



## **AGENDA**

**WEDNESDAY, JANUARY 13, 2026**

**Briarcliff Manor Local Development Corporation**

**WILLIAM J. VESCIO COMMUNITY CENTER**

**1 LIBRARY ROAD**

**REGULAR MEETING – 6:15 PM**

For those members of the public interested in viewing and/or participating in the meeting remotely, visit <https://www.briarcliffmanor.gov/Calendar.aspx?EID=1412>

1. Pledge of Allegiance
2. Financial Report for December
3. Discuss an Amended Consultant Agreement with Kathryn Nivins dba Gilded Fulcrum, LLC
4. 1030/1050 Pleasantville Road Update
5. Board Discussions/Concerns
6. Staff Discussions/Concerns
7. Approval of Minutes
8. Schedule Next Meeting

BRIARCLIFF MANOR  
LOCAL DEVELOPMENT CORPORATION AGENDA  
JANUARY 13, 2026

**2. FINANCIAL REPORT DECEMBER**

Briarcliff Manor Local Development Corporation  
Monthly CFO Monthly Activity Report  
Reporting Period: December 31, 2025

1. Executive Summary

Provide update on New Budget Tracking Analysis
Provide update to BOT regarding the change to Audit Contract

2. Financial Position Snapshot (Balance Sheet)

Category	Current Month	Prior Month	Change
Cash & Investments	\$179,698	\$198,683	(\$18,985)
Accounts Receivable	\$462	\$508	(\$46)
Accounts Payable	(\$4,115)	(\$19,493)	\$15,378
Loans/Notes Payable	\$0	\$0	\$0
Net Position	\$176,045	\$179,698	(\$3,653)

3. Revenues & Expenses (Income Statement) and Project Totals

Category	December Actuals	FY 25/26 YTD Actuals	YTD Budget 25/26	Actuals vs Budget\$	% of Budget Received/Expensed	Total Actuals	Combined Budget 24/25 & 25/26	Actuals vs Budget\$	% of Budget Received/Expensed
Revenues	\$462	\$304,629	\$309,750	\$5,121	98.35%	\$304,629	\$309,750	(\$5,121)	98.35%
Operating Expenses	(\$4,115)	\$61,247	\$97,088	\$35,841	63.08%	\$124,423	\$187,882	(\$63,459)	66.22%
Net Surplus/(Deficit)	(\$3,653)	\$243,382				\$180,206	\$121,868		

4. Cash Flow Summary

Category	December Actuals	YTD Actuals
Beginning Balance	\$198,683	\$300,000
Cash In	\$462	\$4,121
Cash Out	(\$4,115)	(\$124,423)
Ending Balance	\$195,030	\$179,698
		\$15,332

5. Capital & Debt Updates

N/A
-----

6. Compliance & Governance Notes

n/a
-----

7. Key Issues / Board Action Items

Review January Consultant Invoices and Harris Beach
---

Briarcliff Manor Local Development Corporation  
Monthly CFO Budget to Actuals Report  
Reporting Period: December 31, 2025

<u>Expense Category</u>	<u>Vendor</u>	<u>Budget 24/25</u>	<u>Actual Expenses Paid for through December 2025</u>	<u>Remaining Budget</u>	<u>Services Provided</u>
Salary and Wages	Staff Expenses	\$ 26,749	\$ 26,749	<span style="color: red;">(\$0)</span>	Consultant -Staff Costs November to May 2025
Professional Service Contracts	O'Connor Davies 1st Year Estimate	\$ 10,000	\$ 10,000	\$0	Paid November 2025
Professional Service Contracts	Harris Beach	\$ 50,789	\$ 54,743	<span style="color: red;">(\$3,953)</span>	Est. LDC invoices since 12/4/2024 through 5/31/2025 and Invoices Paid by VBM to start up LDC. Costs came in slightly higher than original estimates
Professional Service Contracts	McCarthy Fingar	\$ 2,975	\$ 4,850	<span style="color: red;">(\$1,875)</span>	Estimated in house Legal Expenses. Costs came in slightly higher than original estimates.
Supplies and Materials	Shared Services with Village	\$ 341	\$ 341	\$0	Creation of LDC Seal, Shared Services for Materials (Office Supplies, other admin )
<b>24/25 Expense Budget Totals</b>		<b>\$ 90,854</b>	<b>\$ 96,682</b>	<b><span style="color: red;">\$ (5,828)</span></b>	

