Village of Port Chester
Village Hall Conference Room, 222 Grace Church St., Port Chester, NY

222 Grace Church Street, Port Chester, New York 10573

Minutes: Wednesday, September 14, 2022
Time: Industrial Development Agency
222 Grace Church Street, Port Chester, New York 10573

1. IDA Roll Call

The PCIDA meeting was called to order at 6:30 p.m. by Chairman Frank Ferrara. On the motion of Board member Mike Brescio, which was seconded by Board member Juliana Alzate, the meeting was called to order with the following additional Board members being present:
James Taylor, John Hiensch and Richard O'Connell. Chairman Ferrara commented that Mr. Allen was away on Village business and hoped to call in to the meeting.

MOTION TO OPEN MEETING

MEMBER	MOTION	SECOND	YES	NO	ABSENT
BRESCIO	X		X		
HIENSCH			X		
O'CONNELL			X		
TAYLOR			X		
ALLEN					X
ALZATE		X	X		
FERRARA			X		

2. Chairman's Remarks

a. Upcoming meeting with the Port Chester Rye Union Free School District

Chairman Ferrara stated that he had reached out to the Port Chester Superintendent of Schools to resume regular meetings with the IDA. The next meeting is October 11th to update them on activity at the PCIDA, listen to their concerns, and address them as best as we can. The Chairman and Staff had routinely met with Schools representatives three to four times a year pre-Covid, but from the onset of the pandemic until now had only met once, about a year ago.

b. PCIDA Board endeavors to benefit the Village

He mentioned that tonight the IDA Board is going to discuss projects they may want to undertake now that IDA coffers have a substantial cushion in light of recent project closings. He welcomed Village Manager Stuart Rabin to the meeting and stated he was invited to answer any questions we had regarding what the Village may need that the IDA might be able to consider providing.

The Chairman also mentioned that tonight was the IDA annual re-organizational meeting to reaffirm policies, positions, and budgets, and to elect officers and populate Board committees.

3. Approval of Minutes

a. August 10, 2022 Minutes

MOTION TO APPROVE AUGUST 10, 2022 MINUTES

MEMBER	MOTION	SECOND	YES	NO	ABSENT
BRESCIO			X		
HIENSCH			X		
O'CONNELL			X		
TAYLOR	X		X		
ALLEN					X
ALZATE		X	X		
FERRARA			X		

4. AD Report

a. AD Report

PCIDA Administrative Director Christopher Steers elaborated on the upcoming meeting with the school district. Besides what the Chairman had mentioned he felt it is time to update the Child Mitigation Study that was originally undertaken by the PCIDA Board in 2013 and updated in 2018. He notes that on the Board's list of projects to consider this evening is another iteration of the report, and while it is a Board decision, he feels it is time to do so. Should the Board agree, he would want to encourage Schools input into an eventual RFP.

Mr. Steers also reviewed some other items that had come out of the meeting with Village Staff, the IDA Staff, and Chairman and specifically focused on a study to mitigate stormwater issues downtown including flooding and electrical service upgrades. He also noted that the Board had the option to partner with the Village on a Transportation Master Plan that will shortly commence and is one of the obligations the Board of Trustees agreed to perform as part of the rezoning process.

Chairman Ferrara suggested that they take the ideas one at a time and that ideas do not have to be limited to just Village Staff suggestions. He agreed with Mr. Steers that with the Child Mitigation Study update on the verge of 5 years it was probably time to update it again. For benefit of the newer Board members he explained that the original study took the demographics of Port Chester and projected them onto the new projects in an effort to ensure the cost of new schoolchildren would be mitigated given that many projects are expected to receive real property tax abatements.

The Board discussed the potential impacts of a new Child Mitigation study including private schools, the pandemic, income levels and how to address the fear that any development is going to overwhelm school capacity. Some Board members had concerns regarding the previous study that had routinely overestimated the number of children coming out of new projects by a wide margin, which represented a valuable benefit for the Schools. They broadly agreed to undertake an update of the study and agreed with Mr. Steers that the Schools should be consulted, especially vis-à-vis their capacity, as this was a main concern at the time the original report was undertaken. Since that time School capacities have been widely expanded but overcrowding fears remain an issue.

Chairman Ferrara briefly mentioned the other Village Staff items on the list, and he invited the Village Manager Stuart Rabin to join the conversation.

