

The Glen Cove Community Development Agency held a regularly scheduled board meeting via Microsoft Teams on Tuesday, September 28, 2021. The Chairman called the meeting to order at 6:03PM and the following members were present:

**CDA BOARD MEMBERS:**

Chairperson Tenke  
Vice Chair Vincent Hartley  
Tony Jimenez  
Koorosh Leibowitz  
Dr. Danielle Willis  
*Francine Koehler (Absent)*  
*Rev. Roger Williams (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 June 23, 2021 and asked for a second. The motion was seconded by Dr. Danielle Willis. Motion carried as follows:

**CDA MEMBERS**

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

**VOTING**

AYE  
AYE  
AYE  
AYE  
AYE  
*Absent*  
*Absent*

**EXECUTIVE DIRECTOR REPORT:**

Ms. Fangmann deferred her agency update toward the latter portion of the meeting. Highlights as follows:

**Western Gateway Climate Vulnerability Assessment and Adaptation Strategies**

Public survey was released on 8-9-21 and held open for one month; CDA publicized survey in coordination with Shannon Vulin and Advisory Committee. Eighty-four high quality responses were received (83/84 surveys were complete, excellent qualitative feedback was received, and patterns emerged based on initial review of survey responses). A Teams meeting was held between GZA and CDA on 9-21-21 to review initial survey outcomes and discuss GZA's method to prioritize resiliency / climate adaptation strategy recommendations. GZA will provide raw survey data and an analysis of survey outcomes, along with an example of a benefit-cost analysis for a resiliency strategy, in October 2021. More detailed climate adaptation strategies will then be developed.

**Downtown BID Pedestrian Improvements**

The project—funded by a Transportation Alternatives Program (TAP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) grant from FHWA administered by NYSDOT—included 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 has been completed, pending minor punch-list items. Final walkthroughs completed with the BID and DPW; and to be scheduled with NYSDOT.

**Lead Service Line Replacement Program (LSLRP)**

DPW and the Water Department mailed informational LSLRP fliers as water bill stuffers in three batches over a three-month period ending in September 2021. The flyers instructed residents regarding how to conduct a lead service line test themselves, and alternatively provided instructions for how to contact the City to arrange an appointment to have their service line tested by qualified City staff. In response to the mailing of flyers as well as other public outreach (updates to the City's website and publishing of a press release),

the City had received more than 130 calls/emails from residents requesting service line inspections as of 8-30-21. As of 9-16-21, the City had conducted more than 130 inspections in response to those calls/emails. Of the more than 130 inspections conducted thus far, only one lead line was detected (37 Valentine Street). Walden coordinated with DPW and Water Department staff to prepare an intake form (City of Glen Cove LSL Questionnaire / Service Line Inspection Report), which includes blank lines for entering 1) responses to questions asked of residents upon receipt of their calls/emails, and 2) information gathered during service line inspections. DPW and the Water Department staff provided the completed LSL Questionnaires / Service Line Inspection Reports to Walden, so Walden and BCS can process the data and enter it into an LSL inventory / database. Walden is starting to prepare a draft RFQ for LSL replacement contractors based on templates from other communities; upon receipt from Walden, CDA/Purchasing/DPW will update as needed and also submit to NYSDOH for review. Walden has prepared a preliminary LSL replacement drawing for contractors.

#### **Rehabilitation of the Morgan Park Seawall**

Council resolution authorizing the Mayor to execute GDA was approved on 8-24-21, and GDA was fully executed as of 9-2-21. Design and preparation of bidding documents are not covered under DASNY grant funding, so the City proceeded with engineering prior to GDA execution. LiRo is updating design drawings / plans and specifications (originally prepared by Sidney Bowne).

#### **Waterside Recreational Redevelopment**

The CDA is currently working on final closing documents to be submitted to NYSDOS in conjunction with input from Nelson & Pope. The grant expired on August 31, 2021, with the final reimbursement request in-progress. All final deliverables, including project bidding documents, permits and environmental review documentation have been submitted to the State.

#### **Animal Shelter Dog Isolation Unit and Runs Project**

Draft bidding documents have been developed by Archangels and are currently being reviewed by the CDA, DPW and Purchasing. Bidding is anticipated to take place during the fall 2021.

#### **Seaman Road Station**

Construction has been ongoing with the project, with over \$300k received in reimbursements from EFC as of September 2021. Bensin has requested and been granted a change order for the project. Work has been ongoing onsite, with progress being made on the Stripper tower, which is projected to be complete in late October 2021.

#### **FINANCE REPORT:**

Ms. Margo Zoldessy, CFO, informed the board that this evening's Financial Report will be a detailed budget overview for both the CDA and Section 8 budgets for fiscal year 2022.

#### **UNFINISHED BUSINESS:**

Chairperson Tenke announced to the members that the CDA Finance Committee met to review the initial budgets with Margo and Ann on August 24<sup>th</sup>. Following the preliminary review, a final draft was distributed to all members by both email and regular mail on September 16<sup>th</sup>. Margo Zoldessy shared her screen with the members and provided an in-depth overview of the budgets.

#### **NEW BUSINESS:**

Chairperson Tenke asked Ms. Fangmann to provide the members with an explanation of the first new business items.

- a) Ms. Fangmann reminded the board that upon hiring Ms. Jacquelin Johnson on 1/19/21, it was agreed that her hourly rate of \$15.00 per hour would be reviewed following the successful completion of her 180-day probation period. At this time the board is being asked to approve a \$1.00 per hour raise for Ms. Johnson, retro-active to July 19<sup>th</sup> since the CDA board had not met since June.

Chairperson Tenke explained the second new business item to the members related to two (2) new paid time off holidays for full-time employees.

- b) The City approved at its 8/24/21 City Council meeting two additional office holidays closures (Friday after Thanksgiving and Juneteenth) in accordance with CSEA memorandum of agreement ratified on 8/23/21. Full time employees will be compensated for these two additional holidays, whereas part time employees will incur an additional uncompensated absence due to the City Hall office closure on these two additional holidays.

Chairperson Tenke asked the members if they had any questions or comments on the budgets or new business matters. As there were no questions, the Chairperson moved on to Resolutions.

**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 Community Development Agency adopting the CDA budget for FYE 12-31-22 (summary annexed hereto)

7(b) Resolution of the Glen Cove Community Development Agency adopting the Section 8 budget for FYE 3-31-22 (summary annexed hereto)

Motion seconded by Dr. Danielle Willis. Motion carried as follows:

<b><u>CDA Board Members</u></b>	<b><u>VOTING</u></b>
Chairperson Tenke	AYE
Vice Chair Hartley	AYE
Tony Jimenez	AYE
<i>Francine Koehler</i>	<i>Absent</i>
Koorosh Leibowitz	AYE
<i>Rev. Roger Williams</i>	<i>Absent</i>
Dr. Danielle Willis	AYE

Chairperson Tenke made a motion to adopt Resolutions 7(c) and 7(d):

7(c) Resolution of the Glen Cove Community Development Agency authorizing salary adjustment of \$1.00 per hour to Jacquell Johnson, P-T Housing Specialist, retroactive to July 19, 2021, as per employment agreement following end of employee 180-day probationary period.

7(d) Resolution of the Glen Cove Community Development Agency authorizing two additional office holiday closures (Friday after Thanksgiving Day and Juneteenth) in accordance with CSEA Memorandum of Agreement ratified by City Council on 8/23/21. Full time employees will be compensated for these two additional holidays, whereas part time employees will incur an additional uncompensated absence due to the City Hall office closure on these two additional holidays.

Motion seconded by Dr. Danielle Willis. Motion carried as follows:

<b><u>CDA Board Members</u></b>	<b><u>VOTING</u></b>
Chairperson Tenke	AYE
Vice Chair Hartley	AYE
Tony Jimenez	AYE
<i>Francine Koehler</i>	<i>Absent</i>
Koorosh Leibowitz	AYE
<i>Rev. Roger Williams</i>	<i>Absent</i>
Dr. Danielle Willis	AYE

As there was no further business to discuss, Chairperson made a motion to adjourn the meeting and asked for a 2<sup>nd</sup>. Motion seconded by Dr. Danielle Willis. Motion carried as follows:

**CDA Board Members**

Chairperson Tenke

Vice Chair Hartley

Tony Jimenez

*Francine Koehler*

Koorosh Leibowitz

*Rev. Roger Williams*

Dr. Danielle Willis

**VOTING**

AYE

AYE

AYE

*Absent*

AYE

*Absent*

AYE

The CDA meeting adjourned at 6:44 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

DRAFT