

FINAL
CITY OF PEEKSKILL FACILITIES 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, and Janice Thompson who was participating to the discussion via Zoom.

Board Members Absent: None

Staff Present: Matthew Rudikoff, Executive Director, Justin Miller

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 architecture proposal to Westchester County for 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 to both 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; with a companion Resolution on the Agenda for the PIDA and the PFDC to adopt also. The Form signed by both the City Manager and the PFDC Executive Director have to be submitted to EDA within 30 days of grant award by February 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/PFDC matching share cash contribution; which would then 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 including the City obligations to complete SEQR and Planning Commission site plan approval.

Mr. Rudikoff, additionally indicated that the action item for the PFDC Board as the Co-Grantee with the City is the consideration of the adoption of the afore-stated authorizing Resolution which can be taken up under item No. 4 of the PFDC Agenda.

Ms. Post Indicated the next item on the Agenda is the consideration of the PFDC's October 25, 2022 Minutes. Mr. DeFreitas moved and Mr. Kravitz seconded a motion approving the minutes as corrected. Motion Carried.

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

Under Old Business, Ms. Post indicated the next order of business is the Kitchen Incubator grant acceptance Resolution which was previously discussed and that the EDA Award letter and Resolution is attached to the Agenda. Adoption of the Resolution authorizing the Executive Director to execute the EDA Award letter and EDA Form CD 450 which will be co-signed by the City of Peekskill as Co-grantee which accepts the grant and commits the grantees to follow EDA procedures in its Implementation. Mr. Kravitz moved and Ms. Bell-Smith seconded a motion to adopt the attached Resolution authorizing the Executive Director to execute the Grant Award Letter and EDA Form CD 450. Motion Carried.

**PEEKSKILL FACILITIES DEVELOPMENT CORPORATION (PFDC)
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 USEDA 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 Board 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.

Ms. Post indicated there was no further PFDC business and the PFDC Meeting could be adjourned and the Board could continue with the remaining PIDA business. Mr. Kravitz moved and Ms. Bell-Smith seconded a motion to adjourn the meeting at 7:30 pm. Motion Carried