

Victoria Storrs
Chair
Vacant
Vice Chair/ Assistant Secretary

Vacant
Secretary

Richard Kotlow
Treasurer

David Kidera
Member

Victor Franco
Member

**Edward W. De
Barbieri**
Member

TOWN OF BETHLEHEM
Albany County - New York
INDUSTRIAL DEVELOPMENT AGENCY

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Regular Meeting Minutes
Wednesday, September 28,
2022

8:00 AM
Town Hall Room 101

**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
518-439-4995Ext.

Call to Order/Roll Call/Quorum Approval

A regular meeting of the Bethlehem Industrial Development Agency of the Town of Bethlehem was held on the above date at the Town Hall, 445 Delaware Avenue, Delmar, New York. The meeting was called to order at 8:03 a.m. The roll was called, and all members were present.

Introduction of New Members.

Chairperson Storrs introduced the two new IDA board members: Victor Franco and Edward De Barbieri. The new board members were appointed by the Town Board. The Town Board has two vacancies. People interested in economic development and business growth in the town are encouraged to apply. Members are encouraged to meet with serious candidates and let them know more about roles as a town board member.

Minutes Approval Regular Meeting.

The minutes of the August 24, 2022 meeting were approved on a motion by Chairperson Storrs, seconded by Mr. Kotlow and Mr. Franco, with all members present in favor.

Report of The Finance Committee by Chairman Kotlow

Review of Financials

Mr. Maikels recaps financial report through the end of August.

Mr. Kotlow discusses the significant amount of cash which will be invested with M&T Bank, the depository bank. The finance committee was asked to come up with budget information for next year.

Discussion of Fee Schedule

The Board discussed how applications are processed. There is currently a nominal \$500 fee. Members discussed the ways to not only increase the fee but increase the commitment has been discussed. Ms. Hedgeman included fee schedule proposal in the packet presented to the Board. The current policy only addresses bonds; fees were typically assessed as needed. Ms. Hedgeman has discussed the fee schedule with Mr. Scott and they agreed that the range would be the most effective. Ms. Hedgeman requested input from the board on *when* fees should be charged to applicants.

Report of the Governance Committee by Chairman Kidera

Mr. Kidera mentions trying to arrange a block of time for training and governance issues.

There is still discussion underway for a credit card policy. Ms. Hedgeman is working with the town on a new website where documents will be available for access to the public.

There has been general discussion on commentary during meetings; whether comments should be restricted with time constraints kept in mind.

There has been discussion of the possible creation of projects committee for the review of projects. No action was taken, many items are still up for discussion.

Discussion of Old Business

There are no new updates on Burt Crane.

Plug Power is somewhat delayed but is still committed to moving forward with the second phase. Plug Power will likely have a “ribbon cutting” towards the end of October; construction is believed to be nearly complete.

Mr. Taylor and Ms. Hedgeman are moving towards completion of a website by the end of the year; Mr. Taylor is still working on updating data.

Mr. Taylor recapped grants that the Town was applying for.

Discussion of New Business

CHPE fee splitting agreement was presented at the last meeting. The fee splitting agreement for CHPE mirrors the fee splitting agreement for the Plug Power project. An additional month was provided to conduct due diligence.

Board members were asked to take a vote on a resolution authorizing the fee splitting agreement. The project is set to close on October 5, 2022.

Ms. Hedgeman recommends the approval of the fee splitting agreement pending any questions or concerns.

Motion to approve the resolution by Ms. Storrs, seconded by Mr. De Barbieri, with all members present in favor.

Discussion of Future Business

The November and December meetings have been moved to accommodate for holidays. In 2023, meetings would be changed from Fridays to Wednesdays for the remainder of the year. The Calendar will be posted on the website for the coming year.

Motion to Adjourn

The meeting was adjourned at 9:07 a.m. by Chairperson Storrs, seconded by Mr. Franco, with all members present in favor.