

**MINUTES OF THE MEETING OF THE
VILLAGE OF PORT CHESTER
INDUSTRIAL DEVELOPMENT AGENCY**

HELD: December 11, 2019

TIME AND PLACE: 6:30 P.M., Village Hall, 222 Grace Church Street, Port Chester, New York

A meeting of the Village of Port Chester Industrial Development Agency was convened on Wednesday, December 11, 2019 at 6:30 p.m. at Village Hall, 222 Grace Church Street, Port Chester, New York 10573.

ROLL CALL

The PCIDA meeting was called to order at 6:30 p.m. by Chairman Frank Ferrara. On the motion of Board member Richard Cuddy, which was seconded by Board member John Hiensch, the meeting was called to order with the following additional Board members being present: Richard O’Connell and James Taylor.

Also in attendance was Administrative Director Christopher Steers, Board Counsel Justin Miller, Treasurer Anthony Siligato, Planning Director Eric Zamft and Acting Board Secretary Constance Phillips.

Daniel Brakewood and Michael Brescio joined the meeting after the initial roll call

ROLL CALL

| <u>MEMBER</u> | <u>MOTION</u> | <u>SECOND</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> |
|------------------|---------------|---------------|------------|-----------|----------------|
| <u>BRAKEWOOD</u> | | | | | |
| <u>BRESCIO</u> | | | | | |
| <u>CUDDY</u> | X | | X | | |
| <u>FERRARA</u> | | | X | | |
| <u>HIENSCH</u> | | X | X | | |
| <u>O’CONNELL</u> | | | X | | |
| <u>TAYLOR</u> | | | X | | |

CHAIRMAN’S REMARKS

Chairman Ferrara said that at the last Board of Trustees meeting the Trustees were asked to extend the comment period for the DGEIS for a 2nd time. The main impetus behind the request was the County Planning Board did not have sufficient time to review the DGEIS and submit their comments. An additional extension was granted to December 23rd. This also gives us a chance to reconsider our decision not to submit comments. In addition, this pushes back the final approval date of the rezoning by three weeks to a month (from February to March). This gives us an opportunity to take a step back on our UTEP reconsideration efforts as well. On that note Mr. Ferrara said he has asked Planning Director Eric Zamft to give a brief presentation on the zoning tonight to better inform our discussions going forward.

APPROVAL OF MINUTES

On the motion of Board member James Taylor, which was seconded by Board member Richard Cuddy the minutes of the November 13, 2019 meeting were approved.

ROLL CALL

| <u>MEMBER</u> | <u>MOTION</u> | <u>SECOND</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> |
|-------------------------|----------------------|----------------------|-------------------|------------------|-----------------------|
| <u>BRAKEWOOD</u> | | | | | |
| <u>BRESCIO</u> | | | | | |
| <u>CUDDY</u> | | <u>X</u> | <u>X</u> | | |
| <u>FERRARA</u> | | | <u>X</u> | | |
| <u>HIENSCH</u> | | | <u>X</u> | | |
| <u>O’CONNELL</u> | | | <u>X</u> | | |
| <u>TAYLOR</u> | <u>X</u> | | <u>X</u> | | |

ADMINISTRATIVE DIRECTOR REPORT

Administrative Director Christopher Steers noted they are still working on the live streaming project. Staff has met with an organization that is on state contract. The details have yet to be worked out. Quotes are expected to be back this week and the costs can be divided between IDA and the Village.

Mr. Steers said that he is continuously meeting with the de4velopment community and interest remains around the new Form Based Code. Interested parties are also curious about our UTEP Policy updates, etc.

PROPOSED VILLAGE REZONING & MITIGATIONS

Chairman Ferrara said he asked Planning Director Eric Zamft to adapt a presentation on the rezoning specifically for the IDA. He has made a similar presentation many times for other groups, but this will be the first in front of the Agency.

Mr. Zamft began with a discussion of the 2012 Comprehensive Plan, its downtown emphasis on Transit Oriented Development, which would focus development around the train station and feature less disruptive projects featuring smaller units helping to preserve the unique character of Port Chester.

