

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY**

9 Glen Street, City Hall

Glen Cove, New York 11542

**Minutes of Meeting  
November 26, 2024**

**Resolution #18)**

**Resolution of the Glen Cove Community Development Agency Authorizing the Executive Director to Approve an Amendment to the Professional Services Agreement for Section 8 Inspection Services and Related Activities with SP Investigations & Inspections LLC (SPI)**

**BE IT RESOLVED**, that the Executive Director is hereby authorized to approve an amendment to the professional services agreement with SPI as an independent contractor to conduct Section 8 Housing Inspections and related activities upon the following terms and conditions:

2025 Inspection Rate Schedule for Glen Cove Section 8 Housing Choice Voucher Program:

	<u>SPI PROPOSED</u>	<u>CDA NEGOTIATED</u>
Inspections	\$75	\$60
Rechecks	\$50	\$45
No-shows	\$30	\$25
Hourly Rate for Court	\$50/hr	\$50/hr
Hourly Rate for Training	\$50/hr	N/A if CDA pays for cost of training.
Hourly Rate for Administrative (Mail/Office)	\$30/hr	\$30/hr*

\*(5 to10 hours for every 2 months)(capped at 10 hours per invoice).

**NOTES:**

- The consultant is responsible for all mileage and other costs associated with conducting inspections.
- The consultant shall report directly to the Section 8 Administrator.

The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>VOTING</u>
Pamela D. Panzenbeck, Chair	AYE
Vincent C. Hartley, Vice Chair	ABSENT
GiGi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	AYE

The foregoing Resolution was thereupon declared duly adopted and shall take effect January 1, 2025.

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY**

City Hall – 9 Glen St., Glen Cove, New York 11542

**Minutes of Meeting**

**November 26, 2024**

**Resolution #19)**

**Resolution hiring Ryan Mitchell as a temporary part-time office employee for the Glen Cove Housing Choice Voucher Program (Section 8) at \$11.00 per hour, effective retroactive to November 13, 2024.**

**WHEREAS**, Ryan Mitchell worked as a summer intern for the Glen Cove Housing Choice Voucher Program during the summer of 2024 under the Glen Cove Youth Bureau Summer Youth Employment program. Ryan demonstrated a strong work ethic and enthusiasm in the duties assigned to him during his internship.

**BE IT RESOLVED**, that the Executive Director is hereby authorized to hire Ryan Mitchell as a temporary, part-time office employee for the Glen Cove Housing Choice Voucher Program (Section 8) at an hourly rate of \$11 per hour, retroactive to November 13, 2024. Ryan will report directly to the Section 8 Administrator and his hours shall not exceed 30 hours per month based on a tentative after-school schedule of: Monday, Wednesday, and Friday from 2:30 to 5:00, as needed.

The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>VOTING</u>
Pamela D. Panzenbeck, Chair	AYE
Vincent C. Hartley, Vice Chair	ABSENT
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY**

City Hall – 9 Glen St., Glen Cove, New York 11542

**Minutes of Meeting**

**November 26, 2024**

**Resolution #20)**

**Resolution of the Glen Cove Community Development Agency Authorizing the Extension of Legal Services with John K. Moss, Esq. for a One-Year Period January 1, 2025 through December 31, 2025**

**WHEREAS**, the Glen Cove Community Development Agency (GC-CDA) hereto previously entered into a Legal Service Agreement with John K. Moss, Esq., 100 Garden City Plaza, Suite 203, Garden City, NY 11530.

**WHEREAS** the GC-CDA hereby exercises its option to renew the Legal Service Agreement for a term to expire on December 31, 2025, at a rate of \$225.00 per hour (see attached).

**RESOLVED**, by the Glen Cove Community Development Agency hereby authorizes Ann S. Fangmann, Executive Director, to execute Legal Services Agreement attached herein.

The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley, Vice Chair	ABSENT
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY**

9 Glen Street, City Hall

Glen Cove, New York 11542

**MINUTES OF MEETING**

**November 26, 2024**

Resolution #21)

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY  
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A PROFESSIONAL  
SERVICES AGREEMENT WITH LIRO ENGINEERING**

**WHEREAS** the Glen Cove Community Development Agency (GC-CDA) was granted funding through the Community Development Block Grant for professional services associated with public facilities improvements to improve pedestrian safety in a downtown alleyway with existing stairwell.

**WHEREAS** the GC-CDA requested proposals through a Request for Proposal (RFP) from qualified engineering firms on the City of Glen Cove Engineering Services list, to conduct a topographic property line survey and evaluation of an alleyway located on Glen Street (next to Glen Floors) and assist in stairwell replacement with design of recommended landings to enhance pedestrian safety.

**WHEREAS** the Director of Public Works for the City of Glen Cove and the Executive Director of the GC-CDA reviewed three proposals received and found that the proposal from LiRo Engineering in the amount of \$18,100.00 was found to be the highest rated reasonable cost, and recommends implementation of same.

**RESOLVED**, the Executive Director shall be authorized to engage the services of LiRo Engineering to conduct a topographic property line survey and evaluation of an alleyway located on Glen Street (next to Glen Floors Section 21; Block 3; Lots 519 & 531) and assist in stairwell replacement with design of recommended landings to enhance pedestrian safety at a lump sum fee (by task) of \$18,100.00. Funding for the project will be through CDBG 50<sup>th</sup> year Public Facilities (Pedestrian) Improvements.

The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

**VOTING**

Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley, Vice Chair	ABSENT
GiGi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.