



CITY OF PEEKSKILL  
CITY HALL

840 MAIN STREET  
PEEKSKILL, NEW YORK 10566

(914) 737-3400  
FAX NO. (914) 737-2688

**CITY OF PEEKSKILL LOCAL DEVELOPMENT CORPORATION  
ANNUAL MEETING**

**Tuesday, March 25, 2025**

**City Council Chambers**

**840 Main Street, Peekskill, New York**

**7:00 P.M.**

Members of the public will also be provided access to listen to a live stream of this meeting via audio broadcast on the Government Access Cablevision Channel 78/Verizon Fios Channel 28, or on the Peekskill website at <https://www.cityofpeekskillny.gov/AgendaCenter/Peekskill-Local-Development-Corporation-7>. A recording along with transcribed meeting minutes will also be posted when available.

- 1. Correspondence**
- 2. Acceptance of Minutes**
  - March 26, 2024, Draft (Attached Annual Meeting, Audit & Finance Committee Meeting & Governance)
- 3. FY24 Audited Financial Statements**
  - Audit Letter (Attached)
- 4. Monthly Financial Report**
  - Draft FY24 PARIS Report (Attached)
- 5. Annual Meeting Resolution Ratification (Attached)**
  - Acceptance of the Auditor's Report and PARIS Reports
  - [By-Laws Amended and Re-stated June 2010](#)
  - [Code of Ethics](#)
  - [Compensation Reimbursement and Attendance Policy](#)
  - [Defense and Indemnification Policy](#)
  - [Extension of Credit to Board Members and Executive Officer Policy](#)
  - [Investment Policy](#)
  - [Procurement Policy](#)
  - [Property Disposition Policy](#)
  - [Travel Policy](#)
  - [Whistleblower Policy](#)
  - Annual Officer Election
  - Audit and Finance Committee Appointment
  - Governance Committee Appointment



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- Appointment of Staff
- 6. Acknowledgement of Fiduciary Duty (Attached)**
- 7. Old Business Reports and Discussion (Nothing to Report)**
- 8. New Business (Nothing to Report)**
- 9. Executive Session (if needed)**
- 10. Adjournment**

*\*Links to the various policies up for readoption are provided above and will not be printed. To view a specific policy, please click on its name listed above.*

**CITY OF PEEKSKILL LOCAL DEVELOPMENT CORPORATION**

**Draft Annual Meeting Minutes**

**Tuesday, March 26, 2024, at 7:00 P.M.**

**840 Main Street (2<sup>nd</sup> Floor Council Chamber), Peekskill, NY 10566**

Members of the public were provided access to listen to a live stream of this meeting via audio broadcast on the Government Access Cablevision Channel 78/Verizon Fios Channel 28 or the Peekskill website at <https://www.cityofpeekskill.com/129/Agendas-Minutes>. A recording will be posted on the PIDA website.

Board Members Present: Deborah Post, Alan Kravitz, Rohan de Freitas, Drew Claxton, Juliene Bell-Smith

Board Members Absent:

Staff Present: Matthew Rudikoff, Executive Director; Justin Miller, Counsel; Adriana Baranello, Counsel; Abisoye Oriedi, Financial & Administrative Consultant; Jenae Wilson, Financial & Administrative Consultant

Also Present: Jeffrey Shaver, PKF O'Connor Davies; Chris Kopf, PKF O'Connor Davies; Jesse Girola, Jesse Girola Videography LLC

The Chair, Ms. Post, opened the meeting at 7:07 PM and indicated that the Peekskill Industrial Development Agency (PIDA), PIDA Audit and Finance Committee, PIDA Governance Committee, Peekskill Facilities Development Corporation (PFDC), PFDC Audit and Finance Committee, PFDC Governance Committee, City of Peekskill Local Development Corporation (PLDC), PLDC Audit and Finance Committee, and PLDC Governance Committee meetings would run concurrently.

Mr. Rudikoff explained that the LDC was not audited. A PARIS Report will be submitted, but the LDC will not submit a financial report but an audit letter stating there is zero financial activity at the auditors' suggestion. Mr. Kravitz moved, and Mr. de Freitas seconded the motion to accept the audit letter for the LDC. Motion Carried.

There being no further PLDC Audit and Finance Committee business, Ms. Claxton moved, and Mr. de Freitas seconded a motion to adjourn at 7:40 PM. Motion carried.

