time.

The meeting was called to order by the Chair and, upon roll being called, the following members of the Agency were:

PRESENT: Victoria Storrs, Chair
David Kidera, Vice Chair
Richard Kotlow, Secretary and Treasurer
Victor Franco, Member
Edward W. De Barbieri, Member
Georgette Steffens, Member
Chris Welch, Member

ABSENT:

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Allen F. Maikels, CFO
Catherine M. Hedgeman, Esq. Executive Director & Agency Counsel
John Taylor, Senior Economic Developer

The following resolution was offered by _____, seconded by _____,
to wit:

**RESOLUTION APPROVING CERTAIN APPOINTMENTS AND
ADMINISTRATIVE MATTERS OF THE AGENCY 2023-2024**

WHEREAS, Town of Bethlehem Industrial Development Agency (the "Agency") is 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 promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research, recreation and civic facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, under Section 858 of the Act, the Agency has the power to make certain

appointments and approve certain administrative matters; and

WHEREAS, under Section 856 of the Act, the members of the Agency shall elect the officers of the Agency; and

WHEREAS, under the Agency's Policy Manual, the Agency shall review certain policies of the Agency on an annual basis;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby takes the following actions:

(A) The Agency approves the appointments, the officers and the administrative matters described in Schedule A attached hereto.

(B) The Agency approves and confirms the Policy Manual of the Agency set forth at www.bethlehemida.com/policies.

Section 2. The Agency hereby authorizes the Chairman and the Executive Director and to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Victoria Storrs	VOTING
David Kidera	VOTING
Richard Kotlow	VOTING
Victor Franco	VOTING
Edward W. De Barbieri	VOTING
Georgette Steffens	VOTING
Chris Welch	VOTING

The resolution was thereupon declared duly adopted.

STATE OF NEW YORK)
) SS.:
COUNTY OF ALBANY)

I, the undersigned Assistant Secretary of Town of Bethlehem Industrial Development Agency (the “Agency”), do hereby certify that I have compared the foregoing extract of the minutes of the meeting of the members of the Agency held on March 27, 2024 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respect duly held; (C) pursuant to Article 7 of the Public Officers Law (the “Open Meetings Law”), said meeting was open to the general public, and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present through said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this 27th day of March, 2024.

Assistant Secretary

(SEAL)

SCHEDULE A

Officers of the Agency

Chair	Victoria Storrs
Vice Chair	David Kidera
Secretary	Edward W. De Barbieri
Treasurer	Richard Kotlow
Assistant Secretary	Catherine M. Hedgeman, Esq.

Committees Audit Committee: Georgette Steffans, Chair, Victoria Storrs, and David Kidera

Governance Committee: David Kidera, Chair, Richard Kotlow, and Victor Franco

Finance Committee: Richard Kotlow, Chair, Edward W. De Barbieri, and Victoria Storrs

Confirmation of Regular Agency Meeting Schedule

Regular meetings will take place on the fourth Wednesday of each month at 8:00 a.m. at Town Hall, 445 Delaware Avenue, Delmar, New York 12054

Appointment of Chief Executive Officer and Staff to the Agency

Executive Director & Chief Executive Officer	Catherine M. Hedgeman, Esq.
Chief Financial Officer	Allen F. Maikels
Senior Economic Developer	John Taylor
Contracting Officer	Allen F. Maikels
Freedom of Information Officer	Catherine M. Hedgeman, Esq.

Appointment of Accounting Firm of the Agency

Cusack & Company Certified Public Accountants LLC
7 Airport Park Boulevard
Latham, New York 12110

Appointment of Agency Counsel and Bond Counsel to the Agency

Agency Counsel	Catherine M. Hedgeman, Esq. Hedgeman Law Firm PO Box 177 Slingerlands, New York 12159
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Bond Counsel

Hodgson Russ LLP
677
Broadway,
Suite 301
Albany,
New York
12207

Appointment of Bank for Agency

Bank Accounts: M & T Bank
Trustco Bank, Key Bank

Victoria Storrs
Chair

David Kidera
Vice Chair
Assistant Secretary

Richard Kotlow
Secretary
Treasurer

Edward W. De Barbieri
Member

Victor Franco
Member

Georgette Steffens
Member



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Annual Meeting Minutes
Wednesday, February 22, 2023 | 8:00am | Bethlehem Town Hall Room 101A
Livestream:
<https://us02web.zoom.us/j/88029978194?pwd=YklrdGtlb1lYWVZVQ09L2VxbHpyY3FQdz09>

I. Call to Order/Roll Call/Quorum Determination

The annual meeting of the Town of Bethlehem Industrial Development Agency was held on the above date at the Town Hall, 445 Delaware Avenue, Delmar, New York. The meeting was called to order at 8:05 a.m. The roll was called, and members present were:

Victoria Storrs, Chair
D. Kidera
V. Franco
G. Steffens
R. Kotlow
V. Franco

Also present:

David VanLuven, Town Supervisor
Catherine M. Hedgeman, Esq. Executive Director and Agency Counsel
John Taylor, Senior Economic Developer
Joseph Scott, Esq. Special Counsel

Absent:

Edward De Barbieri

II. New Business

a. Resolution Approving Appointments and Administrative Matters

Ms. Hedgeman stated that the Board is reaffirming the current policies and the governance committee will be making updates as necessary.

Ms. Storrs discussed each committee, members of the board and their roles, the appointed banks, special counsel, and other ordinary business reestablishing.

Ms. Steffens made a motion to approve the resolution making appointment, seconded by Mr. Kotlow, with all members present in favor.

III. Adjournment

Mr. Kidera made a motion to adjourn, seconded by Mr. Franco, with all members present in favor.