



CITY OF PEEKSKILL
CITY HALL

840 MAIN STREET
PEEKSKILL, NEW YORK 10566

(914) 737-3400
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PEEKSKILL FACILITIES DEVELOPMENT CORPORATION (PFDC)

Tuesday, February 28, 2023

City Council Chambers

840 Main Street, Peekskill, New York

7:00 P.M.

Members of the public will also be provided access to listen to a live stream of this meeting via audio broadcast on the Government Access Cablevision Channel 78/Verizon Fios Channel 28, or on the Peekskill website at <https://www.cityofpeekskill.com/home/pages/meeting-video>. A recording will be at the PFDC website along with transcribed meeting minutes when available.

- 1. Public Hearing** – Remote Teleconferencing Policy and Resolution
- 2. Correspondence**
- 3. Acceptance of Minutes**
Draft Meeting Minutes January 24, 2023 **(attached)**
- 4. Monthly Financial Report (attached)**
- 5. Old Business Reports and Discussion**
 - Kitchen Incubator – Update
 - a. Project Kick-off EDA teleconference
 - b. EDA Submission Administrative Plan and Schedule
 - c. Civil Engineering and Kitchen Incubator RFP for grant eligible services
 - d. Architectural Services – cost sharing
- 6. New Business**
 - PARIS Report Update – Materials to be forwarded to Board
 - a. FY22 PFDC Operations and Accomplishments
 - b. Prior PARIS Board Briefing Material
 - Peekskill Retail Incubator Emporium **(Draft Letter attached)**
- 7. Executive Session**
- 8. Adjournment**

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a joint public hearing pursuant to Article 18-A of the New York General Municipal Law and Section 103-a of the Public Officers Law will be held by the City of Peekskill Industrial Development Agency (“PIDA”) and Peekskill Facilities Development Corporation (“PFDC”) on Tuesday February __, 2023 at 7:00 p.m., local time, at Peekskill City Hall, 840 Main Street, Peekskill, New York, 10566 in connection with the following matter:

PIDA and PFDC will jointly review and consider proposed written procedures governing member and public attendance consistent with Section 103-a of the Public Officers Law, which in relevant part permits public bodies such as PIDA and PFDC to authorize their members to attend meetings by videoconference from locations that are not open to the public (“private locations”), when necessitated by “extraordinary circumstances.”

Representatives of PIDA and PFDC will be at the above-stated time and place to present copies of their proposed teleconferencing policies and hear and accept written and oral comments from all persons with views in favor of, opposed to or otherwise relevant to the Agency's proposed videoconferencing policy.

This public hearing will be conducted via live broadcast on the Government Access Cablevision Channel 78/Verizon Fios Channel 28, or on the City of Peekskill website at <https://www.cityofpeekskill.com/home/pages/meeting-video>. Any individuals seeking to participate and provide comment will also be provided with a video conference link at <https://www.cityofpeekskill.com/peekskill-industrial-development-agency>.

PIDA and PFDC also encourage any interested parties to submit written comments to the Agency, which will be included within the public hearing record. Any written comments may be sent to: City of Peekskill Industrial Development Agency, Attention: Matthew Rudikoff, 840 Main Street, Peekskill, New York 10566 and/or mrudikoff@cityofpeeksill.com.

Dated: February __, 2023

CITY OF PEEKSKILL INDUSTRIAL
DEVELOPMENT AGENCY

PEEKSKILL FACILITIES
DEVELOPMENT CORPORATION

Peekskill Facilities Development Corporation Public Meeting Videoconference Policy

The Peekskill Facilities Development Corporation (the "Corporation") hereby establishes this policy to allow for attendance by members of the board and members of the public via videoconference at any open meeting of the board of directors or any committee or subcommittee meeting and is established in accordance with the laws of 2022 of the State of New York within the Public Officers Law a.k.a. Open Meetings Law. <https://opengovernment.ny.gov/open-meetings-law>

This internal Corporation policy sets forth the options for attendance at public meetings of this public body either in person, via videoconference at a public location, or via videoconference at a non-public location due to "extraordinary circumstances" being experienced by a member who still wishes to attend.

