



CITY OF PEEKSKILL
CITY HALL

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**PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY
REGULAR MEETING
Tuesday, August 26, 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.cityofpeekskill.com/129/Agendas-Minutes>. A recording along with transcribed meeting minutes will also be posted when available.

- 1. Correspondence**
- 2. Acceptance of Minutes**
 - July 22, 2025, Meeting Draft (Attached)
- 3. Monthly Financial Report**
 - PIDA Financial Report (Attached)
 - PFKI Monthly Expense Report (Attached)
- 4. Old Business Reports and Discussion**
 - Adoption of Revised Procurement Policy (Attached)
 - PFKI Update
 - Application for Financial Assistance Update
 - Report on Joint City/Agency Market Sponsorship Program
- 5. New Business (Nothing to Report)**
- 6. Executive Session (if needed)**
- 7. Adjournment**

CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY
Draft Regular Meeting Minutes
Tuesday, July 22, 2025, at 7:00P.M.
840 Main Street (2nd 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, Juliene Bell- Smith, Rohan de Freitas

Board Members Absent: Drew Claxton

Staff Present: Matthew Rudikoff, Executive Director; Abisoye Oridedi, Financial & Administrative Consultant; Justin Miller, Legal Counsel

The Chair, Ms. Post, opened meeting at 7:13 PM and indicated that the Peekskill Industrial Development Agency (PIDA) and Peekskill Facilities Development Corporation (PFDC) meetings would run concurrently.

Ms. Post introduced the first agenda item: correspondence from the City Manager regarding tourism marketing for the City of Peekskill. Mr. Rudikoff clarified that the letter was not a request for funding, but rather a continuation of the City's effort to involve PIDA in economic development and marketing opportunities. Mr. Rudikoff noted the City Manager's letter outlined upcoming tourism and marketing activities. He also noted that Jonathan Zamora has launched the third round of the Culinary Youth Hub Program, and invited Ms. Bell-Smith, a PIDA board member, to attend an upcoming session.

Mr. Rudikoff noted the City of Peekskill is requesting that PIDA serve as a fiscal agent to receive and disburse private sponsorship funds for tourism and marketing purposes. This request stems from municipal law restrictions that prevent the City from directly soliciting private donations or sponsorships. No funding is being requested from PIDA—only assistance in managing and deploying the collected funds. These funds would support advertising local businesses at City events (e.g., shuttles, message boards), promoting cultural and tourism assets, and implementing a DRI-funded marketing strategy once the new City logo is finalized.

Ms. Post asked Mr. Miller if this arrangement would be possible. Mr. Miller responded that it's a strong idea and suggested it be managed through the PFDC, which holds a 501(c)(3) designation and can offer charitable deductions to donors. Mr. de Freitas inquired about how local businesses would support this initiative. Mr. Rudikoff explained that the ongoing business registry is the City's tool to initiate and maintain communication with local businesses.

Mr. Miller suggested a structured, city-wide marketing program with tiered sponsorship levels, offering participating businesses recognition and promotional opportunities at City events could be considered.

Ms. Post questioned why this could not be handled through the Chamber of Commerce or BID instead. Mr. Miller explained that managing it through the City (via PIDA or PFDC) would provide the City with more direct control over its marketing campaign. Ms. Post then invited comments from the Board. Board members expressed their support. Ms. Post concluded by reaffirming that the City and PIDA share common goals and that collaboration is beneficial.

Ms. Post introduced the next agenda item: Acceptance of the April 29, 2025, PIDA Board Meeting Minute. There being no comments Mr. Kravitz moved to approve the April 29, 2025, PIDA Board Meeting Minutes and Mr. de Freitas seconded the motion. Ms. Post asked Mr. Miller whether a board member who was absent from a meeting could still vote to approve that meeting's minutes. Mr. Miller responded that, while the conservative approach is for members to avoid approving minutes from meetings they did not attend, there is generally no issue with doing so provided the member does not offer comments or amendments to the content.

Ms. Post introduced the next agenda item: July 2025 Financial Report. Ms. Oriedi presented the PIDA's Summary of Revenues and Expenditures for the month, emphasizing the revenue received, interest earned, and expenditures incurred. Next, Ms. Oriedi presented the PFKI Expenditure Report, highlighting the expenses incurred to date.

