



CITY OF PEEKSKILL
CITY HALL

840 MAIN STREET
PEEKSKILL, NEW YORK 10566

(914) 737-3400
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CITY OF PEEKSKILL FACILITIES DEVELOPMENT CORPORATION

Tuesday, May 23, 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 PIDA website along with transcribed meeting minutes when available.

1. Correspondence
2. Acceptance of Minutes
 - Draft Meeting Minutes March 28, 2023 (attached)
 - April 25, 2023 Executive Director Meetings Notes (attached)
3. Monthly Financial Report (attached)
4. Old Business Reports and Discussion
5. Kitchen Incubator – Update
 - a. Award of Civil Engineering Proposal to Day-Stokosa (attached)
 - b. Award of PFKI Cost Estimator
 - c. Mechanical Engineer RFP and Kitchen Consultant Contract Status
 - d. City Application and Escrow Fees Payment Authorization (attached)
 - e. NYS Grant Opportunity and Authorization to hire grant writer (attached)
6. **New Business**
 - Restore NY Grant Opportunity - Peekskill Retail Incubator Emporium
7. **Executive Session**
8. **Adjournment**

DRAFT
CITY OF PEEKSKILL FACILITIES DEVELOPMENT CORPORATION
DRAFT MEETING MINUTES
Tuesday, March 28, 2023 at 7:00 P.M.
840 Main Street (2nd Floor Council Chambers)
Peekskill, NY 10566

Members of the public were 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 PIDA website.

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

Board Members Absent:

Staff Present: Matthew Rudikoff, Executive Director, Jessie Boyd, Kathy Lockwood (via Zoom), Justin Miller, Counsel (via Zoom)

Also Present: Mike Miner MJM Television and Video Productions, Chris Kopf and Albert Corvino, PKF O'Connor Davies, CPAs.

The Chair opened the meetings at 7:13 PM and indicated that the Peekskill Facilities Development Corporation meeting and the Peekskill Local Development Corporation meeting are being opened simultaneously and that pertinent parts of discussion would be included in the respective sets of each Agency's meeting minutes. Ms. Post indicated that for each Agency the PKF O'Connor Davies CPA's will review the FY 2022 Audit Reports.

Mr. Kopf addressed the Board indicating that each member had received a hard copy of the Audit Report for each Agency and that he would start with PFDC whose first 3 pages is the Auditors Opinion" and their findings are that the PFDC received an "Unmodified Clean Opinion" which is the best overall rating. Mr. Kopf reviewed certain operational findings on Page 6 of the Report which is the income statement which indicates an income of \$205,607 which is the Main Street Program and \$70,000 from the 1 Park Place Project intended to be used for workforce programming. Expenses were \$194,000 including program and legal expenses. Income includes funding of certain administrative expenses, such as environmental reviews. The PFDC has an accumulated cash fund balance of \$123,000. Mr. Kopf thanked the Board indicating that he and Mr. Corvino would be available to answer questions.

Ms. Post called the next Agenda Item as the approval of the PFDC minutes of February 28, 2022. There being no comments, Ms. Bell Smith moved and Mr. de Fruits seconded a motion to approve the minutes. Motion Carried.

Ms. Post then introduced the PFDC Annual Resolution which indicated that the Board has reviewed and is approving the Agency Mission Statement and Performance Measures, Disposition and Investment Policies, the Auditor's Report for the Year ending December 31, 2021, approves the Annual PARIS Report

for submission to the Authority Budget Office and will approve the slate of Board Officers including Deborah Post as Chair, Alan Kravitz as Vice Chair and Janice Thompson as Secretary and provides for a Finance Committee and Governance Committee and reappoints staff. There being agreement on the Officers proposed and no other questions, Ms. Bell-Smith moved and Mr. de Freitas seconded a motion to adopt the Annual Resolution. Motion carried.

