

Victoria Storrs
Chair

Catherine M. Hedgeman, Esq.
Vice Chair/ Assistant Secretary

Tim Maniccia
Secretary

Richard Kotlow
Treasurer

David Kidera
Member

Jared Finke
Member

Christopher Bub
Member

TOWN OF BETHLEHEM
Albany County - New York
INDUSTRIAL DEVELOPMENT AGENCY

445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
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Regular Meeting Minutes
Friday, October 22, 2021
8:00 AM
Town Hall Auditorium

Thomas P. Connolly
*Executive Director,
Assistant Secretary and
Agency Counsel*
518-573-2200

Allen F. Maikels
*Chief Financial Officer and
Contracting Officer*
518-487-4679

Vacant
*Economic Development
Coordinator*
Ext. 1189

Robin Nagengast
*Assistant to the Executive Director
and Clerk*
Ext. 1164

I. Notice

- **MEETINGS TO BE HELD ELECTRONICALLY DUE TO THE NOVEL CORONAVIRUS (COVID-19) AND THE DELTA VARIANT, THE BETHLEHEM IDA WILL MEET REMOTELY VIA VIDEO CONFERENCE/WEBINAR. LEGISLATION (S.50001/A.40001) SIGNED BY GOVERNOR KATHY HOCHUL ON 9/2/21 EXTENDED VIRTUAL PUBLIC MEETINGS. MEMBERS OF THE PUBLIC MAY VIEW AND LISTEN TO THE LIVE MEETINGS BY VISITING THE TOWN OF BETHLEHEM WEBSITE/MEETING PORTAL, SELECTING THE MEETING DATE, AND CLICKING ON THE VIDEO ICON. AGENDAS, MINUTES, AND VIDEOS ARE AVAILABLE AT THIS SAME LINK. PLEASE CHECK THE TOWN WEBSITE FOR UPDATES.**

I. Call to Order/Roll Call/Quorum Determination

A Regular Meeting of the Bethlehem Industrial Development Agency of the Town of Bethlehem was held on the above date at the Town Hall Auditorium, 445 Delaware Avenue, Delmar, NY. The Meeting was called to order at 8:03 AM with the presence of a quorum noted.

Attendee Name	Title	Status	Arrived
Victoria Storrs	Chair	Present	
Catherine Hedgeman	Vice Chair/Asst Secretary	Present	
Tim Maniccia	Secretary	Present	
Richard Kotlow	Treasurer	Present	
David Kidera	Board Member	Present	
Jared Finke	Board Member	Present	
Thomas P. Connolly	Executive Director/Agency Counsel	Present	
Joe Scott	Bond Counsel	Present	
Allen F. Maikels	CFO and Contracting Officer	Present	
Robin Nagengast	Assistant to the Executive Director	Present	
David VanLuven	Town Supervisor	Present	

III. Minutes Approval

- **AMENDMENT TO SEPTEMBER 24, 2021 REGULAR MEETING MINUTES**

Chair Storrs read the following amendment to the September 24, 2021 Regular Meeting Minutes.

X. Adjournment

The meeting was adjourned at [10:30] am.

Result: Approved [Unanimous]

Mover: Richard Kotlow

Seconder: David Kidera

Ayes: Storrs, Hedgeman, Finke

Friday, September 24, 2021

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	David Kidera, Board Member
SECONDER:	Tim Maniccia, Secretary
AYES:	Storrs, Hedgeman, Maniccia, Kotlow, Kidera, Finke

- **SPECIAL MEETING WEDNESDAY, OCTOBER 13, 2021**

Motion To: Approval of October 13, 2021 Special Meeting Minutes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tim Maniccia, Secretary
SECONDER:	Richard Kotlow, Treasurer
AYES:	Storrs, Hedgeman, Maniccia, Kotlow, Kidera, Finke

IV. Reports of Committees

- **DRAFT 2022 BUDGET (STORRS/KOTLOW)**

The proposed 2022 Budget recommended by the Finance Committee was presented and discussed. The budget has been adjusted to reflect a change of the Executive Director position from on staff to contract. The budget can be revised in response to any material changes.

- **2022 BUDGET/RESOLUTION (STORRS)**

Upon motion by Mr. Maniccia, seconded by Mr. Kidera, the Agency unanimously adopted the 2022 Budget.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tim Maniccia, Secretary
SECONDER:	David Kidera, Board Member
AYES:	Storrs, Hedgeman, Maniccia, Kotlow, Kidera, Finke

V. Communications

- **NONE**

There are no communications.

VI. Old Business

- **PLANNING BOARD UPDATE (LESLIE)**

The Albany Port District Commission will be submitting additional information to the Planning Board as part of their SEQR review.

- **REPORT OF ED COORDINATOR (LESLIE)**

The process by the Town for hiring an new Economic Development Coordinator is underway.

VII. New Business

- **FINANCIAL STATEMENTS 9/30/21 (MAIKELS)**

Mr. Maikels reported the September 30, 2021 financial statements. Income and expenses are fairly static. Actual to budget, the Agency is ahead by \$33,534.

- **ALBANY PORT DISTRICT COMMISSION PROJECT FEES (STORRS)**

Chair Storrs has discussed project fees with the Albany Port District Commission.

- **ALBANY PORT DISTRICT COMMISSION TERM SHEET (SCOTT)**

Due to some modifications in the project, the Albany Port District Commission is returning to the Planning Board with changes that require additional work to comply with SEQR. Approval is anticipated in January 2022 at the earliest. Based on this timeline, a non-binding term sheet can be prepared to outline what is going to happen, similar to a commitment letter from a bank, allowing the Port to begin putting together construction contracts. The term sheet to be prepared by Mr. Scott can be reviewed and approved by the full board at the November 19 Regular Meeting.

- **PROCESS FOR CHOOSING EXECUTIVE DIRECTOR/AGENCY COUNSEL (CONNOLLY)**

The Agency purchasing policy includes supplement guidelines for obtaining professional services for executive director and counsel. Mr. Connolly described the process for drafting and noticing a request for proposals by interested applicants. Members discussed how to proceed including whether to make an exception to the Agency policy in order to expedite the process. Ms. Hedgeman excused herself from the discussion and any action.

A draft RFP will be circulated to the members for comments and suggestions prior to publication.

VIII. Future Meetings

- **REGULAR MEETING - FRIDAY, NOVEMBER 19, 2021 8:00 A.M.**

IX. Adjournment

Motion To: Adjourn

RESULT:	ADJOURN [UNANIMOUS]
MOVER:	Tim Maniccia, Secretary
SECONDER:	Jared Finke, Board Member
AYES:	Storrs, Hedgeman, Maniccia, Kotlow, Kidera, Finke