

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

**HELD: February 11, 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 February 11, 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 Dennis Pilla, which was seconded by Vice Chairman Neil Pagano the meeting was called to order with the following Board members being present: Neil Pagano, Dennis Pilla, and James Taylor.

**ROLL CALL**

<u>MEMBER</u>	<u>MOTION</u>	<u>SECOND</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
<u>CUDDY</u>			<b>Absent</b>		
<u>FERRARA</u>			<b>X</b>		
<u>HIENSCH</u>			<b>Absent</b>		
<u>KENNER</u>			<b>Absent</b>		
<u>PILLA</u>	<b>X</b>		<b>X</b>		
<u>TAYLOR</u>			<b>X</b>		
<u>PAGANO</u>		<b>X</b>	<b>X</b>		

Also in attendance were, Board Counsel Representative David Rothman, Administrative Director Christopher Steers, Treasurer Leonie Douglas, Planning Director Christopher Gomez, Village Attorney Anthony Cerreto and Acting Board Secretary Constance Phillips.

Chairman Ferrara said that as we open for business tonight, we have one internal housekeeping item to be addressed and one guest Robert Greenberg who was requested to give a presentation by one of the Board members.

## Administrative Director Comments

Mr. Steers told the Board that he suggested that the secretary distribute to the Board members the materials that were to be reviewed at the Strategic Retreat Work Session that was cancelled. The Retreat is scheduled again for March 7, 2015. Mr. Steers requested Board members review the information as it is quite a lot to absorb in preparation for the meeting.

Mr. Steers said that the guest speaker of the night was Robert Greenberg, Director of Job Development from the Urban League of Westchester County. At the request of Board member Joseph Kenner and concerns raised by Chairman Ferrara with regard to what can we do to enhance our ability to create jobs within the community; and, what can we do through the IDA to enhance that activity.

Mr. Greenburg jokingly started his presentation by saying that he started his career as a school teacher as he walked around the room and individually gave each person a handout and his business card and promised that he would try not to over-explain things. Mr. Greenburg said that the Urban League is the oldest Civil Rights organizations in the United States, with 94 Chapters in 49 states, Alaska recently closed their chapter for reasons unknown. Mr. Greenburg said that their mission is to work in communities and be dedicated to economic empowerment in order to elevate the standard of living in urban communities. The Westchester Chapter is the oldest Chapter formed in 1919

Mr. Greenburg gave an overview of the services provided, Community Development, Harm Reduction, Educational Success, Senior Services etc.; a brief synopsis of the presentation is briefly described below:

**Workforce Development** delivers employment services to individuals and families to encourage economic self-sufficiency through career counseling, job placement, retention and advancement. The Workforce Development division collaborates with the affiliate network to assist individuals and families to become economically self-sufficient. In addition to providing job placement opportunities, the departments work with affiliates to understand local, state and federal legislation, regulations and public policies.

**Mature Worker Program (MWP)** is funded by the Department of Labor (DOL), serving low-income and employed persons who are 55 years and older. The goal is to increase the number of full and part-time mature workers in the private sector by fostering opportunities in community service agencies and providing job training, placement and employment retention services.

**Urban Youth Empowerment Program (UYEP)** prepares youth, ages 18-24, for entry into the world of work through a comprehensive set of services including: case management, community service with faith-based organizations, mentorship, internships, occupational skills training, personal development and unsubsidized and/or postsecondary employment.

A question and answer session was held with Mr. Greenburg during and after his presentation looking at employment sites such as Costco and Whole Foods, Home Depot, etc. which are in the Port Chester community. In addition brief discussion was held highlighting various ways IDA could incorporate the services offered by Mr. Greenberg and others into the IDA resource tool kit. It was

also suggested that a partnering effort could be made with the Chamber of Commerce to help get the word out to the masses.

