

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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John W. Taylor
Senior Economic Developer
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Regular Meeting- Minutes

Wednesday, March 22, 2023 | 8:00 a.m. | Bethlehem Town Hall Room 101A

Livestream:

<http://us02web.zoom.us/j/82449692715?pwd=ZnJmai9VdIY5MTBKVnUrK2ZLUGxFAQT09>

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 8:00 a.m. The roll was called, and members present were:

Victoria Storrs, Chair

D. Kidera

V. Franco

G. Steffens

R. Kotlow

V. Franco

E. De Barbieri

Also present:

David VanLuven, Town Supervisor

Catherine M. Hedgeman, Esq. Executive Director and Agency Counsel

John Taylor, Senior Economic Developer

II. Minutes Approval

a. Approval of the Minutes from February 22, 2023 Regular Meeting

The minutes of the February 22, 2023, meeting was approved on a motion by Mr. Kotlow, seconded by Mr. De Barbieri, with all members present in favor.

III. Old Business

a. Report of the Senior Economic Developer (John Taylor)

Mr. Taylor mentioned that he, Ms. Storrs, and Ms. Hedgeman attended an economic development conference and discussed the importance of having “shovel ready” sites readily available. Mr. Taylor also noted that he will be attending an Offshore Wind Conference in Baltimore, which focuses on the supply chain of the Off Shore Wind industry.

Mr. Taylor stated that a 122,000 sq. ft. warehouse is under review.

Bethlehem did not receive funds from the New York Forward grant; the funds were granted to more rural communities.

b. Use of Earmarked IDA Economic Development Funds

Mr. Taylor mentioned that he discussed use of IDA economic Development funds with Ms. Hedgeman and Ms. Storrs and it may be best to put these funds towards a full site inventory. Taylor stated that he has been in touch with Albany County with regard to earmarked funds. Mr. Taylor is working on a draft of an RFQ for the Board’s review and approval.

IV. Governance Committee Report from March 8, 2023 Meeting

Mr. Kidera provided the report. The committee sought to revise the mission statement of the IDA. The project application document is a larger item still needing revisions with hopes of making it a bit more “user friendly”. The committee also discussed a scoring criteria which can help to assess applications. Background checks may be a necessary aspect of reviewing applications as well.

V. New Business

a. Presentation of Financial Statements

Mr. Maikels presented the financial statements for the month of February, 2023. Mr. Maikels noted that he will send board members a spreadsheet which shows PSHE and revenue from completed projects.

Ms. Steffens inquired about the adequacy of collateral for the Agency’s deposits in excess of the FDIC insured amount. Mr. Kotlow reported that the Agency has a collateral agreement with M&T and our deposits are contemporaneously fully protected. The agency receives periodic reports to monitor coverage.

b. Update on BellesBoard

Ms. Hedgeman stated that she is working on a few final items necessary for board members to be able to utilize BellesBoard. Ms. Hedgeman stated that board members should be receiving login information prior to the next board meeting.

c. Review and Approval of the Mission Statement and Performance Measures

Mr. Kidera mentioned that the governance committee would like to add language from the Town’s comprehensive plan to the current mission statement.

Mr. Kidera stated that he would like to change the language in regard to performance measures; he stated that language should be more futuristic, i.e., “we will....” Or “we hope to....”.

Ms. Hedgeman questioned whether board members would prefer to keep objectives broad or narrow down activities and projects.

Mr. Kotlow made a motion to approve the Mission Statement and Performance Measures as amended, seconded by Mr. Kidera, with all members present in favor.

d. Review and Approval of the Assessment of Internal Controls

Mr. Kidera led this discussion and mentioned that it is not necessary to make any major changes to the Internal Controls document.

Mr. De Barbieri made a motion to approve the assessment of internal controls, seconded by Mr. Kotlow, with all members present in favor.

e. Review and Approval of Operations and Accomplishments

Ms. Storrs stated that the document reflects increased revenue and expenses.

Mr. Kidera pointed out a few minor changes that should be made to the document.

Ms. Steffens made a motion to approve operations and accomplishments, as amended during the meeting, seconded by Mr. Kidera, with all members present in favor.

f. Review and Approval of 2022 PARIS Report

Ms. Storrs addressed Mr. Maikels and Ms. Hedgeman with a few questions regarding the PARIS Report. Mr. Taylor mentioned that URLs should be updated.

Ms. Storrs restated the importance of attending ABO training.

Ms. Steffens made a motion to approve the 2022 PARIS Report, seconded by Mr. De Barbieri, with all members present in favor.

g. Review and Approval of Public Comment Policy

Mr. Kidera questioned whether each meeting will include a public comment section. Mr. Kidera also suggested that the language regarding the board’s response to questions and comments be edited so as not to appear harsh. Ms. Storrs mentioned that it is not always appropriate to allow for public comment on all matters. Ms. Hedgeman reiterated that allowing public comment is not legally required. However, public hearings are required. Ms. Storrs mentioned the possibility of waiving the 72 hour pre-registration if there is a particularly relevant perspective that should be heard. Ms. Hedgeman stated that the 24 hour policy does not apply to applicants. Ms. Steffens suggested adding language regarding the fact that public comment should be primarily stated during public hearings.

Mr. Kotlow made a motion to approve the public comment policy as amended, seconded by Mr. Kidera, with all members present in favor.

VI. Continuing Education and Training

a. Proper Use of Executive Session

Ms. Hedgeman led this discussion regarding when and how to initiate an executive session per Committee on Open Government requirements.

VII. Executive Session

Mr. Kotlow made a motion to adjourn to Executive Session to discuss pending litigation, seconded by Mr. Kidera, with all members present in favor. Ms. Steffens excused herself from the meeting prior to the Executive Session and did not participate. No action was taken.

VIII. Adjournment

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

IX. Upcoming Meetings

a. Finance Committee- April 20, 2023 at 8:30 a.m.

b. Regular Monthly Meeting- April 26, 2023 at 8:00 a.m.

c. Governance Committee Meeting- May 19, 2023 at 8:00 a.m.