

The Glen Cove Community Development Agency (CDA) held a regular business meeting in the 2<sup>nd</sup> floor conference room of City Hall on Wednesday, April 24, 2024. Chairperson Panzenbeck officially called the meeting to order at 6:09PM. The following members were present:

**CDA BOARD MEMBERS:**

Chairperson Panzenbeck  
Vice Chair Hartley (late)  
Gigi Ferrante  
Rocco Totino  
Dr. Danielle Willis

**ALSO PRESENT:**

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

**ABSENT:**

Francine Koehler  
Nelson Rivera

**MINUTES:**

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held March 26, 2024 and asked for a second. The motion was seconded by Gigi Ferrante. Motion carried as follows:

**CDA MEMBERS**

Chairperson Panzenbeck  
Vice Chair Hartley  
Gigi Ferrante  
Francine Koehler  
Nelson Rivera  
Rocco Totino  
Dr. Danielle Willis

**VOTING**

AYE  
AYE  
AYE  
Absent  
Absent  
AYE  
AYE

**EXECUTIVE DIRECTOR REPORT:**

Ann Fangmann provided the members with an update on projects and grants administered by the Agency. Highlights are as follows:

**City of Glen Cove Smart Growth Comprehensive Plan with Sustainability Elements**

*Overview:* The City of Glen Cove’s Smart Growth Comprehensive Plan with Sustainability Elements will guide the City’s investment, development, and growth over the next decade or more. The plan includes a baseline assessment (inventory and analysis of existing conditions), public engagement process, identification of the City’s vision and goals, and development of strategies and implementation actions. A Generic Environmental Impact Statement (GEIS) is being prepared as required by SEQRA. NYSDOS awarded \$100,000 through the Smart Growth Comprehensive Planning (SGCP) Grant Program and NYSDEC awarded \$50,000 through the Climate Smart Communities (CSC) Grant Program for the Comprehensive Plan. Grant funding is being used for contractual services: professional planning and environmental consulting services to assist with plan preparation. City Council, as lead agency, adopted a Positive Declaration and published a Draft Scope for the GEIS on 1-23-24; Council adopted the Final Scope for the GEIS on 3-26-24; and Council approved a resolution to accept the DGEIS for public review, schedule public hearings on the plan on 4-24-24 and 5-14-24, and submit the proposed plan to Nassau County for Section 239-M review on 4-9-24. CDA submitted sustainability elements memo to NYSDEC on 3-15-24.

### **Rehabilitation of Brewster Street Garage (\$500k grant project)**

*Overview:* The City has \$500,000 grant from DASNY for structural repairs of the Brewster St Garage (repair of spalling concrete and damaged rebar on the roof of the north of the garage, along with waterproofing). The project as bid included the north side of the garage, with the south side to be addressed as budget allows. The grant budget covers \$50,000 towards engineering and \$450,000 towards construction.

*Status:* Contract work was completed on 12/15/21. There is \$22,935.00 in remaining grant funding. A contract extension has been received through May 22, 2024. Landtek was approved to perform rehabilitation of the garage in order to utilize the remaining grant funds before the expiration date. Materials were received the week of 4/22/24, with the work to commence shortly thereafter.

### **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:* In May 2023, the well collapsed and was deemed unsalvageable. The re-drilling of the new well began late November/early December and was completed as of Summer 2023. Final Completion is estimated for Sept 2023. The updated estimated completion date is November 2023. Several change orders are in the process of being reviewed by the City and EFC, with more expected prior to project completion. D&B is working to finalize estimated costs to completion that were sent February 2024. Upon technical project completion, D&B suggests City close out grant funded portion of project with the understanding that the additional change order costs will not be reimbursable.

- DASNY GRANT - This grant is now closed out - the first and last reimbursement was received on 8/16/22.
- WIIA GRANT - This grant is still being used to pay down the project, however, the EFC is withholding the last 25% until project completion.

### **Nancy Court Pump Station**

*Overview:* The City has been awarded \$1,000,000 through the US EPA STAG program to rehabilitate the Nancy Court Pump Station. Work includes raising the existing well above grade, demolishing the existing well vault, lining the existing well, installing a prefabricated concrete building over the well, and performing miscellaneous electrical improvement.

*Status:* EPA Grant funding has been allocated for this project and the executed EPA grant agreement was received with a 5/31/2023 date of award and 4/30/2025 expiration date; the City Council approved a resolution accepting the EPA grant agreement at the 6/27/23 Council meeting. EPA reviewed and approved the bidding documents. On 4/26/23 the EPA reaffirmed that there is no specific DBE % goal for the project and that the bidding language used was sufficient in this regard. The construction bid was released in March 2023 with the bid opening held on 3/29/23. The Project Engineer (D&B) and Purchasing Office reviewed the bids and the following lowest responsible bidders were approved at the 5/9/23 City Council meeting: W.H.M. Plumbing & Heating Contractors Inc at \$586,000 for the GC contract; Baltray Enterprises Inc, dba Bancker Electric at \$496,000 for the electrical contract; and Bensin Contracting Inc at \$1,289,000 for the plumbing contract. The draft contracts were approved by the EPA. As of 7/25/23, all construction contracts have been executed. Construction work is anticipated to begin once the pump station may be taken off-line, following the completion of the Seaman Road Well project and peak water usage season. The CDA, D&B, and the EPA met on 10/5/23 to clarify

DBE designations, BABA requirements, and ask questions relevant to the project. As of 2/1/24, the CDA submitted the semi-annual progress report, the annual EPA 5700-52A MBE form, and the annual Federal Financial Report SF-425. The CDA submitted a BABA Waiver request to the EPA in December 2023. The EPA reached a consensus finding that the project qualifies for the Amended SRF Design Planning Waiver and sent their approval in January 2024. The CDA received the first reimbursement from the EPA, totaling \$102,961. The project team is evaluating starting the construction work once Seaman Road Well is online, versus keeping Nancy Court in service through peak season, with construction to start in fall 2024.