Administrative Director Christopher Steers informed the Board that a letter was received from Madigan Development, LLC on behalf of The Castle Port Chester, LLC, requesting an extension of the Sales Tax Exemption status to June 1, 2015 due to unforeseen construction delays.

Board Counsel Representative David Rothman provided the Board with a brief overview of NY Sales Tax Reporting procedures and deadlines. Upcoming report dates for IDA per Treasurer Leonie Douglas, February 28, 2015 next report due to the state and August 31, 2015 the next PARIS report is due. It was determined that the Administrative Director could grant the extension because it is written in the original resolution agreement as long as there are no objections from the Board members and that they are in compliance with their report. Mr. Rothman also said that if the extension is granted and the Castle is not in compliance, the extension could be revoked by the Board.

On the matter of the joint IDA/BOT meeting that was cancelled due to inclement weather, the meeting will be rescheduled. The Item is also on the BOT Agenda for February 17, 2015.

### **Chairman's Remarks**

Chairman Ferrara said he is most appreciative of the services of everyone, the Directors, the Commissioners and staff and the talent that is here in the Village and the efforts of the people who step forward to get the job done. Chairman Ferrara also said that he would appreciate it if the members of the Board would make every effort to attend the monthly meetings on a regular basis. He said that he understands that things come up and schedules sometimes conflict but to the extent possible, the meetings are important and it is important for everyone to attend. Chairman Ferrara also said that he hopes to have a good turnout at the March 7<sup>th</sup> strategy meeting and in order to move forward everyone is needed. People were selected to this Board for their various areas of expertise and the Board is very dynamic and very diverse and have a whole lot to offer. Chairman Ferrara said that he would like for members to respond early if they are not able to attend the meeting others know ahead of time what to expect. Board member Pagano suggested that we re-poll Board members as to their future availability for the strategy session and determine if March 7<sup>th</sup> is a good day or if week days are better than weekends etc.

**Treasurers Report**

Treasurer Leonie Douglas gave an overview of the current budget, invoices and escrow reports.

**Invoices**

The current invoices that were submitted:  
\$1,500.00 Christopher Steers – Administrative Director Services  
\$500.00 Leonie Douglas – Treasurer Services  
\$200.00 Constance Phillips – Secretarial Services  
\$800.00 Harris Beach – General Corporate Matters  
\$677.66 – Town of Rye – PILOT Distribution  
\$39,017.05 – County of Westchester – PILOT Distribution

On the motion of Board member James Taylor, which was seconded by Board member Dennis Pilla, 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>CUDDY</u>			<b>Absent</b>		
<u>FERRARA</u>			<b>X</b>		
<u>HIENSCH</u>			<b>Absent</b>		
<u>KENNER</u>			<b>Absent</b>		
<u>PILLA</u>		<b>X</b>	<b>X</b>		
<u>TAYLOR</u>	<b>X</b>		<b>X</b>		
<u>PAGANO</u>			<b>X</b>		

Ms. Douglas said that she sent a letter to G&S informing them that their escrow balance is insufficient to pay two invoices that were received. A copy of the letter was provided to the Board members in their packets.

Ms. Douglas informed the Board that along with Mr. Steers, they will be working on the budget for the next meeting.

Ms. Douglas also provided the monthly financial report

**(See following page)**

**Port Chester Industrial Development Agency  
Cash Analysis & Net Asset  
As of January 31, 2015**

Cash on Hand	\$ 234,389.32	
Prepaid Expenses	\$ 3,000.00	
<b>Cash on Hand &amp; Net Asset @ 1/1/15</b>		\$ 237,389.32

**Deposits/ Interest Received during January 2015**

Jetro	Town & County PILOT	\$ 39,694.71	
JP Morgan Chase	Interest Earned Jan 2015	\$ 4.39	
TD Bank	Interest Earned Jan 2015	12.27	
<b>Total Revenues/Interest</b>			\$ 39,711.37