Mr. Rudikoff introduced the next agenda item: updates on the Agencies' Financial and Administrative Reorganization. Ms. Oriedi stated that a meeting was held on March 20 with the City Manager, Mr. Alexander, to finalize the Agencies' reorganization plans. She explained that non-City personnel will not get access to the City's I-Drive based on previous audit findings and their internal controls. Based on this decision, the Agencies will implement Microsoft SharePoint to maintain all IDA, FDC, and LDC documentation. SharePoint will be a monthly subscription, and the Agencies will pay to maintain the software. The City still wants oversight, and the Agencies can give designated City personnel read-only access. At the next Board meeting, a detailed pricing plan and user list will be provided for approval. The City still wants the Agencies' documentation on the City's I-Drive, so on a quarterly basis, the consultants will upload the documentation to the drive. Mr. de Freitas asked how the old documents from the I-Drive would transfer to the new system and whether City personnel would only have viewing access to the documents. Ms. Oriedi answered that the documentation would get transferred through flash drives. SharePoint will be the Agencies' main documentation hub, and no more than two City personnel will have read-only access. Mr. de Freitas commented that the Agencies need to control their own systems and

function as separate businesses from the City.

There are no revenues and expenditures to report for the LDC.

Ms. Post called for comments on the Draft PLDC Minutes from the October 24, 2023, meeting. Mr. de Freitas moved, and Ms. Claxton seconded a motion to approve the draft October PLDC minutes as is. Motion carried.

Mr. Rudikoff introduced the next agenda item regarding the Annual Meeting Resolution. Mr. Miller explained that the Annual Meeting Resolution outlines the re-adoption of policies, establishing Board officers, committees, staff, and general policies like FOIL. Another major component of the Resolution is to receive and formally approve the annual audit, management letters submitted by the auditing firm, and PARIS Report. Section 1 outlines the Mission Statement, Performance Measures, and re-adoption of the policies is undertaken each year. Section 2 outlines the various policies that PAAA and PARA require. Section 3 outlines the Independent Auditor's Report and the management letter presented by the auditors this evening. Section 4 outlines the PARIS Report that was prepared and presented to the Board for review. Section 5 outlines the officer positions: Ms. Post is continuing as Chair, Ms. Claxton is continuing as Vice Chair, and Ms. Bell-Smith is continuing as Secretary. Sections 6-7 outline that the Audit and Finance Committee and Governance Committee are all continuing as committees of the whole. Section 8 outlines Mr. Rudikoff is continuing as Executive Director. Section 9 authorizes the submission of all required filings before the end of this month.

Mr. Rudikoff mentioned to Agency Counsel that the Board appointed Ms. Oriedi as Acting Treasurer and asked if her appointment should be added to the Resolution. Mr. Miller responded that it could be added to Section 8 as an engagement of RUKI to serve as the Treasurer and Chief Financial Officer of the Agencies.

Ms. Claxton moved, and Mr. de Freitas seconded the motion to approve the Annual Resolution with the discussed changes. Motion Carried.

There being no further PLDC Governance Committee business, Mr. Kravitz moved, and Ms. Claxton seconded a motion to adjourn at 8:45 PM. Motion carried.

There being no further PLDC business, Mr. de Freitas moved, and Ms. Claxton seconded a motion to adjourn at 8:46 PM. Motion carried.

**CITY OF PEEKSKILL LOCAL DEVELOPMENT CORPORATION**  
**AUDIT & FINANCE COMMITTEE**  
**Draft Meeting Minutes**  
**Tuesday, March 26, 2024, at 7:00 P.M.**  
**840 Main Street (2<sup>nd</sup> Floor Council Chamber), Peekskill, NY 10566**

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Board Members Present: Deborah Post, Alan Kravitz, Rohan de Freitas, Drew Claxton, Juliene Bell-Smith

Board Members Absent:

Staff Present: Matthew Rudikoff, Executive Director; Justin Miller, Counsel; Adriana Baranello, Counsel; Abisoye Oridedi, Financial & Administrative Consultant; Jenae Wilson, Financial & Administrative Consultant

Also Present: Jeffrey Shaver, PKF O'Connor Davies; Chris Kopf, PKF O'Connor Davies; Jesse Girola, Jesse Girola Videography LLC

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Mr. Rudikoff explained that the LDC was not audited. A PARIS Report will be submitted, but the LDC will not submit a financial report but an audit letter stating there is zero financial activity at the auditors' suggestion. Mr. Kravitz moved, and Mr. de Freitas seconded the motion to accept the audit letter for the LDC. Motion Carried.

