

Victoria Storrs

Chair

David Kidera

Vice Chair

Assistant Secretary

Richard Kotlow

Secretary

Treasurer

Edward W. De Barbieri

Member

Victor Franco

Member

Georgette Steffens

Member

BETHLEHEM IDA

TOWN OF BETHLEHEM
ALBANY COUNTY, NEW YORK

**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

Regular – Meeting Agenda

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

Livestream:

<https://us02web.zoom.us/j/88029978194?pwd=YkIrdGtIb1lYWfVQL2VxbHpyY3FQdz09>

I. Call to Order/Roll Call/Quorum Determination**II. Minutes Approval**

1. Regular Meeting Friday, January 25, 2023

III. Communications

1. None

IV. Old Business

1. Report of Senior Economic Developer (Taylor)

V. Reports of Committees

1. Report of the Audit Committee (Steffens)
2. Report of the Governance Committee (Kidera)

VI. New Business (Action items)

1. Financial Statements 1/31/2023 (Maikels)
2. Presentation and approval of the Annual Audit

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

VII. New Business (Discussion items)

1. Letterhead, Business Cards and nameplates
2. Board Training: suggested dates – March 28, 29 or 30 (4 hours/half day)

VIII. Future Meetings

1. Regular Meeting – Wednesday, March 22, 2023

IX. Adjournment

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

445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
Telephone: (518) 439-4955
Email: info@bethlehemida.com
www.bethlehemida.com

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.

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MEMBERS OF:
AMERICAN INSTITUTE
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF:
NEW YORK STATE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

_____, 2023

Board of Directors
Town of Bethlehem Industrial Development Agency
A Component of the Town of Bethlehem
Delmar, New York

We have audited the financial statements of the governmental activities of the Town of Bethlehem Industrial Development Agency - A Component Unit of the Town of Bethlehem (the "Agency") for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 1, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates affecting the financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no sensitive disclosures affecting the financial statements.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no passed journal entries or adjusting journal entries noted during our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated _____, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Schedule of Revenues, Expenses and Changes in Net Position - Budget to Actual, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the Schedule of Industrial Development Bonds, which accompany the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

This information is intended solely for the use of the Board of Directors and management of the Agency and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Cusack & Company, CPA's LLC". The signature is written in a cursive, flowing style.

CUSACK & COMPANY CPA'S, LLC

***TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
445 DELAWARE AVENUE
DELMAR, NY 12054***

Cusack & Company CPA's LLC
7 Airport Park Boulevard
Latham, NY 12110

This representation letter is provided in connection with your audit of the financial statements of the Town of Bethlehem Industrial Development Agency, which comprise the respective financial position of the governmental activities as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm to the best of our knowledge and belief the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 1, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include a properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates are reasonable.

- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment or disclosure in the financial statements.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. There were no passed journal entries or adjusting journal entries noted during the current year.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the IDA is contingently liable, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the IDA Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that effects the organization and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.

- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have a process to track the status of audit findings and recommendations, if applicable.
- 21) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 22) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report, if applicable.
- 23) The IDA has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 25) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 26) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 27) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

- 28) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 29) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of those services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 30) The IDA has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 31) The IDA has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 32) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 33) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
- 34) All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 35) Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- 36) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 37) Provisions for uncollectible receivables have been properly identified and recorded.
- 38) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 39) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 40) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 41) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.

- 42) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 43) The government meets the GASB-established requirements for accounting for eligible infrastructure assets using the modified approach, if applicable.
- 44) We have appropriately disclosed the IDA's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 45) We are following GASB Statement No. 54 paragraph 18 to determine the fund balance classifications for financial reporting purposes.
- 46) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 47) With respect to the supplementary information:
 - a) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, if fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior periods, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Richard Kotlow, Treasurer

Date

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
STATEMENT OF NET ASSETS
January 31, 2023

ASSETS	<u>January 31, 2023</u>
Current Assets	
Checking/Savings	
200.04 Cash-M&T Bank Agency Account	454,328.56
200.06 Cash-M&T CD	<u>751,986.25</u>
Total Checking/Savings	1,206,314.81
Other Current Assets	
380 Fee Receivable	214,736.70
480 Prepaid Expense	<u>3,070.84</u>
Total Other Current Assets	217,807.54
Total Current Assets	<u>1,424,122.35</u>
TOTAL ASSETS	<u><u>1,424,122.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
601 Accrued Expenses	<u>6,113.33</u>
Total Current Liabilities	<u>6,113.33</u>
Total Liabilities	<u>6,113.33</u>
Equity	
924 Net Assets	
924.3 Net Assets-Unassigned	<u>1,418,009.02</u>
Total 924 Net Assets	1,418,009.02
Total Equity	<u>1,418,009.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,424,122.35</u></u>

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
STATEMENT OF REVENUE AND EXPENSES
January 31, 2023

ORDINARY INCOME/EXPENSE

Income

2116 FEE INCOME 136,958.35

2116.1 PSEG ENERGY REIMB 38,166.98

Total Income 175,125.33

Expenses

6460.4 Contractual Expenses 7,853.64

6460.5 Business & Economic Development 0.00

Total Expenses 7,853.64

NET ORDINARY INCOME 167,271.69

Other Income/Expense

Other Income

2401 Interest Income 369.06

Total Other Income 369.06

NET INCOME 167,640.75

BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
BUDGET VS ACTUAL
January 31, 2023

Ordinary Income/Expense	Jan-23	YTD Budget	Variance	Annual Budget
Income				
2116 Fee Income	136,958.35	136,517.57	440.78	160,351.00
2106.1 PSEG Energy Reimb	38,166.98	6,666.66	31,500.32	80,000.00
Total Income	938,487.96	143,184.23	31,941.10	240,351.00
Expenses				
6460.4 Contractual Expenses	7,853.64	13,341.67	-5,488.03	160,100.00
6460.5 Business and Economic Dev	0.00	8,333.33	-8,333.33	100,000.00
Total Expenses	7,853.64	21,675.00	-13,821.36	260,100.00
Net Ordinary Income	167,271.69	121,509.23	45,762.46	-19,749.00
Other Income/Expense				
2401 Interest Income	369.06	100.00	269.06	1,200.00
Total Other Income	369.06	100.00	269.06	1,200.00
Net Income	167,640.75	121,609.23	46,031.52	-18,549.00

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 February 22, 2023, 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

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 THE PROCUREMENT OF BOARD
MANAGEMENT AND DOCUMENT RETENTION PLATFORM**

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 approve certain administrative matters; and

WHEREAS, under the Agency's Policy Manual, the Agency shall review certain policies and procedures 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 procurement of BellesBoard, a Board Management and Document Retention Cloud-based platform described in Schedule A attached hereto.

Section 2. The Agency hereby authorizes the Chairman and the Executive Director and to take all steps necessary to procure BellesBoard, a Board Management and Document Retention Cloud-based platform 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

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 February 22, 2023 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 22nd day of February, 2023.

Assistant Secretary

(SEAL)

SCHEDULE A

<https://bellesboard.com/>

BellesBoard Premium

Includes mobile app
Free personalized onboarding
Schedule meetings
Shared calendar
Built-in project management
Centralized document portal
Shared contact information
Role-based permission settings
State-of-the-art security
Expert customer support
Cancel any time after 3 months
Unlimited number of users
Online polling and voting system
Customizable dashboard
Sign documents electronically
\$149
per month
(3 month minimum)