This policy defines these "extraordinary circumstances" by which a member may participate in a meeting of the board or committee via videoconferencing in a non-public venue and establishes the procedures for notifying the Corporation staff in order to verify the extraordinary circumstance and sets forth a method for updating the public on opportunities to attend via videoconference.

1. Open Meeting Law states that a quorum of the board must be present in-person at a predetermined time and public location wherein the meeting will be conducted. Any member attending via videoconference in a predetermined and noticed public location may count toward quorum.
2. Any member attending via videoconference in a non-public setting under "extraordinary circumstances" will not be counted toward a quorum, but may nevertheless participate and vote. Any member attending via videoconference in a public setting under "extraordinary circumstances" will be counted toward a quorum, and may participate and vote.
3. When participating under "extraordinary circumstances" by which a member of the public body may request participation via videoconferences, they must notify the Corporation staff by phone or email as soon as the circumstance is presented. The staff will present the information to the chair of the board and the administrative director for final determination.
4. Extraordinary circumstances allowed by this Corporation are:
 - a. Physical Disability whereby they are unable to meet in a physical location.
 - b. Illness whereby they are under direct orders from a doctor not to attend in-person meetings.
 - c. Caregiver responsibilities whereby they are the only option for attending to the physical care of a minor or other dependent or family member.
 - d. Work-related restrictions whereby their place of business does not allow for participation at in-person meetings outside the parameters of their business location. Written policy for the employer or place of business must be signed by the member and on file with the Corporation.

- e. Other significant or unexpected, unforeseen factors or events which preclude attendance must be presented to the Corporation staff within a reasonable amount of time before the meeting in order to approve a videoconference option and to give notice to the public for a videoconference option.
5. Public Notice of an Open Meeting will be posted online in the Corporation's website and on the public bulletin boards at the physical location.
6. Pre-established meetings will provide for meeting notice at least 72 hours prior to meeting to announce the time and physical or virtual locations whereby the public can attend and it must account for ADA accommodations or compliance for public attendance.
7. In the event a member is allowed to participate via videoconference under "extraordinary circumstances," Corporation staff shall post a public notice on the website with a link to the same videoconference service by which the member will be participating as soon as reasonably possible.
8. Any member of board or committee participating via videoconferencing must be able to be seen, heard and identified, as well as all members attending in person. Members of the public attending in person or via videoconference will also be asked to identify themselves for the purpose of notation of the minutes.
9. Minutes of the meeting will delineate the attendance of each member and by what means they are attending, either in person or via videoconference and under which "extraordinary circumstance."
10. Any meeting of the Corporation or committee that is conducted with members via videoconference will be recorded and saved for five (5) years.

Adopted this [] day of [], 2023

**AUTHORIZING RESOLUTION
(Videoconferencing Policy)**

A regular meeting of the Peekskill Facilities Development Corporation was convened on February __, 2023, at 7:00 p.m. at 840 Main Street, Peekskill, New York 10566

The meeting was called to order by the _____, with the following members being:

Present:

Absent:

Staff Present:

Also Present:

On motion duly made and seconded, the following resolution was placed before the directors of the Peekskill Facilities Development Corporation:

Resolution No. 2023 - __

RESOLUTION OF THE PEEKSKILL FACILITIES DEVELOPMENT CORPORATION (THE "CORPORATION") ADOPTING A VIDEOCONFERENCING POLICY TO ALLOW THE USE OF VIDEO CONFERENCING FOR PUBLIC MEETINGS UNDER EXTRAORDINARY CIRCUMSTANCES PURSUANT TO SECTION 103-A OF THE NEW YORK PUBLIC OFFICERS LAW

WHEREAS, pursuant to Sections 402 and 1411 of the Not-For-Profit Corporation Law ("N-PCL") of the State of New York, the Peekskill Facilities Development Corporation ("PFDC") was established as a domestic, not-for-profit local development corporation pursuant to a Certificate of Incorporation (the "Certificate") to undertake certain charitable and public purposes, among other things, including relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, carrying on scientific research for the purpose of aiding the City of Peekskill, New York (the "City") by attracting new industry to the City or by encouraging the development of, or retention of, an industry in the City, and lessening the burdens of government and acting in the public interest; and