There being no further PLDC Audit and Finance Committee business, Ms. Claxton moved, and Mr. de Freitas seconded a motion to adjourn at 7:40 PM. Motion carried.

**CITY OF PEEKSKILL LOCAL DEVELOPMENT CORPORATION  
GOVERNANCE COMMITTEE  
Draft Meeting Minutes  
Tuesday, March 26, 2024, at 7:00 P.M.  
840 Main Street (2<sup>nd</sup> Floor Council Chamber), Peekskill, NY 10566**

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Board Members Present: Deborah Post, Alan Kravitz, Rohan de Freitas, Drew Claxton, Juliene Bell-Smith

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Mr. Rudikoff mentioned to Agency Counsel that the Board appointed Ms. Oridedi as Acting

Treasurer and asked if her appointment should be added to the Resolution. Mr. Miller responded that it could be added to Section 8 as an engagement of RUKI to serve as the Treasurer and Chief Financial Officer of the Agencies.

Ms. Claxton moved, and Mr. de Freitas seconded the motion to approve the Annual Resolution with the discussed changes. Motion Carried.

There being no further PLDC Governance Committee business, Mr. Kravitz moved, and Ms. Claxton seconded a motion to adjourn at 8:45 PM. Motion carried.



March 17, 2025

State of New York  
Authorities Budget Office  
PO Box 2076  
Albany, NY 12220-0076

RE: City of Peekskill Local  
Development Corporation

To Whom It May Concern:

Our firm, PKF O'Connor Davies, LLP are the auditors for the City of Peekskill Industrial Development Agency ("Agency") and the Peekskill Facilities Development Corporation ("FDC"), which is related to the City of Peekskill Local Development Corporation ("LDC") by common board members. The LDC was not audited or reviewed by our firm. However, management and the Board has indicated that the LDC had no financial activity during the period of January 1, 2024 - December 31, 2024.

We understand that a letter outlining the limited financial activity would be sufficient documentation that could be submitted in order to satisfy the annual filing requirement.

We trust that this letter is the appropriate documentation needed and that the filing requirement has been satisfied.

If you have any questions or need any additional information, please do not hesitate to contact me.

Very truly yours,

*PKF O'Connor Davies, LLP*  
PKF O'Connor Davies, LLP



Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

**Governance Information (Authority-Related)**

Question		Response	URL (if Applicable)
1.	Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
2.	As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
3.	Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4.	Does the independent auditor provide non-audit services to the Authority?	No	N/A
5.	Does the Authority have an organization chart?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
6.	Are any Authority staff also employed by another government agency?	No	
7.	Has the Authority posted their mission statement to their website?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
8.	Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
9.	Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>

Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

**Governance Information (Board-Related)**

Question		Response	URL (If Applicable)
1.	Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2.	Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3.	Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4.	Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
5.	Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6.	Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
7.	Has the Board adopted bylaws and made them available to Board members and staff?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
8.	Has the Board adopted a code of ethics for Board members and staff?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
9.	Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10.	Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11.	Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
	Salary and Compensation	Yes	N/A
	Time and Attendance	Yes	N/A
	Whistleblower Protection	Yes	N/A
	Defense and Indemnification of Board Members	Yes	N/A
12.	Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13.	Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14.	Was a performance evaluation of the board completed?	Yes	N/A
15.	Was compensation paid by the Authority made in accordance with employee or union contracts?	Yes	N/A
16.	Has the board adopted a conditional/additional compensation policy governing all employees?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>

Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

**Board of Directors Listing**

<b>Name</b>	Bell-Smith, Juliene	<b>Nominated By</b>	Local
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Local
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	9/29/2020	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	Pleasure of Authority	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

<b>Name</b>	Claxton, Drew	<b>Nominated By</b>	Local
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Local
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/26/2018	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	Pleasure of Authority	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

<b>Name</b>	Kravitz, Alan	<b>Nominated By</b>	Local
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Local
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	3/3/2010	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	Pleasure of Authority	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

<b>Name</b>	Post, Deborah	<b>Nominated By</b>	Local
<b>Chair of the Board</b>	Yes	<b>Appointed By</b>	Local
<b>If yes, Chair Designated by</b>	Elected by Board	<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	3/3/2010	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	Pleasure of Authority	<b>Complied with Training Requirement of Section 2824?</b>	No
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

