

**CITY OF PEEKSKILL FACILITIES DEVELOPMENT CORPORATION**  
**Draft Audit & Finance Committee**  
**Meeting Minutes**  
**Tuesday, March 25, 2025, at**  
**7:00P.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, Juliene Bell- Smith

Board Members Absent: Rohan de Freitas, Drew Claxton

Staff Present: Matthew Rudikoff, Executive Director; Julie Marshall & Adriana Baranello, Counsel; Abisoye Oridedi, Financial & Administrative Consultant

Also Present: Jeffrey Shaver, PKF O'Connor Davies

The Chair, Ms. Post at 7:05 PM opened the Peekskill Facilities Development Corporation (PFDC), Audit and Finance Committee meeting.

Ms. Post introduced the next agenda item: the FY24 Audited Financial Statements. Jeffrey Shaver, Partner at PKF O'Connor Davies presented the Agency's Draft Auditor's Report and Annual Financial Statements. He began by summarizing the independent auditor's report, stating that the agency received an unmodified or "clean" opinion—the most favorable rating the agency can obtain. Mr. Shaver also reviewed the internal control report, confirming that no material weaknesses or significant deficiencies were identified during the audit. He then outlined the key financial highlights. During the discussion, Ms. Post inquired about the highlighting of Note 4. Mr. Shaver explained that it had been flagged pending receipt of a litigation overview from legal counsel. As the report had been received by the time of the meeting, the highlight would be removed prior to finalizing and issuing the report.

Ms. Post asked Mr. Shaver why the Workforce Development funds were not classified as restricted, given that they have been earmarked for a specific purpose. Mr. Shaver explained that the designation was made internally by the Board, rather than being imposed by an external party or legal agreement. For funds to be classified as "restricted," the limitation must come from an outside source; internally designated or self-imposed restrictions do not meet the criteria for that classification.

Next, Ms. Post asked Mr. Shaver to clarify the difference between the \$122,321 listed as "Restricted for Future Project Costs" and the \$76,900 allocated for operations. Mr. Shaver explained that the \$122,321 amount restricted for future project costs represents funds expected to be reimbursed by the EDA for the Kitchen Incubator Project. This figure

corresponds to the combined total of the 2023 and 2024 “Dues from Government” line item in the financial statements. In contrast, the \$76,900 reflects unrestricted funds available to the PFDC for general operational use.

Mr. Shaver continued with a review of the Report to Those Charged with Governance. The auditors found no concerns with management’s cooperation during the audit. However, they offered two recommendations. First, the agency should revise its procurement policy to comply with state regulations, which require formal bidding for equipment purchases of \$20,000 or more and for labor or public works projects valued at \$35,000 or more. When Ms. Post asked about the treatment of professional services under this rule, Mr. Shaver clarified that professional services are not subject to these bidding laws and fall outside the procurement policy’s scope. The second recommendation was related to Journal Entries for Kitchen Incubator Project: Currently, the auditors are recording the journal entries related to the Kitchen Incubator Project on PFDC’s books. The recommendation is for the agency to begin handling this task internally. Mr. Shaver emphasized that as the project continues to grow, it will become increasingly important for PFDC to manage these entries. Ms. Post asked whether Ms. Oridedi could begin posting these entries on a quarterly basis, with the potential to move to monthly postings as the project activity increases.

Next Ms. Post introduced the next agenda item: Ratification of the Annual Meeting Resolution. Mr. Rudikoff explained that the resolution serves to reaffirm key organizational matters, including the re-adoption of policies, confirmation of Board officers and committees, staff designations, and general governance policies such as FOIL compliance. Mr. Rudikoff highlighted that a central component of the resolution is the formal acceptance of the annual audit, the auditor’s management letter, and the PARIS Report. Section 1 includes the agency’s Mission Statement, Performance Measures, and annual policy re-adoption. Section 2 outlines policies required under PAAA and PARA. Section 3 pertains to the Independent Auditor’s Report and management letter presented earlier in the meeting. Section 4 references the PARIS Report, which was reviewed by the Board. Section 5 confirms officer roles: Ms. Post will continue as Chair, Mr. Kravitz as Vice Chair, and Ms. Bell-Smith as Secretary. Sections 6 and 7 reaffirm that the Audit and Finance Committee and the Governance Committee will continue to function as committees of the whole. Section 8 confirms Mr. Rudikoff will remain Executive Director. Section 9 authorizes the timely submission of all required filings before the end of the month. With no further questions, Ms. Post requested the Board’s approval of the Audited Financial Statements. Mr. Kravitz made a motion to approve the audited financials and recommend them for final approval and adoption. Ms. Bell-Smith seconded the motion.

Next Ms. Post introduced the agenda item: Review and Approval of Audit & Finance Committee Charter. No questions noted from the Board members. Mr. Kravitz made a motion to approve the Audit & Finance Committee Charter. Ms. Bell-Smith seconded the motion.

There being no further Finance and Audit committee business, Mr. Kravitz moved, and Ms. Bell-Smith seconded a motion to adjourn the meeting at 8:35 PM. Motion carried.