WHEREAS, Section 103-a of the New York Public Officers Law ("POL"), as enacted by Part WW of Chapter 56 of the Laws of 2022, permits public bodies such as the Corporation to authorize their members to attend meetings by videoconference from locations that are not open to the public ("private locations"), when necessitated by "extraordinary circumstances," provided that (i) the number of members of the public body who attend the meeting at location(s) where the public can attend is at least equal to the number required to satisfy the public body's quorum requirement, (ii) the public body has established written procedures governing member and public attendance consistent with Section 103-a of the POL, (iii) such written procedures are

conspicuously posted on the public website of the public body, and (iv) the other criteria specified in Section 103-a of the POL are satisfied; and

WHEREAS, Corporation staff, in consultation with the Corporation's general counsel, have prepared a draft policy in compliance Section 103-a of the POL entitled **Public Meeting Videoconference Policy** (the "Videoconferencing Policy") attached hereto as **Exhibit A**; and

WHEREAS, Section 103-a(2)(a) of the POL requires that the Corporation must adopt a resolution after a public hearing (the "Public Hearing") in order to authorize videoconferencing from a private location and as described within the Videoconferencing Policy; and

WHEREAS, the Corporation duly scheduled, noticed and conducted the Public Hearing on February __, 2023 and the Corporation has taken into consideration all comments received; and

WHEREAS, the Corporation deems it necessary and appropriate for the board and all committees or subcommittees of the Corporation now existing or hereafter established be authorized to use videoconferencing to conduct meetings in the manner contemplated by Section 103-a of the POL.

NOW, THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF THE PEEKSKILL FACILITES DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The Corporation hereby approves and adopts the Videoconferencing Policy and authorizes the Corporation and any and all committees or subcommittees of the Corporation now existing or hereafter established to use videoconferencing to conduct meetings in the manner authorized by Section 103-a of the POL, including meetings where a member who is unable to be physically present at any such meeting location due to extraordinary circumstances is permitted to attend and participate in the meeting by videoconferencing from a remote location that is not open to the public.

Section 2. The Corporation directs that the Videoconferencing Policy be conspicuously posted on the public website of the Corporation in compliance with Section 103-a of the POL.

Section 3. Any and all actions heretofore taken or authorized by the Corporation and/or its members, officers, employees and agents with respect to this Resolution are hereby ratified, approved and confirmed in all aspects.

Section 4. This Resolution shall take effect immediately upon adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>Yea</u>	<u>Nea</u>	<u>Absent</u>	<u>Abstain</u>
Deborah Post	[]	[]	[]	[]
Alan Kravitz	[]	[]	[]	[]
Janice Thompson	[]	[]	[]	[]
Dr. David Mauricio	[]	[]	[]	[]
Juliene Bell-Smith	[]	[]	[]	[]
Rohan deFreitas	[]	[]	[]	[]

The Resolutions were thereupon duly adopted.

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) ss:

I, the undersigned (Acting) Secretary of the Peekskill Facilities Development Corporation, DO HEREBY CERTIFY:

That I have compared the foregoing extract of the minutes of the meeting of the Peekskill Facilities Development Corporation (the "PFDC") including the resolution contained therein, held on February __, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the PFDC and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said PFDC had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the PFDC present throughout 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 modified.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said PFDC this __ day of _____, 2023.

_____, (Acting) Secretary

[SEAL]

EXHIBIT A
Video Conferencing Policy
(See Attached)

DRAFT
CITY OF PEEKSKILL FACILITIES DEVELOPMENT AGENCY
DRAFT MEETING MINUTES
Tuesday, January 24, 2022 at 7:00 P.M.

Board Members Present: Deborah Post, Alan Kravitz, Juliene Bell-Smith, Rohan Defreitas, and Janice Thompson who was participating to the discussion via Zoom.