Ms. Post introduced the next agenda item: 2026 Budget Planning & Timeline. Ms. Oriedi informed the Board that the FY26 Budget is due by October 31, 2025, with a draft to be presented at the September Board meeting and final approval anticipated in October. Mr. Kravitz advised that budget development should begin in late August or early September, citing delays in receiving bids for the PFKI project. He noted that having the bids in hand by early September would provide critical information to help guide the FY26 budget process.

Ms. Post introduced the next agenda item: Acknowledgment of Board Members' Fiduciary Duty. Mr. Rudikoff reminded the Board that each member is required to sign the fiduciary duty acknowledgment form, which the agency will keep on file. Ms. Post noted she submitted her form electronically. Mr. Kravitz, Ms. Bell-Smith, and Mr. de Freitas signed theirs during the meeting. As Ms. Claxton was absent, Ms. Oriedi will follow up with her to obtain the signed form.

Ms. Post introduced the next agenda item: Update on the Application for Financial Assistance Revision. Mr. Rudikoff reported that a draft of the revised application has been developed and shared with the Board. He noted that 3–4 prospective applicants have shown interest in the PILOT program, prompting a need to review and update the application and fee structure. A working session with Ms. Post and Mr. de Freitas will be scheduled to discuss the proposed changes. Mr. Rudikoff asked Mr. Miller if there are any procedural steps the agency should consider during this process. Mr. Miller advised that once a final version is agreed upon, a resolution approving the changes would be sufficient.

Ms. Post introduced the next agenda item: PFKI Bid Opening and Next Steps. Mr. Rudikoff reported that bids for the three construction contract packages were received on July 15, 2025, but did not receive as many bid responses as the Agency expected. The bid for Contract 1 (General Construction) came in significantly over budget, prompting consideration of whether to modify the design to align with available funding and rebid the projects. Mr. Kravitz echoed Mr. Rudikoff's remarks and formally requested that the Board reject the bids received for Contract 1 (General Construction). He also asked the Board to authorize Joe Thompson to move forward with revising the project drawings, make necessary plan adjustments, and obtain approvals from both the EDA and the City for any proposed design changes prior to rebidding. The objective is to develop a revised design that aligns with the available budget.

Ms. Post introduced the next agenda item: Adoption of the Revised Procurement Policy. Ms. Oridedi explained that, based on the auditor's recommendation, revisions were needed to align the agency's competitive bidding thresholds with current New York State regulations. For purchase contracts (commodities, materials, supplies, equipment), the current policy requires competitive bidding for purchases over \$10,000. The updated threshold should be \$20,000 or more. For public works contracts (services, labor, construction), the current policy requires bidding for expenditures over \$20,000. The updated threshold should be \$35,000 or more. These changes are required to bring the agency's policy in compliance with state guidelines. Ms. Post requested to postpone approval of the revised policy until the next meeting. She asked that the proposed threshold changes be presented in a table format to allow for clearer visualization and discussion.

There being no further PIDA business, Mr. de Freitas moved, and Ms. Bell-Smith seconded a motion to adjourn at 8:38 PM. Motion carried.

**Peekskill Industrial Development Agency
Summary of Revenues and Expenditures
As of August 21, 2025**

<u>Account No.</u>	<u>Account Description</u>	<u>Budget FY25</u>	<u>Actuals as of 8/21/2025</u>	<u>YTD Budget Balance \$</u>	<u>YTD Budget Balance %</u>
<u>Revenues</u>					
006.0006.2116	APPLICATION / ADMINISTRATIVE FEES	\$ 150,000	\$ 19,634	\$ (130,366)	87%
006.0006.2401	INTEREST EARNINGS	\$ 15,000	\$ 11,598	\$ (3,402)	23%
006.0006.2402	APPROPRIATED FUND BALANCE	\$ 603,433	\$ 40,000	\$ (563,433)	93%
006.0006.2410	RENTAL OF REAL PROPERTY	\$ 36,300	\$ 38,800	\$ 2,500	7%
<u>Total Revenues</u>		\$ 804,733	\$ 110,032	\$ (694,700)	86%
<u>Expenditures</u>					
006.6460.0100	PERSONNEL SERVICES - EXECUTIVE DIRECTOR	\$ 13,000	\$ -	\$ 13,000	100%
006.6460.0402	POSTAGE	\$ 250	\$ -	\$ 250	100%
006.6460.0407	PROFESSIONAL SERVICES	\$ 70,000	\$ 47,836	\$ 22,164	32%
006.6460.0409	MARKETING & COMMUNICATION	\$ 10,000	\$ -	\$ 10,000	100%
006.6460.0444	EDC & HVGCC MEMBERSHIPS	\$ 2,500	\$ -	\$ 2,500	100%
006.6460.0445	CONFERENCES & EDUCATION	\$ 1,000	\$ 295	\$ 705	71%
006.6460.0465	AUDITING	\$ 2,500	\$ 3,000	\$ (500)	20%
006.6460.0483	INSURANCE	\$ 3,500	\$ 5,840	\$ (2,340)	67%
006.6460.0470	UNCLASSIFIED - Kitchen Incubator Exp	\$ 700,000	\$ 22,601	\$ 677,399	97%
006.6460.0803	SOCIAL SECURITY	\$ 1,853	\$ -	\$ 1,853	100%
006.6460.0812	MTA MOBILITY TAX	\$ 130	\$ -	\$ 130	100%
<u>Total Expenditures</u>		\$ 804,733	\$ 79,571	\$ 725,161	
<u>Surplus (Deficit)</u>		\$ -	\$ 30,461	\$ 30,461	

