



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

Minutes: Wednesday, July 8, 2026

Time: 6:30pm Village Hall Conference Room

1. IDA Roll Call

Motion: Motion to Open Meeting

Initiated: James Taylor

Seconded: John Hiensch

Yes: John Hiensch, James Taylor, Sylvia Dundon, Francis (Frank) Ferrara

No: None

Abstain: None

Absent: Richard OConnell, George Ford, Dan Brakewood

2. Chairman's Remarks

- a. The passing of Lou Larizza

3. Approval of Minutes

Tabled until August meeting

4. Village Manager Presentation

- a. Public Infrastructure projects for PCIDA consideration

5. Enhancement of 131 Irving Avenue aka 44 Broad St capital stack

- a. Assignment request letter
- b. Updated org chart and previous org chart for comparison
- c. Project Agreement (for reference)
- d. Assignment Authorizing Resolution

Motion: Motion - Assignment Authorizing Resolution

Initiated: James Taylor

Seconded: Daniel Brakewood

Yes: John Hiensch, James Taylor, Sylvia Dundon, George Ford, Daniel Brakewood,

Francis (Frank) Ferrara
No: None
Abstain: None
Absent: Richard OConnell

6. AD Report

- a. AD Report
- b. Update on Titanium projects
- c. Update on Embassy application due diligence status
- d. AMS Acquisitions exploring the Senior Living pad at Westchester Crossing

7. Planning Director Report

- a. Planning Director Report
- b. Update on project Mitigation Fees

8. IT Director Report

- a. IT Director Report
- b. Benchmarking tool release and request for August meeting input

9. Treasurer's Report

- a. Approval of Invoices

Motion: Motion to Approve Monthly Invoices
Initiated: James Taylor
Seconded: John Hiensch

Yes: John Hiensch, James Taylor, Sylvia Dundon, George Ford, Daniel Brakewood,
Francis (Frank) Ferrara
No: None
Abstain: None
Absent: Richard OConnell

- b. Agency Financial Snapshot
- c. Resolutions — Supplemental and D&O insurance, and AudioEye ADA Compliance Tool

Motion: Motion to Purchase ADA Compliance Tool for IDA Website
Initiated: James Taylor
Seconded: Daniel Brakewood

Yes: John Hiensch, James Taylor, Sylvia Dundon, George Ford, Daniel Brakewood,
Francis (Frank) Ferrara
No: None

Abstain: None

Absent: Richard OConnell

Associated Budget amendments

Motion: Motion to Approve Budget Amendments

Initiated: Daniel Brakewood

Seconded: James Taylor

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

No: None

Abstain: None

Absent: Richard OConnell

**10. Resolution to establish a fee for Project Assignments under PCIDA
Assignment Policy**

a. Draft resolution

Motion: Motion to Establish a Fee for Project Assignments

Initiated: Daniel Brakewood

Seconded: John Hiensch

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

No: None

Abstain: None

Absent: Richard OConnell

Motion: Motion to Establish a Fee for Project Assignments

Initiated: Daniel Brakewood

Seconded: John Hiensch

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

No: None

Abstain: None

Absent: Richard OConnell

Motion: Motion to Establish a Fee for Project Assignments

Initiated: Daniel Brakewood

Seconded: John Hiensch

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

No: None

Abstain: None

Absent: Richard OConnell

- b. Counsel memo from May posted for Board review

11. Adjournment

Motion: Motion to Adjourn

Initiated: George Ford

Seconded: James Taylor

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

No: None

Abstain: None

Absent: Richard OConnell

- a. Next Regularly scheduled Board meeting, August 19, 2026
Annual Audit and PARIS filings