

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

HELD: October 14, 2020

TIME AND PLACE: 6:30 P.M via WebEx Virtual conferencing

A meeting of the Village of Port Chester Industrial Development Agency was convened on Wednesday October 14, 2020 at 6:30 p.m. via WebEx Virtual Conferencing.

Call to Order

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 Daniel Brakewood, the meeting was called to order with the following additional Board members being present: Richard O’Connell, John Hiensch, and James Taylor. Board member Michael Brescio joined the meeting after roll call.

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.

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>x</u>		
<u>BRESCIO</u>			<u>Absent for roll call</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>		

CHAIRMAN’S REMARKS

Chairman Ferrara informed the Board that an Article 78 had been brought against the Form Based Code challenging that the Village did not take a sufficient look at the impacts under SEQRA. The action was brought by Sustainable Port Chester and the NAACP. The Village has retained an attorney and will defend itself.

The Board of Trustees may revisit the CD6T Zoning District discussed during the Form Based Code process and wants to declare itself Lead Agency. As such IDA Board members were notified recently as an interested and involved agency, however no action is required by the IDA. Planning Director Eric Zamft has included comments about a potential CD6T Zoning District in his report.

Chairman Ferrara also informed the Board that Chris Steers is resigning from his position as Village Manager to take an exciting new job with the county. Chairman Ferrara extended well wishes from himself and the Board.

MINUTES

September 9, 2020

On the motion of Board member Richard Cuddy, which was seconded by Board member John Hiensch, the minutes of the September 9, 2020 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>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>			<u>x</u>		

ADMINISTRATIVE DIRECTOR REPORT.

Administrative Director Christopher Steers reported that the Covid Relief Grant Program had been released and the Agency has two applications thus far. The application and announcements were issued in English and Spanish, it was noticed in the Westmore News as well as other media outlets and on the website. It was also given to the Chamber of Commerce who in turn distributed it to other contacts. A reminder was sent to the Capitol Theatre, to date there has been no response. However, a meeting was held with them earlier in the month to talk about interior changes that could be made to help sustain them during the pandemic.

Mr. Steers said that that the Village is in the process of updating its domain and will change from .com to .gov. This comes with a lot of protocol changes and Roz Cimino, IT Department Head spoke about a new IDA Website/Domain.

Website/Domain Update & Discussion

Ms. Cimino explained to the Board that under the new Domain architecture it is difficult to deal with a Vendor or Consultant who is outside of the network. Given the .gov security it would be impossible to allow an outside vendor or consultant into our network or IDA files. Currently the IDA documents span three servers on the network. There is a way to spin off the IDA documents onto a virtual server with its own domain. Ms. Cimino took the time to share with the group the differences in the capabilities of the two different types of domains and securities. Without a separate domain, someone who is outside of the Village’s network would not have access to the IDA documents.

Ms. Cimino said that a portion of the costs would be covered with the Agency’s license agreement with the Village. The cost to the IDA would be about \$7,100.00.

Chairman Ferrara urged the Board’s support. With the move to the .gov architecture the IDA’s website is no longer discoverable or easily reached and the sense of independence that is warranted is no longer there.

After an in depth discussion the Board agreed to separate the IDA Website from the Village’s website.

On the motion of Board member Richard Cuddy, which was seconded by Board member James Taylor, the Board authorized a spend of \$7,100.00 to establish an independent IDA Website and Domain

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>		

PLANNING DIRECTOR’S REPORT

Planning Director Eric Zamft stated that at the July 8, 2020 PCIDA meeting, the Board asked that the Planning Director research and report back to the PCIDA on what makes Port Chester desirable for developers and businesses – what is Port Chester’s “Special Sauce”. While sketch details are in his report this month, a full, formal report will be provided in the coming months.

He also provided further detail to the Board on some of the items in his summary report. Some of the topics discussed included:

- Commercial Displacement Study as SEQRA mitigation for the Form Based Code (to be discussed at BOT meeting Monday night)
 - if accepted by the BOT it will come to the IDA/LDC for execution
- Proposed CD-6T District Petition by a private owner
- Redevelopment of the former United Hospital Site
- Liberty Square Pedestrian Plaza
- Master Developer
- Beautification Efforts
- Mobility and Parking Management Action Plan

16-18 North Main Street

Received approvals but have not returned to the IDA for the requested modification of assistance. Chairman Ferrara mentioned to the Board that this item would be taken off the agenda until the applicant decides to discuss it further.

