

Village of Port Chester Local Development Corporation

Meeting Agenda

Wednesday, April 12, 2023

7:30 PM *

Village Hall Conference Room

222 Grace Church Street, Port Chester NY 10573

1. Roll Call
2. Chairman's Remarks
 - Authorities Budget Office Delinquent List
3. Minutes for LDC Meeting on December 9, 2020
4. Annual Meeting Resolutions 2023-2024
 - a. Election of Officers and Appointment of Staff
 - b. PCLDC Auditor Representation Letter FY2022
 - c. PCLDC Budget
 - d. Mission Statement and Performance Measures
5. New Business
6. Adjournment

* The PCLDC meeting will begin immediately after the Industrial Development Agency adjourns its meeting. The start time may be earlier or later than the scheduled time.

Public Authorities That Have Failed to File Reports in the Public Authorities Reporting Information System

This report constitutes an official warning to the authorities that appear on this list. As of March 17, 2023, these authorities had reports due in 2022 and are still past due.

Pursuant to Section 2800 of Public Authorities Law, state and local authorities are required to file an annual report and audit report within 90 days of the fiscal year end (FYE). In accordance with Section 2801 of this Law, state authorities must submit a budget report 90 days prior to the start of the fiscal year; local authorities must file a budget report 60 days prior to the start of the fiscal year. The following authorities have failed to satisfy one or more of these requirements. The delinquent report(s) are identified by the date the report was due.

The Authorities Budget Office has the authority to "publically warn and censure authorities for non-compliance" with this requirement and to recommend the "suspension or dismissal of officers or directors, based on information that is, or is made, available to the public under law."

Type of Authority	Authority Name	Budget Report Due*	Annual Report Due	Audit Report Due
State	Agriculture and New York State Horse Breeding Development Fund	10/1/2022	3/31/2022	3/31/2022
	Nassau Health Care Corporation	10/1/2022	3/31/2022	3/31/2022
Local - Other	Central New York Regional Market Authority		6/30/2022	
	City of Fulton Community Development Agency	11/1/2022	3/31/2022	3/31/2022
	Clifton-Fine Health Care Corporation ¹	11/1/2022	3/31/2022	3/31/2022
	Freeport Community Development Agency	7/1/2022	11/30/2022	11/30/2022
	Greater Rochester Sports Authority ¹	11/1/2022	3/31/2022	3/31/2022
	Huntington Community Development Agency	11/1/2022	3/31/2022	
	Incorporated Village of Hempstead Community Development Agency	4/1/2022		
	Little Falls Urban Renewal Agency		3/31/2022	3/31/2022
	Mechanicville Community Development Agency	11/1/2022	3/31/2022	3/31/2022
	Mount Vernon Urban Renewal Agency	11/1/2022	3/31/2022	3/31/2022
	New York City Educational Construction Fund	5/1/2022	9/30/2022	9/30/2022
	Nyack Parking Authority	4/1/2022	8/31/2022	8/31/2022
	Orange County Water Authority	11/1/2022		
	Port Jervis Community Development Agency	11/1/2022	3/31/2022	3/31/2022
	Poughkeepsie Urban Renewal Agency	11/1/2022	3/31/2022	3/31/2022
	Rochester Urban Renewal Agency		9/30/2022	9/30/2022
	Schenectady Urban Renewal Agency	11/1/2022	3/31/2022	3/31/2022
	Suffolk County Judicial Facilities Agency	11/1/2022		
	Syracuse Urban Renewal Agency		9/30/2022	
	Tonawanda (City) Community Development Agency	11/1/2022		
	Town of Islip Community Development Agency		9/30/2022	9/30/2022
	Town of North Hempstead Community Development Agency	11/1/2022		
	Upper Mohawk Valley Memorial Auditorium Authority	11/1/2022		
	Victor Urban Renewal Agency	4/1/2022		
	Village of Elmira Heights Urban Renewal Agency	5/1/2022		
	Village of Spring Valley Urban Renewal Agency	4/1/2022	8/31/2022	8/31/2022
	Water Authority of Southeastern Nassau County	11/1/2022	3/31/2022	3/31/2022
	White Plains Urban Renewal Agency		9/30/2022	
	Wilton Water and Sewer Authority	11/1/2022	3/31/2022	3/31/2022
	Yonkers Community Development Agency		9/30/2022	9/30/2022
	Yonkers Joint Schools Construction Board	11/1/2022	3/31/2022	3/31/2022
	Yonkers Parking Authority	11/1/2022	3/31/2022	3/31/2022
	Local - IDA	Corinth Industrial Development Agency ¹	11/1/2022	3/31/2022
Dunkirk Industrial Development Agency		11/1/2022		
Geneva Industrial Development Agency			12/31/2022	12/31/2022
Mount Vernon Industrial Development Agency			3/31/2022	3/31/2022
Salamanca Industrial Development Agency			6/30/2022	
Local - Not-for-Profit Corporations	Albion Housing and Economic Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Allegany County Capital Resource Corporation	11/1/2022	3/31/2022	3/31/2022
	Allegany County Telecommunications Development Corp	11/1/2022	3/31/2022	

