

**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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Industrial Development Agency**  
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Chief Financial Officer  
Contracting Officer  
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**John W. Taylor**  
Senior Economic Developer  
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### **Regular – Meeting Minutes**

**Wednesday, February 22, 2023 | 8:15am | Bethlehem Town Hall Room 101A**

**Livestream:**

**<https://us02web.zoom.us/j/88029978194?pwd=YklrdGtlb1lYWfVQL2VxbHpyY3FQdz09>**

**a. 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 8:12 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  
Shannon Wagner, Esq. Special Counsel

Absent:

Edward De Barbieri

**I. New Business**

**a. Minutes Approval Regular Meeting Friday, January 25, 2023**

Mr. Franco made a motion to approve the minutes of the regular meeting on January 25<sup>th</sup>, seconded by

**b. Communications**

**a. None**

**c. Old Business**

**a. Report of Senior Economic Developer (Taylor)**

Mr. Taylor stated that all new emails for board members should now be functioning properly. He also mentioned that he may conduct a “soft launch” of the website to ensure that technology is working properly. Mr. Taylor and Ms. Hedgeman will be attending the annual IDA conference next week in Albany. Mr. Taylor will also be attending the Off Shore Wind Conference in Baltimore, Maryland, at the end of March.

Mr. Taylor stated that there will be updates to the zoning code. This will be approximately a one year long process.

**d. Report of Committees**

**a. Report of the Audit Committee**

Ms. Steffens, the chair of the audit committee, led this discussion. She stated that there were no major findings or discrepancies. The audit reflects the increase in projects this year. The audit also reflected an increase in assets

**b. Report of the Governance Committee**

Mr. Kidera, the chair of the governance committee, led this discussion. According to the self-evaluation, there is strong agreement that the board is functioning well. Mr. Kidera stated that an area which could use improvement is measurement of goals and progress.

Mr. Kidera mentioned that there should be future discussion regarding whether or not the IDA will pursue future housing projects.

A summary of the document will be submitted to the ABO.

**e. New Business (Action Items)**

**a. Financial Statements 1/31/2023**

Mr. Maikels led the board through the financial statements through January 31<sup>st</sup>. Ms. Hedgeman noted that there are additional fees that were not yet accounted for.

**b. Presentation and Approval of the Annual Audit**

Ms. Steffens made a motion for a resolution to approve the annual audit, seconded by Mr. Kidera, with all members present in favor.

**c. Resolution to Approve BellesBoard Board Management and Document Retention Cloud platform**

Ms. Hedgeman led this discussion. Ms. Hedgeman explained that as the board becomes more active, emails as the only form of communication has become cumbersome. All documents will be stored on the new platform.

Ms. Storrs mentioned that the board is not required to subscribe to the platform for the entire year.

Ms. Steffens made a motion for a resolution to approve and use BellesBoard Management and Document Retention Cloud platform, seconded by Mr. Kidera, with all members present in favor.

**f. New Business (Discussion Items)**

**a. Legislative Update**

Mr. Scott and Ms. Wagner handed out a memorandum discussing new laws. Ms. Wagner stated that a pilot notification bill recently went into effect. This bill requires that notification of termination of a pilot project must be provided two years prior to termination.

The preliminary notice bill requires that resolution be sent to taxing agencies.

**b. Letterhead, Business Cards and Nameplates**

Mr. Taylor explained that the goal is to have the new business cards in preparation for the approaching conference. Ms. Hedgeman explained that the letterhead has been simplified. The letterhead also matches the graphics on the website.

**c. Board Training: suggested dates- March 28<sup>th</sup>, 29<sup>th</sup>, or 30<sup>th</sup> (4 hours/half day)**

Ms. Hedgeman explained that board members have an ongoing obligation to continue their training.

Due to conflicting schedules, it appears the training will need to be scheduled for May.

**g. Future Meetings**

**a. Regular Meeting- Wednesday, March 22, 2023**

**h. Adjournment**

Mr. Franco made a motion to adjourn at 9:36 a.m., seconded by Mr. Kidera, with all members present in favor.