

Victoria Storrs
Chair

Richard Kotlow
Treasurer

David Kidera
Member

Victor Franco
Member

**Edward W. De
Barbieri**
Member

Georgette Steffens
Member

TOWN OF BETHLEHEM
Albany County - New York
INDUSTRIAL DEVELOPMENT AGENCY

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Regular Meeting Agenda
Wednesday, January 25, 2023

8:00 AM

Town Hall Room 101

Livestream:

<https://us02web.zoom.us/j/87234308737?pwd=VWZRNQXRDSHhSSDR3UFBaRTF4bVV0Zz09>

**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
518-439-4995Ex

I. Call to Order/Roll Call/ Quorum Approval

A regular 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 8:06 a.m. The roll was called, and all members were present.

II. Introduction of new Members

Ms. Storrs welcomed the newest member, Georgette Steffens, to the Board. Ms. Steffens stated that her career has largely revolved around economic development since the late 1990s. As of now, Ms. Steffens is the Executive Director the Downtown Albany Business Improvement District.

III. Minutes Approval Regular Meeting

a. Bethlehem Industrial Development Agency- Regular Meeting- October 26, 2022

The minutes of the October 26, 2022, meeting were approved on a motion by Mr. Franco, seconded by Mr. Kidera, with all members present in favor.

IV. Financial Report

a. Financial Statements

i. October, November, and December 2022 Financials

Mr. Maikels recapped financial reports through December 2022. Ms. Storrs commended the Board's thorough and timely review of the Port of Albany project. Ms. Storrs also recognized Mr. Maikel's and Mr. Kotlow's effort in increasing the Board's interest income through the decisions made with regard to investing funds.

V. Communications

a. None

VI. Old Business

a. Project Updates

Ms. Hedgeman reported that she received a call from a potential applicant for West Road. The applicant was looking to conduct a manufacturing project. The applicant is seeking sales tax, mortgage tax, and a potential pilot for the program.

Ms. Storrs mentioned that while it is within the IDA's power the IDA has not issued pass-through economic development bonds for a very long time.

b. Report of Senior Economic Developer

Mr. Taylor reported that the Hamilton Lane project will be before the planning board in February. There are currently no pending applications.

Mr. Taylor reported that all board members are now set up with new email addresses. Ms. Hedgeman stated that it would be ideal for all members to be using their new email address by February 1st.

Mr. Taylor stated that the new website is almost complete. He displayed a preview of the new website for the board to view.

The board agreed that creating a LinkedIn page for the IDA would be helpful.

VII. New Business

a. Confirmation of Committees

Ms. Storrs handed each member a spreadsheet showing the composition of committees and which committees have vacant seats.

The newest member, Ms. Steffens, has agreed to step in as chair of the audit committee. Ms. Storrs and Mr. Kidera will be members of the audit committee. The governance committee is chaired by Mr. Kidera. Mr. Kotlow and Mr. Franco will be members of the governance committee.

The finance committee is chaired by Mr. Kotlow. Ms. Storrs and Mr. De Barbieri will be members of the finance committee.

Mr. Kotlow made a motion to approve the composition of the committees, seconded by Ms. Steffens, with all members present in favor.

Ms. Storrs also announced vacancies in the vice chair and secretary positions.

Ms. Storrs made a motion to appoint Mr. Kidera as vice chair. Mr. Kotlow volunteered to serve as secretary in addition to his continuing duties as treasurer. A the motion was expanded to include both positions and seconded by Mr. Franco, with all members present in favor.

b. Board Manuals/Name Plates

Ms. Hedgeman stated that name plates would be helpful for members of the public to be able to identify members of the board during the live streamed meetings. Ms. Hedgeman mentioned that she will confirm each member's preference of how they would like their name to appear on their name plate before proceeding.

c. Training dates

Ms. Hedgeman expressed the importance of a training session for members of the IDA. Ms. Storrs stated that she would like to add a planned discussion regarding the IDA's mission to the agenda on the day of the training session.

d. New Policy Discussions

i. Public Comment Policy

Ms. Hedgeman suggested moving this discussion to the governance committee meeting.

ii. Operations and Accomplishments

Ms. Hedgeman drafted a document, for the board's review and comment, which highlights six goals of the board.

Ms. Hedgeman mentioned that reporting the growth of the agency is important as well.

e. Resolution to Approve a Consultant Agreement for Executive Director and a Retainer Agreement for Agency Counsel

Ms. Storrs explained Ms. Hedgeman's role in the IDA and stated that Ms. Hedgeman is a consultant rather than an employee of the town, and therefore she is not eligible for state benefits.

The governance committee has proposed and adopted a performance evaluation system for the executive director.

Mr. Franco made a motion to approve the terms of the contract with Hedgeman Law Firm for another year, seconded by Mr. Kotlow, with all members present in favor.

VIII. Adjourn

The meeting was adjourned at 9:28 a.m. by Chairperson Storrs, seconded by Mr. Kidera, with all members present in favor.