Board Members Absent: None

Staff Present: Matthew Rudikoff, Executive Director, Justin Miller

Also Present: Drew Claxto, PIDA Board Member, MJM Television and Video Productions

The Chair opened the meeting at 7:05 PM and indicated that simultaneously the PFDC meeting was also being opened and that pertinent parts of the discussions would be included in both sets of meeting minutes.

Under correspondence, Mr. Rudikoff indicated that the Peekskill Firehouse Kitchen Incubator (PFKI) grant award letter from US Economic Development Administration letter approving the \$2.4 million construction grant is in the Package. Ms. Post congratulated everyone on their hard work in accomplishing this funding and that now the real work to begin implementing the project begins.

Mr. Rudikoff continued providing a summary of next steps concerning the PFKI including having received the Joe Thompson architecture proposal to Westchester County for services which are not grant eligible but which Westchester County will be paying for a portion of the services which will initially include preparing RFP's for the other engineers and Kitchen Incubator consultant which are grant eligible and also in preparing the designs and materials needed for the Planning Commission Applications and working on the construction documents needed for bidding and awarding constructions contracts.

Mr. Rudikoff continued indicating that the next step is for the City and PFDC as Co-grantees to both sign the EDA Form CD450 which the City Council approved the evening before for the City to accept the grant and comply with Grant Conditions; with a companion Resolution on the Agenda for the PIDA and the PFDC to adopt also. The Form signed by both the City Manager and the PFDC Executive Director have to be submitted to EDA within 30 days of grant award by February 4, 2023. In the subsequent 30 days a Grant Implementation and Financial Plan and Schedule also have to be submitted, drafts of which are prepared and under City and PIDA and PFDC staff review. Ms. Post asked how the money would flow and Mr. Rudikoff and Mr. Miller shared in explaining how initial expenditures will be paid by the PIDA/PFDC matching share cash contribution; which would then be submitted to EDA for reimbursement which funds, when received back, would then be used to pay the next group of project invoices until all the grant funds are used and the remaining funding spent on the project would be the matching share.

Additionally, pending Grant implementation matters include the transfer of the Firehouse title in time for the bidding and awarding of construction contracts to be able to provide EDA with a certification that title has been transferred including the City obligations to complete SEQR and Planning Commission site plan approval.

Mr. Rudikoff, additionally indicated that the action item for the PFDC Board as the Co-Grantee with the City is the consideration of the adoption of the afore-stated authorizing Resolution which can be taken up under item No. 4 of the PFDC Agenda.

Ms. Post Indicated the next item on the Agenda is the consideration of the PFDC's October 25, 2022 Minutes. Mr. DeFreitas moved and Mr. Kravitz seconded a motion approving the minutes as corrected. Motion Carried.

Ms. Post asked about the Financial Reports and Mr. Rudikoff stated that Mr. Boyd was not able to me at the meeting and would make a combined Financial Report at the next meeting which would be combined with the PARIS Report Presentation being made at the February Board meeting preceding the PARIS Report approval and submission which will be before the Board at the March Meeting.

Regarding the Annual 2021 PARIS Reports the plan is that staff is going to include in the February Board Packages the PARIS Report Components that are done such as the Accomplishments Report and the links to what was submitted for the 2021 Report so the Board could familiarize themselves with the nature of the material to help them understand what will have to be approved and submitted to the ABO after the March Meetings. Additionally, Mr. Rudikoff indicated that the new Board Members had to complete their Board training and that Ms. Lockwood would send the link to the Board Training module.

Ms. Post asked Mr. Rudikoff to advise Mr. Boyd that he will be making that Report at the March Board Meeting.

Under Old Business, Ms. Post indicated the next order of business is the Kitchen Incubator grant acceptance Resolution which was previously discussed and that the EDA Award letter and Resolution is attached to the Agenda. Adoption of the Resolution authorizing the Executive Director to execute the EDA Award letter and EDA Form CD 450 which will be co-signed by the City of Peekskill as Co-grantee which accepts the grant and commits the grantees to follow EDA procedures in its Implementation. Mr. Kravitz moved and Ms. Bell-Smith seconded a motion to adopt the attached Resolution authorizing the Executive Director to execute the Grant Award Letter and EDA Form CD 450. Motion Carried.