	as of 8/21/2025	
NET ASSETS/FUND BAL 2024	\$ 1,249,191	
Fund Balance as of 8/21/2025	\$ 1,239,722	Note 1
Due to Other Government	\$ -	
	<u>\$ 1,239,722</u>	
Cash Balance - Checking (WF)	\$ 24,057	
Cash Balance - Investment (PCSB)	\$ 93,268	
Cash Balance - Checking (Orange Bank & Trust)	\$ 39,036	
Cash Balance - Investment (Orange Bank & Trust)	\$ 774,611	
BUILDINGS/LAND	<u>\$ 308,750</u>	
	<u>\$ 1,239,722</u>	

Note 1

A. \$655,586.31 is the remainder of the \$850,000 set aside from total Fund balance to cover expenditures related to the Peekskill Firehouse Kitchen Incubator project.

B. \$10,000 of Fund Balance is restricted. This amount is a deposit into an escrow account intended to be used for legal counsel fees associated with the IDA application process.

**Peekskill Facilities Development Corporation
Firehouse Kitchen Incubator
Expenditure Report
As of 8/21/2025**

Total Project Cost	\$ 6,024,272.00
Total funding on hand, grants and matching funds	\$ 4,241,668.00
Current total project shortfall	<u>\$ 1,782,604.00</u>

Source of Funds Usage to Date

Confirmed Sources of Fund	Budgeted Spend	Actual Spend	Remaining Spend
BUCKET A1 - USEDPA Federal Grant	\$ 2,396,668.00	\$ 137,941.84	\$ 2,258,726.16
BUCKET A2 - PFDC Local Matching Share of EDA Grant	\$ 599,167.00	\$ 34,485.46	\$ 564,681.54
BUCKET B - NYSESD Economic Development Grant Amount	\$ 995,000.00	\$ -	\$ 995,000.00
BUCKET C - PFDC Local Matching Share of NYSESD Grant	\$ 99,500.00	\$ -	\$ 99,500.00
BUCKET D - Non-grant matching PIDA allocation	\$ 151,333.00	\$ 21,986.39	\$ 129,346.61
	4,241,668.00	194,413.69	4,047,254.31

PFKI Pre-Construction Allocation/Expenditure To Date

Expenditure	Actual FY23	Actual FY24	Actual FY25	Total
Estimating Service of New York	\$ 2,490.00	\$ -	\$ -	\$ 2,490.00
Copy Center - Printing Services	\$ 506.00	\$ 1,005.00	\$ -	\$ 1,511.00
MJM - Videography Services	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
Harris Beech - Legal Services	\$ 4,725.00	\$ 35,609.02	\$ 2,375.00	\$ 42,709.02
Construction Specifications Inc. - Specification Writer	\$ -	\$ -	\$ -	\$ -
Katherine Gregory - Kitchen Incubator Consultant	\$ -	\$ 3,475.70	\$ 1,550.00	\$ 5,025.70
RUKI LLC - Administrative & Finance Services	\$ -	\$ 2,615.00	\$ 1,100.00	\$ 3,715.00
City of Peekskill - Site plan and Building Dept fees	\$ 35,400.00	\$ 1,312.12		\$ 36,712.12
PVE-LLC - Environmental Services	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Sewer Heroes	\$ -	\$ 475.00	\$ -	\$ 475.00
Day & Stakosa - Civil & Structural Engineering Services	\$ 7,200.00	\$ 18,000.00	\$ -	\$ 25,200.00
Joe Thompson - Architectural Services	\$ -	\$ 13,900.00	\$ -	\$ 13,900.00
Fellenzer - MEP Engineer	\$ -	\$ 38,500.00	\$ 7,050.00	\$ 45,550.00
Donald R. Stedje PLS - Land Suveryor	\$ -	\$ 1,100.00	\$ -	\$ 1,100.00
Big John's Moving Company	\$ -	\$ -	\$ 1,150.00	\$ 1,150.00
PODS Moving & Storage	\$ -	\$ -	\$ 1,925.39	\$ 1,925.39
Con Ed	\$ -	\$ -	\$ 5,301.60	\$ 5,301.60
NYPA	\$ -	\$ -	\$ 2,148.86	\$ 2,148.86
Total	\$ 53,821.00	\$ 117,991.84	\$ 22,600.85	\$ 194,413.69