TREASURERS REPORT

Board Treasurer Anthony Siligato provided the Board with a review of the current invoices along with a Financial Snapshot

Invoices

- Administrative Director
- Acting Secretary
- Treasurer
- Planning Director
- Board Counsel

Financial Snapshot

See following page

Port Chester Industrial Development Agency - Fiscal Year June 1, 2020 to May 31, 2021
Cash Analysis & Net Assets Report
As of September 30, 2020 

Cash on Hand @ 9/1/2020 \$472,105.05

Deposits/Wire Transfers/ Interest Received :

JP Morgan Chase	Interest Earned - September 2020	2.53	
TD Bank	Interest Earned - September 2020	25.46	
1618 N. Main LLC	2020/21 Pilot including 2019/20 Administrative Fee	20,461.82	
JMDH (Jetro)	2020/21 School Pilot (Restaurant Depot)	201,729.87	
JMDH (Jetro)	2014/15 - 2019/20 Administrative Fee (Restaurant Depot)	3,000.00	
	Total Deposits/Transfers/Interest		<u>\$ 225,219.68</u>

Checks Written / Disbursements :

Christopher Steers-A/P	Administrative Director - August 2020	\$ (1,500.00)
Anthony Siligato-A/P	Treasurer / CFO - August 2020	\$ (750.00)
Eric Zamft-A/P	Planning Director - August 2020	\$ (650.00)
Constance Phillips-A/P	Secretary - September 2020	\$ (400.00)
Harris Beach, PLLC	PCIDA Corporate Matters - August 2020	\$ (5,410.00)
Joelle Rovello-A/P	Dpty. Financial Officer - Jun-Aug 2020	\$ (250.00)
County of Westchester	2020/21 Pilot Distrib-Retail D, Kingsport	\$ (9,024.84)
Town of Rye	2020/21 Pilot Distrib-Ret D, Kingsport, 1618 N Main	\$ (468.96)
PC School District	2020/21 Pilot Distrib-Retail D, Kingsport	\$ (66,686.57)
Village of Port Chester	2020/21 Pilot Distrib-Ret D, Kingsport, 1618 N Main	\$ (38,950.91)

Checks Written / Disbursements during September 2020 \$ (124,091.28)

Cash on Hand @ 9/30/2020 \$573,233.45

Reconciliation of Bank Accounts

JPMorgan Chase at 9/1/2020	\$ 316,773.65	
Deposits	\$ 225,191.69	
Interest Earned	\$ 2.53	
Checks Presented	<u>\$ (124,091.28)</u>	
Total JPMorgan Chase at 9/30/2020		\$ 417,876.59

TD Bank at 9/1/2020	\$ 155,331.40	
	\$ -	
Interest Earned	<u>\$ 25.46</u>	
Total TD Bank at 9/30/2020		\$ 155,356.86

Total Bank Balance @ 9/30/2020 \$ 573,233.45

On the motion of Board member James Taylor, which was seconded by Board member Richard Cuddy, the invoices and 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>		

AD Contract

Last month the Board agreed to extend AD Christopher Steers' contract for the coming fiscal year (beginning November 1, 2020). With Mr. Steers' resignation as Village Manager a discussion was held as to the suitability of Mr. Steers continuing on the Agency Board and it was agreed that the Board should reappoint, but take the opportunity to review the AD position holistically in the coming months, with the goal of issuing an RFP for an AD during the next year as a new Village Manager is in place. The Board emphasized that the contract has always had a 30-day notice option for either side to terminate the agreement should the Agency, or Mr. Steers for that matter, wish to proceed in another direction.

On the motion of Board member John Hiensch, which was seconded by Board member Richard Cuddy, the Administrative Director Contract with Christopher Steers was renewed for 1 year.

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>			<u>x</u>		

Adjournment

On the motion of Board member Richard Cuddy, which was seconded by Board member James Taylor, the meeting was adjourned to November 11, 2020

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>		

Respectfully submitted,

Constance R. Phillips