

The Glen Cove Community Development Agency (CDA) held a regularly scheduled business meeting in the second-floor conference room of City Hall on Tuesday, October 24 2023. Chairperson Panzenbeck officially called the meeting to order at 6:04PM. The following members were present:

CDA BOARD MEMBERS:

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

ALSO PRESENT:

Ann S. Fangmann – Executive Director
Camille Byrne, Secretary

ABSENT:

Margo Zoldessy, CFO/Assistant Secretary
Suzanne White, Member

MINUTES:

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held September 26, 2023 and asked for a second. Vice Chair Hartley seconded the motion. Motion carried as follows:

CDA MEMBERS

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

VOTING

AYE
AYE
Not present for vote
AYE
AYE
Absent
AYE

Chairperson Panzenbeck introduced Irma Jeanty, Director of the Glen Cove Equal Opportunity Commission (GC-EOC), to the board members. Irma was invited as a special guest speaker to provide the CDA board members with an overview of her program. She explained that she has been the GC-EOC Director for the past three years and overcame the challenges of not only reorganization of the Glen Cove location, but during the COVID-19 pandemic. The program is free of charge for underprivileged, low-income youth and they also provide services to local families housed in the Glen Cove Housing Authority. During COVID-19, the CDBG funding was used to purchase PPE and equipment to prepare meals for local families in need and were serving 400 families per week. CDBG funds awarded thereafter were utilized for the summer camp program whereby 30 underprivileged youth participate in arts, crafts, recreation and trips in a safe environment. The program later evolved into a job training program paying youth counselors to run the program. CDBG funding helps offset the cost of operating the program. GC-EOC also receives funding from their parent EOC organization in the Hempstead office. Irma distributed reports to the members of the summer program she ran in 2022 and 2023. Chairperson Panzenbeck thanked Irma for visiting the CDA board this evening and expressed her appreciation for the great job she does with the children in her program.

EXECUTIVE DIRECTOR REPORT:

Ann Fangmann provided the members with a brief update on agency projects. Highlights are as follows:

- Downtown Revitalization Initiative (DRI) - Glen Cove CDA submitted a DRI application on behalf of the City of Glen Cove. Empire State Development, through the Long Island Regional Economic Development Council, invited the City of Glen Cove to their Melville office to make a presentation to the Long Island DRI Committee on the City's submission. Ms. Fangmann was accompanied by Jocelyn Wenk, Senior Grant Administrator, along with Mayor Panzenbeck and Deputy Mayor McNaughton and Jill Nossa, Executive Director of the Glen Cove Downtown Business Improvement District (BID) participated in the interview on Monday, 10/23/23.
- The City of Glen Cove Smart Comprehensive Plan update is ongoing. A special meeting on the plan of the Inter Agency Council is going to be held at the Glen Cove Senior Center on 12/14/23.
- Morgan Park Seawall Rehabilitation – Phase I of the grant is complete and fully reimbursed. The preliminary SAM application for Phase II including Teahouse/Arbor and Beach Pavilions restoration has been submitted to DASNY in the amount of \$500,000.00.
- Seaman Road Pump Station –the new well is nearing completion (projected wrap-up by November 2023).
- Nancy Court Pump Station – US EPA grant awarded for \$1,000,000 to rehabilitate the Nancy Court Pump Station. Construction will commence following completion of Seaman Road Pump Station.
- Veterans Memorial Monument – North Shore Monuments working on imprinting bricks. Land Tek broke ground to prepare concrete foundation for brick laying. Substantial completion and ceremony tentatively scheduled for Veterans Day.
- Solar Trash and Recycling Compactors funded with CDBG 49th year grant award is undergoing procurement. Ann Fangmann, BID Director and DPW Director did a walk-through of downtown to identify potential locations as well as at Pryibil Beach.
- The BID board members did a walk through of lower Glen Street and met with various business owners to discuss new awnings and/or signage to refresh their commercial properties and improve the overall appearance of this section of our downtown. CDBG sign and façade grant information has been shared with prospective business owners to incentivize them to make the upgrade.
- CDBG funding has been secured from CDBG grant to purchase pedestrian crossing signage at three crosswalks within the downtown on School Street. A request to DPW sign department has been initiated to start the procurement process on this signage.
- CDBG funding transfers have been implemented to cover the entire cost of the John Maccarone City Stadium Basketball Court upgrades (materials plus labor).