Proposed Procurement Policy Update

	Current Policy	Proposed Policy
Purchase Contract	Competitive bidding required for expenditures more than \$10,000 for any purchase contract (acquisition of commodities, materials, supplies or equipment)	Competitive bidding required for expenditures more than \$20,000 for any purchase contract (acquisition of commodities, materials, supplies or equipment)
	Procedures for the Purchase of Commodities, Equipment or Goods under \$10,000	Procedures for the Purchase of Commodities, Equipment or Goods under \$20,000
	Up to \$500 The discretion of the Executive Director or authorized designee.	Up to \$4,999 The discretion of the Executive Director or authorized designee.
	\$501 - \$3,000 Documented verbal quotations from at least three vendors.	\$5,000 - \$19,999 Documented verbal quotations from at least three vendors.
	\$3,001 - \$10,000 Written/fax quotations from at least three vendors.	\$20,000 and more Written/fax quotations from at least three vendors.

Public Works or Services	Competitive bidding required for expenditures more than \$20,000 for the performance of any public works contract (services, labor or construction)	Competitive bidding required for expenditures more than \$35,000 for the performance of any public works contract (services, labor or construction)
	Procedures for the Purchase of Public Works or Services under \$20,000	Procedures for the Purchase of Public Works or Services under \$35,000
	Up to \$1000 The discretion of the Executive Director or authorized designee.	Up to \$10,000 The discretion of the Executive Director or authorized designee.
	\$1,001 - \$5,000 Documented verbal quotations from at least three vendors.	\$1,0001 - \$34,999 Documented verbal quotations from at least three vendors.
	\$5,001 - \$20,000 Written/fax quotations from at least three vendors.	\$35,000 and more Written/fax quotations from at least three vendors.

CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY
PROCUREMENT POLICY

A. Introduction

1. Scope – In accordance with Article 18-A of the General Municipal Law (the “IDA Act”), Section 104-b of the General Municipal Law, and the Public Authorities Accountability Act of 2005, the City of Peekskill Industrial Development Agency is required adopt procurement policies which will apply to the procurement of goods and services not subject to the competitive bidding requirements of Section 103 of the GML and paid for by an IDA for its own use and account.
2. Purpose – Pursuant to Section 104-b of the GML, the primary objectives of this policy are to assure the prudent and economical use of public monies in the best interests of the taxpayers of a political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

B. Procurement Policy

1. Determination Required – Prior to commencing any procurement of goods and services, the Executive Director or an authorized designee shall prepare a written statement setting forth the basis for (1) the determination that competitive bidding is not required for such procurement, and if applicable (2) the determination that such procurement is not subject to any requirements set forth in this policy. Such written statements shall be maintained by the Executive Director or such authorized designee in a specially designated procurement file.
2. Procedure for determining whether Procurements are subject to Competitive Bidding – The procedure for determining whether a procurement of goods and services is subject to competitive bidding shall be as follows:
 - a. The Executive Director or an authorized designee shall make the initial determination as to whether competitive bidding is required. This determination will be based on Section 103 of the GML which requires competitive bidding for expenditures of (1) more than **\$35,000** for the performance of any public works contract (services, labor

or construction), and (2) more than **\$20,000** for any purchase contract (acquisition of commodities, materials, supplies or equipment).

