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Assistant Secretary

Richard Kotlow
Secretary
Treasurer

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Member

Victor Franco
Member

Georgette Steffens
Member



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Governance Committee – Meeting Minutes
Wednesday, March 8, 2023 | 8:30am | Bethlehem Town Hall Room 101A
Livestream:

<https://us02web.zoom.us/j/82315070782?pwd=L1Y5OFZZWnlOWGIldWl4OTNibmVpdz09>

I. Call to Order/Roll Call/Quorum Approval

Present:
David Kidera, Chair
V. Franco
R. Kotlow

Also present:
Catherine Hedgeman, Esq., Agency Counsel and Executive Director

II. Approval of Minutes from the February 17, 2023 Governance Committee Meeting

The minutes of the February 17, 2023 meeting were approved on a motion by Mr. Franco, seconded by Mr. Kotlow, with all members present in favor.

III. New Business

a. Items For Action

i. Final Review and Approval of the Mission Statement and Performance Measures

Mr. Franco mentioned including some language regarding a comprehensive plan. Mr. Franco also pointed out a discrepancy in the number of projects listed. Ms. Hedgeman stated that one of the projects is actually not considered the Bethlehem IDA's, which accounts for the discrepancy. The committee discussed ways in which to measure the IDA's performance as an agency. Mr. Kidera stated that the IDA strives to continue to enrich and promote the town as a viable place to do business. Ms. Hedgeman mentioned that specifically, the IDA strives to promote new projects. The committee also discussed the ways in which the agency is promoting job opportunities. Ms. Hedgeman stated that the objective of the performance measures is to set goals and assess whether the agency met those goals by the end of the year. Mr. Kotlow expressed that it would be best not to name any projects in the performance measures.

ii. Final Review and Approval Assessment of Internal Controls

Mr. Kidera expressed that the agency has a high level of confidence in its internal controls as there are bylaws and procedures in place. Mr. Kidera also mentioned that committees meet on a regular basis to ensure that the IDA is operating as planned. Ms. Hedgeman mentioned that this document is another requirement of the ABO.

iii. Final Review and Approval Operations and Accomplishments

Ms. Hedgeman reviewed and discussed the projects listed.

b. Items for Discussion

i. Public Comment Policy Review

This is a continuation of the discussion that was held during the last committee meeting. Mr. Franco reiterated the importance of adding language regarding the media's attendance of meetings and recording and videoing of meetings. Mr. Kidera stated that the media will not be allowed to ask questions nor speak during meetings. Ms. Hedgeman stated that any member of the public is allowed to enter a meeting, record, and disseminate the recording at their own leisure. Ms. Hedgeman mentioned that agency will only allow public comment on projects on the agenda and not other items, such as agency policies.

Mr. Franco mentioned the inconsistencies in using the term "agency" vs. "board" when referring to members. Ms. Hedgeman responded that the term "agency" would be implemented throughout.

ii. Review of current IDA Application Policy

The committee discussed how to fairly assess new applications. Mr. Kidera and Mr. Franco mentioned that it would be helpful to have a criteria to back-up the decision making process. Mr. Kotlow brought up the necessity of requiring background checks. The committee agreed that the agency should not consider any incomplete applications. Mr. Kidera mentioned that board members must decide the point at which they become involved in the screening process. Ms. Hedgeman stated that she plans to begin working on the matrix criteria. Committee members discussed a future meeting date and time. Members tentatively decided on Friday, May 19th, at 8:00 a.m. as the next meeting time.

IV. Adjourn

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