

The Glen Cove Community Development Agency (CDA) held a regular business meeting on Tuesday, September 27, 2022 in the 2nd floor conference room of City Hall. Chairperson Panzenbeck officially called the meeting to order at 6:02PM. The following members were present:

CDA BOARD MEMBERS:

Chairperson Panzenbeck
Vice Chair Hartley
Nelson Rivera
Suzanne White
Dr. Danielle Willis

ALSO PRESENT:

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

ABSENT:

Gigi Ferrante
Francine Koehler

MINUTES:

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA board meeting held August 23, 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
Absent
AYE
AYE
AYE

EXECUTIVE DIRECTOR REPORT:

Ann Fangmann provided the members with an update on the following projects:

New York Forward (NYF)

Grant submission took place on 9-22-22. This very competitive downtown revitalization grant in the amount of \$4.5 million entailed public engagement with the residents and local businesses, and the outreach to gather information will prove to be useful in future submissions should the City of Glen Cove not be awarded this grant this year.

Western Gateway Climate Vulnerability Assessment and Adaptation Strategies

Overview: The City has a \$50,000 NYSDEC Climate Smart Communities (CSC) grant for the Western Gateway project—a study to assess hazards and plan for the impacts of climate change on the south side of Glen Cove Creek (Shore Road / Morris Avenue / Glen Cove Avenue). \

Status: A virtual Public Work Session was held on 9-21-22. In October 2022, CDA will submit a Master Grant Contract extension request to NYSDEC. Next steps will include environmental review (the Western Gateway project is anticipated to be a Type II action under SEQRA), preparation of a final draft plan, plan adoption by City Council, and a Council resolution to take the CSC pledge.

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.

Status: As of 9/14/22, the City has conducted 228 inspections, and two LSLs have been detected. The first LSL replacement was performed on 8/29/22 at 37 Valentine St. The second replacement is currently being coordinated.

Rehabilitation of the Morgan Park Seawall

Overview: Through the DASNY State and Municipal (SAM) Facilities Program (SAM #21566), the City has a grant to structurally restore the seawall at Morgan Memorial Park. The State funding amount is \$250,000 for construction, with a local match totaling \$300,000 (\$100,000 for engineering/inspection, plus \$200,000 for construction).

Status: The LandTek Group prepared a proposal for rehabilitation of a portion of the Morgan Park seawall; a resolution authorizing the Mayor to accept the proposal is on the 9-27-22 Council agenda (the resolution is retroactive to 9-13-22 to enable contractors to take advantage of warm weather in late summer and early fall). The City of Glen Cove is piggybacking on LandTek's contract with Eastern Suffolk BOCES.

Seaman Road Station

Overview: 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.

Status: The DASNY grant is now closed out - the first and last reimbursement was received on 8/16/22. The WIIA grant is still be used to pay down the project, however the EFC is withholding the last 25% until project completion. In May, the well collapsed and was deemed unsalvageable. The new project completion date is Spring 2023. No significant financial implications are expected. The re-drilling of the new well is anticipated to begin around 9/19/22.

FINANCE REPORT:

Margo Zoldessy provided the members with the budget to actual January through August 2022:

CDA (Budget to Actual Jan thru Aug'22)

Revenue: CDBG Grant Revenue: \$205k incurred as compared to the annual budget of \$472k.

Expenses: Salaries and benefits: \$126k incurred as compared to the annual budget of \$214k.

Professional Expenditures: \$8k incurred as compared to the annual budget of \$8k.

Other expenses: \$ 2.2k incurred as compared to the annual budget of \$5.8k.

Operating Results: \$13k surplus.

Section 8 (Budget to Actual Jan thru Aug'22)

Revenue: HAP Revenue: \$ 3.385 million received from HUD compared to the annual budget of \$5.1m.

HAP Admin: \$ 284k received compared to the annual budget of \$395k.

Interest: \$663 compared to the annual budget of \$623.

Expenses: Salaries and benefits incurred for \$220k compared to the annual budget of \$322k.

Expenditures: for HAP (housing assistance payments) incurred for \$3.297 million compared to the annual budget of \$5.1 million. Professional Expenditures incurred \$32k as compared to the annual budget \$54.5k.

Other expenses incurred \$15k as compared to the annual budget of \$19k.

Operating Results: \$128k surplus.

