



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

Tuesday, September 26, 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. Executive Session

2. Correspondence

3. Acceptance of Minutes

- Draft Special Meeting Minutes August 1, 2023 (attached)

4. Monthly Financial Report (attached)

- DRAFT PFDC 2024 Budget (attached)

5. Old Business Reports and Discussion

- Public Art Documentary Internships
- Kitchen Incubator – Update
 - a. NYSESD Grant Application Submission
 - b. PFKI backup Capital Sources and Project Cost Discussion
 - c. Planning Commission and Council Project Review Update
 - d. Civil and mechanical engineer update
 - e. Operational Structure Planning Discussion

6. New Business

- USEDA Quarterly Progress Report and Semi-Annual Financial Status Report Due

Adjournment

DRAFT
CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY
DRAFT SPECIAL MEETING MINUTES
Tuesday, August 1, 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, Janice Thompson and Drew Claxton

Board Members Absent:

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

Also Present: MJM Television and Video Productions

The Peekskill Industrial Development Agency (PIDA), Chair, Ms. Post, opened the Special PIDA Meeting at 7:05 PM and indicated that a Peekskill Facilities Development Corporation (PFDC) meeting would be opened later and that the remainder of both meetings would then run concurrently and that pertinent parts of the discussion would be included in the respective set of each Agency's meeting minutes.

The Chairman indicated that the first order of business was to go into Executive Session to discuss the possible sale of PIDA real estate and Ms. Claxton moved and Mr. DeFreitas seconded a motion to go into Executive Session for that purpose. Motion Carried.

At 7:48 the Chair resumed the regular order of business and introduced the first item under correspondence which was the City Manager's letter requesting the PIDA to open up a discussion with the City about participation in the acquisition and redeployment of the shuttle, "Stella" making downtown / waterfront connectivity and other shuttle runs. The City letter was asking for assistance in the acquisition cost estimated to be \$20,000; and the City would have resources for owning, storage, insurance, maintenance and also has licensed drivers.

Ms. Claxton supported the idea stressing the economic development and tourism impact of strengthening waterfront and downtown connectivity and that the BID is interested in this as well including with scheduling and programming input and that the cost is minimal if the vehicle is in good condition. Ms. Thompson and others discussed the need for a mechanic's inspection report and the potential for historic, arts and connectivity loops, connecting parks, Fleischmann's Pier, concerts, movies, pick-ups at remote parking sites, parades, and other uses.

Mr. DeFreitas stated he thought it would be a good investment and that he had used the Trolley for private events and it was very successful, nostalgic and well received. Mr. Kravitz agreed and identified that the legality of scheduling stops at the train station would need to be one of the discussion points and that the City should take title to the trolley directly.

Ms. Post asked Counsel if it is an appropriate use of PIDA funds and Ms. Baranello responded, yes; that it would be as assistance to the City to acquire infrastructure. The Board agreed that Mr. Rudikoff should continue the discussion with the City Manager with the understanding that the PIDA is interested in participating subject to the City owning the Trolley and establishing a plan for the maintenance, storage, insuring and programming of the Trolley.

For the next item of business the Chair asked if the Board had any comments on the draft PIDA minutes of the June 27, 2023 meeting. There being none, Mr. Kravitz moved and Ms. Claxton seconded a motion to approve the minutes. Motion carried. The next item was the Financial Reports and Mr. Rudikoff indicated that Mr. Boyd was not present due to a family health issue but stated that Mr. Boyd had gone over a summary of the Reports indicating that all PILOT Payments are paid up to date. Ms. Thompson raised the question that at a prior meeting's financial report it was discussed that periodically there would be report advising the Board of what expenditures had been made during the prior period. The Board agreed and felt that the Report should be made Quarterly which could be started as of the September 30, 2023 close of Q2.

Ms. Post asked about the status of upcoming potential administrative fee projected revenue and Mr. Rudikoff indicated that the Project closest to paying a PIDA administrative Fee is the SOLO Project which is awaiting capital grant decisions before proceeding and also the 630 Washington Street Cosmos' Fresh Market which just got their revised Planning Commission approval.

