

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY**  
**City Hall - 9 Glen Street, Glen Cove, NY 11542**

**Minutes of Meeting**  
**November 28, 2017**

The Glen Cove Community Development Agency held a regular business meeting on Tuesday, November 28, 2017 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The Vice Chairman called the meeting to order at 6:02 p.m. and the following members were present:

Vincent Hartley, Vice Chairman  
Lindsay Anderson  
Dan Cox  
Anthony Jimenez  
Danielle Willis

**Absent:**

*Reginald A. Spinello, Chairman*  
*Luis Vasquez*

**Also Present:**

A. Fangmann, Executive Director  
A. LaMorte, CFO  
C. Byrne, Secretary  
J. Wenk  
N. Shearman  
Interested public

The Secretary reported that notice of meeting was served in accordance with the CDA by- laws.

**MINUTES:**

Vice Chairman Hartley made a motion to adopt the minutes of the CDA meeting held September 26, 2017. Motion seconded by Tony Jimenez. Motion carried by roll call of the CDA members as follows:

	<b><u>VOTING</u></b>
Vincent Hartley	AYE
Lindsay Anderson	AYE
Dan Cox	AYE
Anthony Jimenez	AYE
Danielle Willis	AYE
<i>Reginald A. Spinello, Chairman</i>	<i>Absent</i>
<i>Luis Vasquez</i>	<i>Absent</i>

**EXECUTIVE DIRECTOR'S REPORT:**

Ann Fangmann provided the attendees with an update of certain projects and grants being administered by the CDA as follows:

- Glen Cove Senior Center: Funding for replacement of the failing heating system has been included in both the 42<sup>nd</sup> and 43<sup>rd</sup> year Community Development Block Grant applications. A study of the existing conditions of the heating system was conducted by H2M Engineers. The overall cost of the project is prohibitive without leveraging of funds; however, the approach will be to stage replacement in phases. Phase I was the conversion of steam heat to hot water. Additional funding sources are being explored for Phase I.
- Brewster Street Garage: The Dormitory Authority State of NY (DASNY) has awarded a grant in the amount of \$150K toward priority repairs. Engineers are working with DPW to prioritize repairs and prepare bidding documents. Additional funding has been committed through Assemblyman Lavine's office under the DASNY program; however, receipt of the grant disbursement agreement is still pending.
- Staff Update: The CDA is currently looking to fill a part-time clerk position in the Section 8 Housing Choice Voucher Program. The job description will be emailed to the board members as well as posted on the CDA website.

**UNFINISHED BUSINESS:**

Ms. Fangmann welcomed the Grant Administrators for the CDA: Nicolas Shearman (Full Time) and Jocelyn Wenk (Part Time).

Jocelyn Wenk provided the board members with an update on projects she is currently administering on behalf of the Agency/City:

- FHA/NYS DOT Pedestrian Improvement Project (\$362K grant). This project will create or replace curb ramps and crosswalk improvements to further the City's compliance with the Americans with Disabilities Act.
- Dormitory Authority State of NY (DASNY): WWII Monument and Dump Truck (\$100K grant). This project will fund the commissioning of a monument to honor WWII veterans from this area, complementing other statues in Glen Cove, to be installed in Morgan Memorial Park. Jocelyn is working with Veterans Affairs on this project as well as Parks and Recreation. The statue will be designed and constructed by North Shore Monument who was the lowest bidder and awarded the contract. We anticipate the project to be completed late spring/summer 2018. Also included in this funding is a dump truck for the City's Department of Public Works.
- Brownfield Opportunity Area (BOA) Step III (\$402K grant): Step III is the implementation phase for the State designated BOA area, which includes the Orchard Neighborhood, Cedar Swamp Road corridor, Sea Cliff Avenue Industrial area, and Coles School property.
- Local Initiatives Support Corp. (LISC) – Zombie Grant (\$90K grant) to enforce zombie home upkeep and prevent foreclosure.

