



**Peekskill Business Improvement District
Minutes of the Meeting of the Board of Directors
February 7, 2012**

DRAFT – March 6, 2012

On the seventh day of February, 2011 at 6:00pm a meeting of the Board of Directors (the Board) of the Peekskill Business Improvement District (BID) was held at the Nutrition Room in the Neighborhood Center.

The meeting was called to order at 6:05pm and presided over by Board President Phillips. A quorum was established when Treasurer Jaime Leon arrived at 7:30pm. It should be noted that all Board votes were tabled until the arrival of Treasurer Leon.

Board members present at the meeting were:

Board President Jeannette Phillips
Secretary John Sharp
Acting City Manager Brian Havranek
Frank Cimino
Frank Catalina
Treasurer Jaime Leon (arrived at 7:30pm)
Jason Angell

Board members absent from the meeting were:

Vice President Christine Bobolia
City Comptroller Charlie Emberger
City Councilman Andrew Torres
Arne Paglia (Secretary John Sharp served as Mr. Paglia's proxy)

Other participants present at the meeting were:

Laurie Gershon, Healthy Culinary Creations
Lisa Breznack, Artist
Wilfredo Morel, Artist
James Slaughter, Economic Development Director, City of Peekskill

The business conducted at the February 7, 2012 Board meeting was as follows:

1. Review & Approval of January BID Board Meeting Minutes:

Acting City Manager Brian Havranek asked to clarify language regarding the City and Chamber of Commerce that made clear that the partnership employed “one PT street cleaner”. Mr. Angell noted the correction.

After review, Board President Phillips motioned to vote on approval of minutes:

Yea

Board President Jeannette Phillips
Secretary John Sharp
Acting City Manager Brian Havranek
Frank Cimino
Frank Catalina
Treasurer Jaime Leon (arrived at 7:30pm)
Arne Paglia (via John Sharp proxy)

2. Review of monthly budget worksheets

After review, Board President Phillips motioned to vote on approval of minutes:

Yea

Board President Jeannette Phillips
Secretary John Sharp
Acting City Manager Brian Havranek
Frank Cimino
Frank Catalina
Treasurer Jaime Leon (arrived at 7:30pm)
Arne Paglia (via John Sharp proxy)

3. BID 2011 Financial Audit

Mr. Angell summarized the decision regarding the 2011 financial audit before the Board: the BID could choose to have the BID audit conducted by the City’s contracted independent Certified Public Accountant (CPA) or contract with another auditor. As the City currently disburses funds for the BID, in either case the City would turn over the BID’s financial information to whichever CPS we decided to contract with.

Acting City Manager Brian Havranek noted that in either case, the audit would be performed by an independent CPA and that because of co-op audit purchasing, the cost of the audit is greatly reduced. The Board was in consensus that these cost-savings were desirable, that the audit would remain independent, and that the BID should compensate the City for the cost of the audit performed. Mr. Angell was directed to find out what the BID’s contribution to the City would as compensation for an audit performed through their contracted CPA.

Board President Phillips motioned to vote on conducting the BID audit as part of the City's wider audit:

Yea

Board President Jeannette Phillips

Secretary John Sharp

Frank Cimino

Frank Catalina

Treasurer Jaime Leon (arrived at 7:30pm)

Arne Paglia (via John Sharp proxy)

Abstain

Acting City Manager Brian Havranek

4. BID Annual Meeting & Elections

Treasurer John Sharp reported that the top catering choices, The Quiet Man and Kathleen's Tea Room, came in with a proposal of \$47 per person and \$34.95 per person respectively. Treasurer Sharp recommended that given the price and menu, Kathleen's Tear Room seemed like a good choice. Mr. Angell reported that the cost of renting the Elk's Lodge was \$495. Mr. Angell also reported that the RSVP list was currently at 10 individuals and noted that the focus in the coming weeks should be recruiting as many BID members to the meeting as possible, with a goal of at least 30 members. There was a general discussion of the potential presentation agenda at the Annual Meeting, which Mr. Angell was directed to draft and submit to the Board in the coming weeks.

