



**Village of Port Chester
Industrial Development Agency
222 Grace Church Street
Port Chester, NY 10573**

Minutes: Wednesday, May 13, 2026

Time: 6:30pm Village Hall Conference Room

1. IDA Roll Call

Motion: Motion to Open Meeting

Initiated: James Taylor

Seconded: Daniel Brakewood

Yes: Richard OConnell, James Taylor, Daniel Brakewood, Francis (Frank) Ferrara

No: None

Abstain: None

Absent: Sylvia Dundon, George Ford

2. Approval of Minutes

a. April 8, 2026

Motion: Motion to Approve Minutes - April 8, 2026

Initiated: Richard OConnell

Seconded: James Taylor

Yes: Richard OConnell, James Taylor, Daniel Brakewood, Francis (Frank) Ferrara

No: None

Abstain: John Hiensch

Absent: Sylvia Dundon, George Ford

3. Loewke Brill quarterly project monitor reports - Kevin Loewke

a. Adjustments to Project Monitoring Procedures

b. Quarterly Report

4. Presentation on the Embassy project at 128 N Main St.

a. Jake Borden and Nick Williams of Katherine Acre Partners

b. Presentation

5. Application Review from the Embassy Project, Embassy Equity Partners LLC

- a. Application
- b. Initial Project Resolution

Motion: Motion - Initial Project Resolution - Embassy Project

Initiated: John Hiensch

Seconded: James Taylor

Yes: John Hiensch, Richard OConnell, James Taylor, George Ford, Daniel Brakewood, Francis (Frank) Ferrara

No: None

Abstain: None

Absent: Sylvia Dundon

6. AD Report

- a. AD Report
- b. Response letter from 16 - 18 North Main Street project regarding jobs deficiency

7. Chairman's Remarks

- a. Revisiting and enhancing the IDA public benefit project at Liberty Square

8. Planning Director Report

- a. Planning Director Report
- b. Comprehensive Plan Advisory Committee updates
Comprehensive Plan Overview Document — Port Chester Today
Committee survey and social media
Committee to reach out to the PCIDA
Committee Public Workshop, Wednesday, June 17th at 7pm in the Senior Center

9. IT Director Report

- a. IT Director Report

10. Treasurer's Report

- a. Approval of Invoices

Motion: Motion to Approve Monthly Invoices

Initiated: James Taylor

Seconded: John Hiensch

Yes: Richard OConnell, James Taylor, George Ford, Daniel Brakewood, Francis (Frank) Ferrara

No: None

Abstain: None

Absent: Sylvia Dundon

- b. Agency Financial Snapshot
- c. Quote for higher limits of Supplemental Liability Insurance

11. Board member discussion request follow up

- a. Counsel report on Statewide IDA policies regarding costs associated with Assignments - Justin Miller
Board and staff discussion

12. Adjournment

Motion: Motion to Adjourn

Initiated: John Hiensch

Seconded: George Ford

Yes: John Hiensch, Richard OConnell, James Taylor, George Ford, Daniel Brakewood, Francis (Frank) Ferrara

No: None

Abstain: None

Absent: Sylvia Dundon

- a. Next regularly scheduled Board meeting , June 10, 2026