**Expenses**

Constance Phillips	Secretary-Jan	\$ (200.00)	
Leonie Douglas	Fin Officer-Dec	\$ (500.00)	
Christopher Steers	Administrative Director-Dec	\$ (1,500.00)	
Urbanomics	Technical Srv. Rendered Sept to Oct	\$ (8,030.00)	
Harris Beach	Legal Matters-Dec	\$ (550.00)	
	Checks Paid during January 2015	\$ (10,780.00)	
	<b>Total Checks Paid</b>		\$ (10,780.00)

**Net Asset @ 1/31/15** \$ 266,320.69

**Reconciliation of Bank Accounts & Net Asset**

JPMorgan Chase at 1/1/15	\$ 89,886.93	
Deposits	\$ 39,694.71	
Interest Earned - Dec	\$ 4.39	
Checks Written-Dec	\$ (10,780.00)	
<b>Total JPMorgan Chase at 1/31/15</b>		\$ 118,806.03
TD Bank at 1/1/15	\$ 144,502.39	
Interest Earned - Dec	\$ 12.27	
<b>TD Bank at 1/31/15</b>		\$ 144,514.66
<b>Total Bank Balance at 1/31/15</b>		\$ 263,320.69
Prepaid Expenses (1 year's rent prepaid)	\$ 3,000.00	
<b>Total Net Asset at 1/31/15</b>		\$ 266,320.69

Prepared by PCIDA Financial Officer

**MINUTES**

On the motion of Board member James Taylor, which was seconded by Board member Dennis Pilla, the minutes of the January 14, 2015 meeting was approved.

**ROLL CALL**

<b><u>MEMBER</u></b>	<b><u>MOTION</u></b>	<b><u>SECOND</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>ABSTAIN</u></b>
<b><u>CUDDY</u></b>			<b><u>Absent</u></b>		
<b><u>FERRARA</u></b>			<b><u>X</u></b>		
<b><u>HIENSCH</u></b>			<b><u>Absent</u></b>		
<b><u>KENNER</u></b>			<b><u>Absent</u></b>		
<b><u>PILLA</u></b>		<b><u>X</u></b>	<b><u>X</u></b>		
<b><u>TAYLOR</u></b>	<b><u>X</u></b>		<b><u>X</u></b>		
<b><u>PAGANO</u></b>			<b><u>X</u></b>		

Board Acting Secretary Constance Phillips reminded the Board that it is almost time to start requesting information for the PARIS report and letters to the respective recipients were to be reworded to capture the information Ms. Douglas needs for the report. She also noted that there is not a complete list of sub tenants for the G&S properties. Requests have been made to obtain that information, but to date no information has been received. Ms. Phillips also requested of the Board members to be diligent in responding to emails requesting information from them. Chairman Ferrara said that Ms. Douglas has a draft PARIS reporting form that is Data Base ready. This form was given to the Board for review. Additional work is needed to obtain the current information necessary for PARIS Reporting. Mr. Steers suggested that some of the tenant information may be available in the Building Department. Efforts will be on-going to revise the request forms and obtain the most up to date information available.

**Adjournment**

On the motion of Board member James Taylor, which was seconded by Vice Chairman Neil Pagano, the meeting was adjourned.

**ROLL CALL**

<b><u>MEMBER</u></b>	<b><u>MOTION</u></b>	<b><u>SECOND</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>ABSTAIN</u></b>
<b><u>CUDDY</u></b>			<b><u>Absent</u></b>		
<b><u>FERRARA</u></b>			<b><u>X</u></b>		
<b><u>HIENSCH</u></b>			<b><u>Absent</u></b>		
<b><u>KENNER</u></b>			<b><u>Absent</u></b>		
<b><u>PILLA</u></b>			<b><u>X</u></b>		
<b><u>TAYLOR</u></b>	<b><u>X</u></b>		<b><u>X</u></b>		
<b><u>PAGANO</u></b>		<b><u>X</u></b>	<b><u>X</u></b>		

Respectfully submitted,  
Constance R. Phillips