



CITY OF PEEKSKILL  
CITY HALL

840 MAIN STREET  
PEEKSKILL, NEW YORK 10566

(914) 737-3400  
FAX No. (914) 737-2688

**CITY OF PEEKSKILL FACILITIES DEVELOPMENT CORPORATION  
SPECIAL MEETING**

**Tuesday, August 1, 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. Correspondence
2. Acceptance of Minutes
  - Draft Meeting Minutes June 27, 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 Project Cost Discussion (attached)
    - c. Mechanical Engineer RFP Status
    - d. NYSESD Grant Application Authorization to Submit and Status
  - Discussion - Approval Public Art Documentary Internship (attached plan)
5. **New Business**
6. **Executive Session**
7. **Adjournment**

**DRAFT**  
**PEEKSKILL FACILITIES DEVELOPMENT CORPORATION**  
**DRAFT MEETING MINUTES**  
**Tuesday, June 27, 2023 at 7:00 P.M.**  
**840 Main Street (2<sup>nd</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: Alan Kravitz, Juliene Bell-Smith, Rohan de Freitas and Janice Thompson

Board Members Absent: Deborah Post

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

Also Present: Drew Claxton, PIDA Board Member, M JM Television and Video Productions

The Peekskill Facilities Development Corporation (PFDC) Acting Chair, Mr. Kravitz, opened the PFDC meeting at 7:05 PM and indicated that the meeting would be run concurrently with the Peekskill Industrial Development Agency (PIDA). Acting Chair, Ms. Claxton, opened the PIDA meeting at 7:05 PM, indicating that pertinent parts of the discussion would be included in the respective sets of each Agency's meeting minutes.

Ms. Claxton asked if there were any comments on the PFDC 06272023 Meeting Draft Minutes and various corrections were offered and Mr. Kravitz moved and Mr. DeFreitas seconded a Resolution accepting the minutes as revised. Motion Carried. Mr. Rudikoff stated that Mr. Boyd is on vacation and that the Financial Report will be updated at the July 25, 2023 Meeting.

Ms. Claxton introduced the first item under Old business which is the Peekskill Firehouse Kitchen Incubator (PFKI) update Report. Mr. Rudikoff stated that Mr. Kravitz will have additional items to report on and continued that the PFKI - Planning Commission Site Plan Application and the Common Council Special Use Permit are moving forward with the first Planning Commission meeting scheduled for July 11<sup>th</sup> to consider their recommendation to the Council on the Special Use Permit for which a Council Public Hearing has been schedule for July 17, 2023 and that comment letters from the Planning Commission consultants have been received and are being responded to.

Secondly, Application Preparation for The Empire State Economic Development (ESD) Capital Grant is being prepared with Westchester County's Office of Economic Development Consultant, Lynn Knight, who prepared the successful Economic Development Administration grant Application to fund the financial gap caused by the Project cost increase due to inflation from its submission in February, 2022 until now which is being documented by the NY Cost Estimating Services and that Mr. Kravitz will address and include in the updated Project Budget.

Mr. Kravitz indicated that the revised cost estimate has come in at \$4.1 million which he has not completed his review of, noting that equipment and other costs still need updating and incorporation

into the total project cost which will be identified in the grant application budget and that this process will also result in the PIDA having a clear picture of what its total cost will be in light of the various required items that are not eligible expenses in either the US EDA or the NYS ESD Grants.

Mr. Kravitz also reported on the ESD guidelines which state that if the Project is in an underserved community and Census Tract, which Peekskill is, that the maximum grant amount is increased from 20% of total project cost to 40% of total project cost. Ms. Claxton asked about the matching share for the ESD Grant and that was answered by the not yet confirmed expectation that the PIDA/PFDC matching share for the USEDA grant can count for the NYSESD matching share.

Ms. Claxton asked what ere the intended hours of operation and Mr. Kravitz indicated the plan for 24/7 operations to accommodate Kitchen renters irregular work hours and schedules and actually light work forces at shift changes. Ms. Claxton reiterated the commercial nature of the neighborhood, the existing traffic light and prior Firehouse intermittent intense and loud uses.