Mr. Rabin commented that he completely agrees that there needs to be an updated Child Mitigation study because the Form Based Code was adopted in 2020 and since then we've had approximately 20 projects submit site plans to the Village in the last 2 years that the new Code projected to take 20 years to come to fruition. He also stated that he estimates 14 projects are on the cusp of being granted conditional site plan approval this month. However, the types of units based on the new Code may not necessarily reflect what the assumption was when the last Child Mitigation study was done. There are a lot of studio and one-bedroom apartments in the new projects. The Board discussed the difference between workforce housing and affordable housing. It was explained that workforce housing is determined by Westchester County to be 60% of AMI whereas affordable housing is 30%. Mr. Rabin stated that the pandemic has changed the way people purchase housing, that many singles or couples are purchasing a two bedroom unit using the second bedroom as a home office and not a bedroom which could throw off a Child Mitigation study.

The Board asked Mr. Rabin how many units comprise the 14 projects near approval. He replied that there are somewhat under 2000 but adjustments may be made to the number of units to accommodate the new proposed parking ratio that the Village Board of Trustees is in the process of increasing. He also stated that the total mix of units is a key factor of data for any vendor running the study.

The Board took advantage of Mr. Rabin's presence to ask him about issues confronting development. Mr. Rabin addressed issues on the regulated utility front. He stated that Con Ed released an RFP for the Village as they look for new ways to incentivize different resources of fueling. He said that natural gas is a serious issue and that they are looking for ways to keep infrastructure working but reducing the stress.

Chairman Ferrara asked Mr. Rabin for an update on Veolia, the successor water utility to Suez. Mr. Rabin stated that Suez committed to a study to determine how to provide capacity to service new proposed projects not just in Port Chester but in the wider region. Mr. Rabin stated that once the study is completed, Suez will be updating the Village with a plan to accommodate the projects in the pipeline. He stated that Suez has indicated that the study looks promising, and they are excited to share it with the Village when completed. Chairman Ferrara stated that in his conversations with Suez when he was still a Village Trustee earlier in the year, the Utility expects these projects to bear some of the expense of the infrastructure cost.

Mr. Rabin spoke about a flooding mitigation study. The Village is focused on the Bulkley Drain which is an enclosed drainage stream running through the heart of the village. The Drain is old, needs to be reenforced and in parts rebuilt, and can be overwhelmed in heavy storm events, as water and sewage can back up onto Village Streets. The idea would be to regulate the water going through the system to prevent these events that occur once or twice a decade and are very destructive. He, other member of Village staff, and the Village's engineering consultants are starting to work on an RFP to study various ways to mitigate stormwater and help development.

The Board was rather reticent to engage on this issue, feeling it was not part of the IDA's core mission. Board Counsel Justin Miller was asked for his opinion. He suggested that it might not be a natural for the IDA but that it could be undertaken given that it would help the downtown where many of the IDA's projects are being built. Rather than focus on whether it meets the IDA's mission, he suggested focusing on the bandwidth the IDA has to take on such large undertakings given that it is run by a part time staff and volunteer Chairman. It was ultimately decided not to participate.

The Chairman then turned to the suggestion of partnering with the Village on the Transportation Master Plan. He explained to the Board that the SEQRA mitigations in the GEIS attached to the rezoning only focused on two intersections that had been studied as part of the United Hospital project and that the rest of the Village needed to be studied, to fully determine the Traffic mitigation payments projects need to make. He turned to Mr. Miller for his opinion on whether the IDA could undertake such a project. Mr. Miller suggested that if the project aligned with the PCIDA's core mission he saw no reason not to work with the Village. Mr. Ferrara reminded the Board that several years back the Mission Statement had been amended to focus on mobility issues.

The Board decided against partnering with the Village given that the Village had already committed the funds. The Board discussed other ideas of its own, including spending funds on tangible items such as bicycle racks, which had been done in the past, and funding a needs study and a gap analysis. Chairman Ferrara mentioned that when the Village rezoned it sought to create "a sense of place," and having tangible data might help to bring the vision to life. Chairman Ferrara asked Mr. Steers and

Member Jim Taylor to work on the tenets of a needs assessment/gap analysis study and consider structuring an RFP for the Board's review at a later meeting.

Chairman Ferrara thanked Mr. Rabin for attending the meeting.

5. New Business

a. Update status of recent presentations

Chairman Ferrara updated the Board about the 44 Broad Street and 2 South Main Street projects, both of which had presented to the PCIDA Board earlier in the year. He stated that the Board of Trustees are looking at making incremental changes to the code that may delay some projects and these two projects are among them.

