

**FINAL**  
**CITY OF PEEKSKILL INDUSTRIAL 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, Drew Claxton and Janice Thompson who was participating to the discussion via Zoom.

Board Members Absent: None

Staff Present: Matthew Rudikoff, Executive Director, Justin Miller, Counsel

Also Present: 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 proposal to the Westchester County for Architectural 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 have to 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 and a similar Resolution is on the PIDA and PFDC Agendas for the PIDA and the PFDC to adopt also. The Form signed by both the City Manager and the Executive Director have to be submitted to EDA within 30 days of grant award date received (January 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.PFDA matching share cash contribution which would 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 along with the interaction of the City obligations to complete SEQR and site plan approval.

Mr. Rudikoff, additionally indicated that the action item for the PIDA Board as the provider of the funding is the consideration of the adoption of the afore-stated Resolution, which Ms. Post indicated is the next order of business. Mr. Kravitz moved and Ms. Bell-Smith seconded a motion adopting the Resolution. Motion Carried.

**PEEKSKILL FACILITIES DEVELOPMENT CORPORATION (PFDC)  
PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY (PIDA)**

**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 USED A 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 and PIDA Board(s) 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.

In connection with Ms. Thompson's being remotely attending the PIDA meeting it was clarified that a Board Member attending a meeting remotely cannot count towards the quorum or vote on matters before the Board. Mr. Miller expanded on that indicating that the Agencies can adopt a Remote Meeting Policy which would set forth those procedures more explicitly providing that if there is a valid reason such as a medical note indicating the condition that prevents the Member from attending they can be allowed to participate and vote but not count as making a quorum. Ms. Post asked Mr. Miller to prepare a Draft of such a policy to be presented at the next meeting of the Agencies.

Ms. Post introduced the next item of business being the 2023 PIDA Meeting Schedule. Ms. Bell-Smith moved and Ms. Claxton seconded a motion approving the 2023 PIDA Meeting Schedule. Motion Carried.

## PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY

2023

### MEETING DATES

JANUARY 24

FEBRUARY 28

MARCH 28

APRIL 25

MAY 23

JUNE 27

JULY 25

AUGUST 22

SEPTEMBER 26

OCTOBER 24

NOVEMBER 28

DECEMBER (TBD)

Ms. Post indicated the next item on the Agenda is the consideration of the PIDA's November 30, Meeting Minutes. There being no questions, Mr. Defreitas moved and Mr. Kravitz seconded a motion approving the corrected PIDA Minutes of November 30, 2022. Motion Carried.

Ms. Post asked about the Financial Reports and Mr. Rudikoff stated that Mr. Boyd was not able to be 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.

Having completed discussions on the Kitchen Incubator Ms. Post introduced the next order of business which was an update on the SOLO "Parkview" Project Application and Mr. Rudikoff stated that both he and Mr. Miller had discussed the Application with the Project Sponsor who indicated that there is financial restructuring going on and that a lender is being brought in to bring a private placement into the capital stack, that bond structuring and the PIDA material commitments were being discussed.

In response to prior Board Project background questions about Parkview, Mr. Rudikoff reported that the Parkview Project consists of 231 apartments and four (4) retail spaces in six (6) new structures on currently vacant land with a NYS Brownfields designation which will be remediated pursuant to a NYSDEC/City/Parkview Brownfield Clean-up Agreement. The housing will be affordable at a range of income groups including: 36 DU' at 40% of Westchester County Area Median Income (AMI), 158 DU's at 60% of AMI; and 36 DU's at 80% AMI; and the units are configured as: 129 – one (1) bedrooms; and, 102 – two (2) bedrooms. A future second phase of the project will be between 50-100,000 sq. ft. of light industrial uses. Mr. Miller, reported that he the Applicant had discussed bond financing structures, material commitments, completing their financial structure, responding to other comments and are updating their PIDA Application which they indicated they were expecting to have resubmitted in 1-2 months.

Mr. Rudikoff continued that the project can have a visitor-destination impact in that the units are available as artists live - work spaces, the mixed use retail could be part of arts and other neighborhood events which could draw visitors and the potential for public art installations which could be a continuation or extension of the DRI Public Trails which could also be a visitor draw and have a positive economic development impact,

However, Mr. Rudikoff continued, that he was struck by the fact that if, for example, a PIDA Project Sponsor agreed to provide a public art installation for those very reasons; the Project might necessitate a Planning Commission Approval revision or perhaps a SEQR revision which would greatly complicate being able to avoid losing that potential positive economic development benefit at the time of review of the PIDA Application; and therefore it was suggested to address that situation, that during the Planning

Board's SEQR review that the PIDA be able to make that kind of input as a SEQR Involved Agency within a Planning Board "Coordinated SEQR Process" and that at the next PIDA meeting a communication to the City Planning Commission to address this circumstance along with an explanation of how SEQR is structured to facilitate Involved Agency input in exactly that way.