**PEEKSKILL FACILITIES DEVELOPMENT CORPORATION (PFDC)
RESOLUTION
AUTHORIZING THE CO-SIGNING WITH THE CITY MANAGER
OF THE USED A FORM CD450 BY THE PFDC EXECUTIVE DIRECTOR
ACCEPTING THE GRANT AND COMPLIANCE WITH REQUIRED
PROVISIONS AS CO-APPLICANT WITH THE CITY FOR THE
CONSTRUCTION OF THE KITCHEN INCUBATOR**

WHEREAS, at the February 22, 2022 PFDC Meeting, the Board adopted Resolutions authorizing the execution of MOUs between the City, PFDC, PIDA and Westchester County for submitting the Kitchen Incubator Grant Application, transferring title to the Firehouse to the PFDC and related

implementation actions in the event of Grant Award which MOUs have been executed and submitted with the Grant Application; and

WHEREAS, notification has been received on January 4, 2023, that the US Economic Development Administration has awarded a Public Works and Economic Development Facilities Construction Grant of \$2,396,668 which is being matched by \$600,000 of PIDA funding for the construction of the \$3 million Project; along with an award package setting forth required federal procedures, requirements and the need to co-execute the CD450 and return it to USEDA within 30 days of grant notification receipt; and

WHEREAS, the PFDC, PIDA, City of Peekskill and Westchester County continue to intend to participate in the implementation of the Kitchen Incubator Project;

NOW, THEREFORE, BE IT

RESOLVED, that the PFDC Board hereby authorizes the Executive Director to co-sign the USEDA CD450, as co-applicant with the City of Peekskill; and be it further

RESOLVED, that the PFDC Board supports the Executive Director in participating in the implementation of the Project and compliance with all Federal and other procedures and pertinent regulations; and be it further

RESOLVED, that this resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote which resulted as follows:

	Yea	Nea	Absent	Abstain
Alan Kravitz	X			
Deborah Post	X			

Janice Thompson X

Julienne Bell-Smith X

Rohan Defreitas X

Vacant

Vacant

The Resolution was thereupon duly adopted.

Ms. Post indicated there was no further PFDC business and the PFDC Meeting could be adjourned and the Board could continue with the remaining PIDA business. Mr. Kravitz moved and Ms. Bell-Smith seconded a motion to adjourn the meeting at 7:30 pm. Motion Carried

DRAFT

PEEKSKILL FACILITIES DEVELOPMENT CORPORATION

2022 ANNUAL REPORT

Operations and Accomplishments

January 1, 2022 – December 31, 2022

Operations

The Peekskill Facilities Development Corporation (PFDC) is governed by a seven member board of residents of the City of Peekskill. The membership consists of only the City of Peekskill Industrial Development Agency (PIDA) eligible Board Members. Appointments to the City of Peekskill Industrial Development Agency are made by the Mayor and Common Council of the City of Peekskill.

The Peekskill Facilities Development Corporation works closely with the City of Peekskill and the City of Peekskill Industrial Development Agency to provide greater transactional flexibility for undertaking economic development projects. In addition to providing greater transactional protection to a project, the Peekskill Facilities Development Corporation adds liability protection because the Corporation is a bankruptcy remote entity.

The purpose for which the Peekskill Facilities Development Corporation is operated is exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, to relieve and reduce unemployment, promote and provide for additional and maximum employment, better and maintain job opportunities, and lessen the burden of government and act in the public interest.

The management and staff of the Peekskill Facilities Development Corporation consist of the City of Peekskill Industrial Development Agency staff. The members, management and staff do not receive any compensation by the Corporation for their services.

During this reporting period the Corporation members and staff held meetings to review policies, approve the annual budget and annual report, hold committee meetings, and file reports as required by the New York State Authority Budget Office and continued discussions, taking actions and funding the local share for a grant Application for the the Peekskill Firehouse Kitchen Incubator (PFKI) economic development project as discussed below.

