

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

HELD: May 9, 2012

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

A regular meeting of the Village of Port Chester Industrial Development Agency was convened on Wednesday May 9, 2012 at 6:30 p.m. at 222 Grace Church Street, Port Chester, New York. 10573.

Roll Call:

The meeting was called to order by Chairman Neil Pagano with the following Board members being present: Board members Richard Cuddy, John Hiensch, James Taylor and Mayor Dennis Pilla.

Also in attendance were Administrative Director Dwight Douglas, Board Counsel Justin Miller, Board Treasurer Leonie Douglas, Director of Planning & Development Christopher Gomez, Assistant Village Manager Christopher Steers and Board Secretary Constance Phillips.

Vice Chairman Joseph Kenner and Board member Phil Semprevivo were absent.

Administrative Director Report & Commentary:

Administrative Director Dwight Douglas reviewed some key points from his May 12, 2012 Report & Commentary. Some of the items that were highlighted included:

- The Castle Project may be interested in doing business with the IDA
- Bonds are not due until 2015
- Nothing complicated brewing right now/IDA can go dormant or take a proactive approach to doing business in the future
- The Master Plan can change, IDA can think about strategies to market its services
- IDA can have an active role in the LDC/Marina project.

A detailed copy of Mr. Douglas' Report was included in Board member packets.

Mr. Douglas also used this opportunity to verbally offer his resignation to the Board. Mr. Douglas stated that he feels the Board is in a good place and his services would be very minimal at best. He also stated that he is very busy with other projects. Mr. Douglas thanked Chairman Pagano for his leadership, thanked the Board members for allowing him to work with them and told the Board he feels he is leaving at a good time and the Board is in good shape.

Chairman Pagano thanked Dwight for his invaluable contribution to the Board. He also stated that the ball would be passed in a very limited capacity to Christopher Gomez. In turn, each of the Board members took the opportunity to verbalize their words of thanks and well wishes to Mr. Douglas. Mr. Steers and Mr. Gomez followed suit with their accolades.

Minutes

On the motion of Board member James Taylor, which was seconded by Mayor Dennis Pilla, the minutes of the April meeting were accepted.

Invoices:

A brief review of the submitted invoices was held. Invoices were submitted from Dwight Douglas, Justin Miller, Leonie Douglas, and Constance Phillips.

On the motion of Board member James Taylor, which was seconded by Board member Richard Cuddy, the payment of submitted invoices was authorized.

Treasurers Report - Status of G & S Escrow

Treasurer Leonie Douglas gave an overview of the April 2012 Financial Activities – Treasurer’s Report.

Cash on Hand as of 4/1/2012	\$332,059.27
Revenues Received	\$49.91 (Chase /TD Bank Interest)
Total Expenses	\$8,250.13
Net Assets 4/30/2012	\$323,859.05
Balance as of 3/31/2012	\$323,859.05

Ms. Douglas also provided an overview of the G & S Escrow Account as of April 30, 2012.

Escrow Balance as of June 1, 2011	\$25,079.61
Deposits and Interest earned June 2011 – April 2012	\$52,892.25
Total Disbursements	\$52,879.73
Balance as of 4/30/2012	\$25,092.13

Ms Douglas also provided a General Ledger Report from 6/1/2011 thru 4/30/2012 which showed all transactions affecting the escrow balance.

Additional discussions were held on budget related topics which included Accounts in default, Payments to Harris Beach, Processing and closing fees for Kingsport, Capital Projects and Lawsuits.

On the motion of Board member Richard Cuddy which was seconded by Mayor Dennis Pilla the Treasurers report and Escrow Report were accepted.

Discussion – Fee Schedule

Administrative Director Dwight Douglas led a brief discussion on the fee schedule and the PCIDA Fee Schedule handout was reviewed. It was agreed that Mr. Douglas would revise some of the wording. An Annual Post Closing Fees would also be added to the schedule. Mr. Douglas will revise the fee schedule and have it available by the next meeting

On the motion of Board member John Hiensch which was seconded by Mayor Dennis Pilla, the revised fee schedule was accepted.

PARIS Report Monitoring

A brief discussion was held regarding the receipt of lack thereof of the Project Monitoring Forms. As of this meeting forms have only been received from Neri's Bakery and JBM. Treasurer Leonie Douglas received a request from G & S to re-send the forms. Board Secretary Connie Phillips stated that the request had been fulfilled and forms were re-sent to G&S. It was suggested that Board Council Justin Miller draft a 3RD Request which would include chapter and verse the specific laws regarding Project Monitoring and Reporting. It was also suggested that all requests going forward should be sent Certified Sign/Receipt Mail.

Equipment Purchases /Storage Area and Tools to Assist IDA

It was briefly noted by Chairman Pagano that IDA now has a secure storage area in the Planning Zoning and IDA Office on the 2nd floor at Village Hall. Shelving has been installed, a large file cabinet has been delivered and some of the files have been transferred to the room. The office of Planning and Development and IDA now has a large plotter and Mr. Gomez has access to high tech GIS files with many capacities.

Business Improvement District

A discussion was held regarding a Business Improvement District. It was noted that there are many business opportunities in the downtown area. The Capitol Theatre as one example is expected to generate mass business to the area. With more businesses coming to the area their will eventually be a strong need to address parking situation. This discussion is will be revisited as the need arises.

Administrative Director Position Vacancy

Chairman Pagano engaged the Board in a brief discussion about a replacement for Administrative Director Dwight Douglas. Mr. Pagano indicated that it would be a tough assignment to try to find someone to fill Mr. Douglas' shoes. The discussion on this topic included the following

- Two people have been identified however Chairman is not ready to disclose names yet
- Person should be hired with no lesser quality in their work but at no higher cost to the Board
- Candidates should meet with the Board along with Mr. Gomez
- Applicant should have experience – no on the job training
- Board should remain in a proactive state
- Tutoring can bring Board up to needed standards
- New person should be on board by the next PARIS Reporting timeframe

Mr. Steers also stated that the person and the Board should have good insight skills. The group should be synergetic. The Board could be a 1 stop shop in terms of their effectiveness to corner the keystone segments of the community. Perhaps a workshop on needs is needed to assist the Board in being proactive.

Chairman Pagano directed the secretary to extend IDA Board meeting invitations to Mr. Gomez and Mr. Steers on a continuous basis.

Adjourn Meeting

On the motion of Board Member James Taylor which was seconded by Richard Cuddy the meeting was adjourned at 8:36pm

Respectfully Submitted,
Constance R. Phillips