- b. The Executive Director or such authorized designee shall review the purchase request against prior years' expenditures and a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate purchases of a similar nature will exceed the above competitive bidding procedures shall be followed for said expenditure.
 - c. The Executive Director or such authorized designee shall present any legal issues regarding the applicability of the competitive bidding requirements stated herein to the Agency's Counsel.
3. Methods of Competition to be used for Non-Bid Procurements and Procurements Exempt by Statute – Alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals or written quotations, verbal quotations or any other method of procurement which furthers the purposes of this Section except for items excepted herein (see 7 below) or procurements made pursuant to:
- a. GML, Section 103 (3) (through county contracts), or
 - b. GML, Section 104 (through state contracts), or
 - c. State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), or
 - d. Correction Law, Section 186 (articles manufactured in correctional institutions).
4. Procedures for the Purchase of Commodities, Equipment or Goods under **\$20,000**.
- a. **Up to \$4999** The discretion of the Executive Director or authorized designee.
 - b. **\$5,000 - \$19,999** Documented verbal quotations from at least three vendors.
 - c. **\$20,000 - more** Written/fax quotations from at least three vendors.

5. Procedures for the Purchase of Public Works or Services under \$35,000.

- a. Up to \$10,000 The discretion of the Executive Director or authorized designee.
- b. \$10,001 - \$34,999 Documented verbal quotations from at least three vendors.
- c. \$35,000 - more Written/fax quotations from at least three vendors.

6. Basis for the Award of Contracts – Contracts will be awarded to the lowest responsible vendor who meets the specifications.

7. Circumstances justifying an Award to other than the Lowest Cost quoted.

- a. Delivery requirements
- b. Quality requirements
- c. Quality
- d. Past vendor performance
- e. The unavailability of three or more vendors who are able to quote on a procurement.
- f. It may be in the best interests of the Agency to consider only one vendor who has previous expertise with respect to a particular procurement.

8. Documentation

- a. For each purchase made the Executive Director or authorized designee shall set forth in writing the category of procurement that is being made and what method of procurement is specified.
- b. The basis for any determination that competitive bidding is not required shall be documented, in writing, by the Executive Director or such authorized designee, and filed with the purchase order or contract therefore.
- c. For those items not subject to competitive bidding such as professional services, emergencies, purchased under city contracts or procurements from sole sources, documentation should include a memo to the files which details why the procurement is not subject to competitive bidding and include, as applicable:

- (1) a description of the facts giving rise to the emergency and that they meet the statutory criteria; or
- (2) a description of the professional services; or
- (3) written verification of city contracts; or
- (4) opinions of Counsel, if any; or
- (5) a description of sole source items and how such determinations were made.

d. Whenever an award is made to other than the lowest quote the reasons for doing so shall be set forth in writing and maintained in the procurement file.

e. Whenever the specified number of quotations cannot or will not be secured, the reasons for this shall be indicated in writing and maintained in the procurement file.

9. Exceptions to Bidding

a. Emergency Situation – An emergency exists if the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality or of the citizens. With approval by the Executive Director such emergency shall not be subject to competitive bidding or the procedures stated above.

b. Resolution Waiving Bidding Requirements – The Agency may adopt a resolution waiving the competitive bidding requirements whenever it is determined to be impracticable.

c. Sole Source – Defined as a situation when there is only one possible source from which to procure goods and/or services and it is shown that the item needed has unique benefits, the cost is reasonable for the product offered and there is no competition available. In this situation, a request for a resolution waiving bidding requirements, as described above, is required.

d. True Lease – Prices will be obtained through quotations whenever possible. The award shall be made on the basis of goods and/or services to be provided, ability to meet the specifications desired and price.

e. Insurance – All insurance policies shall be procured in accordance with the following procedures:

(1) Premium less than \$10,000 – documented telephone quotations from at least three agents (if available).

(2) Premium over \$10,001 – written quotations/fax or proposals from at least three agents (if available)

- f. Professional Services – Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Agency shall take into consideration the following guidelines: (a) whether the services are subject to state licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a professional relationship between the individual and the Agency board. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker, services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of Agency owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

10. Minority and Women Business Enterprises – The Agency shall comply with all applicable legal requirements relating to the hiring of such businesses.
11. Input from members of the Agency – Comments concerning the procurement policy shall be solicited from the members of the Agency from time to time.
12. Annual Review – the Agency shall annually review its policies and procedures.

13. Unintentional Failure to Comply – The unintentional failure to comply with the provisions of Section 104-b of the GML shall not be grounds to void action taken or give rise to a cause of action against the Agency or any officer thereof.

Approved and re-adopted this 25th day of March 2009.