Accomplishments 2022

) 2018 New York Main Street Grant Program (NYMS):

The 2018 NYMS Grant funded Monument Park Neighborhood Improvements project is complete. NYMS grant funding assisted in the creation of 7 new residential rental units and 5 commercial units.

The projects assisted with the 2018 NYMS grant are as follows:

108 North Division Street:

Scope of Work: Façade restoration and improvements, gut demolition of five ground floor commercial spaces and conversion of vacant upper floor commercial units into three new upper floor residential apartments.

NYMS Grant Amount	\$100,000
NYMS Project Cost	\$252,900
Total Project Cost	\$1,000,000

1000 Main Street:

Scope of Work: Conversion of an existing second floor assembly space for use as four new upper floor residential units. Addition of two windows on the second floor facing the alleyway.

NYMS Grant Amount	\$100,000
NYMS Project Cost	\$164,801
Total Project Cost	\$164,801

Staff completed and submitted the NYMS Monitoring Questionnaire to Homes and Community Renewal (HCR) on April 20, 2022 to initiate the grant closeout process. PFDC received notification of successful grant closeout from HCR on June 16, 2022.

) Peekskill Firehouse Kitchen Incubator

During the reporting period, the PFDC Board and staff continued working with the PIDA, Westchester County Office of Economic Development and City of Peekskill staff and consultants to the PFKI project and to consider and define the Project’s design, budget, economic impact, project organization and other information needed to complete a US Economic Development Administration (EDA) Grant Application for an American Recovery Act Infrastructure Construction Grant as outlined below.

Discussions concluded that the PFDC was the appropriate entity to be the EDA Grant Applicant and PFKI Project sponsor responsible for developing and launching the PFKI, taking title to the City Owned firehouse, creating an

operational plan. The PIDA/PFDC agreed to sponsor the Project and provide a local share of up to \$700,000 from its fund balance.

Work progressed, a finished Application was completed; and the City, PIDA, PFDC, and WCOED approved the submission of the Application and the execution of Memoranda of Understanding between the parties and the Application was submitted in March, 2022. EDA staff reviewed the Application and provided comments and questions for response which review process was completed by the end of 2022. EDA award was expected in early 2023.

Rudikoff, Matthew

From: Lockwood,Kathy
Sent: Wednesday, February 22, 2023 3:00 PM
To: Rudikoff, Matthew
Subject: FW: Annual Meeting information - information for the boards
Attachments: 10-05AnnualBoardOfDirectorsEvaluation.pdf

Matthew,

The website links to the prior year PARIS reports and policies are listed below. The PARIS training link is also listed. I'm pretty sure I sent you the Investment Policies as prepared by Jessie but I will look and send them again.

Kathy

From: Lockwood,Kathy
Sent: Tuesday, January 24, 2023 12:35 PM
To: Rudikoff, Matthew <MRudikoff@cityofpeekskill.com>
Subject: Annual Meeting information - information for the boards

Hi Matthew,

For the PARIS reporting discussion, the following documents were distributed to the board last year on March 6, 2022 in advance of the March 22, 2022 Annual Meeting:

Policies and Statements included annually in the Annual Meeting Resolutions:

-) **Investment Policy**
-) **Disposition of Property Policy**
-) **Mission Statement and Performance Report**

In addition to the above documents, the **2022 Operations and Accomplishments Reports** and the **2022 Investment Reports** should be ready for early distribution to the board. We can either aim to have these reports and the above policies and statements ready for the February 28 meeting agenda packets or distribute shortly thereafter as was done last year.

Prior year PARIS reports and policies are posted to the City's website as follows:

<https://www.cityofpeekskill.com/peekskill-industrial-development-agency/pages/pida-annual-reports-annual-financial-statements-and>

<https://www.cityofpeekskill.com/peekskill-facilities-development-corporation/pages/pfdc-annual-reports-annual-financial-statements>

<https://www.cityofpeekskill.com/city-of-peekskill-local-development-corporation/pages/pldc-annual-reports-annual-financial>

The Annual Board of Directors Evaluation (attached) is due to the Authority Budget Office by April 1, 2023. The form is completed by each of the board members individually. The responses must be aggregated and the results submitted by a board member to the ABO annually within 90 days of the close of the authorities fiscal year.