UNFINISHED BUSINESS:

Ann Fangmann provided the members with a recap on the status of the Intergovernmental Agreement (IGA) with Glen Cove Housing Authority (GC-HA) to Administer the Rental Assistance Demonstration (RAD) Conversion/Section 18 Blend Units. To-date, the CDA approved the IGA at its 8/23/22 board meeting. The City Council approved the Cooperative Agreement with Glen Cove Housing Authority at its 8/23/22 meeting as well. The CDA received a letter from HUD approving the CDA as a regulatory agency for this transaction. Next step is for the CDA to enter into Housing Assistance Payment (HAP) agreements with HUD, which may entail up to four (4) separate agreements. The CDA has compiled a streamlined list of questions to be addressed with HUD via our attorney John Moss. Ms. Fangmann noted that the CDA budget never included professional fees for this transaction as it was not known at the time of our budget preparation last year. Closing on the transaction is anticipated to take place in November 2022.

NEW BUSINESS:

Chairperson Panzenbeck asked Ms. Fangmann to provide the members with an update on the two New Business matters:

Auditor RFP: EFPR Group, who has served as the CDA’s auditors for the past five (5) years, has chosen not to submit a proposal to continue auditing services for the 2022 audit. An RFP was released in July 2022 and five responses were received. Those responses were distributed to the audit/finance committee for review as well as the CDA Executive Director and CFO who determined that two of the respondents were most qualified to conduct auditing services applicable to our governmental agencies: Cullen & Danowski and PKF O’Connor Davies. Upon an in-depth review of the proposals submitted and reference check, the CDA Executive Director and CFO felt strongly that PKF O’Connor Davies is most qualified and further discussions with the partners took place to negotiate their fees. The CDA shared that information with the audit/finance committee who will make a formal recommendation to the board at the October 2022 meeting.

Personnel Matters:

Ms. Fangmann informed the board that Jocelyn Wenk has been employed by the CDA as part-time Grant Administrator since April 2017. She highlighted the noteworthy grants and projects she has administered on behalf of the City of Glen Cove during this time and is seeking board approval this evening to change her title to part-time Senior Grant Administrator. She further noted that the CDA’s personnel policies for part-time employees do not include any benefits for paid time off or holidays. The CDA does not wish to modify its personnel policy for part-time employees at this time; however, in the case of Jocelyn Wenk, Ms. Fangmann is seeking board approval to enter into an employment agreement with Ms. Wenk to incentivize her position with paid vacation and sick days on a pro-rated basis at 50% of the amount of PTO vacation/sick offered to full time employees who have worked with the agency for 5+ years. In addition, she is seeking approval of paid holidays to Ms. Wenk for a holiday that occurs during her part-time work schedule for the amount of hours she would normally have worked on that day when City Hall is closed.

Following Ms. Fangmann’s presentation on the proposed part-time employment agreement to be approved for Jocelyn Wenk, Chairperson Panzenbeck asked Ms. Fangmann to excuse herself from the room so that she could present to the board a similar employment agreement to be implemented for Ms. Fangmann who is also working part-time but at 65% of the normal workday schedule of a full-time employee. Chairperson Panzenbeck expressed accolades for the level of expertise and professionalism of Ms. Fangmann and that virtually every department in City Hall

works with her on administration of grants and projects that the CDA administers on behalf of the City. As outlined in the resolution, Chairperson Panzenbeck is seeking board approval to enter into an employment agreement with Ms. Fangmann to incentivize her position with paid vacation and sick days on a pro-rated basis at 65% of the amount of PTO vacation/sick offered to full time employees who have worked with the agency for 5+ years. In addition, she is seeking approval of paid holidays to Ms. Fangmann for a holiday that occurs during her part-time work schedule for the amount of hours she would normally have worked on that day when City Hall is closed.

Having no further questions on these personnel matters, Ms. Fangmann was asked to rejoin the board room.

Chairperson Panzenbeck made a motion to adopt Resolutions 7(a) and 7(b):

7(a) Resolution of the Glen Cove CDA authorizing changes to the employment benefits and title of Jocelyn Wenk (noted within resolution).

7(b) Resolution of the Glen Cove CDA authorizing changes to the employment benefits of Ann Fangmann (noted within resolution).

Motion to adopt resolutions 7(a) and 7(b) was seconded by Vincent Hartley. Motion carried as follows:

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

As there was no further business to discuss, Chairperson Panzenbeck made a motion to adjourn the meeting and asked for a second. Motion seconded by Vice Chair Hartley. Motion to adjourn carried as follows:

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

The CDA Board Meeting adjourned at 6:36 p.m.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

Adopted 10/25/22