Nicolas Shearman provided the board members with an update on projects he is currently administering on behalf of the Agency/City:

- Waterside Recreational Development (\$600K grant): This grant is funded through the New York State Dept. of State/Environmental Protection Fund for a planning study on the south side of Glen Cove Creek to include conceptual designs, site reconnaissance, public engagement, and engineering documents. A public meeting was held October 12, 2017 from 6PM – 9PM in the main chambers inviting public opinion on conceptual designs and site reconnaissance. Surveys (also available on line) were distributed at three pop-up community events and the public open house. The Agency is working closely with Parks and Recreation and the Recreation Commission on this project.
- Electric Vehicle Charging Station (\$14K grant): This grant is funded through the NYSDEC. The electric vehicle charging station is now operational in the Pulaski Street municipal parking garage.
- DASNY: (\$50K grant) to Cove Animal Rescue (CAR) for construction of a Dog Isolation/Run area. The Agency is working with DPW and CAR on this project.
- DASNY: (\$125K grant) to Glen Cove Volunteer Fire Department (GCVFD) flooring. The Agency is working with DPW and GCVFD on this project.
- DASNY: (\$100K grant) to GCVFD for kitchen replacement. The Agency is working with DPW and GCVFD on this project.

**NEW BUSINESS:**

Ms. Fangmann provided the members with an update on matters requiring board resolution this evening:

- Public Facility Improvement: Boys & Girls Club gymnasium floor: The Glen Cove Boys and Girls Club gymnasium floor is in a state of disrepair. The CDA guided the Executive Director of the Boys and Girls Club on applying for funding under the Public Facilities Improvement budget line of the Community Development Block Grant in the 43<sup>rd</sup> year. Funding for this project was approved in the 43<sup>rd</sup> year grant award notification and this evening we ask CDA board approval to reimburse the Boys & Girls Club \$7,000.00 toward the removal and replacement of floor-boards in the gymnasium.

- Commercial Façade Grants:

**Clean Kicks L.I.** – This new store is located at 55 Forest Avenue within an eligible census tract for commercial façade rehabilitation grant and this evening we ask CDA board approval to reimburse Clean Kicks LI \$918.75 which represents 50% of the design and installation of a new awning.

**72 School Street** – This building is located in the heart of downtown Glen Cove which is an eligible census tract for commercial façade rehabilitation grant. This evening we ask CDA board approval to reimburse A. Amzallag Realty up to \$15,000.00 for commercial façade rehabilitation consisting of architectural fees, storefront glass work, awnings, painting. This amount represents 50% reimbursement on program eligible expenses (reimbursement to follow completion of entire project and evidence of payment in full to contractors). Mr. Amzallag was present at the meeting this evening to inform the members of the work he has done to-date and answer questions on the façade renovation. A conversation ensued about possibly applying a lien on the commercial property to ensure a property owner does not make the repairs and then flip the property. Liens are certainly applied to residential rehab projects for this reason. Ms. Byrne explained to the board that when the commercial façade rehabilitation policy was last reviewed, the consensus was that an improvement to a commercial building benefits the appearance of the downtown on a long term basis.

- Standard Work Day:

The standard work day (SWD) is required by New York State Retirement to be used when submitting the monthly retirement report. The number of hours worked on payrolls during the reporting period is divided by the number of hours set as a standard work day to come up with the number of creditable days worked for purposes of retirement calculation. NYS Retirement first announced this requirement in spring 2017 and the CDA was recently reminded that formal adoption of the SWD must be kept on file. The CDA has always used a 7 hour day for all of its full time employees; it is important to formalize the standard working day to ensure that part-time employees' creditable service is properly calculated. This evening the CDA board is asked to formally adopt the SWD for its employees.

- New Hire Probation Period:

The CDA has utilized a 90 day probation period for new hires which has been suggested be raised to 180 days (6 months) to be consistent with the City's probationary period. This evening the CDA board is asked to formally adopt the increased probationary period of 180 days for new hires.