Ms. Claxton introduced the next Agenda item as the DRI Public art requested funding from the PIDA for the \$35,000 investment in public art and the \$10,000 request to fund the Internship Program being set up in connection with the video documentary to be made of the DRI Public Art project for which communication with Livia Straus from the DRI Public Art Project which tried to define various budgetary and programmatic aspects of the proposed programs was received today.

Mr. Miller addressed the next steps to get this into shape and Ms. Claxton asked Mr. Miller to get this into shape for the next meeting to enable the Board to act. Mr. Miller explained that what is needed is for the Boards to identify the conditions that they desired to place on the operation of the Internship Program. Mr. DeFreitas said that there was a Workforce Development Program at which certain internship operating parameters were discussed and which Mr. Rudikoff provided a listing of; but that the most recent submission did not follow that material; but it was felt that since the Project Sponsor had previously run internship programs, that it would be helpful if a description of how those prior internship programs had been organized would be helpful. Mr. Kravitz suggested looking on line

Ms. Claxton suggested that perhaps Mr. Miner as a videographer, he might have useful input on this and Mr. Rudikoff said he would get in touch with him about that. It was also clarified that the proposed PFDC DI Public Art funding was for the Internship Program and that it was reiterated that the funding for the "Rock Star" sculpture would be PIDA funding and more easily expended if the entire \$35,000 was provided to the Project sponsor at the time the City accepts ownership of the installed Sculpture.

Using an internship template contract, Mike Miner Input and a list of desired internship funding conditions from the Workforce Committee it was determined that an Agreement could be acted on at the next Board meetings.

There being no further business, Mr. DeFreitas moved and Ms. Bell-Smith seconded a motion to adjourn at 7:40 PM. Motion Carried.

**Peekskill Facilities Development Corporation**  
**Summary of Revenues and Expenditures**  
**As of July 20, 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	\$323.98	\$73.98
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>\$323.98</b>	<b>(\$74,926.02)</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>(\$4,797.02)</b>	
	<b>NET ASSETS/FUND BAL 2022</b>		<b>\$124,168.78</b>	
	<b>Account Payable 07/20/2023</b>		<b>\$0.00</b>	
	<b>Fund Balance as of 07/20/2023</b>		<b>\$119,371.76</b>	
	<b>Cash Balance 07/20/2023</b>		<b>\$119,371.76</b>	

## Peekskill Firehouse Kitchen Incubator - Summary of Financial Requirements July 2023

The financial requirements of the project through break-even are presented in this report and represents best estimates at the time of writing.

Westchester County has funded and continues to fund a Kitchen Incubator Consultant, a grant writer, and an architect. Without these the project would not have got off the ground. As the project nears completion we can count on Westchester County to support promotional seminars, and other P/R to generate interest and the acquisition of clients.

The following table is the breakdown of costs to build the Incubator. It covers the period up to the currently projected opening for clients January 2025. These costs were developed by Estimating Services New York commissioned by the PIDA. The kitchen equipment part of "Production Machinery & Equipment" below was provided by the Kitchen Incubator Consultant.

Qualified Investments	Year 1	Year 2
	2024	2025
Building Acquisitions	\$0.00	\$0.00
Building Renovation	\$ 502,655.88	
New Construction	\$ 666,506.69	
Production Machinery & Equipment	\$ 1,860,250.13	
Furniture, fixtures & equipment	\$1,026,860.26	
Land Acquisition	\$0.00	
Demolition and environmental remediation	\$142,345.84	
Soft costs up to 25%	\$778,986.49	
Estimating Services New York Total	\$4,977,605.30	

Our EDA grant total is \$2,995,835.00 of which the PIDA has a matching portion in the amount of \$599,167 as part of the \$700,000 the PIDA has committed to the project.

