

The Glen Cove Community Development Agency held a regularly scheduled board meeting via Microsoft Teams on Wednesday, June 23, 2021. The Chairman called the meeting to order at 6:07PM and the following members were present:

CDA BOARD MEMBERS:

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

ALSO PRESENT:

Ann S. Fangmann, AICP – Executive Director
Camille Byrne, Secretary
Margo Zoldessy, CFO/Assistant Secretary

MINUTES:

Chairperson Tenke made a motion to adopt the minutes of the CDA meeting held April 27, 2021 and asked for a second. The motion was seconded by Dr. Danielle Willis. Motion carried as follows:

CDA MEMBERS

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

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:

Western Gateway Climate Vulnerability Assessment and Adaptation Strategies

Advisory Committee is providing responses to draft (test) online survey between 6-16-21 and 6-30-21. Survey will be released to the public in summer 2021 (and publicized by CDA in coordination with Shannon Vulin).

Downtown BID Pedestrian Improvements

On 3/23/21, Council passed resolution to accept Macedo's bid. On 4/6/21, Pre-construction meeting was held with LKMA, CSM, City/CDA, NYSDOT, and Macedo. City contract with Macedo was fully executed as of 4/15/21. Construction began in early May 2021 and is currently underway. ADA compliant ramps along School Street have been substantially completed, with those along Glen Street in progress.

Lead Service Line Replacement Program (LSLRP)

Water Department will mail informational LSLRP fliers as water bill stuffers in a three-month period from June or July through August or September. BCS and Walden are working on residential database. Walden prepared preliminary LSL replacement drawing for contractors. Walden is starting to prepare draft RFQ for LSL replacement contractors based on templates from other communities; CDA/Purchasing/DPW will update as needed and also submit to NYSDOH for review.

Downtown Parking Connections

RFP for traffic and structural engineer to prepare study was released on 3/23/21. LiRo was the winning proposer and a Council resolution to enter into a contract with LiRo was approved at the May 25, 2021 meeting. Kickoff meeting with CDA/LiRo/DPW was held on 6/15/21. CDA and DPW have been coordinating to provide data to LiRo following kickoff.

Rehabilitation of East Island Bridge Tidal Gates & Dosoris Pond

Project was awarded to RJ Industries by City Council as lowest responsible bidder. RJ's bid was within the estimated construction budget. A virtual kick-off meeting was held on June 2nd and an in-person meeting is scheduled for June 24. LKB has provided comments on RJ's preliminary project schedule. In addition, the project formally requested an extension and was granted one until the end of 2022, confirmed via email and a signed contract between the DEC and the City.

Animal Shelter Dog Isolation Unit and Runs Project

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 ArchAngels on April 26. Specifications for the project were sent on June 10. A bid schedule is under review from Archangels.

Seaman Road Station

DASNY has formally approved funding for the project and sent a GDA for signature/review to the City to utilize the \$250k in DASNY funding. The GDA is on the June 23, 2021 City Council agenda for approval. Construction has been ongoing with the project, with over \$300,000 paid to date between the three contractors. Over \$150k has been received in reimbursements from EFC as of this writing.

FINANCE REPORT:

Ms. Margo Zoldessy, CFO gave the Financial Report. Highlights as follows:

CDA (Budget to Actual Jan thru May'21)

Financial update for the period of (Jan thru May'21) as compared to the budget – as follows.

Note: the base mark percentage for 5 months out of 12 for the year would be 42%.

Highlights are listed below:

- (1) **Revenue** for the period of Jan thru May '21 (as compared to the Annual Budgeted amount)
 - CDBG Grant Revenue of **\$187k received** is 41% of the annual budget of **\$461k**
- (2) **Expenses** for the period of Jan thru May'21 (as compared to the Annual Budgeted Amount)
 - **Salaries and benefits** incurred for **\$74k** is 38% of annual budget of **\$192k**
 - **Professional Expenditures** incurred for **\$106k** is 44% of the annual budget of **\$244k**
Note this includes program expenses
 - **Other expenses** incurred for the amount of **\$1k** is 26% of the annual budget of **\$5k**
 - Thus far there is an operating surplus of **\$6k** (note some accrual entries not yet booked for the 2021 year)

Section 8

For the period of (**Jan thru May'21**) as compared to the budget: Highlights listed below:

