

The Glen Cove Community Development Agency held a regularly scheduled board meeting via Microsoft Teams on Tuesday, April 27, 2021. The Chairman called the meeting to order at 6:03PM and the following members were present:

CDA BOARD MEMBERS:

Chairman Tenke
Vice Chairman Vincent Hartley
Tony Jimenez
Koorosh Leibowitz
Rev. Roger Williams
Dr. Danielle Willis
Francine Koehler (Absent)

ALSO PRESENT:

Ann S. Fangmann, AICP – Executive Director
Camille Byrne, Secretary

The Secretary reported that the notice of meeting (via Microsoft Teams) was served in accordance with the CDA by-laws and Open Meetings Executive Order 202.79.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held March 23, 2021 and asked for a second. The motion was seconded by Vice Chairman Hartley. Motion carried as follows:

CDA MEMBERS

Timothy Tenke, Chairman
Vincent Hartley, Vice Chairman
Anthony Jimenez
Koorosh Leibowitz
Rev. Roger Williams
Dr. Danielle Willis
Francine Koehler

VOTING

AYE
AYE
AYE
AYE
AYE
AYE
Absent

EXECUTIVE DIRECTOR REPORT:

Ms. Fangmann provided the members with an update on projects and grants administered by the Agency. Highlights as follows:

Loop Bus

Bus has been delivered to the City and the grant fully closed out and reimbursed with the FTA.

Downtown BID Pedestrian Improvements

Overview: The project—funded by a Transportation Alternatives Program (TAP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) grant from FHWA administered by NYSDOT—includes replacement/upgrades to 28 curb ramps and 16 crosswalks, and installation of 2 new curb ramps and 1 new crosswalk, all located on Bridge, Glen, and School Streets in the Downtown BID. City contract with Macedo (construction contractor) was fully executed as of 4/15/21 following City Council approval. Construction scheduled to begin during the first week of May 2021, with locations to be identified to the City and BID.

Lead Service Line Replacement Program (LSLRP)

Overview: NYSDOH awarded Glen Cove a LSLRP grant in August 2019 totaling \$627,327. The State is awarding the grants to municipalities across New York State as part of an initiative to replace residential drinking water lead service lines. Walden is editing public outreach materials (webpage update, press release, etc.) to incorporate City/CDA/NYSDOH comments. Water Department will mail fliers; BCS and Walden working on residential database. Walden submitted letter requesting two-year contract extension and Lou Saulino co-signed letter; this is in sync with two-year Master Grant Contract extension by the State (execution by CDA on behalf of Mayor Tenke in Grants Gateway completed on 4/27/21).

Downtown Parking Connections

Overview: Through the ESD Strategic Planning and Feasibility Study Program, the City has been awarded a grant to conduct a study to determine the feasibility of creating a new vehicular and pedestrian connection between the Brewster Street Garage and School Street (Glen Cove will conduct a Traffic Access and Feasibility Study for the proposed installation of a new one-way street connecting School Street to the Brewster Street Parking Garage). Draft RFP for engineer to prepare study was released on 3/23/21. RFI responses were released after the RFI deadline of 4/6/21. Two proposals were received as of 4/22/21 deadline. Selection Committee will meet on 4/29/21.

Rehabilitation of East Island Bridge Tidal Gates & Dosoris Pond

Overview: The City received \$695,160 in Water Quality Improvement Project (WQIP) Program grant funding (with up to \$304,890 in matching funds) from the NYSDEC. The primary capital improvements being designed as part of this project are rehabilitation of the bridge tidal gates, some structural improvements to the bridge, and green infrastructure improvements near the bridge and on the south side of Prybil Beach. A call was held with the City, CDA, LKB with the DEC to discuss the new project scope in February and NYSDEC approved of the scope change and grant extension request. LKB/City/CDA has revised the final bid package, and an in-person project walkthrough was held on April 15. The bid results will be read on April 29.

Rehabilitation of Brewster Street Garage (\$500k grant project)

The focus of the project is the repair of spalling concrete and damaged rebar on the roofs of the north and south sides of the garage, along with waterproofing. During 2020, the CDA worked with the City and Hirani Engineering to finalize the bidding documents and release the bid in the fall. 19 bids for the project were received, with several of the lower bidders coming in under budget. City Restoration and Maintenance was determined to be the most qualified bidder. A virtual construction meeting was held, and an in-person meeting is scheduled for Friday, April 30. Throughout the year, CDA has submitted funding reimbursement requests to DASNY.

Fire Dept. Flooring Project & Kitchen Renovation Project

Projects complete and City has been fully reimbursed.