The financing gap between the current funding of the EDA Grant and PFDC match is an additional \$1,981,770.30. This shortfall is due to: 1 - the EDA Grant being developed in 2022 prior to the extreme building material and equipment inflation through the pandemic documented by the recently completed NY Estimating cost estimate at 33%; and, 2- the EDA Grant only included equipment fixed to the structure and nothing towards any moveable equipment such as rolling racks, trays, pots, pans, furniture, etc; and a greater level of 'soft cost coverage that appears to be eligible under the NYSESD Capital Grant Application and will be included in the Incubator Project Budget which will be submitted in the Application being prepared to be submitted in August.

In addition prior to opening, initial staff will be hired and when open the Incubator will require cash support until break even. This NYS Consolidated Grant does not cover any operations expenses. We will need an Operations Grant or other funding of \$220,000 for those. Operations expenses are projected to be: 2024, early hires salaries - \$50,000; 2025, cash flow maintenance - \$130,000; and, 2026, cash flow maintenance - \$40,000. Beyond that point it is projected that the Incubator will be self sustaining and be able to pay rent in the amount of \$15,000 per month to the PFDC.

Alan Kravitz (July 25, 2023)

## Internship Description and Conditions

### Introduction

The Hudson Valley Museum of Contemporary Arts (the “HVMOCA” and “Sponsor”) as responsible party under the New York State Downtown Revitalization Initiative (DRI) Public Art Award, is undertaking the production of a video documentary (the “Video Documentary”) documenting the creation and installation of public art as per its DRI Agreement with the NYS Department of State which was indirectly assisted through the Peekskill Industrial Development Agency (the “PIDA”). The PIDA and Peekskill Facilities Development Corporation (the “PFDC”) (also requested that an internship opportunity be created for two (2) City of Peekskill residents. The internships are to be administered by HVMOCA and are intended to be fruitful, enriching and well supervised and documented work and life experiences.

The objective of the Internships is to be an educational and workplace experience, including relevant work at and presence in production meetings, artist’s studios, shoots, editing work, showings, internship reporting and evaluation. The Internships will take place during the entire public art creation, installation, and video production process as detailed below in list below of Video Documentary Typical Tasks.

The film will be used to promote both the DRI funded ‘Enlighten Peekskill’ public art project and the City of Peekskill to the general public, forming an important part of a broader and ambitious marketing campaign being planned by the city itself.

### Funding and Internship Conditions

1 - Two (2) Internships for City of Peekskill residents between the ages of 16 and 24.

2 - Funding: \$10,000 for administrative support and stipends.

Admin. \$5,000 (tbd)

Intern Stipends \$ 5,000 (tbd) in total

3 – Interns and alternates will be recruited from the City Youth Bureau, Peekskill Schools, WCC, Arts 10566, Peekskill Artists Association, and HVMOCA. The selected individuals will be identified and introduced at a PIDA / PFDC meeting.

4 – The length of the Internship will be approximately        months, from selection of participants until an edited version of the documentary is presented at a PIDA / PFDC meeting at which the Interns will be present.

5 - Work times are not on a fixed schedule and will be according to the Video Director’s production schedule for the film. Interns will be regularly notified of the slate of production activities and intern assignments , which will include, but not be limited to such video documentary tasks as scheduling for

planning and production meetings, art production shoots, installation coordinating and scheduling, installation shoots, video editing and distribution planning.

6 – Under the direction and review of the Video Director, the interns will keep a diary of all intern-related work and activities and compile the information into a quarterly report summarizing video documentary tasks performed and commenting on the Internship experience.

7 – Under the direction and review of the Video Director and Sponsor, the quarterly reports will be summarized into a Final Report submitted at the time the Final Internship Stipend is paid.

8 - Budget and payment schedule:

a. Internship stipends will be paid by HVMOCA, which will be reimbursed by PFDC in three (3) installments: 1/3 at the beginning of shooting; 1/3 at the completion of shooting; and, 1/3 at a first screening of an edited version of the Documentary.

b. Administrative support payments will be paid in three (3) installments: 1/3 when the selected interns have been working for three (3) months; 1/3 at the completion of shooting; and, 1/3 when an edited version of the documentary is presented at a PIDA / PFDC meeting at which the Interns will be present.

