

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

HELD: October 14, 2015

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 October 14, 2015 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 Frank Ferrara. On the motion of Board member Richard Cuddy, which was seconded by Board Member James Taylor the meeting was called to order with the following Board members being present: Daniel Brakewood, Michael Brescio, Richard Cuddy, John Hiensch, and James Taylor.

Also in attendance were, Administrative Director Christopher Steers, Board Counsel Justin Miller, Treasurer Leonie Douglas, 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>CUDDY</u>	<u>X</u>		<u>X</u>		
<u>FERRARA</u>			<u>X</u>		
<u>HIENSCH</u>			<u>X</u>		
<u>PILLA</u>					
<u>TAYLOR</u>		<u>X</u>	<u>X</u>		

Chairman's Remarks

Chairman Ferrara started the meeting by welcoming the newest member Mike Brescio to the Board. Mr. Ferrara said there was a lot of consternation about the open Board seat and the Board of Trustees approved Mike for the seat. Mr. Brescio is a CPA and Has an MBA along with

an impressive resume. He has also spent some time with GE Capital and has portfolio management experience. Currently Mr. Brescio is CFO of a successful Electrical and Telecom Contractor Company in lower Manhattan. Mr. Brescio stepped down from the Village Planning Commission where he served for six months.

Chairman Ferrara said that tonight's meeting would involve looking at the Administrative Director's contract along with Staff issues. At that point Mr. Ferrara turned the meeting over to the Administrative Director for comments.

Administrative Director Remarks

Administrative Director Christopher Steers started by saying that we went through the strategic planning process earlier in the year and came out of it with some direction; looking to be a more proactive agency and revising the mission statement. The mission statement looks to having the Board be more active looking at various projects, reaching out and looking at traffic mediation, facilities, structure improvements to try to remove the impediments to smart growth development. We really need to take a look at how our traffic patterns flow, parking issues and congestion. There was coordination on the CFA application to try to get grant money for a transportation study. Mr. Steers said he had word that we were ranked fairly well at a regional level.

Administrative Director Steers said that we also went through the Annual Board of Directors evaluation and there were some concerns with regard to our performance measures, our goals and whatever risks we may be exposed to. Mr. Steers provided the Board with an in-depth analysis document that outlined updates to the mission statement, two specific sections of the evaluation that warrant further review: a) "the Board sets clear and measurable performance goals for the Authority that contribute to accomplishing the mission"; b) "The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation before problems occur" A big area of concern is relative to staff changes, if the staff should leave can someone come in and pick up where the current staff left off.

Other items addressed were collaboration with other entities, Chamber of Commerce, Westchester County etc., ways to get the Agency name out in the community and what we can do in the community that will be tangible. Long and short terms goals and strategies must be developed, better branding, and risk assessment. A risk assessment table was included in the materials provided by Mr. Steers. A brief discussion was held with regard to the document provided by Mr. Steers as he gave a brief overview ITS contents. Some of the discussion items are listed below:

- How does the IDA become a facilitator for smart growth principles?
- How does the IDA play an active role in all projects allowable under the act?
- How will the IDA's role thereby serve as a means to mitigate structural impediments, undertake traffic mediation, and facilitate public infrastructure improvements?
- How will the IDA collaborate to develop enhanced parking accommodations?
- How will these proactive activities increase mobility, quality of life, prosperity, and the standard of living for the benefit of the entire citizenry of the Village?

Mr. Steers said that the Carver Center is working with people from Harvard doing a needs assessment regarding recreation in the Village, The Carver Center came to the Village for suggestions and the goal is for the Center to ultimately get a new master recreation plan. Similarly this might be something we might consider for our recreation department.

Board member Richard Cuddy shared with the Board that Our Lady of Mercy is now being rented by the Carver Center. The gymnasium at the church was empty and is now being utilized by the Carver Center. There are perhaps other partnerships taking place in the Village that we may be unaware of. There are a lot of opportunities in the Village that we may be able to take advantage of, but we first need to decide on a direction.

Board member James Taylor reminded the Board that we had tried these endeavors before and a portion of the issues raised here tonight belong with the Board of Trustees and the Planning Commission and remember that the role of IDA is to act as enablers. The Chairman once stated that fixing things with G&S and the Marina were priorities. G&S is somewhat fixed, the Marina remains. Mr. Taylor said he would hope that the Chairman would work with the Administrative Director and inform the Board what the focus is (the Downtown, Parking, Mobility, Marketing etc.).

Panera, Chase Bank, Applebee's, Liquor Store, etc. have all gone out of the area and the reason stated was parking. As best as can be determined there is a sea of parking available. The Marina lot is packed but clients are not going to G&S. How can we as an enabling body make this all work? Is it economic or is it logistics and is there anything that we as a Board can do. Perhaps we need to partner with outside forces to brainstorm and look for solutions.

Chairman Ferrara once again brought to the attention of the Board a need for a better more interactive website. Our current website is adjunct or an offset of the Village's website. IDA is a Public Benefit Corporation and we have enabled many projects that people may or may not be aware of. Board member James Taylor said we still do not even have a one-pager that could be handed to applicants in the Planning process informing them of our services. It is not the website that drives business to us it's the developers.

Board member Daniel Brakewood suggested using the vision of the Master Plan to develop the criteria by which IDA can use to rate potential projects.