6. Old Business

a. Old Business

Chairman Ferrara stated that the 30 Broad Street project closed today, and that the IDA received an additional $111,000. He also stated that he expects 108 Gateway LLC to close in the coming weeks. Mr. Miller agreed that he was expecting an October closing. Mr. Miller stated that the last outstanding project not yet closed was the Hudson 27-45 North Main Street venture and it was estimated to be an end of year close.

7. IT Director Report

a. IT Director Report

Rosalind Cimino stated it has been about a year since she started with the IDA and that she wanted to provide the Board with different website analytics. She stated that website traffic in September was up 2% but that the "Top Sources by Village" was interesting because it describes how people are accessing the site. Most of the visits came into the IDA site via a Google search and the direct input of the IDA URL was a close second. She also stated that the third way people access the site was via Facebook.

She commented about the web traffic and noticed that the traffic spiked significantly on August 26th which could not be explained. She mentioned that most people access the site via desktop computers with mobile devices coming in a close second.

Chairman Ferrara asked Ms. Cimino to comment on the IDA Facebook page. Ms. Cimino explained that the IDA Facebook page was created out of the necessity to find a way to live stream the IDA meeting when the PCTV consultant was unable to televise the meeting on PCTV. She said the since PCTV was now under her direction, the Facebook page has been static. Chairman Ferrara suggested working with her to come up with new ways to post on Facebook as a way of improving outreach to the public and will bring those ideas back to the Board.

8. Treasurer's Report

a. Financial Snapshot

Tony Siligato read out the expenditures for September.
Administrative Director $1,500
CFO $ 750
Acting Secretary/IT Director $1,000
Deputy CFO $ 250
License Agreement with the Village $6,000
Independent Audit Services – Drescher & Malecki $4,200

b. Monthly Invoices

MOTION TO

MEMBER	MOTION	SECOND	YES	NO	ABSENT
BRESCIO			x		
HIENSCH		x	x		
O'CONNELL			x		
TAYLOR	x		x		
ALLEN			x		
ALZATE			x		
FERRARA			x		

9. Annual Agency Reorganization

a. Annual Reorganization Template

Chairman Ferrara discussed that September is the Agency's annual re-organization. The Board has a resolution in front of it that would reaffirm all policies and reaffirm the budget that was passed earlier this year with its 5 year projections. He asked if the Board wanted to make any changes to the PCIDA officers or committee assignments. The Board opted to reaffirm all appointments.

MOTION TO APPROVE/REAFFIRM COMMITTEE MEMBERS, POLICIES AND BUDGET

MEMBER	MOTION	SECOND	YES	NO	ABSENT
BRESCIO			X		
HIENSCH	X		X		
O'CONNELL		X	X		
TAYLOR			X		
ALLEN					X
ALZATE			X		

FERRARA			X		

The Board asked Mr. Siligato to update the budget for the website and as part of this resolution with the updated final numbers. Mr. Siligato responded that he would make the updates.

b. Mid-Year Reorganization

c. FY2022-2023 Proposed PCIDA Budget

10. Executive Session

The Chairman asked the Board to enter into Executive Session to discuss the financial history of particular people or corporations, or matters leading to the appointment of particular
people.

MOTION TO ENTER INTO AN EXECUTIVE SESSION

MEMBER	MOTION	SECOND	YES	NO	ABSENT
BRESCIO	X		X		
HIENSCH			X		
O'CONNELL			X		
TAYLOR			X		
ALLEN					X
ALZATE		X	X		
FERRARA			X		

MOTION TO COME OUT OF EXECURTIVE SESSION

MEMBER	MOTION	SECOND	YES	NO	ABSENT
BRESCIO	X		X		
HIENSCH			X		
O'CONNELL			X		
TAYLOR			X		
ALLEN					X
ALZATE		X	X		
FERRARA			X		

a. Confidential Files

MOTION TO REAPPOINT ROSALIND CIMINO AS ACTING SECRETARY/IT DIRECTOR

MEMBER	MOTION	SECOND	YES	NO	ABSENT
BRESCIO			X		
HIENSCH	X		X		
O'CONNELL			X		
TAYLOR		X	X		
ALLEN					X
ALZATE			X		
FERRARA			X		

11. Adjournment

MOTION TO ADJOURN

MEMBER	MOTION	SECOND	YES	NO	ABSENT
BRESCIO	X		X		
HIENSCH			X		
O'CONNELL		X	X		
TAYLOR			X		
ALLEN					X
ALZATE			X		
FERRARA			X		