



CITY OF PEEKSKILL  
CITY HALL

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**CITY OF PEEKSKILL FACILITIES DEVELOPMENT CORPORATION**

**Tuesday, June 27, 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 May 23, 2023 (attached)
3. Monthly Financial Report (attached)
4. Old Business Reports and Discussion
  - Kitchen Incubator – Update
    - a. Planning Commission and Council Project Review Update
    - b. PFKI Cost Estimator Working
    - c. Mechanical Engineer RFP Status
    - d. NYSESD Grant Application Status
  - Update - Workforce Development Working Committee
  - HVMOCA Public Art and Documentary Video Apprenticeship Program
5. **New Business**
6. **Executive Session**
7. **Adjournment**

**DRAFT**  
**CITY OF PEEKSKILL FACILITIES DEVELOPMENT CORPORATION**  
**DRAFT MEETING MINUTES**  
**Tuesday, May 23, 2023 at 7:00 P.M.**  
**840 Main Street (2<sup>n</sup> 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

Board Members Absent: Janice Thompson

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

Also Present: Drew Claxton, PIDA Board Member, Mike Miner MJM Television and Video Productions,

The Chair indicated that the PFDC meeting would be opened when Ms. Bell-Smith arrived and opened the Peekskill Industrial Development Agency (PIDA) meetings at 7:10 PM transacting PIDA business as indicated in the PIDA May 23, 2023 Meeting Minutes. The PFDC meeting was opened at 7:45PM after the arrival of Ms. Bell-Smith and Ms. Post indicated that pertinent parts of the discussion would be included in the respective sets of each Agency's meeting minutes.

The PFDC began by entertaining the Kitchen Incubator update and action items. Mr. Rudikoff continued by stating that the first item was the review of the RFP Process and results for the Civil Engineer whose consulting input was required for the Planning Board review of the Incubator Application which will first occur at the Planning Board Meeting of July 11, 2023. Three responses were received and reviewed and it was recommended that the firm of Day and Stakosa be retained at the cost of \$16,000 because their price was the lowest and because Project Architect Joe Thompson was familiar with the firm and had worked with them before. Mr. Kravitz added that this was a grant eligible expenditure and Mr. Defreitas moved and Ms. Claxton seconded a PIDA resolution to approve the award as described. Motion carried.

The next item was introduced by Mr. Rudikoff as the Board considering to approve the hiring of a cost estimator to establish the change in project cost for the construction and to work with the kitchen equipment consultant to establish the increase in total Project costs since the time of the EDA Application submittal in February 2023. Mr. Rudikoff added that will document what the funding gap will be. Regarding the cost estimator, Mr. Rudikoff described the RFP process which resulted in the selection of Cost Estimation Services of New York for \$2,400 which will not be a grant eligible expense. Mr. DeFreitas moved and Ms. Bell-Smith seconded a motion to approve the contract. Motion Carried.

Mr. Rudikoff reported on the status of the Mechanical Engineer and the Kitchen Incubator Consultant both of which are near final preparation after which the Draft RFP's will be sent to EDA's Brett Steinberg for his reviews as was done with the Civil Engineer RFP.

Regarding the City Permit applications, Mr. Rudikoff reviewed the Building Department, Planning Board, and Common Council process, fees, and escrow account deposit for the City consultant review of the Applications. The checks as outlined need to be received by the City by May 26, 2023 to make the Planning Board Meeting of July 11<sup>th</sup>; and that a Presubmission review meeting was held with the Planning Department. Mr. Rudikoff also outlined the Common Council role in granting the Special Permit to allow the use in the C-3 commercial zone. The checks required to be paid are the Building Permit fee for \$22,475, the certificate of Occupancy Fee for \$200, the Site Plan and Special Permit Fee for \$5,250, and the Escrow fee deposit for \$7,475; totaling \$35,400 which are grant eligible and funding had been authorized by the Board from the \$50,000 in preconstruction soft costs appropriation. Mr. Rohan moved and Ms. Claxton seconded a motion approving the payments. Motion carried.

Mr. Rudikoff presented the Copy Center estimate for copying the Planning Board submission for submission by May 26, 2023 for \$506. The Board authorized the Executive Director to make project required expenditures of up to \$1,000 which would be ratified on a monthly basis and Mr. Kravitz moved and Ms. Bell-Smith seconded a motion to approved the Copy Center printing. Motion carried.

Mr. Rudikoff presented a newly available grant opportunity to the NYS Empire State Development (ESD) for their ESD Economic Development Grant Program for gap financing to close the financing gap created by the inflation in Project costs expected between February, 2023 and the estimated bidding date which the cost estimator will provide the required verification of. Mr. Rudikoff explained that he grant can fund up to 20% of total project costs which are intended to be “bricks and mortar” but whose list of eligible activities includes “furniture and fixtures” and further that as long as a grant award is made before the Project bids are awarded they would be eligible for reimbursement from the new grant, and that Westchester County has agreed to fund the cost of the Application using Lynn Knight who prepared the successful USEDA Grant Application and that the City Common Council may be needed to approve the submission.

Mr. DeFreitas asked what NYS Agency requirements would come with the NYS funding and Mr. Rudikoff responded that there would be prevailing wages and M/WBE requirements. The Board determined that they should approve the submission of the Application, and Mr. DeFreitas moved and Ms. Bell-Smith seconded a motion to approve the submission of the NYS ESD Economic Development Capital Grant Application for PFKI gap financing. Motion Carried.

Ms. Post suggested that the PFDC Board consider the March 28, 2023 Annual Meeting Minutes; and there being no questions, Ms. Bell-Smith moved and Mr. DeFreitas seconded a motion to approve the Minutes as presented. Motion carried. Ms. Post asked Mr. Boyd to present the PFDC Financial Reports and Mr. Boyd informed the Board that there were no major financial transactions and that the PFDC Fund Balance was \$119,235.

Mr. Rudikoff informed the Board about the NYS ESD Restore NY Grant program from which the \$2 million grant was received for the Cosmos Fresh Market at 630 Washington Street, which is expected to have another Grant Round this Fall which could be suitable for a PDFC Application for the Peekskill Retail Incubator Emporium and Event Venue which project requires further review by the PIDA and PFDC Boards to determine the advisability of pursuing the Project.

There being no further PFDC business, Mr. DeFreitas moved and Ms. Bell Smith seconded a motion to adjourn at 8:28PM. Motion carried

**Peekskill Facilities Development Corporation**  
**Summary of Revenues and Expenditures**  
**As of June 22, 2023**

<u>Account No.</u>		<u>Budget</u>	<u>Actual</u>	<u>Ytd Budget</u> <u>Balance</u>
	<u>Revenues</u>			
019.0019.2401	INTEREST EARNINGS	\$250.00	\$245.71	(\$4.29)
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
	<b>Total Revenues</b>	<b>\$75,250.00</b>	<b>\$245.71</b>	<b>(\$75,004.29)</b>
	<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
	<b>Total Expenditures</b>	<b>\$75,250.00</b>	<b>\$5,121.00</b>	<b>\$70,129.00</b>
	<b>Surplus (Deficit)</b>		<b>(\$4,875.29)</b>	
	<b>NET ASSETS/FUND BAL 2022</b>		<b>\$124,168.78</b>	
	<b>Account Payable 06/22/2023</b>		<b>\$0.00</b>	
	<b>Fund Balance as of 06/22/2023</b>		<b>\$119,293.49</b>	
	<b>Cash Balance 06/22/2023</b>		<b>\$119,293.49</b>	