Ms. Post stated that the next Agenda item is for an update on the DRI Public Illuminated Sculpture and Banner Project and Mr. Rudikoff stated that he had been informed by the Project Sponsor that the Art selections, locations, and artist contracts have been determined and that it will be appropriate to begin preparing the documentation of the expenses connected with the previously discussed \$35,000 PIDA investment in the public art and that, further, the Project Sponsor has identified a videographer who wants to make the film and supervise two (2) apprenticeships, to Peekskill youth to be involved in the making of a documentary film about the Sculpture Trail Project for \$10,000 for stipends and supervisory costs and that approval of said funding could be considered at the next meeting. Board questions included: when will the PIDA's rights to the video documentary be established; whether the apprentices would be Peekskill youth; and, how would the Apprenticeships be structured to provide the best Apprenticeship Experience possible to the participants. Mr. Rudikoff, stated those matters would all have to be set forth in the arrangements between the Public Art Project Sponsor and the PIDA.

Ms. Post introduced the next item as being an update on the DRI Marketing, Branding, Social Media and Wayfinding consulting RFPs. Mr. Rudikoff reported that fifteen (15) responses were received for the Marketing RFP and that seven (7) responses were received for the Wayfinding RFP which will be reviewed and a suitable number will be scheduled for interviews toward the end of February; that there was good local representation in the responses; potentially workable budgets; that the Members of the Project Advisory Committee have been recommended but not yet appointed; and that the work of the PIDA's Destination Marketing Working Committee contributed greatly to defining the work done to date.

Ms. Post indicated that the next item on the Agenda is a Report on the Workforce Development Committee and Mr. DeFreitas reported that he feels we should have a Committee meeting with Ms. Bell-Smith and Ms. Claxton to get into planning for the new projects coming and for the Kitchen Incubator Project as well, from both perspective of construction apprenticeships as well as culinary arts and entrepreneurial skills learning opportunities.

The next item is New Business, PARIS Reports, and Mr. Rudikoff reviewed with the Board the status of the Reports and the upcoming activities of the Staff and Board to complete the work, provide the opportunity for Board Review of Draft materials; and to vote on the submission at the March Meetings of the Agencies for a submission by the end of March to the NYS Authorities Budget Office. It was also reported that Board evaluations and certain members training were also required.

The next item on the Agenda is a report by Mr. Miller on recent NYS Legislative changes impacting IDA's including the most consequential being that Notices to taxing jurisdictions 2 years from expiration of a PILOT must be made by the IDA. Any PILOT expiration of less than 2 years requires immediate notification. The notices should be automated.

Mr. Miller reported on his work regarding the potential use of former City grant funds or loan repayment funds for the City to be able to reuse them for future economic development purposes as a recommendation to the City indicating a Report back would be forthcoming.

Ms. Post indicated that the last item on the Agenda is Mr. Rudikoff's report on what is being called the Peekskill Retail Incubator Emporium and (small) Event Venue. Mr. Rudikoff reported on the work of City Manager Alexander and himself concerning the redevelopment of the storefronts at 929-933 South Street which are a crucial retail component of the downtown which is in clear view from Restaurant Row and Brown Plaza. Further, Mr. Rudikoff reported that he had a tour of the interiors of the buildings and that discussions were held with the new property owner and neighbor Father Esteban Sanchez of the Assumption Church about agreeing to have the buildings be redeveloped utilizing public grant or loan funds and to explore how a project sponsor such as the PFDC could play a role in securing the storefronts availability and evaluating the viability of an Emporium type retail use and small event venue and tourist destination - which might include products from the LatinX community, Peekskill Arts Community, Peekskill Firehouse Kitchen Incubator Products and perhaps a precursor to an African American History / Cultural venue incorporating the existing adjoining and nearby uses of the adjacent Dance Studio and the Fern Tree store. After discussions about Emporium Operations and initial research it was determined that the building owner is willing to provide a Letter of Intent to participate and that a next step would be a discussion with the Common Council at a Committee of the Whole Meeting to gauge the City's willingness to participate which will be brought up at the next Meeting.

There being no other business, Ms. Claxton moved and Mr. Defreitas seconded a motion to adjourn at 8:14PM. Motion Carried.