

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

HELD: October 16, 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, October 16, 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 Michael Brescio, the meeting was called to order with the following additional Board members being present: Daniel Brakewood, John Hiensch, and Richard O’Connell.

Also in attendance was Board Counsel Justin Miller (via telephone), Treasurer Anthony Siligato 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>BRESCIO</u>		<u>X</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>ABSENT</u>		

CHAIRMAN’S REMARKS

Chairman Ferrara said that Board Counsel Justin Miller will be joining by phone due to the inclement weather (Counsel Miller commutes from Albany). Board member James Taylor is similarly delayed and unable to attend. Mr. Taylor did send comments on the UTEP revision project which Mr. Ferrara said he would share later in the meeting.

Chairman Ferrara said that he would like to remind everyone that he and the staff meet on a quarterly basis with the Board of Education. They meet with two nominated Board of

Education Trustees and district staff. They are updated on what the IDA is doing and we accept feedback from them. Chairman Ferrara said he mentions this because when he met with Senator Shelley Mayer, she was very concerned about IDA Boards not regularly consulting with School Districts within their jurisdiction. She was pleased to learn of our practice, suggesting we are the only IDA in the State that she knows of that is as collaborative as we are with the Schools. Chairman Ferrara does not think that is widely enough understood and wants to insure people know about this arrangement that he has respected throughout his chairmanship. He said the recent quarterly meeting went well with the next one scheduled for January 2020.

Mr. Ferrara said he would like to thank all IDA members that attended the Board of Trustee Boards and Commissions meeting on the form-based code. The meeting went well and was well received. The Boards and Commissions were looking for direction from the Board of Trustees and thinks that they understand that with the second draft of the Zoning code out for review, things are really starting to move with a likely completion by the end of February.

UTEP REVISION COMMENTS

Chairman Ferrara reminded the Board that we started the UTEP Revision process in May 2018. He originally asked the Board to embark on this process because in February of that year the Board of Trustees met with the Director of Planning in New Rochelle, Luis Aragon who said that the City of New Rochelle rezoned and appointed a Master Developer but nothing happened until they paid attention to the IDA and its underlying UTEP. They put in place incentives that made sense and gave developers a road map to follow that was palatable to the city yet worked for the projects. Mr. Ferrara said we had made considerable progress on our UTEP but suspended the overhaul when the rezoning stalled at the Board of Trustees level because we wanted to align the UTEP with the overarching goals of the rezoning. Now that the BOT have indicated they are back on track for a possible winter 2020 approval, it’s a good time for the IDA to finish the UTEP revision and we will return to this topic this evening.

APPROVAL OF MINUTES

On the motion of Board member Richard Cuddy, which was seconded by Board member Michael Brescio the minutes of the September 11th 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>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>ABSENT</u>		

ADMINISTRATIVE DIRECTOR REPORT

Administrative Director Christopher Steers said there wasn't very much to talk about this month. A lot of the developers staff and the Chairman have been meeting with are in a holding pattern awaiting the outcome of the rezoning.

Mr. Steers said that meetings have been held to discuss the Senator Skoufis letter and the live streaming of the meetings. One way or the other there are some expenses associated with doing the streaming at 350 North Main Street or in the Village Hall Conference room. The preference of the Board is to have the meetings here in the conference room. The target date was for the November meeting however it is not required until January 2020. Different options on how to fulfill the requirement were discussed by the Board however it will need to be investigated further. Overall, with the costs that were discussed it makes sense to have the meetings in the Village hall Conference Room with an initial startup cost.

Mr. Steers also reminded the Board that on Tuesday October 22nd, there will be the second meeting for the neighborhood revitalization strategies at the Port Chester Public Library. It has been positively received with a lot of good information. Board member Daniel Brakewood said the first session had a really good turnout (about 30 – 40 people) and went very well. There was a cross section of people, some developers, and people from all different neighborhoods, new residents, and longtime residents. Mr. Steers said this was something they have been trying to put in place for a long time to see what can be done in various neighborhoods throughout the Village to enhance and beautify them. Chairman Ferrara said he would encourage people to attend these sessions. These are the ground level efforts to beautifying and enhancing the entire Village and not just the downtown area.

SUSTAINABLE PORT CHESTER ALLIANCE

Chairman Ferrara said that Sustainable Port Chester has asked if they could present at our next meeting on issues that are important to them that fall under the IDA's domain. Mr. Ferrara said it most likely entails labor issues and agreed to allow them to present at the next meeting for what he suggested should be a 10 to 15-minute presentation. A copy of their "blueprint for development" will be distributed before the next meeting. A request was made to have their agenda prior to the next meeting and Chairman Ferrara said he would ask them for a handout ahead of time so Board members could familiarize themselves with their specific issues of concern.

CONSULTANT AGREEMENT

At the last meeting Chairman Ferrara discussed the Administrative Director's contract which expires the end of this month. He recommended that Mr. Steers' contract be renewed at the same rate of pay to which the Board agreed. Tonight he asked the board to formalize the arrangement with the revised contract in their back up.