Rohan P. de Freitas was appointed to the board on May 9, 2022. If he has not done so already, he needs to complete board member training through the Authority Budget Office within one year of appointment. He

should forward the training completion documentation to us for our records and reporting. I have included the link to the training information below.

<https://www.abo.ny.gov/training/onlinetraining.html>

To summarize for purposes of tonight's meeting:

-) the reports and policies referenced above in "bold" will all be distributed in advance of the annual meeting agenda packets to the board either in the 2/28/23 meeting agenda packets or shortly thereafter. (Investment Policy, Disposition of Property Policy, Mission Statement and Performance Report, 2022 Operations and Accomplishments, and 2022 Investment Reports)
-) Prior year reports are posted to the website. Links for each authority are provided above.
-) The Annual Board of Directors Evaluation is due 4/1/23. I have attached the form to this email. This can be distributed to the board in the 2/28/23 meeting agenda packet or sent any time in advance of the due date.

Thank you,
Kathy

Loan Officer
Department of Planning and Development
840 Main Street
Peekskill, New York 10566
914-734-4214
klockwood@cityofpeekskill.com

Authorities Budget Office Policy Guidance



No. 10-05

Date Issued: October 26, 2010

Supersedes: New

Subject: Annual Board of Directors Evaluation

Statutory Citation: Public Authorities Law sections 2800(1)(a)(15) and 2800(2)(a)(15) and Section 2824(7)

Provision: The 2009 Public Authorities Reform Act requires that the board of every state and local public authority conduct an annual evaluation of its performance. Board member comments are protected from disclosure under Article 6 of Public Officers Law, but the results of the assessment are to be provided to the ABO.

Authorities Budget Office Policy Guidance: Board members must be committed to the highest standards of corporate governance. The board must hold itself accountable to the mission of the authority and the public interest. This annual assessment is a reminder to each board member of their duties, why those responsibilities are important, and whether they are performing those duties appropriately. The evaluation provides an opportunity for board members to measure their individual and collective effectiveness, determine if they are following their own policies and procedures, identify areas for board improvement, and to compare how their evaluation of the board's performance compares to that of other board members. This annual evaluation can be a learning tool to educate board members and build a well functioning board.

The Authorities Budget Office recommends that each board member annually perform their own evaluation of the whole board. The evaluation should be conducted confidentially with the results compiled by the governance committee. Furthermore, the ABO consulted with the Committee on Open Government, which advised that a board discussion of its performance "would constitute a matter made confidential, by state law that, therefore, could be conducted in private."

To the extent that the results of this evaluation demonstrate the need for the board to improve its performance, amend its practices or procedures, or clarify its expectations of board members, the board is expected to implement suitable corrective actions immediately.

The Authorities Budget Office has developed the following model board evaluation tool that can be adopted by public authorities to meet the needs of their boards of directors. This document should be completed by each board member.

Confidential Evaluation of Board Performance

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
Board members have a shared understanding of the mission and purpose of the Authority.				
The policies, practices and decisions of the Board are always consistent with this mission.				
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.				
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.				
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.				
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.				
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.				
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.				
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.				
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.				
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.				
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.				
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.				
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.				
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.				
Board members demonstrate leadership and vision and work respectfully with each other.				

Name of Authority: _____

Date Completed: _____

The member responses to the Board Evaluation questionnaire should be aggregated and the results submitted to the ABO via email (Subject: CONFIDENTIAL Results of Board of Directors Evaluation) within 90 days of the close of the authority's fiscal year. The board evaluation is required annually beginning with fiscal years ending on or after September 30, 2010.

A model summary reporting form has been provided, below, that should be revised to reflect the evaluation tool adopted by your public authority. Enter in each cell the number of board members who answered the question with that response.