<b>Name</b>	de Freitas, Rohan P	<b>Nominated By</b>	Local
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Local
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	5/9/2022	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	Pleasure of Authority	<b>Complied with Training Requirement of Section 2824?</b>	No
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

**Staff Listing**

Name	Title	Group	Department/ Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the Individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensati on/Allowanc es/Adjustme nts	Total Compensati on paid by Authority	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local governme nt
Rudikoff, Matthew	Executive Director, CEO, Contracting Officer	Executive				PT	Yes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes	Yes

Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

**Benefit Information**

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated With the Authority after those individuals left the Authority?	No
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**Board Members**

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Bell-Smith, Juliene	Board of Directors												X	
Claxton, Drew	Board of Directors												X	
Kravitz, Alan	Board of Directors												X	
Post, Deborah	Board of Directors												X	
de Freitas, Rohan P	Board of Directors												X	

**Staff**

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
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Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

**Subsidiary/Component Unit Verification**

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct?	Yes
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Authority and not independently filing reports in PARIS?	No

Name of Subsidiary/Component Unit	Status
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**Request Subsidiary/Component Unit Change**

Name of Subsidiary/Component Unit	Status	Requested Changes
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**Request Add Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
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**Request Delete Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

**Summary Financial Information**
**SUMMARY STATEMENT OF NET ASSETS**

			Amount
<b>Assets</b>			
<b>Current Assets</b>			
	Cash and cash equivalents		\$0.00
	Investments		\$0.00
	Receivables, net		\$0.00
	Other assets		\$0.00
	Total current assets		\$0.00
<b>Noncurrent Assets</b>			
	Restricted cash and investments		\$0.00
	Long-term receivables, net		\$0.00
	Other assets		\$0.00
	<b>Capital Assets</b>		
		Land and other nondepreciable property	\$0.00
		Buildings and equipment	\$0.00
		Infrastructure	\$0.00
		Accumulated depreciation	\$0.00
		Net Capital Assets	\$0.00
	Total noncurrent assets		\$0.00
<b>Total assets</b>			\$0.00
<b>Liabilities</b>			
<b>Current Liabilities</b>			
	Accounts payable		\$0.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$0.00
	Deferred revenues		\$0.00
	Bonds and notes payable		\$0.00
	Other long-term obligations due within one year		\$0.00
	Total current liabilities		\$0.00
<b>Noncurrent Liabilities</b>			

Annual Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date: N/A

	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Bonds and notes payable		\$0.00
	Long term leases		\$0.00
	Other long-term obligations		\$0.00
	Total noncurrent liabilities		\$0.00
<b>Total liabilities</b>			\$0.00
<b>Net Asset (Deficit)</b>			
<b>Net Assets</b>			
	Invested in capital assets, net of related debt		\$0.00
	Restricted		\$0.00
	Unrestricted		\$0.00
	Total net assets		\$0.00

**SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS**

			Amount
<b>Operating Revenues</b>			
	Charges for services		\$0.00
	Rental and financing income		\$0.00
	Other operating revenues		\$0.00
	Total operating revenue		\$0.00
<b>Operating Expenses</b>			
	Salaries and wages		\$0.00
	Other employee benefits		\$0.00
	Professional services contracts		\$0.00
	Supplies and materials		\$0.00
	Depreciation and amortization		\$0.00
	Other operating expenses		\$0.00
	Total operating expenses		\$0.00
<b>Operating income (loss)</b>			\$0.00
<b>Nonoperating Revenues</b>			
	Investment earnings		\$0.00
	State subsidies/grants		\$0.00
	Federal subsidies/grants		\$0.00
	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$0.00

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	Other nonoperating revenues		\$0.00
	Total nonoperating revenue		\$0.00
<b>Nonoperating Expenses</b>			
	Interest and other financing charges		\$0.00
	Subsidies to other public authorities		\$0.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$0.00
	Total nonoperating expenses		\$0.00
	Income (loss) before contributions		\$0.00
<b>Capital contributions</b>			\$0.00
<b>Change in net assets</b>			\$0.00
<b>Net assets (deficit) beginning of year</b>			\$0.00
<b>Other net assets changes</b>			\$0.00
<b>Net assets (deficit) at end of year</b>			\$0.00

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**Current Debt**

Question		Response
1.	Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	No
2.	If yes, has the Authority issued any debt during the reporting period?	

