

Regular Meeting of the New Rochelle Corporation for Local Development
January 20, 2021 at 7:30 PM
515 North Ave. – City Council Conference Room, New Rochelle, New York 10801
Via Microsoft Teams

Pursuant to Governor Cuomo's Executive Order 202.1, the meeting will take place remotely via Microsoft Teams, there will be no in-person meeting. The Meeting will take place via Microsoft Teams and can be viewed on NRTV Optimum Ch. 75, Verizon Ch. 28 and on line at www.newrochelleny.com/livestream

AGENDA

1. Roll Call/Announcements
2. Minutes
3. RGP Consulting Contract - Resolution
4. Other Business/Discussion Items
5. Next Meeting Date – February 24, 2021
6. Adjournment

Minutes Summary of the Regular Meeting of the New Rochelle Corporation for Local Development (CLD) held on **Tuesday, December 22, 2020 at 8:30 P.M., in City Council Conference Room, 515 North Avenue, New Rochelle, New York, taking place remotely via Microsoft Teams.**

The following members of the Agency were:

PRESENT: Charles B. Strome, III, Chair
Ivar Hyden, Vice Chair
Howard Greenberg, Secretary
Robert Balachandran, Treasurer
Jordanna Davis, Member

ABSENT: Amy Moselhi, Member
Felim O'Malley, Member

ALSO PRESENT: Kathleen Gill, Chief of Staff, Interim Commissioner of Development
Adam Salgado, CLD Executive Director, Dpty Commiss.for Econ Dev.
Roisin Ponkshe, CLD Economic Development Manager
Pat Malgieri, Esq., CLD Transaction Counsel, Harris Beach

CLD Meeting was called to order by the Chair, Mr. Strome Roll Call was taken.

Announcements: None.

Minutes: A motion was made by Mr. Strome and seconded by Mr. Balachandran to approve the December 2020 minutes; and was unanimously approved.

Circuit NR- Resolution

Mr. Salgado stated that the resolution before the Board is to authorize entering into an agreement with Circuit Transit for the 2021 shuttle service program. This Board approved and funded a portion of the 2021 contract, along with the IDA, which will be expiring December 31, 2020. The program has been a large success and has focused on supporting the Downtown transit-oriented developments as well as aided with transportation to COVID-19 testing centers and provided shuttles for visiting healthcare workers.

The proposal submitted is based on the same operation and cost terms as the 2020 contracted services. The cost for 2021 operations is \$332,803.00, which is available in the 2021 Budget.

A motion to approve was made by Mr. Strome and seconded by Ms. Davis. All in favor, the motion passed.

City Services Contract- Resolution

Mr. Salgado stated that the resolution before the Board is to authorize the extension of the City Services contract for the term of one year, from January 1, 2021 through Decembers 31, 2021. The \$50,000 amount remains the same as last year and covers City services provided to the CLD. This

amount has been included and was approved in the 2021 adopted budget of the Corporation in October.

A motion to approve was made by Mr. Hyden and seconded by Mr. Strome. All in favor, the motion passed.

New Business/Discussion:

None.

Next Meeting: Wednesday, January 20, 2021

Adjournment: Mr. Greenberg made a motion to adjourn the meeting, seconded by Mr. Strome. All in favor, the motion passed.

Date: January 20, 2021

At a meeting of the City of New Rochelle Corporation for Local Development (the “Corporation”) held at City Hall, 515 North Avenue, New Rochelle, New York on the January 20, 2021, the following members of the Corporation were:

Present:

Absent:

Also Present:

After the meeting had been duly called to order, the Chair announced that among the purposes of the meeting was to consider and take action on certain matters pertaining to entering into an agreement with RGP Consulting LLC for the purposes of providing technical assistance services.

The following resolution was duly moved, seconded, discussed and adopted with the following members voting:

Voting Aye

Voting Nay

**RESOLUTION OF THE CITY OF NEW ROCHELLE
CORPORATION FOR LOCAL DEVELOPMENT
AUTHORIZING ENTERING INTO AN AGREEMENT
WITH RGP CONSULTING LLC TO PROVIDE
CONSULTING SERVICES**

WHEREAS, pursuant to the purposes and powers contained within Section 1411 of the Not-for-Profit Corporation Law (the "NPCL") of the State of New York (the "State"), as amended, and pursuant to its certificate of incorporation filed on August 17, 2012, the **CITY OF NEW ROCHELLE CORPORATION FOR LOCAL DEVELOPMENT** (the "Corporation") was established as a not-for-profit local development corporation of the State with the authority and power to own, lease and sell personal and real property for the purposes of, among other things, acquiring, constructing and equipping certain projects exclusively in furtherance of the charitable or public purposes of 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, by encouraging the development of, or retention of, an industry in the community or area, and lessening the burdens of government and acting in the public interest; and

WHEREAS, the Corporation has heretofore undertaken discussions with RGP Consulting LLC ("RGP"), to provide consulting services to include, but not be limited to, staff training, technical assistance, project management, contract management and annual compliance reporting services to the Corporation; and

WHEREAS, pursuant to its proposal, dated January 5, 2021 presented to the Corporation (the "Proposal"), RGP proposes to furnish to the Corporation with consulting services as outlined in the Scope of Services attached hereto as Exhibit A; and

WHEREAS, the Corporation has determined that entering into an agreement with RGP at this time, would be consistent with, and would serve to support, the Corporation purposes.