Ms. Post indicated that the next item of business is an update on the Kitchen Incubator Project and that the PFDC Special Meeting was opened at 8:56PM and that the remainder of discussions would be entered into the relevant Minutes for each Agency. Mr. Rudikoff said Mr. Kravitz would provide the update and Mr. Kravitz stated that the updated Project cost estimate came in at \$5 million which includes the inflationary increases in the \$3 million project cost for construction and major equipment included in the USEDA Application submission in February, 2022 until now. That cost increased by 33% from the \$3 million to \$4 million. Additionally, the other million dollars was for equipment and soft costs not grant eligible in the USEDA Grant; but now eligible under the NYS Empire State Development Agency (NYSESD) Economic Development Capital Construction Grant amount to \$5 million which covers the construction, soft costs and equipment costs needed to be able to build, supply and open the Incubator doors for operations.

Additional operating period staffing and other cost are needed until financial breakeven, budgeted to be \$220,000 until 202. When the Incubator achieves break-even operations that is including payment of a \$15,000 per month rent or fee payable to the PFDC to replenish its development fund.

The current new NYSESD Grant Application amount is \$1.98 million including the new local share of \$180,000 which Ms. Post asked the source of. Ms. Claxton asked if that \$180,000 was included in the PIDA/PFDC funding of \$600,000 and Mr. Kravitz said no; and that the original \$700,000 allocation was for the USEDA Matching share and various predevelopment costs being incurred such as for the new cost estimate, printing expenses and City land use application processing fees. The potential sources for the new \$180,000, or a lesser amount if the future grant award is reduced, Mr. Kravitz stated, is the PIDA/PFDC, the County or another source, and that these additional expenses above the USEDA Grant were always know to be requiring additional funding and the NYSESD is an excellent source because the matching grant is only 10%.

Ms. Post stated that for the USEDA Application a Resolution had to be adopted by the PIDA/PfDC agreeing to the amount. Mr. Rudikoff stated that later on the Agenda is an item for the Board to consider the approval of the submission of the NYSESD Application and the provision of the matching share.

Mr. Rudikoff continued reporting on the status of municipal approvals indicating that the Council had already held their Special Use Permit Public hearing and were going to schedule the land transfer public hearing for September 25th and that at the Council meeting of October 10 Resolutions for SEQR, the Special Use Permit, the land transfer and the funding of the PFDC – Peekskill development fund from former federally funded loan repayments - would be considered. Then at the Planning Commission's September 11th meeting the Board can act on the site plan SEQR declaration and the approval of the site plan.

Ms. Post asked when there would be a decision on the NYSESD grant application and Mr. Rudikoff responded that the Application has a rolling submission date and that we are shooting for an August submission, and that last year's grant awards for this Program were announced in the November time frame and that if we got the award, NYSESD would allow going to bid while the grant contract is being processed.

Ms. Post asked if the PFDC should take title to the property before it is known whether all the funding needed to implement the Project is received before we take on the obligations of property ownership including maintenance, heating, insurance, etc. It was agreed that the PFDC lawyers needed to help with addressing that sequence of steps and actions while the timing of obtaining the required funding is determined and Ms. Thompson, reiterated that other sources of funding should be searched out and not that the budget just presume the usage of the Agency's fund balance.

Mr. Kravitz interjected, that one of the questions asked in the NYSESD application is what do we do if all the funding is not in hand at the time of the NYSESD grant award; and Mr. Kravitz added that our response is that a reduction in the scope of work will be made to reduce the budget such as for finishing the new 2nd floor and access to it as well as the postponement of including certain major equipment such as one of the coolers or one of the ovens.

Mr. Kravitz indicated that the PIDA and PFDC Boards' authorization should be considered for approving the submission of the \$1.8 million NYSESD Application and the provision of the \$180,000 matching funds pending the identification of other matching share funding. Ms. Post stated that the Board has made its concerns known about the timing of taking title prior to all funding being confirmed and being informed as to all projected costs to have the PFK built and made operational, and having the future operations discussion and that the Agency not being presumed to be the source of all the additional funding. Discussion pointed out that it was always known that the USEDA was not funding movable equipment and startup operation cash flow which NYSESDS can fund some of and with only a 10% matching requirement. There being no further discussion, Mr. Rohan moved and Ms. Claxton seconded a motion to approve the submission of the \$1.9 million NYSESD Application and the provision of the \$180,000 matching share. Motion Carried.

