

**PEEKSKILL FACILITIES DEVELOPMENT CORPORATION (PFDC)  
FINAL REGULAR MEETING MINUTES  
Tuesday, September 26, 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, 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, Joseph Thompson, AIA

Ms. Post suggested that since the next Agenda items were both PIDA and PFDC items, that the PFDC Meeting would be opened at 7:27 PM.

As the first order of business was the August 1, 2023, Special Meeting minutes, Ms. Post asked if there were any comments, Ms. Bell Smith noted the section that discusses the Public Art Video internship program is missing information regarding the change in the number of internship positions to be offered from two to four and other dialogue related to the program's execution. Ms. Post noted the second paragraph of the minutes "budgeted to be \$220,000 until 202" needs to be adjusted to reflect the appropriate year being referenced. Ms. Claxton moved, and Mr. de Freitas seconded a motion accepting the Minutes contingent on addressing the Board's comments. Motion carried with Ms. Claxton's abstention because of not having been a PFDC member at the time of that meeting. Ms. Post stated the PIDA and PFDC would run concurrently and that pertinent parts of the discussion would be included in the respective set of each Agency's meeting minutes.

There being no correspondence or Report on the distributed Financial Report in the Agenda package, the Chairman called the first item of business which was discussions on the Public Art Video internship program and Mr. Rudikoff reported that he had met with Project Director Livia Straus who was upbeat about the Internship Program indicating that several Interns had already been selected, that she would be contacting Peekskill Central School's Diversity, Equity and Inclusion Director, Dr. Daniels and Mr. Rudikoff stated that he repeated the Agency's requirements that stipends could only be paid to City residents and that it was requested that there be 4-5 interns with the internships being shorter such as approximately 2 months; but that no clear agreement was reached on the form of the Agreement that would be needed to document the Program and funding. It was suggested that Mr. de Freitas and Ms. Bell-Smith attend a meeting with Mr. Rudikoff and Ms. Straus to reach an understanding on what could be written up to formalize the arrangement.

Ms. Post stated that the next item of business is an update on the Peekskill Firehouse Kitchen Incubator

(PFKI) and Mr. Rudikoff reported that the PFDC's \$1.98 million Economic Development Construction Grant Application was submitted to NYS Empire State Development (NYSESD) Application. The new grant application carries a new local share of \$180,000 and that grant decisions were due around year's end; and that at the time when a grant award is made NYSESD allows proceeding with certain project activities such as bidding while the grant award paperwork is processed. Mr. Rudikoff continued, reporting on the status of Planning Commission and Common Council review including that the Firehouse title transfer required Public Hearing was held on August 25th and that the next steps are the Council acting on SEQR for all three (3) actions, and on the Special Use Permit issuance, the land transfer authorization and the making of the inter-fund transfer of funding for use for both PFKI cash flow and for other Peekskill economic development projects.

Ms. Post asked how the Public Hearing went and if there were any speakers. Mr. Rudikoff responded that he made a presentation explaining about the PFDC, the Incubator Project and the purpose of the title transfer. One member of the public had some questions about the City's role and Mayor McKenzie responded. Mr. Rudikoff concluded with the specific written resolutions for SEQR and the other actions. Regarding the Planning Commission schedule, it is a condition of Site Plan approval that the Council first issues the Special Permit and that the Site Plan Application requires various civil engineer prepared submissions.

Mr. Kravitz reported that the RFP - selected civil engineer is working to complete their USEDA required SAM.gov registration before USEDA authorizes the award of the contract and therefore Planning Board review is waiting. Mr. Kravitz continued leading a discussion of the sources of funding including the USEDA Grant, the applied for NYS GRANT, PFDC matching funds and Westchester County; and the budgeting of those expenses by year of the expenditures for the continued design, bidding preparation and review, construction expenses; small equipment and supplies purchases and the beginning of operations until the time when the PFKI is open and operating self – sufficiently and for start-up and other expenses additional sources of funding will be sought as needed.

Ms. Claxton asked where the pending NYS ESD Grant funding would be applied in the budget and Mr. Kravitz explained that the NYS funding and related matching funding would be applied toward all the grant eligible activities listed in the sources including items which were not eligible for funding under the USEDA grant and matching funding. Mr. Rudikoff stated that a helpful overview is that the \$5 million project is based on the original USEDA \$3 million project cost; plus \$1 million for inflation since February 2022; and an additional \$1 Million for small equipment, pots and pans, etc. and for PFKI soft costs that were not eligible for USEDA funding but can be eligible for the applied-for NYS Grant.

Ms. Post asked what the role of the inter-fund transfer of City funds from the City's community development loan repayment account to the PFDC and Mr. Rudikoff stated that that funding, currently planned to be \$1.4 million is to continue to be used for City economic redevelopment projects which will be aided by the PFDC transactional flexibility and will also be used for PFKI implementation cash flow during construction for paying PFKI expenses which will be reimbursed by USEDA from grant funding and to evidence the funding "on-hand" for PFDC to be authorized to bid and award construction contracts.

Ms. Post stated that certain items are projections from the proforma on operations income and costs and regarding sources of funding for the objective of minimizing direct use of PFDC's limited local funds

and Mr. Kravitz reviewed the plan of continuing to expand the areas of County input including for matching the applied for NYS ESD grant required local share and trying to achieve parity in terms of local funding provided.

Mr. Kravitz, on operating income, reported on the plan that PFKI team members would be starting a training program during 2024 to prepare beginning food entrepreneurs who want to use the PFKI for their new businesses to organize themselves to meet PFKI minimal qualifications for PFKI use eligibility such as their business organization, insurance, etc. Ms. Post stated that Board members get their input including formatting and being able to follow cumulative expenses or additional questions in to Mr. Rudikoff and Mr. Kravitz as the sources and uses takes shape.

Ms. Post and the Board raised the question about the need for a Phase 1 Audit and it was agreed that a Phase 1 Audit should be done on the 701 Washington building and grounds and Mr. Rudikoff agreed that he would procure for said services and get the Phase 1 report contracted for.

Ms. Post asked if there were other PFKI items to discuss and Mr. Rudikoff added that in regard to the Board's continued discussion about the form of ownership and operations of PFKI that he suggested that a conference call with Seth Bronstein, Executive Director of the Queens County (NY) Economic Development Corporation (QCEDC), which is the owner and operator of the Entrepreneur Space Kitchen Incubator which PFKI kitchen incubator consultant, Kathrine Gregory is the Executive Director of - to understand the role of the QCEDC in managing its operations. The Board agreed and Mr. Rudikoff will organize that call with Board members and Mr. Miller.

Mr. Rudikoff reported on the final Agenda items which is that as of September 30, 2023, the USEDPA required Quarterly Project Report and the Semi-Annual Financial Progress report are due and will be prepared and submitted by the end of October 2023.

There being no other new or other PFDC business, Mr. Kravitz moved, and Mr. de Freitas seconded a motion to close the PFDC Meeting at 8:25 PM. Motion Carried.