NOW, THEREFORE, BE IT RESOLVED by the Corporation (a majority of the members thereof affirmatively concurring) as follows:

Section 1. The Corporation hereby determines that entering into an agreement with RGP for purposes of providing consulting services constitutes a Type II Action pursuant to the New York State Environmental Quality Review Act, Article 8 of the New York State Environmental Conservation Law and the regulations adopted pursuant thereto at 6 N.Y.C.R.R. Part 617.1 et. seq., as amended.

Section 2. The Corporation hereby further finds and determines:

(a) It is desirable and in the public interest for the Corporation to enter into an agreement with RGP for purposes of providing consulting services; and

(b) The Corporation has the authority to enter into an agreement with RGP for such purposes; and

(c) The funds for the payment of the amount due from the Corporation in an amount not to exceed \$12,320.00 are available in the Corporation's 2021 budget.

Section 3. In consequence of the foregoing, the Corporation is hereby authorized to enter into an agreement with RGP, at an amount to be expended by the Corporation thereunder not to exceed \$12,320.00 and upon such other terms and conditions as the Executive Director, Chairman or Assistant Secretary of the Corporation may determine to be necessary and appropriate, provided that such terms and conditions are consistent with the purposes and terms of this resolution.

Section 4. In furtherance of the foregoing purposes, the Corporation hereby determines that an amount of \$12,320.00 in revenues heretofore received by the Corporation shall be allocated its 2021 budget, from the Consultant line item.

Section 5. The Corporation, acting by and through its Executive Director, Chairman or Executive Director is hereby authorized to negotiate, execute and deliver such agreements and documents, and to do all things, necessary or appropriate for the accomplishment of the purposes of this resolution, and all acts heretofore taken by the Corporation with respect to the subject matter of this resolution are hereby approved, ratified and confirmed.

Section 6. This resolution shall take effect immediately.

STATE OF NEW YORK)
 : SS.
COUNTY OF WESTCHESTER)

I, the undersigned Secretary of the City of New Rochelle Corporation for Local Development, DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the City of New Rochelle Corporation for Local Development (the “Corporation”), including the resolutions contained therein, held on the 20th day of January, 2021, 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 resolutions 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 public notice of the time and place of said meeting was duly given to the public and the news media in accordance with the New York Open Meetings Law, constituting Chapter 511 of the Laws of 1976 of the State of New York, as amended, that all members of said Corporation had due notice of said meeting and that said meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand as of the 20th day of January, 2021.

By: _____
Secretary

EXHIBIT A

SCOPE OF SERVICES

RGP Consulting LLC

12 Burt Street
Warwick, NY 10990
845.988.7186

Roisin Ponkshe
Roisin.ponkshe@gmail.com

January 5, 2021

Adam Salgado
Executive Director, IDA/CLD
Department of Development
515 North Avenue
New Rochelle, NY 10801

Dear Mr. Salgado,

Please accept this proposal from RGP Consulting to assist the New Rochelle Industrial Development Agency ("NRIDA") and the New Rochelle Corporation for Local Development ("NRCLD") with technical assistance consulting services as set forth in the following "Scope of Services."

I. Scope of Services

- Staff Training/Technical Assistance (Appx. 10 hours/Month)
 - Provide training and technical assistance to aid in the transition of the NRIDA Economic Development Manager role
 - Weekly meeting with Adam Salgado, Executive Director of NRIDA and NRCLD
- Meeting Assistance/Project Management/Transactions (Appx. 20 hours/Month)
 - Aid in scheduling NRIDA/NRCLD meetings, posting required notices, Agendas
 - Aid in Application intake and processing of Applications through the NRIDA process by working with City Staff, NRIDA Counsel, and NRIDA Financial Consultant
 - Aid in tracking Project status and working with NRIDA/NRCLD Counsel to process any required transactions
- Contract Management & Budget Tracking (Appx. 15 hours/Month)
 - Aid in managing current contracts and tracking fund availability in the NRIDA/NRCLD Budgets and work with Staff to bring proposals to the NRIDA/NRCLD for approvals
- General Compliance (Appx. 15 hours/Month)
 - Annual billing of projects, on-going website compliance, drafting of minutes and ensuring the NRIDA and NRCLD are in full compliance with current statutory requirements
- Annual Financial Audit (Appx. 20 hours/Month)
 - Work with City Staff and Independent Auditor to complete independent audit of NRIDA and NRCLD
- Annual Reporting Compliance (Appx. 20 hours/Month)

- Aid in collecting and inputting data for both the NRIDA and the NRCLD into the Public Authorities Reporting Information System (PARIS), as required by law.
- Filing of the NRIDA/NRCLD Annual Report, Investment Report, Procurement Report

II. Fees for Services: \$12,320

- A. \$5,600 – January 15, 2021-February 15, 2021
 - a. \$56.00/hr for 25 Hours/week (100 hours/Month)
 - b. Includes Annual Financial Audit and Annual Reporting Compliance hours
- B. \$3,360 – February 16, 2021- March 15, 2021
 - a. \$56.00/hr for 15 Hours/week (60 hours/Month)
 - b. Removes Annual Financial Audit and Annual Reporting Compliance hours
- C. \$3,360 – March 16, 2021- April 15, 2021
 - a. \$56.00/hr for 15 Hours/week (60 hours/Month)
 - b. Removes Annual Financial Audit and Annual Reporting Compliance hours

Thank you,

Roisin Ponkshe
RGP Consulting, LLC