ANNUAL MEETING RESOLUTIONS

An annual meeting of the Peekskill Facilities Development Corporation was convened on March 28, 2023 at 7:00 p.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2023 - 02

ANNUAL MEETING RESOLUTIONS OF THE PEEKSKILL FACILITIES DEVELOPMENT CORPORATION (THE "CORPORATION"), INCLUDING (I) ACCEPTANCE OF ANNUAL AUDIT; (ii) RE-ADOPTING CERTAIN POLICIES, STANDARDS AND PROCEDURES RELATING TO THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED BY CHAPTER 506 OF THE LAWS OF 2009 OF THE STATE OF NEW YORK, (iii) ELECTION OF BOARD OFFICERS; (iii) APPOINTING BOARD COMMITTEE POSITIONS; (iv) APPOINTMENT OF CORPORATION STAFF; AND (v) RELATED MATTERS

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 (the "Corporation") 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, pursuant to the Public Authorities Accountability Act of 2005 ("PAAA"), which was signed into law on January 13, 2006 as Chapter 766 of the Laws of 2005, and Chapter 506 of the Laws of 2009 enacting the Public Authority Reform Act of 2009 ("PARA"), the Corporation desires to undertake certain required annual policy reviews and re-adoption; and

WHEREAS, the Corporation further desires to review and approve the annual audit of the Corporation, along with certain other annual meeting matters.

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

Section 1. Pursuant to PAAA and PARA, the Corporation has reviewed the Mission Statement and Performance Measures and the Corporation hereby determines that no changes are required to the Mission Statement and Performance Measures and that the same is hereby approved.

Section 2. Pursuant to PAAA and PARA, the Corporation has reviewed the Investment Policy and Disposition of Property Policy and the Corporation hereby determines that no changes are required to the Investment Policy and that the same is hereby approved.

Section 3. The Corporation has reviewed the Independent Auditor's Report for the fiscal year ended December 31, 2022, as prepared by PKF O'Connor Davies, LLP in the form presented at the meeting, and such audit and related management letter are hereby approved.

Section 4. The Corporation hereby authorizes and approves the 2022 Annual Report to be filed with (i) the New York State Authority Budget Office via the Public Authorities Reporting Information System, and (ii) the appropriate local officials.

Section 5. **Annual Officer Election.** Upon motion, second and board roll call vote, the following individuals are duly appointed to serve in the respective Officer Positions in accordance with the By-laws of the Corporation for the period January 1, 2023 through December 31, 2023:

Deborah Post, Chair
Alan Kravitz, Vice Chair
Janice Thompson, Secretary

All Directors of the Corporation shall participate in such required annual and continuing training as may be required to remain informed of best practices, regulatory and statutory changes relating to the effective oversight of the management and financial activities of public authorities and to adhere to the highest standards of responsible governance. Further, each Member shall execute (me) a Certification of No Conflict of Interest (ii) an Acknowledgement of Fiduciary Duties and Responsibilities.

Section 6. **Audit and Finance Committee.** Pursuant to subdivision 4 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Directors are nominated and confirmed to serve on the Audit and Finance Committee of the Corporation for the period January 1, 2023 through December 31, 2023: Committee of the Whole.

The Audit and Finance Committee shall perform the functions as described in the By-Laws.

Section 7. **Governance Committee.** Pursuant to subdivision 7 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Directors are nominated and confirmed to serve on the Governance Committee of the Corporation for the period January 1, 2023 through December 31, 2023: Committee of the Whole.

The Governance Committee shall perform the functions as described in the By-Laws.

Matthew Rudikoff, Executive Director
Kathy Lockwood, Deputy Executive Director
Jessie Boyd, Chief Financial Officer

The foregoing officers shall enter upon the discharge of their duties as provided in the By-Laws of the Corporation. **The Corporation further authorizes the provision of staff stipends for the above-listed staff as recommended and approved by the Audit and Finance Committee.** The Board hereby designates the Executive Director as the Corporation's FOIL Officer and Contracting Officer. The Chairman shall serve as the FOIL Appeals Officer of the Corporation.

Section 9. That the proper officers of the Corporation are hereby authorized, empowered and directed to do all things, and acts and to execute all documents as may be necessary, or advisable and proper, to carry on the business of the Corporation, for and on behalf of the Corporation.