Type of Authority	Authority Name	Budget Report Due*	Annual Report Due	Audit Report Due
Local - Not-for-Profit Corporations	Batavia Regional Recreation Corporation	9/1/2022	1/31/2022	1/21/2022
	Broadway Market Management Inc.	11/1/2022		
	Brooklyn Navy Yard Development Corporation		9/30/2022	
	Buffalo Niagara Convention Center Management Corporation		3/31/2022	
	Business Development Corporation for a Greater Massena	11/1/2022	3/31/2022	3/31/2022
	Canton Capital Resource Corporation	11/1/2022	3/31/2022	3/31/2022
	Chadwick Bay Regional Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Chautauqua Region Economic Development Corporation		3/31/2022	3/31/2022
	City of Binghamton Water Street Development Corporation	11/1/2022		
	City of Watervliet Local Development Corporation	11/1/2022		
	Cornell Agriculture and Food Technology Park Corporation	11/1/2022	3/31/2022	3/31/2022
	Crossroads Incubator Corporation	4/1/2022	8/31/2022	8/31/2022
	Dunkirk Local Development Corporation	11/1/2022		
	Emerald Corporate Center Economic Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Finger Lakes Regional Telecommunications Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Ft. Edward Local Property Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Fulton County Economic Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Geneva Local Development Corporation		3/31/2022	3/31/2022
	Glenville Local Development Corporation		3/31/2022	
	Golden Hill Local Development Corporation ¹	11/1/2022	3/31/2022	3/31/2022
	Greater Aurora Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Greater Brockport Development Corporation	3/1/2023	7/31/2022	7/31/2022
	Greater Mohawk Valley Land Bank Corporation	11/1/2022	3/31/2022	3/31/2022
	Greater Wawarsing Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Griffiss Local Development Corporation	11/1/2022		
	Hoosick Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Kaser Local Development Corporation	4/1/2022	8/31/2022	8/31/2022
	Lake City Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Lloyd Community Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Local Development Corporation of Laurelton, Rosedale, and Springfield Gardens	11/1/2022	3/31/2022	3/31/2022
	Local Development Corporation of Mount Vernon	11/1/2022	3/31/2022	3/31/2022
	Long Beach Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Malone Economic Development Corporation ¹	11/1/2022	3/31/2022	3/31/2022
	Municipal Electric and Gas Alliance, Inc	2/1/2023	6/30/2022	6/30/2022
	Nassau County Economic Development Corporation ¹	11/1/2022	3/31/2022	3/31/2022
	New Rochelle Local Development Corporation ¹	11/1/2022	3/31/2022	3/31/2022
	New York City Energy Efficiency Corporation	5/1/2022	9/30/2022	9/30/2022
	New York City Land Development Corporation	5/1/2022		
	New York City School Bus Umbrella Services, Inc.	5/1/2022	9/30/2022	9/30/2022
	Niagara Power Coalition	11/1/2022	3/31/2022	3/31/2022
	NYC Neighborhood Capital Corporation		9/30/2022	
Ogdensburg Growth Fund Development Corp.	11/1/2022	3/31/2022	3/31/2022	
Ogdensburg Land Bank Corporation		3/31/2022		
Onondaga Convention Center Hotel Development Corporation	11/1/2022			
Oswegatchie Development Corporation	11/1/2022	3/31/2022	3/31/2022	
Oswego County Civic Facilities Corporation	11/1/2022	3/31/2022	3/31/2022	
Oswego Tobacco Asset Securitization Corporation	11/1/2022			
Otsego County Development Corporation	4/1/2022	8/31/2022	8/31/2022	
Owasco Lake Watershed Management Council, Inc	11/1/2022	3/31/2022		
Pelham Local Development Corporation	4/1/2022	8/31/2022	8/31/2022	
Plattsburgh Progress Local Development Corporation	11/1/2022	3/31/2022	3/31/2022	
Port Chester Local Development Corporation	4/1/2022	8/31/2022	8/31/2022	
Potsdam Community Development Corporation ¹	4/1/2022	8/31/2022	8/31/2022	
Queens Economic Development Corporation	5/1/2022	9/30/2022	9/30/2022	
Rensselaer County Capital Resource Corporation	11/1/2022	3/31/2022	3/31/2022	
Roberts Road Development Corporation		3/31/2022	3/31/2022	