Administrative Director Contract

Chairman Ferrara said the Administrative Director Contract expires this month. A copy of the expiring contract was included in the packets. Mr. Steers is asking for a global review. Some have done so but if others would like to comment they are welcomed to do so. Mr. Ferrara said he has checked the scope of services and feels that Mr. Steers has fulfilled them all.

It was suggested that this matter be discussed in Executive Session at the end of the meeting since it is a personnel matter and there are other staff matters to be discussed as well.

Starwood DEIS Response

Chairman Ferrara told the Board they had a copy of the response letter in their packets. Board Counsel Justin Miller did a great job of framing it. Board members all read through the document and provided Mr. Miller with their input. It gives a global look at where IDA stands in relationship to this project. The consensus of the Board was that the response document was excellently done. There was a lot of good information and a broad overview of how IDA works in general. This would be excellent to share with the School Board because they have a misconception of how IDA works and a lot of our work is by formula and not by discretion. In addition this information should be posted on our website. The Board further discussed how's, the where's and the who's of the written comments.

Retail D

Chairman Ferrara informed the Board that Planning Commissions comments were accepted by G&S and they have since down sized the project. Currently the documents are incomplete and is being submitted to the BOT in pieces.

Risk

Chairman Ferrara said that at our last meeting Board member James Taylor was concerned about institutional risk; when staff leaves do we have access to their files and records. Mr. Ferrara said that he was thinking that these items could be incorporated into the job descriptions of the staff; certain procedures that they must follow so these things are readily available at a moment's notice. Mr. Taylor said its less about the documents but more about the redundancy.

Treasurer's Report

Treasurer Leonie Douglas provided the following Treasurer's Financial Report:

Invoices

Harris Beach	\$3,733.24
Christopher Steers	\$1,500.00
Leonie Douglas	\$ 500.00
Constance Phillips	\$ 200.00

On the motion of Board member James Taylor, which was seconded by Board member Richard Cuddy, the submitted invoices 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>PILLA</u>					
<u>TAYLOR</u>	<u>X</u>		<u>X</u>		

See next page for Financial Summary

**Port Chester Industrial Development Agency
Cash Analysis & Net Asset
As of September 30, 2015**

Cash on Hand		\$ 470,175.32	
Cash on Hand & Net Asset @ 9/1/15			\$ 470,175.32
Deposits/ Interest Received during August			
JMDH PILOT	PILOT Deposit on 9/23/15	\$ 384,785.06	
Kingsport PILOT	PILOT Deposit on 9/11/15	\$ 2,500.00	
JP Morgan Chase	Interest Earned September 2015	\$ 9.46	
TD Bank	Interest Earned September 2015	11.88	
Total Revenues/Interest			\$ 387,306.40
Expenses			
Constance Phillips	Secretary-September	\$ (200.00)	
Leonie Douglas-A/P	Fin Officer-August	\$ (500.00)	
Christopher Steers-A/P	Administrative Director-August	\$ (1,500.00)	
PILOT Distribution	Kingsport (Village/Town/School/County)	\$ (52,500.00)	
PILOT Distribution	JMDH-JETRO (Village & School)	\$ (384,785.06)	
Harris Beach	August Legal Services	\$ (3,271.03)	
	Checks Paid during September	\$ (442,756.09)	
	Total Checks Paid		\$ (442,756.09)
Net Asset @ 9/30/15			\$ 414,725.63
Reconciliation of Bank Accounts & Net Asset			
JPMorgan Chase at 9/1/15		\$ 325,576.70	
Deposits		\$ 387,285.06	
Interest Earned - September		\$ 9.46	
Checks Written - September		\$ (442,756.09)	
Total JPMorgan Chase at 9/30/15			\$ 270,115.13
TD Bank at 9/1/15		\$ 144,598.62	
Interest Earned - September		\$ 11.88	
TD Bank at 9/30/15			\$ 144,610.50
Total Bank Balance/Net Asset at 9/30/15			\$ 414,725.63

Prepared by PCIDA Financial Officer

On the motion of Board member James Taylor, which was seconded by Board member Richard Cuddy Treasurer's report 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>PILLA</u>					
<u>TAYLOR</u>	<u>X</u>		<u>X</u>		

Minutes

On the motion of board member James Taylor, which was seconded by Board member John Hiensch, the minutes of September 9, 2015 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>FERRARA</u>			<u>X</u>		
<u>HIENSCH</u>		<u>X</u>	<u>X</u>		
<u>PILLA</u>					
<u>TAYLOR</u>	<u>X</u>		<u>X</u>		

Because the date of the November meeting falls on a holiday (Veteran's Day), it was decided that the meeting would be moved to the following week Wednesday, November 18, 2015.

Executive Session and adjournment of Regular Meeting

On the motion of Board member James Taylor, which was seconded by Board Member John Hiensch, the Board adjourned its regular meeting and convened an Executive Session to discuss the Administrative Director contract along with Staff salaries.

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>FERRARA</u>			<u>X</u>		
<u>HIENSCH</u>		<u>X</u>	<u>X</u>		
<u>PILLA</u>					
<u>TAYLOR</u>	<u>X</u>		<u>X</u>		

Respectfully submitted,

Constance Phillips