Section 10. This Resolution shall take effect immediately.

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

	Yea	Nea	Absent	Abstain
Alan Kravitz	[X]	[]	[]	[]
Deborah Post	[X]	[]	[]	[]
Janice Thompson	[X]	[]	[]	[]
Juliene Bell-Smith	[X]	[]	[]	[]
Rohan Defreitas	[X]	[]	[]	[]

The Resolution was thereupon duly adopted.

STATE OF NEW YORK

(COUNTY OF WESTCHESTER) SS:

I, Janice Thompson, the undersigned Secretary of the Peekskill Facilities Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Peekskill Facilities Development Corporation (the "Corporation"), including the resolution contained therein, held on March 28, 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 Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all Directors of said Corporation 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 such Article 7.

I FURTHER CERTIFY, that there was a quorum of the Directors of the Corporation 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 affixed the seal of said Corporation this 28th day of March, 2023.

Janice Thompson

Janice Thompson, Secretary

Ms. Post introduced the DRI Art Project. Mr. Rudikoff indicated the March 21, 2023 correspondence from the DRI Project Sponsor was proposing that the PIDA funding of \$35,000 go to the illuminated sculpture, "Rock Star" which is themed based on commemorating the famous meteorite that fell on a Peekskill car on October 9, 1992 in its driveway at 242 Wells Street; and that in connection with the two (2) internships that will be part of the video documentary being produced; the PFDC funding of \$10,000 will go to internship management and an estimated \$1,500 per intern as a stipend. Mr. Miller added that he is working on the appropriate agreements and conditions and what the SEQR requirements would be. Mr. Rudikoff addressed conditions such as including that City residency is required for the interns, and that the interns take on an obligation to do outreach to fellow students, etc. Mr. de Freitas

added that for conditions we would to have a written curriculum and educational objectives or internship plan to identify and select qualified suitable candidates including educational objectives and means of supervision and evaluation. Ms. Post recommended that the Workforce Development Committee be involved in setting the Agreement, conditions and parameters and that reach out to recruit the interns include the Peekskill School District, Youth Bureau and Westchester Community College. Ms. Claxton added in that Doug Brown is the School District's video arts educational curriculum director and should be brought in. Mr. Miller added in a question about SEQR and that Resolutions will be prepared for the next PIDA and PFDC meetings.

Ms. Post introduced the next order of business as the Peekskill Retail Incubator Emporium. Mr. Rudikoff said that as a result of the PIDA/PFDC letter to the Mayor and the Executive Directors Memorandum, the City had scheduled a Council Committee meeting to discuss the project with the PIDA/PFDC Board on April 3, 2023. It was indicated that Ms. Post and Mr. de Freitas would attend and Mr. Rudikoff added that BID Director Bill powers was also provided with a copy of the package and that he was in support of the concept and the proposed Peekskill Project.

Ms. Post indicated that the next order of business is the Peekskill Firehouse Kitchen Incubator update and Mr. Rudikoff reported that the required Grant Administrative Plan, Financial Management Plan and Project Schedule was provided to EDA and that the first Quarterly Report and Financial Report is due by the end of April. Mr. Rudikoff also reported that the first Request for Proposals for the civil engineering sub-consultant was submitted to EDA and is under Review and that the RFPs for the mechanical engineering and kitchen sub-consultants had not be submitted pending the EDA approval on the civil engineer RFP so we know the format EDA requires. Additionally, Mr. Rudikoff added that a City lender of joinder is required because the City is still currently the property owner and the PFDC requires that City Approval in order to submit the Planning Commission Site Plan and Special Use Permit Applications.

There was discussion of the building permit and Planning Board Application and City consultant review escrow which would total \$20,000 and Mr. Kravitz requested Board authorization for Mr. Rudikoff to make those payments. In addition to the fees which are grant eligible, there was discussion Mr. Kravitz agreed that they should not be waived and Mr. Kravitz agreed that it was better to discuss the larger project budget issues in light of inflation and construction and equipment cost increases. Mr. Kravitz continued

There being no further PFDC business, Mr. de Freitas moved and Ms. Bell-Smith seconded a motion to adjourn. Motion carried.

CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY (PIDA)

and

PEEKSKILL FACILITIES DEVELOPMENT CORPORATION (PFDC)

MEETING(S) NOTES

Tuesday, April 25, 2023 at 7:00 P.M.

840 Main Street (2nd Floor Council Chambers)

Peekskill, NY 10566

Members of the public were provided access to listen to a live stream of the meetings (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 PIDA website.

The Chair called the PIDA and PFDC meetings to order at 7PM and announced that a quorum of the Members for the PIDA and PFDC Boards was not present. The following discussions took place among: staff including Mr. Rudikoff, Ms. Lockwood and Mr. Boyd, Cat Crummy of Harris Beach, MJM's Jesse Girola; and Board Members Deborah Post, Alan Kravitz and Juliene Bell-Smith; and others present including Parkview Development's Ken Kearney, Christin Donahoe and Jeff Contelmo, PE.

Regarding Parkview Mixed Income Development (aka SoLo) the Board was aware that an IDA Application had been submitted and was under review. The Parkview representatives presented a summary Project description included in the Application and previously distributed to the Board for 231 units of affordable housing and a future phase of - between 50-100,000 sq. ft. of light industrial space. Mr. Kearney reported on the financial structure and status of the project including the Brownfield Clean-up Program work; the role of the PIDA, and that Westchester County is funding the replacement of a new sewer line. Planned additional funding from NYS and Westchester County is being sought and that revised AMI rental rates are due to be released in May. Future potential funding prioritizes, affordability, shovel readiness and transit oriented development projects. Ms. Post asked about building non/carbon renewable energy measures, vehicle charging stations, of artist live work housing, public art, job creation light industrial space and internship programs and expressed the importance of those elements in the PIDA Application review.

Mr. Kearney explained how important those subjects are in their projects and that artist live work spaces such as in Parkview's Lofts on Main Project but that at SoLo an artist preference needs a Westchester County approval in connection with the County funding; and that regarding public art there are spaces designed in the building and green spaces outside as potential public art installation locations. Ms. Post ended the conversation by saying that the PIDA looks forward to continuing the review of the Application and that absent Board members will be apprised of this presentation.

Regarding the Peekskill Firehouse Kitchen Incubator (PFKI), Mr. Rudikoff reported that the initial USEDA quarterly project progress report and the semi-annual financial progress reports have been filed and accepted by USEDA. Additionally, the civil engineer RFP had been approved by USEDA and has been issued with a 30 day response date and responses have begun to be received. Additional grant funded RFPs for Mechanical Engineer, and Kitchen Consultant need to be finalized and then approved by EDA and issued.

A Kitchen Incubator finance report discussed the shortfall in project funding between the February, 2022 grant submission and since the January, 2023 approval date and that a cost estimate for kitchen equipment and construction is needed to arrange for funding that will be necessary to award the construction bids as well as for seeking other sources of funding. It is estimated that the cost estimator would cost around \$3,000 and that cost estimate proposals should be obtained and would be acted on by the appropriate Boards at a future meeting. It was also discussed that the City Building Department, Planning Commission and Common Council review process had been started and that there is a schedule of fees and discounted escrow deposits that has been presented including the Building Permit Application fee, Certificate of Occupancy Fee, Site Plan and Special Permit Application fees and Escrow deposits are required and that the authorization to prepare the required checks from the PIDA \$700,000 line item would be acted on at the May 23, 2023 Board meeting.

Planning Commission site plan review and Common Council Special Permit reviews and public hearings are expected to be completed in September, 2023. With bidding and USEDA reviews and award - a construction start in early Spring, 2024 is planned

Downtown Redevelopment Initiative Marketing, Branding Social Media and Wayfinding Signage Consultant status of City consultant selection was presented.

Regarding the DRI Public Arts project a Resolution for the Board's consideration for the Boards review of the allocation of \$35,000 for a public art installation and \$10,000 to fund a video documentary of the entire DRI funded public art project.