Type of Authority	Authority Name	Budget Report Due*	Annual Report Due	Audit Report Due
Local - Not-for-Profit Corporations	Rochester Economic Development Corporation	8/1/2022	12/31/2022	12/31/2022
	Rockland County Health Facilities Corporation	11/1/2022		
	Rockland Second Tobacco Asset Securitization Corporation	11/1/2022		
	Rockland Tobacco Asset Securitization Corporation	11/1/2022		
	Rome Community Brownfield Restoration Corporation	11/1/2022	3/31/2022	3/31/2022
	Salamanca Area Development Corporation	2/1/2023	6/30/2022	6/30/2022
	Saranac Lake Local Development Corporation		3/31/2022	3/31/2022
	Seneca Knit Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Sleepy Hollow Local Development Corporation	4/1/2022	8/31/2022	8/31/2022
	Southern Tier Economic Development, Inc.	11/1/2022	3/31/2022	3/31/2022
	Sullivan Broadband Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Sullivan County Land Bank Corporation	11/1/2022	3/31/2022	
	Sullivan County Partnership for Economic Development	11/1/2022	3/31/2022	3/31/2022
	Sullivan Tobacco Asset Securitization Corporation	11/1/2022	3/31/2022	
	Syracuse Economic Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Syracuse Local Development Corporation	11/1/2022		
	The Castleton-Schodack Local Development Corporation ¹	4/1/2022	8/31/2022	8/31/2022
	The Catskill Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	The City of Newburgh Local Development Corporation ¹	11/1/2022	3/31/2022	3/31/2022
	The Mayor's Fund to Advance New York City	5/1/2022	9/30/2022	9/30/2022
	The Schoharie Community Development Corporation	11/1/2022	3/31/2022	3/31/2022
	The Town of Huntington Economic Development Corporation	11/1/2022	3/31/2022	
	The Village of Waterford Local Development Corporation ¹	4/1/2022	8/31/2022	8/31/2022
	The Walden Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Tompkins Consolidated Area Transit Inc.	11/1/2022	3/31/2022	3/31/2022
	Tompkins County Area Development	11/1/2022	3/31/2022	3/31/2022
	Tonawanda Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Town of Huntington Local Development Corporation	11/1/2022		
	Town of Montgomery Capital Resource Corporation	11/1/2022		
	Town of North Hempstead Business and Tourism Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Town of Plattsburgh Local Development Corporation	11/1/2022		
	Town of Sullivan Development Corporation ¹	11/1/2022	3/31/2022	3/31/2022
	Town of Wawayanda Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Tusten Local Development Corporation ¹	11/1/2022	3/31/2022	3/31/2022
	Ulster County Housing Development Corporation		3/31/2022	3/31/2022
	Utica Industrial Development Corporation	7/1/2022	11/30/2022	11/30/2022
	Village of Chittenango Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Village of Highland Falls High Point Utility Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Village of Holley Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Village of Lancaster Community Development Corporation		8/31/2022	8/31/2022
	Village of South Glens Falls Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	Village of Valatie Local Development Corporation ¹	6/1/2022		
	Warwick Valley Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	West Brighton Community Local Development Corporation		9/30/2022	9/30/2022
	Western Ontario Local Community Development Corporation ¹	5/1/2022	9/30/2022	9/30/2022
	Wheatfield Local Development Corporation	11/1/2022	3/31/2022	3/31/2022
	White Plains Center Local Development Corporation	11/1/2022		
Wyandanch Community Development Corporation	5/1/2022	9/30/2022	9/30/2022	
Yonkers Downtown Waterfront Development Corporation ¹	11/1/2022	3/31/2022	3/31/2022	