Ms. Post introduced the next item of business which had been discussed in Executive discussion and it was indicated that an appraisal of certain Agency owned real estate was desired and Mr. Rohan moved and Ms. Bell-Smith seconded a motion approving the Executive Director to get the appraisal work done.

Discussion touched on getting the delineations of which parcels need to be appraised and that Agency Counsel would be involved in describing the appraisal scope of work desired .Motion Carried.

Mr. Rudikoff informed the Board that he had written a Letter of Support for a City Grant Application to NYS Department of State for funding a dredging feasibility study for Fleischmann Pier to expand the range of commercial boat operators able to use the Pier and support economic development. Mr. Rudikoff informed the Board of the HVGCC Golf fundraiser and that last year the Agency had a tee marker and that the same would be done for this year for \$250.

There being no other new or other PIDA business, Ms. Thompson moved and Mr. Kravitz seconded a motion to close the PIDA Meeting at 9:36 PM. Motion Carried.

Peekskill Facilities Development Corporation
Summary of Revenues and Expenditures
As of September 21, 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	\$495.00	\$245.00
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	\$495.00	(\$74,755.00)
	<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)		(\$4,626.00)	
	NET ASSETS/FUND BAL 2022		\$124,168.78	
	Account Payable 09/21/2023		\$0.00	
	Fund Balance as of 09/21/2023		\$119,542.78	
	Cash Balance 09/21/2023		\$119,542.78	

PEEKSKILL FACILITIES DEVELOPMENT CORPORATION						
PROPOSED BUDGET FOR 2024						
19 - PFDC PEEKSKILL FDC						
ACCOUNT NO	ACCOUNT DESCRIPTION	2022 ACTUAL	ORIGINAL 2023 BUDGET	ADJUSTED 2023 BUDGET	9/21/2023 ACTUAL	2024 REQUESTED
REVENUE						
019.0019.1297	APPLICATION FEES	70,000.00	-	-	-	-
019.0019.2401	INTEREST EARNINGS	190.22	250.00	250.00	495.00	650.00
019.0019.2402	APPROPRIATED FUND BAL	-	75,000.00	75,000.00	-	75,000.00
019.0019.3787	NYS MAIN ST GRANT ADMIN	200,000.00	-	-	-	-
TOTAL REVENUE		270,190.22	75,250.00	75,250.00	495.00	75,650.00
EXPENSES						
<i>0100 PERSONAL SERVICES-SALARY</i>						
019.8610.0100	GRANT ADMINISTRATOR	\$ -	\$ -	\$ -	\$ -	-
TOTAL PERSONAL SERVICES		\$ -	\$ -	\$ -	\$ -	-
<i>OPERATING EXPENSES</i>						
019.6989.0401	PROFESSIONAL FEES	-	5,000.00	5,000.00	5,121.00	5,000.00
019.8610.0470	UNCLASSIFIED-MAIN ST GRANT	204,480.10	-	-	-	-
019.8610.0476	WORKFORCE DEVL PROGRAM		70,000.00	70,000.00		70,000.00
019.1900.1990	CONTINGENT		250.00	250.00	-	650.00
TOTAL OPERATING EXPENSES		204,480.10	75,250.00	75,250.00	5,121.00	75,650.00
<i>EMPLOYEE BENEFITS</i>						
019.9030.803	SOCIAL SECURITY	-	-	-	-	-
019.9030.812	MTA MOBILITY TAX	-	-	-	-	-
TOTAL EMPLOYEE BENEFITS		-	-	-	-	-
TOTAL EXPENSES		204,480.10	75,250.00	75,250.00	5,121.00	75,650.00
FUND 019 PFDC Surplus / (Loss)		65,710.12	0.00	0.00	(4,626.00)	0.00
NET ASSETS / FUND BAL 2022					124,168.78	
ACCOUNT PAYABLE 09-2023					0.00	
FUND BAL AS OF 09/21/2023					119,542.78	
CASH BALANCE 09/21/2023		\$ 119,542.78				
Footnote:	019.0019.1297 - Rev	1 Park Place Workforce development payment		\$70,000.00		
	019.8610.0476 - Exp	Workforce programming to be determined				