

**PEEKSKILL FACILITIES DEVELOPMENT CORPORATION (PFDC)
FINAL 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/129/Agendas-Minutes>. A recording will be at the City of Peekskill website.

Board Members Present: Deborah Post, Alan Kravitz, Juliene Bell-Smith, Rohan de Freitas, Janice Thompson

Board Members Absent:

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

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

Ms. Post opened the PFDC Special Meeting at 9:36PM and began discussions on the Peekskill Firehouse Kitchen Incubator Project and the Peekskill Facilities Development Corporation (PFDC) Grant; Application which discussions ran concurrently with the PIDA Board meeting. 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 US Economic Development Administration (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 USED A 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 2022. 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. It was 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 USED A 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 USED A Grant were always known 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 USED A Application a Resolution had to be adopted by the PIDA/PFDC agreeing to the amount. Mr. Rudikoff stated that later in 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 USED A 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 PFDC Minutes of June 27, 2023, and there being no comments Mr. de Freitas moved and Ms. Thompson seconded a motion approving the minutes. Motion Carried.

Mr. Rudikoff reported that a fuller Financial Report will be made at the next meeting because Mr. Boyd was not able to make tonight's meeting; but confirmed that it is the \$70,000 line item which would be used to fund the \$10,000 for the internship program.

The next item of business is the PFDC funding for the Downtown Revitalization Initiative public art documentary film - internship with the Hudson Valley Museum of Contemporary Art (HVMOCA) being discussed. Mr. Rudikoff reviewed the attached material describing a structure for the Internship based on input from Ms. Bell-Smith, Mr. de Freitas, prior Board discussions and Ms. Straus. The overall goal is to provide an enriched, well supervised, and documented internship experience while not being overly tied into staff intensive program management tasks. Ms. Straus was OK with a supervised internship comparable to the many other HVMOCA Internships that have been run previously. Ms. Straus wanted to raise with the Board an option to consider non-Peekskill residents for the internship if the program is unable to find two Peekskill residents for the internship after conducting appropriate direct outreach and referrals from related organizations. The Board said no to the option of considering non-Peekskill residents. The Board does not think it is appropriate to utilize program funds on non-residents. Ms. Thompson noted the purpose should be for the development of the Peekskill residents.

Ms. Bell-Smith suggested increasing the number of interns from two to four students, Mr. de Freitas noted the period of the internship needs to be determined if the number of interns will be increased to four. Mr. Rudikoff noted four interns is a good idea but questioned whether the program will be able to find four candidates that fits the skillset required. Ms. Bell-Smith noted she does not foresee an issue finding four candidates, indicating a big pool of candidates can be found in the high school. Ms. Thompson added the internship should be viewed as a learning opportunity, so emerging skills should be considered rather than being sticklers on required skills. Ms. Post stated the period of the internship should be a minimum of one month but could be longer. Mr. de Freitas noted the Board needs to determine the period of the internship.

Mr. Rudikoff noted if the internship will be for two months, the expectation is the interns will have enough time to be able to develop, edit and present the documentary to the Board. Mr. Rudikoff noted the final payment of the stipend is paid once the edited version of the documentary is presented to the Board. A potential stipend payment of \$500 will be paid upon completion of the assigned tasks and presentation of a summary report of their work to the PFDC Board. The remainder of the funding would pay for program management and intern supervision and instruction. Ms. Thompson noted there may be an opportunity at this age group 16 – 24 to earn community service hours and obtain letters of recommendation from the City for completing the internship rather than a stipend. Mr. Rudikoff noted offering stipends and community service hours are options to consider.

Ms. Post suggested the Board approve the Program outlined in the form in order to start the recruitment process and let the operational details take shape as recruitment and the shooting of

the documentary take shape with the understanding that the internship would be very helpful and of great benefit to the participants. Mr. Kravitz noted the Board should move to approve the program so another month is not wasted. Ms. Post agrees, the approval by the Board gives the program the bandwidth to begin the recruitment effort, with details on the duration of the internship to be determined later.

Mr. Rudikoff asked Ms. Bell-Smith if increasing the number of interns from two to four increases the program budget or does the money just get divided into smaller pieces. Ms. Bell-Smith state the money will get divided into smaller pieces because most internships are not paid. The Board agreed and Ms. Bell-Smith moved, and Ms. Thompson seconded a motion approving the DRI – Public Art Production Documentary Internship Program.

There being no other new or other PFDC business, Mr. Kravitz moved, and Mr. de Freitas seconded a motion to close the PIDA Meeting at 9:50 PM. Motion Carried.