* Budget Reports are to be submitted 90 days in advance of a state authority's fiscal year. For example, a state authority with a fiscal year beginning 1/1/2023 should have submitted a Budget Report by 10/1/2022. All non-state authorities must submit a Budget Report 60 days prior to the start of the fiscal year. For example, a non-state authority with a fiscal year beginning on 1/1/2023 should have submitted a Budget Report by 11/1/2022.

¹State and local authorities that have indicated their intentions to dissolve, but have not completed the formal dissolution process. These authorities are subject to public disclosure, reporting and corporate governance provisions of the Public Authorities Law until such time as they are legally dissolved.

**MINUTES OF THE MEETING OF THE
VILLAGE OF PORT CHESTER
LOCAL DEVELOPMENT CORPORATION**

HELD: December 9, 2020

TIME AND PLACE:

A regular meeting of the Port Chester Local Development Corporation was convened on Wednesday, December 9, 2020 at 7:20 p.m. via WebEx virtual conferencing.

Roll Call

Chairman James Taylor waived the roll call. The following members were present: Daniel Brakewood, Michael Brescio, Richard Cuddy, Frank Ferrara, John Hiensch and Richard O'Connell.

Minutes

Minutes for the meeting on June 12, 2019, were accepted without objection.

Chairman's Remarks

Chairman Taylor noted that the agenda items were part of an ongoing effort to ensure compliance with applicable state laws so that the PCLDC will be ready to act on potential opportunities in the future.

Annual Meeting Resolutions

The Board elected officers and appointed staff for PCLDC, approved the budget for 2020-2021, and reviewed and approved the mission statement and performance measures for 2020.

New Business

Board members briefly discussed the concept of entering into a MOU with the Port Chester Planning Commission to facilitate oversight of agreements with private developers.

Adjourn

The meeting was adjourned at 7:45 pm.

ANNUAL MEETING RESOLUTIONS

The annual meeting of the Appointed Directors of the Port Chester Local Development Corporation was convened on December 9, 2020 at [7:30 p.m.].

The following resolution was duly offered and seconded, to wit:

Resolution No. 1 /2020

ANNUAL MEETING RESOLUTIONS OF THE PORT CHESTER LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION"), INCLUDING (i) ELECTION OF BOARD OFFICERS (ii) APPOINTMENT OF CORPORATION STAFF, (iii) APPROVING A CORPORATION BUDGET FOR FISCAL YEAR 2020-2021, AND (iv) APPROVING THE CORPORATION MISSION STATEMENT AND PERFORMANCE MEASUREMENTS

WHEREAS, pursuant to N-PCL Section 1411 (hereinafter referred to as the "Act"), a Certificate of Incorporation (the "Certificate") for the Corporation was filed with the New York Secretary of State on the 6th day of September, 2012, the Port Chester Local Development Corporation (the "Corporation") was established as a charitable, not-for-profit local development corporation pursuant to the Act to (i) perform essential governmental functions including activities associated with job creation and the promotion of community and economic development activities within and around the County, and (ii) issue certain bonds on behalf of the Village of Port Chester (the "Village"); and