**New Debt Issuances**

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**Schedule of Authority Debt**

Type of Debt			Statutory Authorization(\$)	Outstanding Start of Fiscal Year(\$)	New Debt Issuances(\$)	Debt Retired (\$)	Outstanding End of Fiscal Year(\$)
State Obligation	State Guaranteed						
State Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue						
Authority Debt - Other	Authority Debt - Other						
Conduit		Conduit Debt					
Conduit		Conduit Debt - Pilot Increment Financing					
<b>TOTALS</b>							

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**Real Property Acquisition/Disposal List**

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

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Certified Date: N/A

**Personal Property**

This Authority has indicated that it had no personal property disposals during the reporting period.

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Run Date: 02/18/2025  
 Status: UNSUBMITTED  
 Certified Date: N/A

**Property Documents**

Question		Response	URL (If Applicable)
1.	In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
2.	Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
3.	In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	N/A



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**Grant Information**

This Authority has indicated that it did not award any grants during the reporting period.

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Certified Date: N/A

**Loan Information**

This Authority has indicated that it did not have any outstanding loans during the reporting period.

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Certified Date: N/A

**Bond Information**

This Authority has indicated that it did not have any outstanding bonds during the reporting period.

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Status: UNSUBMITTED

Certified Date: N/A

**Additional Comments**

Certified Financial Audit for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025

Status: UNSUBMITTED

Certified Date : N/A

**Financial Documents**

Question	Response
1. Attach the independent audit of the Authority's financial statements.	N/A

URL (If Applicable)	Attachments

Question	Response
2. Has the Authority's independent auditor issued a management letter to the Authority in connection with its audit of the Authority's financial statements?	

URL (If Applicable)	Attachments

Question	Response
3. Has the Authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the Authority?	

URL (If Applicable)	Attachments

Question	Response
4. Attach any other communication required or allowed by government auditing standards issued by the Comptroller General of the United States to be issued by the Authority's independent auditor in connection with its annual audit of the Authority's financial statements.	

URL (If Applicable)	Attachments

**Additional Comments**

Investment Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date : 02/18/2025  
Status: UNSUBMITTED  
Certified Date: N/A

**Investment Information**

Question		Response	URL (If Applicable)
1.	Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?	No	
2.	Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3.	Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	No	
4.	Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	No	

**Additional Comments**

Procurement Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

 Run Date: 02/18/2025  
 Status: UNSUBMITTED  
 Certified Date : N/A

**Procurement Information:**

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	<a href="https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp">https://www.cityofpeekskill.com/530/City-of-Peekskill-Local-Development-Corp</a>
2.	Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3.	Does the Authority allow for exceptions to the procurement guidelines?	No	
4.	Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5.	Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6.	Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7.	Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8.	Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a.	If Yes, was a record made of this impermissible contact?		
9.	Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

Procurement Report for City of Peekskill Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 02/18/2025  
Status: UNSUBMITTED  
Certified Date : N/A

**Procurement Transactions Listing:**

The Authority has indicated that it had no procurement transactions during the reporting period.

**Additional Comments**



## ANNUAL MEETING RESOLUTIONS

An annual meeting of the City of Peekskill Local Development Corporation was convened on March 25, 2025, at 7:00 p.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2025 - 01

ANNUAL MEETING RESOLUTIONS OF THE CITY OF PEEKSKILL LOCAL DEVELOPMENT CORPORATION (THE “CORPORATION”), INCLUDING (i) ACCEPTANCE OF ANNUAL AUDIT; (ii) RE-ADOPTING CERTAIN POLICIES, STANDARDS AND PROCEDURES RELATING TO THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED BY CHAPTER 506 OF THE LAWS OF 2009 OF THE STATE OF NEW YORK, (iii) ELECTION OF BOARD OFFICERS; (iii) APPOINTING BOARD COMMITTEE POSITIONS; (iv) APPOINTMENT OF CORPORATION STAFF; AND (v) RELATED MATTERS

**WHEREAS**, pursuant to Sections 402 and 1411 of the Not-For-Profit Corporation Law (“N-PCL”) of the State of New York, the City of Peekskill Local Development Corporation (the “Corporation”) was established as a domestic, not-for-profit local development corporation pursuant to a Certificate of Incorporation (the “Certificate”) to undertake certain charitable and public purposes, among other things, including relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, carrying on scientific research for the purpose of aiding the City of Peekskill, New York (the “City”) by attracting new industry to the City or by encouraging the development of, or retention of, an industry in the City, and lessening the burdens of government and acting in the public interest; and