<u>Expense Category</u>	<u>Vendor</u>	<u>Budget 25/26</u>	<u>Actual through December 2025</u>	<u>Remaining Budget</u>	<u>Projected Expenses through May 2026</u>	<u>Est Remaining Budget</u>	<u>Services Provided</u>
Salary and Wages	Staff Expenses	\$ 49,382	\$ 28,806	\$20,576	\$ 49,382	\$ -	Consultant -Staff Costs
Professional Service Contracts	O'Connor Davies 1st Year Estimate	\$ 10,000	\$ -	\$10,000	\$ 6,000	\$ 4,000	New Proposed Agreement is for \$6,000
Professional Service Contracts	Estimated 3rd Party Planning Services	\$ 3,500	\$ -	\$3,500	\$ 3,500	\$0	\$2,500 Contract with BFI approved by Board in November.
Professional Service Contracts	Harris Beach	\$ 17,500	\$ 4,813	\$12,688	\$ 12,688	\$0	Act Through Nov 13th 2025 (est full budget expended)
Professional Service Contracts	McCarthy Fingar	\$ 1,000	\$ -	\$1,000	\$ 1,000	\$0	
Supplies and Materials	Shared Services with Village	\$ 750	\$ 156	\$594	\$ 100	\$494	Embossers, Stamps, Fed Ex to Harris Beach
Other Operating Expenditures	Public Official Liability Insurance	\$ 2,200	\$ 2,200	\$0		\$0	
Other Operating Expenditures	QuickBooks	\$ 329	\$ 122	\$207	\$ 369	<span style="color: red;">\$ (40)</span>	Needed to adjust plan to allow for web version in order to access from multiple locations.
Other Operating Expenditures	Shared Services with Village	\$ 7,638	\$ -	\$7,638	\$ 7,638	\$0	
Other Operating Expenditures	Shared Services with Village	\$ 1,317	\$ -	\$1,317	\$ 1,317	\$0	
Other Operating Expenditures	Shared Services with Village	\$ 2,875	\$ -	\$2,875	\$ 2,875	\$0	
Other Operating Expenditures	Shared Services with Village	\$ 297	\$ -	\$297	\$ 297	\$0	
<b>25/26 Expense Budget Totals</b>		<b>\$ 96,788</b>	<b>\$ 36,097</b>	<b>\$ 60,691</b>	<b>\$ 85,165</b>	<b>\$ 4,454</b>	

59.48%

<u>Budget 25/26</u>	<u>Actual through December 2025</u>	<u>Remaining Budget</u>	<u>Projected Expenses through May 2026</u>	<u>Est Remaining Budget</u>	<u>Notes</u>
<b>Expense Totals</b>	<b>\$ 187,641</b>	<b>\$ 132,779</b>	<b>\$ 54,862</b>	<b>\$ 85,165</b>	<b>\$ 4,454</b> Anticipated savings from Audit Contract for FY 25/26 and Supplies and Materials Budget
<b>Revenue Totals</b>	<b>\$ 309,750</b>	<b>\$ 304,121</b>	<b>\$ 5,629</b>	<b>\$ 1,950</b>	<b><span style="color: red;">\$ (3,679)</span></b> Will need to make adjustments to the upcoming budget 26/27 for anticipated revenue interest

## INVOICE

Josh Ringel

[REDACTED]

[REDACTED]

[jringel@briarcliffmanor.gov](mailto:jringel@briarcliffmanor.gov)

[REDACTED]

### Invoice To:

Briarcliff Manor Local Development Corporation

1111 Pleasantville Road

Briarcliff Manor, NY 10510

Invoice Number: 2026 - 01

Invoice Date: January 9, 2027

Billing Period: January 1 –January 31, 2026

Due Date: January 15, 2025

### Description of Services Performed January 1, 2026 – January 31, 2026

- Justice Center Schematic Design Review & Comment (multiple versions)
- Correspond with Developer re: 1050/1030 Pleasantville Road Project
- Meetings with Developer re: 1050/1030 Pleasantville Road (Post-Submission)
- Review 1050/1030 Pleasantville Road Project with School District
- Reviewed LDC Website as a component of Briarcliffmanor.gov for any necessary updates
- Participated in Board Meetings

Total Due This Period: \$1,425.45

### Payment Instructions:

Please remit payment to:

Joshua Ringel

[REDACTED]

[REDACTED]

Thank you for your business. Please contact me with any questions regarding this invoice.