Under new business it was reported that Mr. Miller and Mr. Rudikoff have been invited to participate in early negotiating the financial structuring of the Railroad Avenue including the potential role of the PIDA and how it is the opportunity for the PIDA to be involved early in the process.

There was discussion of the Peekskill Retail Incubator Emporium and the material in the Board package was reviewed highlighting market viability and retail incubator component in the Berwyn, Ill. – example demonstrating how emporium participants generated market demand. Ms. Post stated that the Berwyn material helpful to discuss viability and the incubator component.

Fleischmann Pier Mr. Rudikoff reported on his work regarding seeking potential commercial boat operators for the reconstructed Pier which will be available for pedestrians in late Spring 2023 and for commercial boats for the 2024 season..

Financial updates Mr. Boyd reported on income and expenses and financial status for the PIDA and the PFDC for which more full Reports and Board acceptance would occur at the May 23, 2023 Board meetings.

The meeting ended at 8PM.

May 12, 2023

Peekskill Facilities Development Corporation
 Summary of Revenues and Expenditures
 As of May 18, 2023

<u>Account No.</u>		<u>Budget</u>	<u>Actual</u>	<u>Ytd Budget Balance</u>
	<u>Revenues</u>			
019.0019.2401	INTEREST EARNINGS	\$250.00	\$187.85	(\$62.15)
019.0019.2402	APPROPRIATED FUND BALANCE	\$75,000.00	\$0.00	(\$75,000.00)
019.0019.1297	APPLICATION FEES	\$0.00	\$0.00	\$0.00
019.0019.3787	MAIN ST GRANT	\$0.00	\$0.00	\$0.00
	Total Revenues	\$75,250.00	\$187.85	(\$75,062.15)
	<u>Expenditures</u>			
019.1900.1990	CONTINGENT	\$250.00	\$0.00	\$250.00
019.6989.0401	PROFESSIONAL FEES	\$5,000.00	\$5,121.00	(\$121.00)
019.8610.0476	WORKFORCE DEVL PROGRAM	\$70,000.00	\$0.00	\$70,000.00
	Total Expenditures	\$75,250.00	\$5,121.00	\$70,129.00
	Surplus (Deficit)		(\$4,933.15)	
	NET ASSETS/FUND BAL 2022		\$124,168.78	
	Account Payable 05/18/2023		\$0.00	
	Fund Balance as of 05/18/2023		\$119,235.63	
	Cash Balance 05/18/2023		\$119,235.63	

Rudikoff, Matthew

From: Joseph Thompson <joe@jthompsonarch.com>
Sent: Tuesday, May 16, 2023 12:43 PM
To: Rudikoff, Matthew
Subject: PKFI- Civil Engineering Proposals
Attachments: PFKI_Civil Engineering Proposal_Day_022323.pdf; PFKI_Civil Engineering Proposal_Cronin_051523.pdf; PFKI_Civil Engineering Proposal_Mastromonaco_051523.pdf

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Matthew,

Please find the Civil Engineering proposal received in response to the RFP attached. While the RFP directed responds to issue the proposals direct to you, I am providing these just in case they did not as well as a summary of the results below for review/ consideration:

-) Cronin: \$19,500
-) Day-Stokosa: \$16,000
-) Mastromonaco: \$42,000
 - o While the total figure proposed is \$48,000, there is a \$6,000 allowance for backflow preventer design and approval work which was not requested as part of this RFP and is intended to be included in the future Mechanical Engineering RFP to be issued at a future date.

Our office has experience working with all three firms and believes them all to be fully qualified to perform the services requested by the RFP. Pending review/ qualification of the Day-Stokosa Engineering, P.C. proposal we believe their office to be the lowest qualified bidder. Please let me know if you have any questions. Available to discuss further at your convenience.