Some of the highlight of Mr. Zamft's presentation are as follows

Three Components to the Project

- ❖ *New Village-Wide Form-Based Zoning Code*
- ❖ *Build-Out Analysis*
- ❖ *Generic Environmental Impact Statement*

Elements

- ❖ *Document Existing Conditions*
- ❖ *Community Outreach*
- ❖ *Code Drafting*
- ❖ *Board, Agency, and Public Comments*
- ❖ *Outreach*
- ❖ *Approval Process, including SEQRA*
- ❖ *Implementation*

Cautionary Tale

- ❖ *New Rochelle Downtown Overlay Zone (New Rochelle, NY)*

Key objective of the new code is to streamline the development process and to follow Village Law closely.

The new Zoning Code would allow the right type of development in the right type of places.

PCIDA in the DGEIS

Chairman Ferrara reminded the Board that the IDA is a named Agency in the DGEIS as part of §3.5.3.2, Mitigation – Jobs and Employment:

In order to minimize any potential impacts on businesses, the following mitigation measures should be considered:

The Village could consider adopting a policy supporting the Port Chester Industrial Development Agency (PCIDA) to further explore Project Labor

Agreements (PLAs) and Community Benefits Agreements (CBAs) as part of its Uniform Tax Exemption Policy (UTEP).

During and after Mr. Zamft’s presentation the Board engaged in a very informative question and answer session. Included in that discussion was a sub discussion about developers and PCIDA PILOT’s, Affordable Housing, Tax Revenue, Labor and other Incentives.

After the discussion the Board agreed to provide comments that are relative to PCIDA regarding the DGEIS to Planning Director Eric Zamft for inclusion in the comments package. Chairman Ferrara along with Board Counsel Justin Miller will draft a letter that will be circulated to the Board before submitting it to Mr. Zamft.

UTEP DRAFT DISCUSSION

Chairman Ferrara suggested the Board take a month off from further UTEP discussion to allow for members to incorporate the zoning presentation into their thinking.

Board Counsel Justin Miller said that the Board should consider how proposed UTEP changes comply with the new Zoning Code, that it should consider whether it wants to adopt policies that are not in direct agreement with the code. For example, the Heat Map of undervalued properties being discussed is a useful tool, but emerging IDA policy may incentivize development where the new code does not envision it. This could lead to stymying development as development would be incentivized in areas not zoned with sufficient density and height to make a project practical. Mr. Miller suggested keeping the UTEP in line with the emerging consensus on zoning.

TREASURER’S REPORT

Treasurer Anthony Siligato provided the Board with the financial report.

INVOICES

| | |
|--------------------|------------|
| Constance Phillips | \$400.00 |
| Anthony Siligato | \$750.00 |
| Christopher Steers | \$1,500.00 |
| Harris Beach | \$783.40 |

(Financial Report on next page)

Port Chester Industrial Development Agency - Fiscal Year June 1, 2019 to May 31, 2020