WHEREAS, the Corporation desires to conduct its annual meeting, including the election of Board Officers and appointment of Staff; and

WHEREAS, the Corporation desires to review and authorize an agency budget for fiscal year 2020-2021; and

WHEREAS, pursuant to the Public Authorities Accountability Act of 2005 ("PAAA"), which was signed into law on January 13, 2006 as Chapter 766 of the Laws of 2005, and Chapter 506 of the Laws of 2009 enacting the Public Authority Reform Act of 2009 ("PARA"), the Corporation desires to undertake certain required annual policy review and adoption.

NOW, THEREFORE, BE IT RESOLVED by the Directors of the Corporation as follows:

Section 1. The following persons were appointed by the Village, as sole Member of the Corporation, to serve as Directors of the Corporation until their respective successors are appointed and shall qualify or until their earlier resignations:

Hon. Daniel Brakewood
Michael Brescio

Richard Cuddy
Hon. Frank Ferrara
John Hiensch
Richard O'Connell
James Taylor

Section 2. Upon motion, second and board roll call vote, the following individuals are duly appointed to serve in the respective Corporation Officer Positions in accordance with the By-laws of the Corporation:

Chair – [James Taylor]
Vice Chair – [John Hiensch]
Treasurer – [Michael Brescio]
Secretary – [Richard O'Connell]

Section 3. Pursuant to and in accordance with the By-laws of the Corporation, the Directors of the Corporation hereby appoint the following individuals to serve in the following appointed positions:

Chief Executive Officer - Christopher Steers
Chief Financial Officer – Anthony Siligato
Secretary - Constance Phillips

The foregoing officers shall enter upon the discharge of their duties as provided in the By-Laws of the Corporation.

Section 4. The Corporation has reviewed and hereby approves the proposed budget for Fiscal Year 2020-2021. The Corporation ratifies the actions of the officers and directors consistent with each such budget and any payments made thereunder prior to the date of this meeting.

Section 5. Pursuant to PAAA and PARA, the Corporation has reviewed and approved the Mission Statement and Performance Measures.

Section 6. That the proper officers of the Corporation are hereby authorized, empowered and directed to do all things, and acts and to execute all documents as may be necessary, or advisable and proper, to carry on the business of the Agency, for and on behalf of the Corporation.

Section 7. This resolution shall take effect immediately.

On motion duly made by Director Frank Ferrara and seconded by Director John Hiensch, the following resolution was placed before the Board of Directors of the Corporation:

	Aye	Nay	Abstain	Absent
Hon. Daniel Brakewood	x			
Michael Brescio	x			
Richard Cuddy	x			
Hon. Frank Ferrara	x			
John Hiensch	x			
Richard O'Connell	x			
James Taylor	x			

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) SS:

I, the undersigned Acting Secretary of the Port Chester Local Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Port Chester Local Development Corporation (the "Corporation"), including the resolution contained therein, held on December 9, 2020, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this 9th day of December, 2020.



Constance R Phillips
Constance R. Phillips
Secretary

awszVILLAGE OF PORT CHESTER LOCAL DEVELOPMENT CORPORATION

MISSION STATEMENT AND PERFORMANCE MEASUREMENTS

Reviewed and updated on December 9, 2020

I. BACKGROUND:

Pursuant to Chapter 506 of the Laws of 2009, known as the Public Authorities Reform Act of 2009 (“PARA”), which added a new Section 2824-a in Public Authorities Law (“PAL”) of the State of New York (the “State”), state and local public authorities are required to develop and adopt a mission statement and related performance measures to help determine how well they are carrying out their missions.

The VILLAGE OF PORT CHESTER LOCAL DEVELOPMENT CORPORATION (hereinafter called the “Corporation”) is established as a charitable, not-for-profit local development corporation pursuant to N-PCL Section 1411 (hereinafter referred to as the “Act”) and constitutes a “Local Authority” as defined by PAL Section 2 and therefore is subject to the transparency, compliance and reporting requirements established pursuant to PARA and the Public Authorities Accountability Act of 2005 (“PAAA”).