Board President Phillips noted that there were only two BID Board owner representative candidates for three open positions and that the BID Board by-laws did not give clear direction in this circumstance. Frank Cimino stated that he was willing to remain on the Board, but was aware about concerns regarding the Italian Feast and conflicts of interest. There was general consensus that the existing conflict of interest must be taken into account.

Board President Phillips observed that the By-laws stated that in the event of a vacant Board seat due to resignation, the Board was charged with appointing a representative to fill the seat until the next Annual Election, which was the closest thing to the present circumstance. Board President Phillips stated that an option would be to have Mr. Cimino remain in his seat until the Board appointed a replacement to the seat. There was general consensus on this approach and Acting City Manager Havranek stated that he would get the advice of City Corporate Counsel Bernis Nelson on this approach.

5. 2012 BID Budget & Work-plan

Mr. Angell reported the results of the BID Board 2012 initiative "priority ballots", which gave each Board member the opportunity to prioritize the 2012 work initiatives that were the most important to

undertake. Four priority ballots were completed. Mr. Angell presented the draft 2012 BID Budget that was developed following the prioritization process for Board review and discussion.

Treasurer John Sharp stated that it was critical to get a 2012 budget adopted early in the year, for it would give the BID the ability to plan and take action. Mr. Sharp also clarified that if the Board voted in the 2012 budget, additional fund balance monies could be pulled in at anytime in the future for other projects. Acting City Manager Havranek asked if the \$10,000 in the 2012 Budget to replace the Board approved reduction in assessments were to come from the BID fund balance, which was confirmed.

During discussion of the Expanded Farmers Market, Acting City Manager Havranek noted that we should ensure that any expansion into specialty food/beverage vending does not compete with existing BID businesses. Mr. Angell noted that the idea was to approach current BID businesses to vend, so they would directly benefit from the expansion and promote their businesses.

Acting City Manager Havranek stated that Councilman Andrew Torres had asked that it be read into the minutes that the Cinco de Mayo event was underfunded and that funding be increased to \$5,000. Mr. Cimino noted that if the Board saw fit, additional funding could be pulled from the fund balance. Mr. Sharp noted that the BID should explore ways that the Cinco de Mayo event could be expanded to be more relevant to the diversity of Peekskill's Latino population.

Board President Phillips motioned to vote on approving the 2012 BID Budget:

Yea

Board President Jeannette Phillips
Secretary John Sharp
Frank Cimino
Frank Catalina
Treasurer Jaime Leon (arrived at 7:30pm)
Acting City Manager Brian Havranek

Abstain

Arne Paglia (via John Sharp proxy)

6. BID Website Design RFP

Mr. Angell presented a draft BID Web-site redesign RFP for comment and approval. Acting City-Manager Havranek suggested that we ask for a tiered response from vendors, with \$3,500 for a basic website, followed by different tiers of extra functions up to \$5,000. There was general consensus that this was a good approach and Mr. Angell said he would make the revisions.

Mr. Sharp motioned to vote on approving the RFP:

Yea

Board President Jeannette Phillips

Secretary John Sharp
Frank Cimino
Frank Catalina
Treasurer Jaime Leon (arrived at 7:30pm)
Acting City Manager Brian Havranek

Abstain

Arne Paglia (via John Sharp proxy)

7. Other Business

Mr. Catalina motioned to vote on approving the Jazz & Blues Festival date as July 21, 2012:

Yea

Board President Jeannette Phillips
Secretary John Sharp
Frank Cimino
Frank Catalina
Treasurer Jaime Leon (arrived at 7:30pm)
Acting City Manager Brian Havranek

Abstain

Arne Paglia (via John Sharp proxy)

Meeting adjourned.