Results should be sent to: info@abo.ny.gov

Summary Results of Confidential Evaluation of Board Performance

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
Board members have a shared understanding of the mission and purpose of the Authority.	#	#	#	#
The policies, practices and decisions of the Board are always consistent with this mission.				
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.				
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.				
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.				
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.				
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.				
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.				
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.				
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.				
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.				
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.				
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.				
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.				
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.				
Board members demonstrate leadership and vision and work respectfully with each other.				

Name of Authority: _____

Date Completed: _____



CITY OF PEEKSKILL
CITY HALL

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PEEKSKILL, NEW YORK 10566

(914) 737-3400
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CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY

M E M O R A N D U M

To: PFDC and PIDA Board
From: Matthew Rudikoff, Executive Director
Subject: **Peekskill Retail Incubator Emporium and Event Venue
(PRIEEV)**
929-933 South Street Redevelopment Plan
Date: 02282023

The Peekskill Retail Incubator Emporium and (small) Event Venue (PRIEEV) is a potential PFDC economic development public/private retail incubator project with good neighborhood and visitor destination drawing power and has the potential for redevelopment capital grants and other public funding required to create an economically viable project.

The location of the PRIEEVE is clearly visible from Brown Plaza and has long been vacant, yet the site is essential and central to Peekskill's downtown. Site control to guide its reuse into its highest and best downtown retail use is essential.

The concept of the Peekskill Retail Incubator Emporium (PRIEEV) is a retail incubator and Emporium where local products from particular groups from Peekskill will be displayed and offered for sale in particular areas of the store. The Emporium would have to be a highly attractive design and would be organized to provide sales areas for a wide variety of finished retail products such as art, crafts, pottery, photographs, nonperishable foods, cultural products, bric-a-brac, clothing, accessories, jewelry, tools, icons....., techie stuff, vintage, local history artifacts and a small event area of floor space for small cultural, arts, and workshop events.

The Emporium products would be from community groups potentially including:

-) Latinex Community offered products.
-) African American Community offered products and history incorporating the existing 'The Fern Tree' store and could be a precursor to an African American History Museum.
-) Peekskill Artists Association / Arts 10566, Hudson Valley Museum of Contemporary Art, objects of arts, etc.
-) Peekskill Firehouse Kitchen Incubator non-perishable products
-) High tech offerings

Each group will be assisted by Emporium operating staff to regularly sponsor and promote events and performances in a small event area to attract customers. The Retail Incubator will run classes and training with outside Agencies to teach participants how to open their own retail business and provide Emporium operating or service activities.

In order to continue planning for the PRIIEEV, it is necessary to have the agreement of the owner that the buildings will be kept available to be presented as a potential grant application target project site. The current owner of the buildings has agreed to provide a Letter of Intent agreeing to that, a Draft of which has been prepared but not provided to the owner as of yet. Subsequent to that, project details, lease terms, project financial projections and a management plan will get defined as potential grant funds and Grant Application requirements are advanced.

Additionally, the project concept has been preliminarily reviewed with potential participants, potential providers of products, management entities, and discussions with existing Emporia incubators, the City Manager, Planning Director, grant writer, PFDC Counsel and the preliminary conclusion is that the Project concept has validity and is worth pursuing.

What is requested at this time is that the PFDC Board request a meeting to discuss the potential Project with the City Council to determine that if a suitable grant opportunity were identified for a grant – that the City could apply for – that the Council would be willing to consider the PFDC sponsored Retail Incubator Emporium Project. The next steps would be to issue a Project Planning architectural RFP to develop a preliminary Project Concept and Feasibility Memorandum

Attached are photos of the storefronts, the view of the storefronts from Brown Plaza and an image of a modern and attractive Emporium to be used to support next steps planning and grant application support materials.

MDR/mr
February 28, 2023

PEEKSKILL RETAIL INCUBATOR EMPORIUM AND (SMALL) EVENT VENUE

929-933 South Street
Peekskill, New York 10566



929 – 933 SOUTH STREET RETAIL I



LONGVIEW OF STORE FRONTS



INTERIOR PHOTO OF EMPORIUM