II. CORPORATION MISSION STATEMENT

The mission of the Corporation is to foster the creation, retention and expansion of jobs and economic opportunities for the benefit of the Village of Port Chester (the “Village”) and the State. Pursuant to the Act, the Corporation can (i) perform essential governmental functions including activities associated with job creation and the promotion of community and economic development activities within and around the Village and (ii) issue certain bonds on behalf of the Village.

The Corporation works closely with the Port Chester Industrial Development Agency and the Village Planning and Economic Development Department to advance major economic development projects and it provides financial assistance to non-profit groups and local social service agencies.

III. ANNUAL PERFORMANCE REVIEW MEASURES

The Corporation’s primary objectives for fiscal year 2020-21 include:

- educating key stakeholders in the Village about the capabilities of the Corporation,
- working with the Port Chester Planning Commission to develop and implement the commercial displacement mitigation strategies outlined in the August 2020 research report prepared by the Land Use Law Center of the Elisabeth Haub School of Law at Pace University,
- continuing to improve compliance with the requirements of the PARA and the PAAA.

The Corporation's performance and achievement of its objectives will be measured by (1) the number and quality of new economic development opportunities presented to the Corporation for consideration, (2) approval of a Memorandum of Understanding (MOU) with the Planning Commission that sets forth the responsibilities of each party and (3) continued compliance with applicable state regulatory requirements.

IV. GOVERNANCE CERTIFICATION

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

The Corporation Board discussed and approved the mission statement and primary objectives at the annual meeting held December 9, 2020.

2. Who has the power to appoint the management of the public authority?

The Corporation Board has the power to appoint the individuals who serve in management positions for the Corporation.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

Yes. Management is appointed pursuant to and in accordance with the By-laws of the Corporation.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Corporation Board is responsible for setting priorities for the organization that are consistent with the overall mission and establishing policies and procedures to ensure compliance with relevant laws and regulations.

The role of management is to implement programs and activities approved by the Board and to oversee the work of legal and financial advisors and other consultants retained by the Board.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

Yes.

ANNUAL MEETING RESOLUTIONS

The annual meeting of the Appointed Directors of the Port Chester Local Development Corporation was convened on April 12, 2023, at [7:30 p.m.].

The following resolution was duly offered and seconded, to wit:

Resolution No. 1/2023

ANNUAL MEETING RESOLUTIONS OF THE PORT CHESTER LOCAL DEVELOPMENT CORPORATION (THE “CORPORATION”), INCLUDING (i) ELECTION OF BOARD OFFICERS (ii) APPOINTMENT OF CORPORATION STAFF, (iii) APPROVING A CORPORATION BUDGET FOR FISCAL YEAR 2023-2024, AND (iv) APPROVING THE CORPORATION MISSION STATEMENT AND PERFORMANCE MEASUREMENTS

WHEREAS, pursuant to N-PCL Section 1411 (hereinafter referred to as the “Act”), a Certificate of Incorporation (the “Certificate”) for the Corporation was filed with the New York Secretary of State on the 6th day of September, 2012, the Port Chester Local Development Corporation (the “Corporation”) was established as a charitable, not-for-profit local development corporation pursuant to the Act to (i) perform essential governmental functions including activities associated with job creation and the promotion of community and economic development activities within and around the County, and (ii) issue certain bonds on behalf of the Village of Port Chester (the “Village”); and

WHEREAS, the Corporation desires to conduct its annual meeting, including the election of Board Officers and appointment of Staff; and

WHEREAS, the Corporation desires to review and authorize an agency budget for fiscal year 2023-2024; and

WHEREAS, pursuant to the Public Authorities Accountability Act of 2005 (“PAAA”), which was signed into law on January 13, 2006 as Chapter 766 of the Laws of 2005, and Chapter 506 of the Laws of 2009 enacting the Public Authority Reform Act of 2009 (“PARA”), the Corporation desires to undertake certain required annual policy review and adoption.