**RESOLUTIONS:**

Vice Chairman Hartley made a motion to adopt CDA resolution 7(a) and asked for a second:

7(a) Resolution of the Glen Cove CDA authorizing reimbursement to the Glen Cove Boys & Girls Club in the amount of \$7,000.00 toward the replacement of damaged gymnasium floorboards in accordance with the CDBG 43<sup>rd</sup> year approved application for funding.

The motion was seconded by Dan Cox. Motion carried by roll call of the CDA members as follows:

**VOTING**

Vincent Hartley	AYE
Lindsay Anderson	AYE
Dan Cox	AYE
Anthony Jimenez	AYE
Danielle Willis	AYE
<i>Reginald A. Spinello, Chairman</i>	<i>Absent</i>
<i>Luis Vasquez</i>	<i>Absent</i>

Vice Chairman Hartley made a motion to adopt CDA resolution 7(b) and asked for a second:

7(b) Resolution of the Glen Cove CDA authorizing reimbursement to Clean Kicks L.I., 55 Forest Avenue, in the amount of \$918.75, which represents 50% reimbursement for design and installation of awning under the CDBG 42<sup>nd</sup> year commercial façade rehabilitation program.

The motion was seconded by Dan Cox. Motion carried by roll call of the CDA members as follows:

	<u><b>VOTING</b></u>
Vincent Hartley	AYE
Lindsay Anderson	AYE
Dan Cox	AYE
Anthony Jimenez	AYE
Danielle Willis	AYE
<i>Reginald A. Spinello, Chairman</i>	<i>Absent</i>
<i>Luis Vasquez</i>	<i>Absent</i>

Vice Chairman Hartley made a motion to adopt CDA resolution 7(c) and asked for a second:

7(c) Resolution of the Glen Cove CDA authorizing reimbursement to A. Amzallag Realty up to \$15,000.00 for commercial façade rehabilitation at 72 School St. consisting of architect fees, storefront glass work, awnings, painting. This amount represents approximately 50% reimbursement on program eligible expenses; reimbursable following completion of entire project and evidence of payment in full to contractors.

The motion was seconded by Tony Jimenez. Motion carried by roll call of the CDA members as follows:

	<u><b>VOTING</b></u>
Vincent Hartley	AYE
<i>Lindsay Anderson</i>	<i>Abstain</i>
Dan Cox	AYE
Anthony Jimenez	AYE
Danielle Willis	AYE
<i>Reginald A. Spinello, Chairman</i>	<i>Absent</i>
<i>Luis Vasquez</i>	<i>Absent</i>

Vice Chairman Hartley made a motion to adopt CDA resolution 7(d) and asked for a second:

7(d) Resolution of the Glen Cove CDA establishing a standard work day of 7 hours in accordance with NYS and Local Retirement System Employees for employees of the Agency.

The motion was seconded by Lindsay Anderson. Motion carried by roll call of the CDA members as follows:

	<u><b>VOTING</b></u>
Vincent Hartley	AYE
Lindsay Anderson	AYE
Dan Cox	AYE
Anthony Jimenez	AYE
Danielle Willis	AYE
<i>Reginald A. Spinello, Chairman</i>	<i>Absent</i>
<i>Luis Vasquez</i>	<i>Absent</i>

Vice Chairman Hartley made a motion to adopt CDA resolution 7(e) and asked for a second:

7 (e ) Resolution of the Glen Cove CDA increasing the probation period for new hires from 90 days to 180 days (6 months) effective immediately.

The motion was seconded by Danielle Willis. Motion carried by roll call of the CDA members as follows:

	<b><u>VOTING</u></b>
Vincent Hartley	AYE
Lindsay Anderson	AYE
Dan Cox	AYE
Anthony Jimenez	AYE
Danielle Willis	AYE
<i>Reginald A. Spinello, Chairman</i>	<i>Absent</i>
<i>Luis Vasquez</i>	<i>Absent</i>

As there was no further business to come before the board, the Vice Chairman made a motion to adjourn the meeting. The motion was seconded by Dan Cox. Motion carried and meeting adjourned at 6:43 p.m.

Respectfully Submitted,

Camille Byrne, Secretary-CDA