## INVOICE

Kathryn Nivins

[REDACTED]

[REDACTED]

knivins@briarcliffmanor.gov

(914) 944-2787

### Invoice To:

Briarcliff Manor Local Development Corporation

1111 Pleasantville Road

Briarcliff Manor, NY 10510

Invoice Number: 2026-1

Invoice Date: 01/05/2026

Billing Period: January 1-31, 2026

Due Date: January 13, 2026

### Description of Services Performed from 01/01-12/31/2026

- Record transactions in QuickBooks
- Request TCC from IRS for 1099s
- Reconcile Bank Activity for Dec 2025
- Reviewed various emails related to LDC
- Begin Preparations for 2026-27 Budget
- Prepare Billing and checks for Board signatures

**Monthly Stipend as per contract - \$1,689.72**

### Payment Instructions:

Please remit payment to:

Kathryn Nivins

[REDACTED]

[REDACTED]

Please feel free to contact me with any questions regarding this invoice.

## INVOICE

Christine Dennett

[REDACTED]

[REDACTED]

cdennett@briarcliffmanor.gov

(914) 941-4801

### Invoice To:

Briarcliff Manor Local Development Corporation

1111 Pleasantville Road

Briarcliff Manor, NY 10510

Invoice Number: BMLDC - CD 2026-1

Invoice Date: January 7, 2026

Billing Period: January 1, 2026-January 31, 2026

Due Date: December 31, 2025

### Description of Services Performed in January 1, 2026-January 31, 2026

- Prepare agendas, resolutions, minutes and other related work
- Coordinate scheduling of meetings
- Publish notices as necessary
- Edit and post videos of meetings
- Attended meetings either in-person or virtually (1/13/26 meeting)
- Maintain records and files
- Assist with preparation and execution of documents
- Prepare and circulate certified resolutions
- Various correspondence review and responses

Total Due This Period: \$1,000

### Payment Instructions:

Please remit payment to:

Christine Dennett

[REDACTED]

[REDACTED]

Thank you for your business. Please contact me with any questions regarding this invoice.

BRIARCLIFF MANOR  
LOCAL DEVELOPMENT CORPORATION AGENDA  
JANUARY 13, 2026

**3. DISCUSS AMENDED CONSULTANT AGREEMENT WITH KATHRYN  
NIVINS DBA GILDED FULCRUM, LLC**

**RESOLUTION PROVIDED IN THE EVENT THE BOARD WISHES TO ADOPT**

BE IT RESOLVED, that the Board of Directors of the Briarcliff Manor Local Development Corporation here authorizes the Chairman execute an amended Consultant Agreement with Kathryn Nivins DBA as Gilded Fulcrum, LLC.



## **AMENDMENT NO. 1 TO CONSULTANT AGREEMENT**

This Amendment No. 1 (the "Amendment") to the Consultant Agreement dated April 30, 2025 (the "Agreement") is entered into by and between the Briarcliff Manor Local Development Corporation ("BMLDC") and Gilded Fulcrum LLC, effective as of \_\_\_\_\_.

### **1. Purpose of Amendment**

The purpose of this Amendment is to revise the Agreement to provide that compensation for Chief Financial Officer services shall be paid to Gilded Fulcrum LLC, while all duties and responsibilities shall continue to be performed by Kathryn Nivins.

### **2. Amendment to Parties**

The Agreement is hereby amended to replace "Kathryn Nivins" as the Consultant with "Gilded Fulcrum LLC, a New York limited liability company, whose Managing Member is Kathryn Nivins."

### **3. Performance of Services**

All services described in the Agreement shall be personally performed by Kathryn Nivins in her capacity as Managing Member of Gilded Fulcrum LLC.

### **4. Payment for Services**

All compensation due under the Agreement shall be paid to Gilded Fulcrum LLC. There is no change to the approved monthly compensation amount.

### **5. Tax Reporting**

Any required IRS reporting, including but not limited to Form 1099, shall be issued to Gilded Fulcrum LLC and not to Kathryn Nivins individually.

### **6. No Other Changes**

Except as expressly amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

## **IN WITNESS WHEREOF**

The parties have executed this Amendment as of the date first written above.

BRIARCLIFF MANOR LOCAL DEVELOPMENT CORPORATION

By: \_\_\_\_\_ Name: Steven Vescio, Chairman

GILDED FULCRUM LLC

By: \_\_\_\_\_ Kathryn Nivins, CEO

BRIARCLIFF MANOR  
LOCAL DEVELOPMENT CORPORATION AGENDA  
JANUARY 13, 2026

**7. MINUTES**

Briarcliff Manor Local Development Corporation  
Regular Meeting  
December 10, 2025  
6:15 p.m.