**WHEREAS**, pursuant to the Public Authorities Accountability Act of 2005 (“PAAA”), which was signed into law on January 13, 2006 as Chapter 766 of the Laws of 2005, and Chapter 506 of the Laws of 2009 enacting the Public Authority Reform Act of 2009 (“PARA”), the Corporation desires to undertake certain required annual policy reviews and re-adoption; and

**WHEREAS**, the Corporation further desires to review and approve the annual audit of the Corporation, along with certain other annual meeting matters.

NOW, THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF THE CITY OF PEEKSKILL LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. Pursuant to PAAA and PARA, the Corporation has reviewed the Mission Statement and Performance Measures and the Corporation hereby determines that no changes are required to the Mission Statement and Performance Measures and that the same is hereby approved.

Section 2. Pursuant to PAAA and PARA, the Corporation has reviewed the Investment Policy and Disposition of Property Policy and the Corporation hereby determines that no changes are required to the Investment Policy and that the same is hereby approved.

Section 3. The Corporation has reviewed the Audit Letter for the fiscal year ended December 31, 2024, as prepared by Corporation in the form presented at the meeting, and such letter is hereby approved.

Section 4. The Corporation hereby authorizes and approves the 2024 Annual Report to be filed with (i) the New York State Authority Budget Office via the Public Authorities Reporting Information System, and (ii) the appropriate local officials.

Section 5. **Annual Officer Election**. Upon motion, second and board roll call vote, the following individuals are duly appointed to serve in the respective Officer Positions in accordance with the By-laws of the Corporation for the period January 1, 2025 through December 31, 2025:

Deborah Post, Chair  
Drew Claxton, Vice Chair  
Juliene Bell-Smith, Secretary

All Directors of the Corporation shall participate in such required annual and continuing training as may be required to remain informed of best practices, regulatory and statutory changes relating to the effective oversight of the management and financial activities of public authorities and to adhere to the highest standards of responsible governance. Further, each Member shall execute (i) a Certification of No Conflict of Interest (ii) an Acknowledgement of Fiduciary Duties and Responsibilities.

Section 6. **Audit and Finance Committee**. Pursuant to subdivision 4 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Directors are nominated and confirmed to serve on the Audit and Finance Committee of the Corporation for the period January 1, 2025 through December 31, 2025: Committee of the Whole.

The Audit and Finance Committee shall perform the functions as described in the By-Laws.

Section 7. **Governance Committee**. Pursuant to subdivision 7 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Directors are nominated and confirmed to serve on the Governance Committee of the Corporation for the period January 1, 2025 through December 31, 2025: Committee of the Whole.

The Governance Committee shall perform the functions as described in the By-Laws.

Section 8. **Appointment of Staff**. Pursuant to and in accordance with the By-laws of the Corporation, the Directors of the Corporation hereby ratify the appointment of the following individuals to serve as at will employees in the following appointed positions:

Matthew Rudikoff, Executive Director

The foregoing officers shall enter upon the discharge of their duties as provided in the By-Laws of the Corporation. **The Corporation further authorizes the provision of staff stipends for the above-listed staff as recommended and approved by the Audit and Finance Committee.** The Board hereby designates the Executive Director as the Corporation's FOIL Officer and Contracting Officer. The Chairman shall serve as the FOIL Appeals Officer of the Corporation.

Section 9. That the proper officers of the Corporation are hereby authorized, empowered and directed to do all things, and acts and to execute all documents as may be necessary, or advisable and proper, to carry on the business of the Corporation, for and on behalf of the Corporation.

Section 10. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolutions was duly put to vote on roll call, which resulted as follows:

	Yea	Nea	Absent	Abstain
Alan Kravitz	[       ]	[       ]	[       ]	[       ]
Drew Claxton	[       ]	[       ]	[       ]	[       ]
Deborah Post	[       ]	[       ]	[       ]	[       ]
Juliene Bell-Smith	[       ]	[       ]	[       ]	[       ]
Rohan deFreitas	[       ]	[       ]	[       ]	[       ]

The Resolutions were thereupon duly adopted.