9 - Insurance – Proper coverage for Interns (?) naming PIDA / PFDC as additional co-insureds.

10 - PFDC / PIDA will be listed in the Documentary video credits for funding and internship program assistance. PIDA / PFDC will be granted rights to use the Video Documentary and its content for City of Peekskill marketing, branding and educational purposes, etc.

11 - The Video Documentary will have screenings at City of Peekskill Council and PIDA meetings, the Peekskill School District, Hudson Valley Gateway Chamber of Commerce, Peekskill Business Improvement District, Westchester County Tourism and film festivals.

## Video Documentary Typical Intern Tasks

The interns will be involved as Video Production Team Members in planning meetings, assisting in scheduling shoots and assisting in shoot preparation, video footage record keeping, typical production assistant tasks, editing process, and planning of screenings and marketing associated with the Documentary.

Detailed Typical Tasks (not meant to be all-inclusive):

For beginning levels of intern experience:

Video production helper: carry equipment for the camera operator, carry and set up tripods, help set up lighting, run cables to monitors, extension cords, ensure batteries are charged (battery and power management), ensure all media (recording cards and hard drives) are labeled, help to run audio cables for interviews (lavaliers, handheld mics, and audio booms). Intern will be responsible for supporting the boom mic during video-taping, securing coffee and snacks for the crew, logging and keeping track of recording day and organizing the time.

For more experienced interns:

For interns with more advanced levels of documentary film experience: set up camera, load media, set lighting for sets, shoot some b-roll, white balance the camera, set color tones and filters on the camera, set audio and check audio levels, organize media and track time codes by scanning footage, help with lap top management, organize media by day and time, coordinate with producer to get appropriate shots, help design interview questions and observe and participate in editing discussions and tasks, schedule interviews and shots, check daily schedule and ensure the proper equipment is set up the night before, make sure batteries and DC power is ready, proper lighting is coordinated, (outdoor lighting vs indoor lighting by different color temperatures). Additional tasks include: Loading truck / vehicle with equipment for the day, maintaining equipment to ensure it is properly stored in padded Pelican boxes or padded cases, communication with associate directors and producers on upcoming tasks. This intern is a team player and a self-starter.

**July 13, 2023**  
**PFDC**



**AUTHORIZING RESOLUTION**  
*(HVMOCA – Enlighten Peekskill Internship Program)*

A regular meeting of the Peekskill Facilities Development Corporation was convened on \_\_\_\_\_, 2023, at 7:00 p.m.

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

**Resolution No. \_\_\_\_\_**

RESOLUTION OF THE PEEKSKILL FACILITIES DEVELOPMENT CORPORATION AUTHORIZING (i) THE ISSUANCE OF A \$10,000 GRANT TO HUDSON VALLEY MOCA IN CONNECTION WITH THE DRI ENLIGHTEN PEEKSKILL PROJECT, INCLUDING APPRENTICESHIP AND JOB TRAINING FUNDS TO SUPPORT MARKETING AND MEDIA PROMOTION (AS FURTHER DEFINED HEREIN) AND (ii) THE EXECUTION AND DELIVERY OF A GRANT AGREEMENT AND RELATED DOCUMENTS.

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, pursuant to the N-PCL and the Certificate, the PFDC has established a Community and Economic Development funding program (the “PFDC Program”) whereby the PFDC provides funding to certain projects, programs and organizations to undertake community and economic development programs within the City; and

WHEREAS, PFDC also maintains certain restricted funds that may be utilized for job training, apprenticeship and youth training programs (herein, the “PFDC Job Training Fund”); and

WHEREAS, Hudson Valley MOCA (“HVMOCA”), with support from the City’s Downtown Revitalization Program (“DRI”), is undertaking a certain “Enlighten Peekskill” public art project (herein, the

“Project”), such Project to include the provision and installation of public art which HVMOCA wants to make a documentary video of with funding assistance of the PFDC; and

WHEREAS, in furtherance of HVMOCA’s desire to undertake the Project, which will promote attraction, art, marketing, commerce and economic development within the City, the HVMOCA has requested funding assistance from PFDC in the amount of \$10,000.00 (the “Grant”) to support a Documentary Video Internship as described in the Documentary Video Internship Program Description and Conditions;and

WHEREAS, the provision of such Grant being consistent with the PFDC Job Training Fund, the N-PCL and the Certificate; and

WHEREAS, the PFDC desires to authorize the Grant and the execution of related Grant Agreement.