A Regular Meeting of the Briarcliff Manor Local Development Corporation of the Village of Briarcliff Manor, New York was held at the William J. Vescio Community Center on the 10<sup>th</sup> of December, 2025 commencing at 6:30 p.m.

**Present**

Steven A. Vescio, Chairman  
Peter S. Chatzky, Vice Chairman  
John Bekisz, Secretary  
James Rinzler, Director  
Paul Penney, Treasurer

**Also Present**

Josh Ringel, Chief Executive Officer  
Christine Dennett, Acting Secretary  
Justin Miller, Attorney via zoom

**Absent**

Kathryn Nivins, Chief Financial Officer

**Pledge of Allegiance**

**Call to Order**

The meeting was called to order at 6:15pm.

**Financial Report for November**

The Board had general discussion regarding the report and expenses.

Chairman Vescio requested legal expenses be lessened.

Acting Secretary Dennett noted the fees from McCarthy Fingar would be reclassified to the Village's budget.

**Authorize Chief Executive Officer to Execute an Agreement with O'Connor Davies to Conduct the Annual Audit for 2025-2026 and 2026-2027**

Chief Executive Officer Ringel reviewed the agreement.

The Board requested language be added for an option to cancel the second year if it's deemed unnecessary.

Upon motion by Vice Chairman Chatzky, seconded by Secretary Bekisz, the Board voted unanimously to approve the following resolution as amended:

WHEREAS, the Briarcliff Manor Local Development Corporation (“LDC”) requires professional auditing services to prepare annual audited financial statements and any associated supplementary reports; and

WHEREAS, PKF O’Connor Davies, LLP has submitted an engagement letter dated November 24, 2025 outlining the scope of work, terms, responsibilities, and fee schedule for audit services for the fiscal years ending May 31, 2026 and May 31, 2027; and

WHEREAS, the Board of Directors has reviewed the engagement letter and finds it to be in the best interest of the LDC to retain PKF O’Connor Davies, LLP to perform said audit services;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Briarcliff Manor Local Development Corporation hereby authorizes the Chief Executive Officer to execute the engagement letter with PKF O’Connor Davies, LLP, in substantially the form attached hereto, for audit services for fiscal years ending May 31, 2026 and May 31, 2027, including associated fee schedules and terms; and

BE IT FURTHER RESOLVED, that should the Auditing Services be deemed unnecessary for 2026-2027 the LDC has the right to cancel, and

BE IT FURTHER RESOLVED, that the Chief Executive Officer is authorized to take all reasonable and necessary actions to implement this resolution and carry out the intent and purpose thereof.

Roll Call:

Director Rinzler	Aye
Treasurer Penney	Aye
Vice Chairman Chatzky	Aye
Chairman Vescio	Aye

**1050 Pleasantville Road and 1030 Pleasantville Road Justice Center  
Landscaping Plan Discussion**

Mr. Patrick Normoyle, applicant, gave an overview of the concept plan.

The Board had general discussion regarding the height and bulk of the proposed 1050 building and the parking counts. They requested the building be pulled back if possible and the view of the massing from Pleasantville Road be mitigated.

Mr. Normoyle reviewed the landscaping plan and public plaza design.

The Board had general discussion regarding native plantings and requested input be sought out from the Environmental Advisory Council.

The Board discussed the façade of the Justice Center and suggested a modern Tudor style, with a well-defined entryway with more height and gravitas be implemented into the design.

Mr. Normoyle thanked the Board for their comments and stated their input was helpful.

### **Board Discussion/Concerns**

- None discussed.

### **Staff Discussions/Concerns**

Chief Executive Officer Ringel reminded the Directors that ABO training is mandatory and upcoming dates would be circulated.

### **Minutes**

Upon motion by Vice Chairman Chatzky, seconded by Secretary Bekisz, the Board voted unanimously to approve the minutes of the November 13, 2025 Regular Meeting.

### **Schedule Next Meeting**

The next meeting was scheduled for January 13, 2026 at 6:15pm.

### **Adjournment**

Upon motion by Treasurer Penney, seconded by Secretary Bekisz, the Board voted unanimously to adjourn the regular meeting at 7:19pm.

Respectfully Submitted By,

Christine Dennett, Acting Secretary