Joe

Joseph G. Thompson, RA, M.ARCH, NCARB, CSBA, LEED AP
NYS Registered Architect

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CITY OF PEEKSKILL
BUILDING DEPARTMENT

May 3, 2023

Peekskill Facilities Development Corp.
840 Main Street
Peekskill, New York 10566

Re: 701 Washington St.
Peekskill, N.Y. 10566
S.32.20, B.9, L.1

Dear Applicant,

Please be advised the City of Peekskill Building Department is unable to process your application for the change of use, renovations and additions of an existing two-story building to facilitate a new commercial kitchen incubator use at the above referenced property at this time. The subject property is located within the C3 General Commercial District.

A Special Permit will be required from City of Peekskill Code 575-34B(d)

Special permit uses and performance standards

(d) Manufacturing, assembling, converting, altering, finishing, cleaning or any other processing or storage of products or materials, regardless of where offered for sale, provided that only oil, gas or electricity is used as fuel.

“Site Plan Approval” will be required from City of Peekskill Code 575-56B(4)

B. When required. When a building permit is required, site plan approval shall also be required for the following projects:

(4) Any change in use or intensity of use which will affect the characteristics of the site in terms of parking, loading, access, drainage, utilities or other City services.

Your next step to facilitate your application is to contact Cecille A. Downy, Zoning Coordinator, at (914) 734-4211 or email cdowny@cityofpeekskill.com to schedule a pre-application conference.

Sincerely,

Nicholas J Cecere
Building Inspector

Cc: cd

From: Joseph Thompson <joe@jthompsonarch.com>
Sent: Wednesday, May 10, 2023 12:32 PM
To: Rudikoff, Matthew <MRudikoff@cityofpeekskill.com>; Alan <sandralan@verizon.net>
Subject: PKFI - Municipal Fees

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Hi Matthew/ Alan,

Please find a current list of fees needed prior to the May 26 deadline in order to maintain our position on the upcoming July 11 Planning Commission Agenda:

J Building Permit Application Fee: (refer to prior emails)	\$22,475 (per attached)
J Certificate of Occupancy Fee: (refer to prior emails)	200 (per attached)
J Site Plan Review & Special Permit Application Fee:	5,250 (per attached)
J Site Plan Review & Special Permit ESCROW Fee:	7,475 (per attached)

TOTAL \$ 35,400

Joe

Joseph G. Thompson, RA, M.ARCH, NCARB, CSBA, LEED AP
NYS Registered Architect



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PH: (845) 532-8156
EM: joe@jthompsonarch.com
WEB: www.jthompsonarch.com

Rudikoff, Matthew

From: Joseph Thompson <joe@jthompsonarch.com>
Sent: Thursday, April 27, 2023 2:36 PM
To: Rudikoff, Matthew
Cc: Lockwood,Kathy; Alan
Subject: Re: 2 PFDC Vouchers for City of Peekskill Building Department for PFKI

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Matthew,

Based on the new fee schedule, found to be in effect as of April 1, the fees have increased as follows:

- J Certificate of Occupancy Fee: Increases from \$150.00 to **\$200.00**
- J Building Permit Application Fee: Increases from \$16,800.00 to **\$22,475.00**
 - o \$1.1M Estimated Construction Cost
 - o Old Fee was \$300 + \$15/ \$1,000 of Construction Cost
 - o New Fee is \$475 + \$20/ \$1,000 of Construction Cost

Joe

Joseph G. Thompson, RA, M.ARCH, NCARB, CSBA, LEED AP
NYS Registered Architect

JTA JOSEPH THOMPSON
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PLANNING COMMISSION AND COMMON COUNCIL SPECIAL PERMIT FEE SCHEDULE

**Peekskill Facilities Development Corp.
840 Main Street, Peekskill, NY 10566**

**Section-Block-Lot: 32.20-9-1
Zoning District: C-3, General Commercial**

Application for a proposed change-in-use, renovations and additions to an existing two-story building to facilitate a new commercial kitchen incubator