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

Section 1. The Video Documentary funding is a Type 2 SEQR Action.

Section 2. The Corporation hereby authorizes the provision of the Grant to HVMOCA in furtherance of the Media Project. The Chairman, Vice Chairman and/or the Chief Executive Officer of the Corporation are hereby authorized, on behalf of the Corporation, to execute and deliver a Grant Agreement and Video Documentary I, along with related documents (collectively, the “Documents”), in such form as prepared and approved by counsel to the Corporation and as approved by the Chairman, Vice Chairman and/or the Chief Executive Officer.

Section 3. The Secretary or Assistant Secretary of the Corporation are hereby authorized, where appropriate, to affix the seal of the Corporation to the Documents and to attest the same, all with such changes, variations, omissions and insertions as the Chairman, Vice Chairman and/or Chief Executive Officer of the Corporation shall approve, and the execution thereof by the Chairman, Vice Chairman and/or Chief Executive Officer of the Corporation to constitute conclusive evidence of such approval.

Section 4. The officers, employees and agents of the Corporation are hereby authorized and directed for and in the name and on behalf of the Corporation to do all acts and things required and to execute and deliver all such checks, certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Corporation with all of the terms, covenants and provisions of the documents executed for and on behalf of the Corporation.

Section 5. These Resolutions shall take effect immediately.

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

The Resolution was thereupon duly adopted.

STATE OF NEW YORK                    )  
COUNTY OF    WESTCHESTER  ) ss.:

I, 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 \_\_\_\_\_, 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 members 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 members 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 \_\_\_ day of \_\_\_\_\_, 2023.

—

\_\_\_\_\_

Secretary

[SEAL]





# HVMOCA/DRI/VIDEO DOCUMENTARY PFDC INTERNSHIP REPORTS

Date: \_\_\_\_\_

**REPORT TYPE:**

Check the box to indicate which report type is being submitted.

- Monthly Report     Quarterly Report     Final Report

**INTERN ID:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School/Educational Institution: \_\_\_\_\_

- Diploma                       Degree                               Certificate

What education, training, internship work is planned?

Career Interest: \_\_\_\_\_

How did you learn about the Internship? Select all that apply.

- Peekskill Youth Bureau                       Peekskill Schools  
 Westchester Community College               Arts 10566  
 Peekskill Artists Association                   HVMOCA

**WORK TASKS PERFORMED:** Mark (x) on the space next to the task  
**HELPING TASKS:** \_Carrying equipment \_Setting-up tripods \_Errands

**TECHNICAL WORK:** \_Lighting and camera set-up \_Running cables  
\_Ensuring equipment battery charging \_Logging & setting time codes  
\_Labelling and storing video footage \_Holding the boom mic  
\_Shoot b-roll \_White balance the camera \_Set color tones/filters  
\_Set/check audio levels \_Schedule interviews and shots  
\_Daily checks \_Ensuring the proper equipment is set up day before  
\_Making sure batteries and DC power \_Coordinate Proper lighting  
\_Loading truck/vehicle with equipment \_Maintaining equipment

**COORDINATION:** \_Power management \_Maintaining media recording cards  
and hard drives \_Communicate with associate directors/producers on  
tasks \_Coordinate with producer to get appropriate shots \_Help  
design artist and other interview questions \_Observe and  
participate in editing discussions and tasks.

**Team Members and Crew Work:**

- Project Sponsor     Video Director/Producer     Artists/Other Crew

Initials of Video Director/Sponsor: \_\_\_\_\_