On the motion of Board member Richard Cuddy, which was seconded by Board member John Hiensch, the Administrative Contract was 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>ABSENT</u>		

UTEP DRAFT REVISIONS (continued)

Chairman Ferrara said that Board member James Taylor asked that an article from Lohud be placed in the member packets which summarizes the pros and cons of development in New Rochelle over the last few years. Mayor Bramson seems to be very pleased but others are not. Mr. Ferrara said what he took from the article was that there is really no free lunch with development. The developer applies to us and we give them financial assistance because it is rare that redevelopment projects work without it. The concept that they can give us community benefits when the project cannot pay for itself is really a false narrative that too many people believe. The benefits, including the development itself, come from the future taxes that we unlock by enabling the project. He thought this article was a great segue to open the UTEP discussion.

By way of reminding the Board where we left off in this project Chairman Ferrara provided what he called a “Mid-project Summary” in which he collated various matters that have come under discussion that may still need further revision.

There followed a broad-based discussion with nothing decided but many topics explored on which we will work toward resolution next month, along with others yet to be discussed.

Roadmap to “enhanced benefits”

It was discussed that projects come before us in need of financial assistance. Enabling the project provides the benefit of the investment and unlocks significant future tax revenue that would not otherwise be realized. A portion of that newly unlocked future tax revenue is used to induce the project. The process also greenlights benefits mandated in the zoning and at site plan, such as Affordable Housing.

We need to decide if we insist more of that unlocked revenue be spent on what we call community benefit, or if we use other metrics to shape and limit the ability to obtain enhanced benefits.

Some discussed:

- The valuation “heat map” as a trigger, with a project on low valued property (perhaps <\$3M/acre) having to increase the value of a property by an agreed upon multiple.
- Transit Oriented Development projects specifically in the density nominated proposed zoning areas: CD5, CD6, and PMU.
 - (TOD because this has been official BOT policy since at least 2014).
- Projects of historical significance.
- Projects that create or invite permanent jobs – industry creates, offices and retail invites
- Limiting the Agency’s appetite for enhanced benefits, like New Rochelle, by setting a maximum number of project square feet that can qualify
 - NR is 5MM – PC would have to be proportionately less
 - context: the proposed Starwood project was for 1MM, many times larger whatever else will be built

Guidance on Financial Assistance

The number one question asked by developers at introductory meetings.

- New Rochelle appends a PILOT model to their UTEP. Should we?
- Alternatively publish the 25% global benefit rule of thumb as our maximum absent a deviation?
- Another metric?

Oversight of our Community Benefits Policy

It was pointed out that adherence to our policy is going to require an expansion of staff. We briefly discussed potentially beefing up the Policy to explore the feasibility of vetting residents for unskilled labor jobs on our projects.

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	\$1,784.78

(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 September 30, 2019

Cash on Hand @ 9/1/19 \$303,099.39

Deposits/Wire Transfers/ Interest Received

JP Morgan Chase	Interest Earned in September 2019	9.11	
TD Bank	Interest Earned in September 2019	151.14	
JMDH (Jetro)	FY 2019/20 Pilot	305,467.85	
	Total Deposits/Transfers/Interest		\$ 305,628.10

Checks Written

Christopher Steers-A/P	Administrative Director - August 2019	\$ (1,500.00)	
Anthony Siligato-A/P	Treasurer / CFO - August 2019	\$ (750.00)	
Joelle Rovello-A/P	Dpty. Financial Officer - Jun-Aug 2019	\$ (250.00)	
Constance Phillips-A/P	Secretary - September 2019 & Adj Jun-Aug	\$ (550.00)	
Harris Beach, PLLC	PCIDA Corporate Matters - August 2019	\$ (5,070.96)	
Village of Port Chester	Kingsport & Jetro Pilot FY2019/20	\$ (116,154.08)	
County of Westchester	Kingsport Pilot FY2019/20	\$ (4,323.72)	
Town of Rye	Kingsport Pilot FY2019/20	\$ (191.67)	
PC 999 Holdings LP	Return of Starwood Escrow	\$ (22,350.89)	
	Checks Written during September 2019		\$ (151,141.32)

Cash on Hand @ 9/30/19 \$457,586.17

Reconciliation of Bank Accounts

JPMorgan Chase at 9/1/19	\$ 98,784.15	
September 2019 Deposits	\$ 305,467.85	
September 2019 Interest Earned	\$ 9.11	
Checks Presented - September 2019	\$ (151,141.32)	
Total JPMorgan Chase at 9/30/19		\$ 253,119.79
TD Bank at 9/1/19	\$ 204,315.24	
Interest Earned - September 2019	\$ 151.14	
Total TD Bank at 9/30/19		\$ 204,466.38

Total Bank Balance @ 9/30/19 \$ 457,586.17

Drescher & Malecki , LLP - FY2019/2020 Audit (Check issued 9/12/2019) \$ (4,200.00)
 PC-Rye UFSD - Kingsport & Jetro Pilot FY 2019/20 (Check issued 9/26/2019) \$ (237,298.38)

\$ (241,498.38)

PCIDA Net Assets @ 9/30/19 \$ 216,087.79

On the motion of Board member Richard Cuddy, which was seconded by Board member Richard O’Connell, 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>X</u>		
<u>TAYLOR</u>			<u>ABSENT</u>		

ADJOURNMENT

On the motion of Board member Richard Cuddy, which was seconded by Board member Daniel Brakewood the meeting was adjourned to November 13, 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>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>ABSENT</u>		

Respectfully submitted,

Constance Phillips