NOW, THEREFORE, BE IT RESOLVED by the Directors of the Corporation as follows:

Section 1. The following persons were appointed by the Village, as sole Member of the Corporation, to serve as Directors of the Corporation until their respective successors are appointed and shall qualify or until their earlier resignations:

Hon. John Allen
Hon. Juliana Alzate

Michael Brescio
Frank Ferrara
John Hiensch
Richard O'Connell
James Taylor

Section 2. Upon motion, second and board roll call vote, the following individuals are duly appointed to serve in the respective Corporation Officer Positions in accordance with the By-laws of the Corporation:

Chair – [James Taylor]
Vice Chair – [John Hiensch]
Treasurer – [Michael Brescio]
Secretary – [Richard O'Connell]

Section 3. Pursuant to and in accordance with the By-laws of the Corporation, the Directors of the Corporation hereby appoint the following individuals to serve in the following appointed positions:

Chief Executive Officer - Christopher Steers
Chief Financial Officer – Anthony Siligato
Acting Secretary – Rosalind Cimino

The foregoing officers shall enter upon the discharge of their duties as provided in the By-Laws of the Corporation.

Section 4. The Corporation has reviewed and hereby approves the proposed budget for Fiscal Year 2023-2024. The Corporation ratifies the actions of the officers and directors consistent with each such budget and any payments made thereunder prior to the date of this meeting.

Section 5. Pursuant to PAAA and PARA, the Corporation has reviewed and approved the Mission Statement and Performance Measures.

Section 6. That the proper officers of the Corporation are hereby authorized, empowered and directed to do all things, and acts and to execute all documents as may be necessary, or advisable and proper, to carry on the business of the Agency, for and on behalf of the Corporation.

Section 7. This resolution shall take effect immediately.

On motion duly made by Director _____ and seconded by Director _____, the following resolution was placed before the Board of Directors of the Corporation:

	Aye	Nay	Abstain	Absent
Hon. John Allen				
Hon. Juliana Alzate				
Michael Brescio				
Frank Ferrara				
John Hiensch				
Richard O'Connell				
James Taylor				

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) SS:

I, the undersigned Acting Secretary of the Port Chester Local Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Port Chester Local Development Corporation (the "Corporation"), including the resolution contained therein, held on April 12, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this _____ day of _____, 2023.

Rosalind Cimino
Acting Secretary

[SEAL]

August 30, 2022

Drescher & Malecki LLP
3083 William St, Suite 5
Cheektowaga, New York 14227

This representation letter is provided in connection with your declaration relating to the financial activity relating to the Port Chester Local Development Corporation, Village of Port Chester, New York (the "Corporation"), as of and for the year ended May 31, 2022.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we consider necessary for the purpose of appropriately informing ourselves as of August 30, 2022.

- The Village of Port Chester Board of Trustees adopted a resolution on September 4, 2012 authorizing the establishment of the Corporation.
- A Certificate of Incorporation was filed on September 6, 2012.
- The initial meeting of the Corporation was convened January 9, 2013.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We acknowledge our responsibility for the establishment of policies including a code of ethics, a whistleblower policy, an investment policy, a travel policy, disposition of real property guidelines, a procurement policy and a defense and indemnification policy which were approved and adopted on January 9, 2013.
- While the Corporation's Board has met from time to time, a bank account was never established and there has never been any financial activity.
- We are not aware of any pending or threatened litigation and claims.



James T. Taylor II, Chairman

Anthony Siligato, Village Treasurer

Rosalind Cimino, Acting Secretary

Port Chester Local Development Corporation

Fiscal Year Ending May 31

	Prior Year Actual FY2022-2023	Proposed FY2023-2024	Proposed FY2024-2025	Proposed FY2025-2026	Proposed FY2026-2027	Proposed FY2027-2028	Proposed FY2028-2029
REVENUE & FINANCIAL SOURCES							
Operating Revenues							
Charges for services	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Rentals & Financing Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Nonoperating Revenues							
Investment earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State subsidies / grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal subsidies / grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Municipal subsidies / grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public authority subsidies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Non-Operating Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from the issuance of debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues & Financing Sources	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
EXPENDITURES							
Operating Expenditures							
Salaries and Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services Contracts	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Supplies and Materials	\$0	\$200	\$200	\$200	\$200	\$200	\$200
Auditor	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Insurance	\$0	\$800	\$800	\$800	\$800	\$800	\$800
Other Operating Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Nonoperating Expenditures							
Payment of principal on bonds and financing arrangements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest and other financing charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subsidies to other public authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital asset outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants and Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Non-Operating Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Capital Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Excess (deficiency) of revenues and capital contributions over expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0

VILLAGE OF PORT CHESTER LOCAL DEVELOPMENT CORPORATION

MISSION STATEMENT AND PERFORMANCE MEASUREMENTS

Reviewed and updated on April 12, 2023

I. BACKGROUND:

Pursuant to Chapter 506 of the Laws of 2009, known as the Public Authorities Reform Act of 2009 (“PARA”), which added a new Section 2824-a in Public Authorities Law (“PAL”) of the State of New York (the “State”), state and local public authorities are required to develop and adopt a mission statement and related performance measures to help determine how well they are carrying out their missions.

The VILLAGE OF PORT CHESTER LOCAL DEVELOPMENT CORPORATION (hereinafter called the “Corporation”) is established as a charitable, not-for-profit local development corporation pursuant to N-PCL Section 1411 (hereinafter referred to as the “Act”) and constitutes a “Local Authority” as defined by PAL Section 2 and therefore is subject to the transparency, compliance and reporting requirements established pursuant to PARA and the Public Authorities Accountability Act of 2005 (“PAAA”).

II. CORPORATION MISSION STATEMENT

The mission of the Corporation is to foster the creation, retention and expansion of jobs and economic opportunities for the benefit of the Village of Port Chester (the “Village”) and the State. Pursuant to the Act, the Corporation can (i) perform essential governmental functions including activities associated with the promotion of community and economic development activities within and around the Village and (ii) issue certain bonds on behalf of the Village.

The Corporation works closely with the Port Chester Industrial Development Agency, the Port Chester Planning Commission, and other organizations to advance major economic development projects and to mitigate potential direct and indirect impacts of new development on existing businesses and tenants. The Corporation also provides financial assistance to non-profit groups and local social service agencies.

III. ANNUAL PERFORMANCE REVIEW MEASURES

The Corporation’s primary objectives for fiscal year 2023-24 include:

- educating key stakeholders in the Village about the capabilities of the Corporation,
- exploring opportunities to work with the Port Chester Planning Commission to develop and implement the commercial displacement mitigation strategies outlined in the August

2020 research report prepared by the Land Use Law Center of the Elisabeth Haub School of Law at Pace University,

- continuing to improve compliance with applicable requirements of the PARA and the PAAA.

The Corporation's performance and achievement of its objectives will be measured by (1) the number and quality of new economic development opportunities presented to the Corporation for consideration, (2) progress on developing a Memorandum of Understanding (MOU) with the Planning Commission that sets forth the responsibilities of each party with regard to the implementation of commercial displacement mitigation strategies and (3) continued compliance with applicable state regulatory requirements.

IV. GOVERNANCE CERTIFICATION

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

The Corporation Board discussed and approved the mission statement and primary objectives at the annual meeting held April 12, 2023.

2. Who has the power to appoint the management of the public authority?

The Corporation Board has the power to appoint the individuals who serve in management positions for the Corporation.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

Yes. Management is appointed pursuant to and in accordance with the By-laws of the Corporation.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Corporation Board is responsible for setting priorities for the organization that are consistent with the overall mission and establishing policies and procedures to ensure compliance with relevant laws and regulations.

The role of management is to implement programs and activities approved by the Board and to oversee the work of legal and financial advisors and other consultants retained by the Board.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

Yes.