Animal Shelter Dog Isolation Unit and Runs Project

City had been waiting to hear back from State Legislature on approval of a project change request, which would allow the City to install one Dog Isolation Unit and Run instead of two as originally planned. An e-mail was received on February 9 confirming approval. The grant agreement will be extended, pending a project budget review. A site visit was held on March 5, allowing internal and external partners to go over the project and address any potential concerns. Updated plans were sent by the project engineer on April 26.

Seaman Road Station

The City has a capital improvements project planned to rehabilitate Seaman Road Station, a public water supply station. City received a \$3 million WIIA grant from Environmental Facilities Corporation (EFC) for this estimated \$4.94 million project and anticipates another \$250k grant award towards the project from DASNY.

Work has begun on the project site, with RJ and Eldor commencing work. Invoices have been processed and the first grant reimbursement request is being assembled.

Ms. Fangmann announced that she assisted Congressman Suozzi's office with application for federal funding for rehabilitation of the Nancy Court Pump Station in City of Glen Cove for a federal earmark under the pending infrastructure bill. \$2.2 million in funding was requested. She also assisted Congressman Suozzi with a request for ferry subsidy.

FINANCE REPORT:

Ms. Fangmann read aloud the financial report prepared by the CFO, Margo Zoldessy, who is on vacation. Highlights as follows:

CDA (Budget to Actual Jan thru Mar'21)

For the first quarter (Jan thru March'21) as compared to the budget: Highlights are listed below:

- (1) Revenue** for the 1st Quarter (as compared to the Annual Budgeted amount)
 - CDBG Grant Revenue of **\$117k received** is 25% of the annual budget of **\$461k**
- (2) Expenses** for the 1st Quarter (as compared to the Annual Budgeted Amount)
 - **Salaries and benefits** incurred for **\$46k** is 24% of annual budget of **\$192k**
 - **Professional Expenditures** incurred for **\$75k** is 31% of the annual budget of **\$244k**
 - **Other expenses** incurred for the amount of **\$1k** is 26% of the annual budget of **\$5k**
 - Thus far there is an operating deficit of **\$6k** (note some accrual entries not yet booked for the 2021 year)

Section 8

For the first quarter (Jan thru March'21) as compared to the budget: Highlights listed below:

- (1) Revenue for the 1st Quarter (as compared to the Annual Budgeted Amount)
 - **Housing Assistance Revenue \$1.3 million** received is 27% of the annual budget of approximately **\$5 million**
 - **Salaries and benefits** incurred for **\$69k** is 25% of the annual budget of **\$279k**
 - **Expenditures** (mainly housing assistance payments) incurred for **\$1.2 million** is 26% of the annual budget of **\$4.6 million**
 - **Note:** The Cares Act monies received have absorbed all office expenses for the current year
 - There is a net profit of **\$77k** for Section 8 for the first quarter (note some accrual entries for the 2021 year have not been booked for the 2021 year)
 - The **Audit information** needed for Section 8 for the **period ended 3/31/21** will be provided to the auditors during May 2021.

CARES Act Funds

- To date \$16k has been expended from the CARES Act Funds – The CARES Act funds remaining will be fully expended for **Section 8 Operating Expenses** during the remainder of 2021 calendar year.

UNFINISHED BUSINESS:

- The board approved the draft financial statements at the March 23rd board meeting for submission to the Authorities Budget Office on March 31, 2021. The final CDA/Section 8 Financial Statement Report was mailed to the homes of each board member.
- Board members are reminded to submit their financial disclosure forms and oath of office cards to the Secretary and make an appointment to come to City Hall and sign the Oath of Office book with the City Clerk.

NEW BUSINESS:

Ms. Fangmann informed the board about April being HUD’s Fair Housing Month and that information on how to file a housing discrimination grievance have been widely communicated through City Council, IAC and Agency website on the City’s Fair Housing Policy and Procedures to file a grievance with both the City of Glen Cove and/or directly with HUD.

Ms. Fangmann advised the members that CDBG funding for residential rehab is available for income eligible seniors 60+ and/or disabled resident homeowners to make home improvements to improve their quality of life and age in place. The Mayor’s office sent out a press release to be published in local papers about the program and the procedure to apply for funding.

ADJOURNMENT:

There being no further business to come before the CDA board, Chairman Tenke made a motion to adjourn the meeting and asked for a second. Motion seconded by Vice Chairman Hartley. Motion carried as follows:

<u>CDA BOARD MEMBER</u>	<u>VOTING</u>
Chairman Tenke	AYE
Vice Chairman Hartley	AYE
Tony Jimenez	AYE
Koorosh Leibowitz	AYE
Roger Williams	AYE
Danielle Willis	AYE
<i>Francine Koehler</i>	<i>Absent</i>

The CDA meeting adjourned at 6:23 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA