

The Glen Cove Community Development Agency (CDA) held a regular business meeting via Microsoft Teams on Tuesday, May 24, 2022. Chairperson Panzenbeck welcomed the board members and officially called the meeting to order at 6:04PM. The following members were present:

**CDA BOARD MEMBERS:**

Chairperson Panzenbeck  
Vice Chair Hartley  
Gigi Ferrante (late)  
Francine Koehler  
Nelson Rivera  
Suzanne White  
Dr. Danielle Willis

**ALSO PRESENT:**

Ann S. Fangmann – Executive Director  
Margo Zoldessy, Chief Financial Officer  
Camille Byrne, Secretary

**MINUTES:**

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held April 26, 2022 and asked for a second. The motion was seconded by Vice Chair Hartley. Motion carried as follows:

**CDA MEMBERS**

Chairperson Panzenbeck  
Vice Chair Hartley  
Gigi Ferrante  
Francine Kohler  
Nelson Rivera  
Suzanne White  
Dr. Danielle Willis

**VOTING**

AYE  
AYE  
Absent for vote  
AYE  
AYE  
AYE  
AYE

**EXECUTIVE DIRECTOR REPORT:**

Ann Fangmann provided the board members with her Agency update. Highlights as follows:

**CDBG 48<sup>th</sup> Program Year (9/1/22 – 8/31/23):** A link to preliminary award announcements were made available during a Nassau County Consortium Public Hearing whereby it appears that the Glen Cove CDA application of \$492,500.00 may expect to receive \$482,500.00. The deduction of \$10,000.00 in Administrative funding represents the difference in the application amount versus award amount. If awarded, this would reflect an approximate \$40,000 increase in funding from the 47<sup>th</sup> Year to the 48<sup>th</sup> Year.

**Downtown Parking Connections**

LiRo Engineering, DPW, and CDA met with Mayor’s Office to discuss project on 4-14-22. CDA shared project update with Age-Friendly Glen Cove Outdoor Spaces, Buildings & Transportation Working Group and ADA Compliance/Complete Streets Committee on 5-18-22. Ann met with TDG/AMC Theatre on 5-24-22. Public work session is scheduled for 12:00 p.m. on 6-30-22 in the Main Chambers of City Hall; invitations have been emailed, a *Herald* notice will be published in mid-June, and instructions for City website updates have been given to Rose.

### **PlanGC: Master Plan Update for the City of Glen Cove**

Based upon receipt of correspondence from NYSDEC on 2-15-22, CDA is working on grant contract execution with the State: CDA submitted draft budget and work plan to NYSDEC for review on 4-7-22; and CDA completed Contract Information Form in Grants Gateway on 4-25-22. CDA participated in virtual meeting with NYSDOS on 5-19-22 to discuss next steps for grant contract development with that State agency. Following execution of Master Grant Contracts, initial project steps will include consultant procurement, formation of a Community Engagement Committee, and PlanGC website launch.

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

As of 4/13/22, the City has conducted 222 inspections, and 2 lead lines have been detected. Currently, the CDA/Purchasing/DPW prepared bidding documents to procure an LSLRP contractor to replace the two lead lines found and any others. The bid was released 5/26/22 and advertised appropriately. Bids are scheduled to be opened on 6/17/22.

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

Construction bids were received 12/17/21 and came in overbudget – therefore this bid was cancelled. As an alternative, the City has procured Westar via a Eastern Suffolk BOCES-piggy-back contract). Construction has begun and is expected to be complete around the beginning of June.

### **FINANCE REPORT:**

Margo Zoldessy provided the members with her financial report for CDA and Section 8 as follows:

#### **CDA (Budget to Actual Jan thru Apr'22)**

*Financial update* for the period of Jan thru Apr'22 compared to the annual budget are as follows.

#### **Revenue**

- CDBG Grant Revenue: \$92 k incurred as compared to the annual budget of \$472 k

#### **Expenses**

- Salaries and benefits: \$65 k incurred as compared to the annual budget of \$214 k
- Professional Expenditures: \$7.5 k incurred as compared to the annual budget of 8 k
- Other expenses: \$ 600 incurred as compared to the annual budget of \$5.8 k

Operating Results: \$7 k surplus

#### **Section 8 (Budget to Actual Jan thru Apr'22)**

*Financial update* for the period of Jan thru Apr'22 compared to the annual budget are as follows

#### **Revenue**

- HAP Revenue: \$ 1.65 million received from HUD compared to the annual budget of \$5.1m
- HAP Admin: \$130 k received compared to the annual budget of \$395 k
- Interest: \$325 compared to the annual budget of \$623

### Expenses

- Salaries and benefits: incurred for \$112 k compared to the annual budget of \$322 k
- Expenditures: for HAP (housing assistance payments) incurred for \$ 1.64 million compared to the annual budget of \$5.1 million
- Professional Expenditures: incurred \$13 k as compared to the annual budget \$54.5
- Other expenses: incurred \$ 3 k as compared to the annual budget of \$19 k

Operating Results: \$ 45 k surplus

### NEW BUSINESS:

Chairperson Panzenbeck informed the members that there are two New Business items for discussion this meeting and asked Ms. Fangmann to provide the members with an overview of each item:

- UPS Customer Agreement V46V08 under Sourcewell Contract: 216806
- Rental Assistance Demonstration (RAD) Conversion/Section 18 Blend Units

Ms. Fangmann explained that with regard to the UPS Sourcewell Contract, Camille Byrne learned from UPS that the Office of Government Services (OGS) Contract pricing which has been in place for over 10 years expired in March 2022 causing shipping prices via UPS to quadruple. This price increase has also affected the City of Glen Cove and all Government Agencies who participate in OGS. UPS recommended to both the CDA and City of Glen Cove to join the Sourcewell purchasing consortium for non-profit/government agencies and by doing so, at no charge, the CDA can receive reduced shipping prices with UPS under contract 090121-UPS. Given that there is a 3-week lead-time for processing of the account to get the reduced shipping rate, the approval this evening is retroactive to May 3, 2022 when the CDA reached out to Sourcewell for membership into its purchasing consortium.

Ms. Fangmann provided the members with an overview of the Glen Cove Housing Authority's request to the Glen Cove CDA Section 8 Office to administer its Rental Assistance Demonstration (RAD) Conversion/Section 18 Blend Units. The proposed conversion by the Glen Cove Housing Authority would enable them to get a steady infusion of rent receipts through HUD assistance for the existing low/moderate income tenants. Under this proposed arrangement, the Glen Cove Housing Authority would be the landlord and the Glen Cove CDA would receive and issue HAP payments for the HUD portion of the rent. The Housing Authority would maintain the waiting list, manage the property, capital improvements and maintenance. The proposal was brought to the City of Glen Cove and Glen Cove CDA for their support and consideration, Terms of the proposed agreement are being analyzed as to budget and expenses and if agreeable to the City of Glen Cove, Glen Cove CDA/Section 8, and the Glen Cove Housing Authority, an Inter-Governmental Agreement and any related terms will be brought to the CDA Board for review and approval. Separately, the City of Glen Cove is considering a Cooperative Agreement and renewal of PILOT (not under the Glen Cove Industrial Development Agency).

After a brief question and answer period concerning the proposed agreement, Ms. Fangmann advised that no board action is being sought this evening as there is more due diligence to be conducted. Mayor Panzenbeck signed a letter of support for the proposed Housing Authority unit conversion.

As there were no further questions regarding the New Business items, Chairperson Panzenbeck made a motion to adopt Resolution 6(a):

**RESOLUTION:**

6(a) Resolution of the Glen Cove CDA authorizing the Executive Director to enter into a UPS Customer Agreement for the procurement of express courier, overnight and ground delivery logistics services under the Sourcewell Contract 216806-UPS

Motion to adopt CDA Resolution 6(a) was seconded by Dr. Danielle Willis. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Kohler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

**ADJOURNMENT:**

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

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Kohler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

The CDA meeting adjourned at 6:26 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

*ADOPTED 6/21/22*