	Appl. Fees	Escrow
(1) Pre-Application Conference & Special Permit:		
Pre-application conference	\$100.00	
Common Council Special Permit per § 575-34 B (d)	\$1,500.00	\$5,000.00
33 parking spaces @ \$50 per required parking space		\$1,650.00
<i>Less 50% credit on escrow fees</i>		(\$3,325.00)
<i>Sub-Total - Pre-application and Special Permit</i>	\$1,600.00	\$3,325.00
(2) Site Plan Review & Parking Requirements:		
Site Plan Review per § 575-56 B (4) - (non-residential over 4,000 sf)	\$2,000.00	\$2,500.00
33 parking spaces @ \$50 per required parking space	\$1,650.00	\$1,650.00
<i>Sub-Total - Site Plan Review</i>	\$3,650.00	\$4,150.00
<i>Total Fees</i>	\$5,250.00	\$7,475.00

Application Fees - \$5,250.00

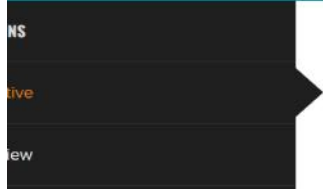
Escrow Fees - \$7,475.00

Two separate checks payable to the City of Peekskill



HOME / REGIONAL COUNCIL CAPITAL FUND PROGRAM (ESD GRANTS - REDC)

Regional Council Capital Fund Program (ESD Grants – REDC)



Objective

Funding is for capital-based economic development initiatives intended to create or retain jobs; prevent, reduce or eliminate unemployment and underemployment; and/or increase business activity in a community or region.

Eligible applicants include for-profit businesses; not-for-profit corporations; business improvement districts; local development corporations; public benefit corporations (including industrial development agencies); economic development organizations; research and academic institutions; incubators; technology parks; municipalities; counties; regional planning councils; tourist attractions; and community facilities.

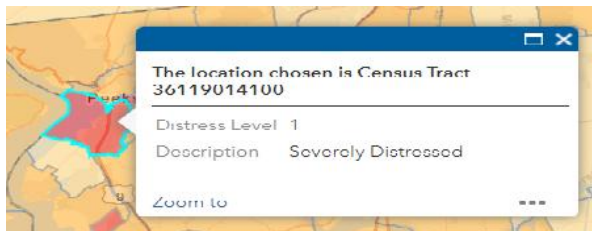
Funds may be used for:

- Acquisition or leasing of land, buildings, machinery and/or equipment
- Demolition and environmental remediation
- New construction, renovation or leasehold improvements
- Acquisition of furniture and fixtures
- Soft costs up to twenty-five (25%) of total project costs
- Planning and feasibility studies related to a capital project

FUNDING POTENTIAL:

ESD Capital Grants can fund up to 20% of a Project Cost. If the pending cost estimate is \$4 million the grant could be up to \$800,000.

Priority for Distressed Census Tracts:



DATE	May 4, 2023
PROPOSAL FOR	Peekskill Industrial Development Agency
CONTACT(S)	Matthew D. Rudikoff, Executive Director
SERVICE	Research, writing and filing of a Consolidated Funding Application (CFA)
FEE	\$7,500
PRESENTED BY	Steve Densmore, President 845-234-8713 sdensmore@choicewordspr.com

DUTIES / TERMS

Choice Words LLC is prepared to begin work immediately to assist the Peekskill IDA with its efforts to seek funding via the Consolidated Funding Application (CFA) process offered by the Empire State Development Corporation (ESD). Choice Words will work closely with the Peekskill IDA to develop and file a strong CFA application. This effort will include:

- Registering the project for all appropriate funding sources on the CFA portal
- Seeking (and, in some cases, writing drafts of) letters of support from local, regional, state and federal representatives and business leaders
- Developing budgets that accurately represent the scope and cost of the project
- If necessary, assisting with the formulation of a presentation before the REDC during Priority Project review
- Researching, writing and filing a complete and competitive CFA submission approved by the Peekskill IDA and submitted on or before the announced deadline.

COMPENSATION

Choice Words would accomplish this work for the Peekskill IDA for the flat project fee of \$7,500. Prior to beginning work on this project, Choice Words would bill the Peekskill IDA for one half of the total project cost (\$3,750), with the balance due upon completion and filing of the CFA.