### **Veteran's Memorial Monument**

*Overview:* The City will receive a \$75,000 Nassau County CRP grant to fund the commissioning of a bronze sculpture that commemorates the Harlem Hellfighters. The City has ~\$58k in capital funds already in place.

Walkway phase of project was completed by 11/11/23 with an unofficial opening ceremony which took place on Veteran's Day. In light of a few errors with bricks and design of walkway, a change order request was submitted to NS Monuments. The scope of the change order work is to fix bricks with text or placement errors and to change the color of the bricks at the tip of the star closest to the main monument. NS Monuments completed the change order work and punch list items 3/8/24. The reimbursement package was submitted to Legislator De Riggi Whitton's office on 3/28/24.

### **Salt Storage Shed**

*Overview:* NYSDEC Water Quality Improvement Program (WQIP). 2022 CFA Application. Grant funding request of \$233,332 with local match of \$116,666.

*Status:* City received award letter in late April 2023. DPW Director reached out to receive updated quotes due to cost escalations. Discussing with DPW to decide whether to pursue grant opportunity. Project costs significantly increased since the grant opportunity was pursued. CDA, DPW, and the NYSDEC held a meeting on 11/28/23 to discuss project cost escalations between initial estimate from year prior to present day salt shed estimate. Main takeaway from the meeting was to examine whether a prefabricated shed structure would qualify for the funds. DEC recommended rewriting the workplan with respect to the prefabricated structure. Another concern for the project is MWBE procurement. If the City decides on a prefabricated structure, MWBE goals will be difficult to achieve. DEC recommended reaching out to their MWBE representative, Jade Thompson. DPW sent sample design plans to the DEC on 1/8/24. The DEC reviewed the plans and found that they are acceptable. on 2/1/24. The CDA and DPW met 3/14/24 to discuss revisions to cost and scope of the project. The CDA will hold off on submitting the Utilization Plan based upon guidance received from Jade (DEC).

**Fire Department Radio Equipment:** Grant applications are being submitted to the NYS Division of Homeland Security.

**CDBG Glen Street Corridor Study:** Report was received March 2024 and under review with DPW before presenting to the Business Improvement District (BID) Board for review.

### **FINANCE REPORT:**

Margo Zoldessy, CFO, presented a detailed overview of the CDA financial report for the period January through March 2024. Highlights are as follows:

#### **CDA (Budget to Actual Jan thru Mar'24)**

Financial update for the period of **Jan through Mar'24** compared to the annual budget are as follows.

CDA highlights are listed below:

**(1) Revenue**

- **CDBG Grant Revenue: \$ 73 k** incurred as compared to the annual budget of **\$563 k**

**(2) Expenses**

- **Program Expenditures: \$26 k** incurred as compared to the annual budget of **\$346 k**
- **Salaries and benefits: \$41** incurred as compared to the annual budget of **\$207 k**
- **Professional Expenditures: \$ 5.2 k** incurred as compared to the annual budget of **5.7k**
- **Other expenses: \$717** incurred as compared to the annual budget of **\$3 k**
  
- **Operating Results: \$ 1 k** surplus

**Section 8 (Budget to Actual Jan thru Mar'24)**

Financial update for the period of **Jan thru Mar'24** compared to the annual budget are as follows

Section 8 highlights are listed below:

**(1) Revenue**

- **HAP Revenue: \$ 1.4 million** received from HUD compared to the annual budget of **\$5.03 million** Note: \$6k as Fraud Recovery
- **HAP Admin: \$ 114 k** received compared to the annual budget of **\$450 k**  
Note: \$6k as Fraud Recovery Admin
- **Interest: \$ 1 k** compared to the annual budget of **\$ 500**  
**Note:** limited to \$500 (excess to be reimbursed)

**(2) Expenses**

- **Salaries and benefits:** incurred for **\$ 77 k** compared to the annual budget of **\$334 k**
- **Expenditures:** for HAP (*housing assistance payments*) incurred for **\$ 1.4 million** compared to the annual budget of **\$5.03 million**
- **Professional Expenditures:** incurred **\$ 3.5 k** as compared to the annual budget **\$ 68.5k**
- **Other expenses:** incurred **\$ 2k** as compared to the annual budget of **\$31 k**
  
- **Operating Results: \$32 k profit**  
**Note: Year end accruals are not included**

**NEW BUSINESS:**

Chairperson Panzenbeck advised the board that this evening's **New Business** is a proposed merit increase for the Section 8 staff. Ann Fangmann provided the members with an overview of this personnel matter.

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

**RESOLUTION:**

7(A) Resolution of the Glen Cove Community Development Agency authorizing a merit-based increase to Angelina Curcio, Program Administrator for Section 8 Housing Choice Voucher Program.

7(B) Resolution of the Glen Cove Community Development Agency authorizing a merit-based increase to Myrrah Cukro, Senior Housing Specialist for Section 8 Housing Choice Voucher Program.

Motion to adopt Resolution 7(a) and 7(b) was seconded by Gigi Ferrante. 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 Koehler          | Absent               |
| Nelson Rivera             | Absent               |
| Rocco Totino              | 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 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 Koehler          | Absent               |
| Nelson Rivera             | Absent               |
| Rocco Totino              | AYE                  |
| Dr. Danielle Willis       | AYE                  |

The CDA meeting adjourned at 6:41 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

*Adopted 7-23-24*