- (1) Revenue for Jan thru May'21 (as compared to the Annual Budgeted Amount)
 - **Housing Assistance Revenue \$2.2 million** received representing 45% of the annual budget of approximately **\$5 million**
 - **Salaries and benefits** incurred for **\$110k** is 40% of the annual budget of **\$279k**
Note: the CARES Act funds have absorbed a portion of the expense
 - **Expenditures** (for housing assistance payments) incurred for **\$1.9 million** is 42% of the annual budget of **\$4.6 million**
 - **Note:** the Cares Act monies received have absorbed all office expenses for the current year in addition to payroll cost of \$44k
 - There is a net profit of **\$104k** for Section 8 for the period of Jan thru May'21 (note this is subject to variability due to HUD Funding and year end accrual entries)
 - As an update - the **Audit for** Section 8 for the **period ended 3/31/21** is currently underway.

CARES Act Funds

- To date out of the \$148k CARES Act Funds received - \$77,256 has been expended. The CARES Act remaining funds will be fully expended for **Section 8 Operating Expenses** during the remainder of 2021 calendar year.

CARES Act Funds Received
 \$147,891
 Expended to Date (4/1/20 thru 5/31/21)
 \$77,256
Balance Remaining \$70,635 at 5/31/21

UNFINISHED BUSINESS: Ms. Fangmann provided the members with an in-depth overview of the proposed amendments to the CDA By-Laws. The red-line version showing track changes was provided to each member and the changes were in keeping with gender neutrality, formalizing procedures to approve financial reports, more detail on the role of board members and officers, procedure of filing annual financial disclosure and the separation of audit/finance committee into two separate committees. The proposed amended By-Laws also incorporate flexibility in board meeting scheduling. It was noted that the By-Laws had not been updated since 1/27/09.

NEW BUSINESS:

Ms. Fangmann informed the members with an explanation of the CDBG 45th year contract amendment no. 1. Nassau County incorrectly applied a claim from the Public Facilities and Improvements (PF&I) line GC45-06E Prybil Beach Fishing Pier in the amount of \$6,849.00 from the 45th year when it should have been vouchered against the 46th year. As such, the amendment will transfer the amount of that voucher for the Pier from PF&I line GC45-06C Opportunity Area Wayfinding Signage to cover the voucher. It was noted that PF&I line GC45-06C Opportunity Area Wayfinding Signage will still have enough funding for the implementation of that activity.

Chairperson Tenke asked the members if they had any questions on either the By-Laws or the CDBG contract amendment.

RESOLUTIONS:

Chairperson Tenke made a motion to adopt Resolutions 7(a) and 7(b) and asked for a second:

7(a) Resolution of the Glen Cove CDA authorizing amendments to the CDA By-laws.

7(b) Resolution of the Glen Cove CDA authorizing the City of Glen Cove (subrecipient) and Glen Cove Community Development Agency, acting as Agent for the City, to Execute amendment number one for the 45th Year (2019-2020) Community Development Block Grant Contract#: CQHI19000022 for submission to the Nassau County Office of Community Development.

The motion to adopt Resolutions 7(a) and 7(b) was seconded by Vice Chair Hartley. Motion carried as follows:

<u>CDA BOARD MEMBER</u>	<u>VOTING</u>
Chairperson Tenke	AYE
Vice Chair Hartley	AYE
Koorosh Leibowitz	AYE
Rev. Roger Williams	AYE
Dr. Danielle Willis	AYE
<i>Tony Jimenez</i>	<i>Absent</i>
<i>Francine Koehler</i>	<i>Not present for vote</i>

ADJOURNMENT:

There being no further business to come before the CDA board, Chairperson Tenke made a motion to adjourn the meeting and asked for a second. Motion seconded by Dr. Danielle Willis. Motion carried as

follows:

<u>CDA BOARD MEMBER</u>	<u>VOTING</u>
Chairperson Tenke	AYE
Vice Chair Hartley	AYE
Koorosh Leibowitz	AYE
Rev. Roger Williams	AYE
Dr. Danielle Willis	AYE
<i>Tony Jimenez</i>	<i>Absent</i>
<i>Francine Koehler</i>	<i>Not present for vote</i>

The CDA meeting adjourned at 6:33 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

DRAFT