Cash Analysis & Net Assets Report

As of November 30, 2019

| | | | | | |
|--|---|----|-------------|--------|-----------------------|
| Cash on Hand @ 11/1/19 | | | | | \$215,122.22 |
| <u>Deposits/Wire Transfers/ Interest Received :</u> | | | | | |
| JP Morgan Chase | Interest Earned in November 2019 | | | 0.77 | |
| TD Bank | Interest Earned in November 2019 | | | 137.98 | |
| | | | | | |
| | Total Deposits/Transfers/Interest | | | | \$ 138.75 |
| <u>Checks Written / Disbursements :</u> | | | | | |
| Christopher Steers-A/P | Administrative Director - October 2019 | \$ | (1,500.00) | | |
| Anthony Siligato-A/P | Treasurer / CFO - October 2019 | \$ | (750.00) | | |
| | | | | | |
| Constance Phillips-A/P | Secretary - November 2019 | \$ | (400.00) | | |
| Harris Beach, PLLC | PCIDA Corporate Matters - October 2019 | \$ | (875.00) | | |
| | | | | | |
| Drescher & Malecki, LLP | FY2019/2020 Audit (Re-issue check) | \$ | (4,200.00) | | |
| | | | | | |
| Brown & Brown of NY, Inc. | Directors & Officers Liability Insurance (11/5/2019 - 11/5/2020) | \$ | (3,710.00) | | |
| TD Bank | Wire Fee 11/25/19 (to be reversed Dec 2019) | \$ | (25.00) | | |
| | | | | | |
| | Checks Written / Disbursements during November 2019 | | | | \$ (11,460.00) |
| Cash on Hand @ 11/30/19 | | | | | |
| | | | | | \$203,800.97 |
| <u>Reconciliation of Bank Accounts</u> | | | | | |
| JPMorgan Chase at 11/1/19 | | \$ | 10,499.55 | | |
| November 2019 Deposits | | \$ | 25,000.00 | | |
| November 2019 Interest Earned | | \$ | 0.77 | | |
| Checks Presented - November 2019 | | \$ | (11,435.00) | | |
| Total JPMorgan Chase at 11/30/19 | | | | | \$ 24,065.32 |
| | | | | | |
| TD Bank at 11/1/19 | | \$ | 204,622.67 | | |
| Transfer Out - November 2019 | | \$ | (25,025.00) | | |
| Interest Earned - November 2019 | | \$ | 137.98 | | |
| Total TD Bank at 11/30/19 | | | | | \$ 179,735.65 |
| Total Bank Balance @ 11/30/19 | | | | | |
| | | | | | \$ 203,800.97 |
| | | | | | |
| | TD Bank Wire Fee (To be reversed in December 2019) | | | \$ | 25.00 |
| | Prepaid Expense - Brown & Brown - Directors & Officers Liability Ins. 6/1/20-11/5/20 (Chk date 10/31/19) | | | \$ | 1,545.81 |
| | Prepaid Expense - CNA - General Liability Insurance 6/1/20-11/5/20 (Chk date 10/31/19) | | | \$ | 372.76 |
| | | | | | \$ 1,943.57 |
| | | | | | |
| PCIDA Net Assets @ 11/30/19 | | | | | \$ 205,744.54 |
| <i>Prepared by PCIDA Financial Officer</i> | | | | | |

On the motion of Board member James Taylor, which was seconded by Board member Richard Cuddy, the invoices and Treasurers financial snapshot were approved.

ROLL CALL

| <u>MEMBER</u> | <u>MOTION</u> | <u>SECOND</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> |
|------------------|---------------|---------------|------------|-----------|----------------|
| <u>BRAKEWOOD</u> | | | <u>X</u> | | |
| <u>BRESCIO</u> | | | <u>X</u> | | |
| <u>CUDDY</u> | | <u>X</u> | <u>X</u> | | |
| <u>FERRARA</u> | | | <u>X</u> | | |
| <u>HIENSCH</u> | | | <u>X</u> | | |
| <u>O'CONNELL</u> | | | <u>X</u> | | |
| <u>TAYLOR</u> | <u>X</u> | | <u>X</u> | | |

CHANGE MEETING DATE AND LOCATION

Due to technical issues and the need to have meetings live streamed beginning in January, the venue for the next meeting might be changed along with the date to allow for the acquisition and installation of equipment to stream meeting from the Village Hall Conference room. The revised date and venue will be determined.

ADJOURNMENT

On the motion of Board member John Hiensch, which was seconded by Board member Richard Cuddy the meeting was adjourned to December 15, 2019.

ROLL CALL

| <u>MEMBER</u> | <u>MOTION</u> | <u>SECOND</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> |
|------------------|---------------|---------------|------------|-----------|----------------|
| <u>BRAKEWOOD</u> | | | <u>X</u> | | |
| <u>BRESCIO</u> | | | <u>X</u> | | |
| <u>CUDDY</u> | | <u>X</u> | <u>X</u> | | |
| <u>FERRARA</u> | | | <u>X</u> | | |
| <u>HIENSCH</u> | <u>X</u> | | <u>X</u> | | |
| <u>O'CONNELL</u> | | | <u>X</u> | | |
| <u>TAYLOR</u> | | | | | |

Respectfully submitted,

Constance Phillips