FINANCE REPORT:

CDA (Budget to Actual Jan thru Sept'23)

Financial update for the period of **Jan thru Sept'23** compared to the annual budget are as follows.

CDA highlights are listed below:

(1) Revenue

- **CDBG Grant Revenue: \$ 238 k** incurred as compared to the annual budget of **\$483 k**

(2) Expenses

- **Salaries and benefits: \$138 k** incurred as compared to the annual budget of **\$207 k**
- **Professional Expenditures: \$ 5 k incurred** as compared to the annual budget of **8 k**
- **Other expenses: \$2** incurred as compared to the annual budget of **\$6 k**
- **Operating Results: \$ 7 k** surplus

Section 8 (Budget to Actual Jan thru Sept'23)

Financial update for the period of **Jan thru Sept'23** compared to the annual budget are as follows

Section 8 highlights are listed below:

(1) Revenue

- **HAP Revenue: \$ 3.79 million** received from HUD compared to the annual budget of **\$5m**
- **HAP Admin: \$ 372 k received** compared to the annual budget of **\$415 k**
- **Interest: \$ 3 k** compared to the annual budget of **\$ 1k**
Note: limited to \$500 (excess to be reimbursed)

(2) Expenses

- **Salaries and benefits:** incurred for **\$ 248 k** compared to the annual budget of **\$332 k**
- **Expenditures:** for HAP (*housing assistance payments*) incurred for **\$3.94 million** compared to the annual budget of **\$5 million**

UNFINISHED BUSINESS:

Ann Fangmann reported that the RFQ results for the Glen Street Downtown Corridor Study indicate that Cameron Engineering was the most qualified firm within the project budget . Funding for this project is from CDBG 48th year program. During the RFQ process, it was determined to leave the traffic flow alone and study improvements to the overall corridor.

NEW BUSINESS: Ms. Fangmann informed the members that the City of Glen Cove Controller indicated that all staff training, even at no cost, are subject to board approval under GML. This evening we seek board approval for the following staff training events:

- (1) Housing Opportunity Through Modernization Act (HOTMA) 10/17 & 10/18/23
- (2) NYS Local Retirement System (NYSLRS) Employer Education Seminar 10/19/23

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

RESOLUTIONS:

7(a) Resolution of the Glen Cove Community Development Agency authorizing Housing Choice Voucher Program employees (Angelina Curcio, Program Administrator and Myrrah Cukro, Sr. Housing Specialist) to attend HOTMA training on October 17th and 18th, 2023 in Brookhaven Town Hall, Farmingville, NY at a cost of \$475.00 per attendee, for a total cost of \$950.00 to be paid with HCVP administration funds. Mileage and food allowance will be paid upon receipt and in accordance with Agency policy.

7(b) Resolution of the Glen Cove Community Development Agency authorizing Camille Byrne, Executive Assistant, to attend NYSLRS Employer Education Seminar in Village of Farmingdale, NY on October 19th, 2023 at no cost. Mileage and food allowance (if applicable) will be paid upon receipt and in accordance with Agency policy.

7(c) Resolution of the Glen Cove Community Development Agency authorizing the Executive Director to accept the proposal from Cameron Engineering to conduct the Glen Street Downtown Corridor Study along Town Road to School Street/Bridge Street, at a total fee of \$19,200 (CDBG funding line GC48-02)

Motion to adopt CDA resolutions 7(a), 7(b) and 7(c) was seconded by Vice Chair Hartley.
Motion carried as follows:

	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	Absent
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 carried as follows:

	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	Absent
Danielle Willis	AYE

The meeting was adjourned at 6:43 p.m.

Respectfully submitted,

Camille Byrne, Board Secretary

Adopted 12/12/2023