STATE OF NEW YORK                    )  
COUNTY OF WESTCHESTER ) SS:

I, Juliene Bell-Smith, the undersigned Secretary of the City of Peekskill Local Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the City of Peekskill Local Development Corporation (the "Corporation"), including the resolution contained therein, held on March 25, 2025, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all Directors of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the Directors of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this 25<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
Juliene Bell-Smith, Secretary

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## Authorities Budget Office Policy Guidance



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**No.** 10-01

**Date Issued:** March 1, 2010

**Supersedes:** New

**Subject:** Acknowledgement of Fiduciary Duty

**Statutory Citation:** Public Authorities Law Section 2824(1)(h)

**Provisions:** Section 6(i) of Public Authorities Law, as amended by Chapter 506 of the Laws of 2009 ("The 2009 Public Authorities Reform Act" or "PARA"), requires the Authorities Budget Office (ABO) to develop and issue a written acknowledgement that all board members must execute as part of their duties and responsibilities under Section 2824 of Public Authorities Law. By signing this acknowledgement a board member is stating they understand their role and fiduciary responsibilities as well as their duty of loyalty and care to the organization and commitment to the authority's mission and the public interest.

Pursuant to PARA, every board member of a Public Authority is required to sign an acknowledgement of fiduciary duty at the time they take the oath of office. The effectiveness of the acknowledgement will be deemed applicable throughout the duration of such board member's term and/or for as long as such director continues to serve in such capacity. Board members appointed to their positions prior to the effectiveness of PARA and the implementation of this new requirement are required to execute an acknowledgement by May 1, 2010.

**Authorities Budget Office Policy Guidance:** The primary responsibility of a board member is to understand the mission and public purpose of the Authority and to act in the best interests of the Authority, its mission, and the public. The intent of this written acknowledgement is to re-affirm the importance of this duty to board members.

The ABO is directing all state and local public authorities to use the attached acknowledgement form to satisfy this statutory requirement. Public authorities are to maintain signed copies of the acknowledgement throughout the official term of each active board member. State and local authorities will also be expected to certify as part of the Annual Report submission that these statements were executed in accordance with Section 2824 of Public Authorities Law. The failure to execute this acknowledgment will be considered a failure to comply with the requirements of Public Authorities Law. The failure to act in accordance with the principles stated in this acknowledgment can be considered a breach of fiduciary duty and could result in a recommendation that the board member be sanctioned.

A board member is to sign a new acknowledgement document at the start of each new term to which the board member is appointed.



## *Acknowledgement of Fiduciary Duties and Responsibilities*

As a member of the Authority's board of directors, I understand that I have a fiduciary obligation to perform my duties and responsibilities to the best of my abilities, in good faith and with proper diligence and care, consistent with the enabling statute, mission, and by-laws of the Authority and the laws of New York State. The requirements set forth in this acknowledgement are based on the provisions of New York State law, including but not limited to the Public Authorities Reform Act of 2009, Public Officers Law, and General Municipal Law. As a member of the board of directors:

### I. Mission Statement

I have read and understand the mission of the Authority; and the mission is designed to achieve a public purpose on behalf of the State of New York. I further understand that my fiduciary duty to this Authority is derived from and governed by its mission.

I agree that I have an obligation to become knowledgeable about the mission, purpose, functions, responsibilities, and statutory duties of the Authority and, when I believe it necessary, to make reasonable inquiry of management and others with knowledge and expertise so as to inform my decisions.

### II. Deliberation

I understand that my obligation is to act in the best interests of the Authority and the People of the State of New York whom the Authority serves.

I agree that I will exercise independent judgment on all matters before the board.

I understand that any interested party may comment on any matter or proposed resolution that comes before the board of directors consistent with the laws governing procurement policy and practice, be it the general public, an affected party, a party potentially impacted by such matter or an elected or appointed public official. However, I understand that the ultimate decision is mine and will be consistent with the mission of the Authority and my fiduciary duties as a member of the Authority's board of directors.

I will participate in training sessions, attend board and committee meetings, and engage fully in the board's and committee's decision-making process.

### III. Confidentiality

I agree that I will not divulge confidential discussions and confidential matters that come before the board for consideration or action.

### IV. Conflict of Interest

I agree to disclose to the board any conflicts, or the appearance of a conflict, of a personal, financial, ethical, or professional nature that could inhibit me from performing my duties in good faith and with due diligence and care.

I do not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of my duties in the public interest.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authority Name: \_\_\_\_\_

Date: \_\_\_\_\_