

The Glen Cove Community Development Agency (CDA) held its annual organizational meeting in the 2<sup>nd</sup> floor conference room of City Hall on Tuesday, January 14, 2025. Chairperson Panzenbeck welcomed the 2025 slate of board members to the meeting and officially called the meeting to order at 6:07PM. The following members were present:

**CDA BOARD MEMBERS:**

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

**ALSO PRESENT:**

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

**ABSENT:**

Gigi Ferrante

**MINUTES:**

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held November 26, 2024 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  
Rocco Totino  
Dr. Danielle Willis

**VOTING**

AYE  
AYE  
Absent  
AYE  
AYE  
AYE  
AYE

**EXECUTIVE DIRECTOR REPORT:**

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

**City of Glen Cove Smart Growth Code Updates**

*Overview:* NYSDOS has awarded grant funding to the City of Glen Cove for the Smart Growth Code Updates through the Smart Growth Community Planning and Zoning Grant Program. The City will amend its zoning, land use, building, and environmental regulations to implement the 2024 Comprehensive Plan. State grant funding will support Code amendments recommended in the plan. These code updates will support initiatives such as increased flexibility to support the opening of new businesses, tougher requirements for developers to reduce the burden on the City’s drainage system, and enhanced protection for land near the City’s wells. The City will procure a planning, legal, and environmental consultant to prepare the Local Regulations Assessment and Recommendations Report and Smart Growth Code Updates. The project will include a robust public participation process. The State grant award amount is \$150,000 and the City has committed to a 10% local cash match (\$16,667), for a total project budget of \$166,667.

*Status:* Governor Hochul’s Long Island Office emailed a press release with the award announcement to Mayor Panzenbeck on 12-26-24.

**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 the estimated \$4.94 million project and received another \$250k grant award towards the project from DASNY.

*Status:* The City received the final disbursement on 12/5/2024. The City received the full \$3,000,000 in awarded grant funds. This project is officially closed out.

**DASNY GRANT** - This grant is closed out - the first and last reimbursement of \$250,000 was received on 8/16/22.

### **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. 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. 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. In the interim (peak pumping season), materials/equipment from the project will be ordered, with some preparation work to take place at the site. Construction work began in October 2024. The CDA submitted Reimbursement Request #2 totaling \$51,121.40 on 12/24/24. The CDA will discuss this reimbursement request with the EPA on 1/16/25.

### **Austral Avenue Park**

*Overview:* CDBG funding will cover up to \$100,000 to rehabilitate Austral Avenue Park. No match is required.

*Status:* City Council approved the purchase of playground equipment for the park in the amount of \$37,322.47 from Play and Park Structures, Inc., by resolution dated 10/8/2024. The playground equipment will be stored at the DPW Yard. The City purchased the playground equipment in advance to benefit from price discounts. The playground equipment was delivered to the DPW yard on 12/10/24. DPW received three quotes for woodchips and playground installation. DPW will select the lowest responsible bidder in both instances.

### **LGRMIF Archive Project**

*Overview:* The City received \$59,674.00 in funding through the Local Government Records Management Improvement Fund (LGRMIF) to digitize vital records (birth, marriage, and death certificates).

*Status:* The City received an award letter on 7/11/24. The Clerk's Office will prepare the records for pick up by the contractor, Seery Systems. The City is waiting to receive the initial 50% of funds awarded (\$29,337.00) prior to beginning digitization work. The CDA and City Clerk met with a NYSED representative on 11/19/24 to discuss the project. NYSED reported that 50% of projects received the upfront 50% of awarded funds. Due to the slow receipt of funds, the anticipated project end date was pushed to 12/31/2025 from 6/31/2025. The City received 50% of award funds, a total of \$29,837, on 1/13/2025.

### **Clean Mobility Grant Program**

*Overview:* The City received up to \$100,000 to develop a Clean Mobility Plan. The plan will focus on improving zero-emission connections to public transportation, with an emphasis on bicycle infrastructure.

*Status:* The City received an award email notification from NYSERDA. NYSERDA required the City to submit the Application Intake Form, allowing the City to select prospective planning consultants from NYSERDA's preapproved list. The CDA submitted the form on 11/18/24. NYSERDA informed the City that VHB will be the City's planning consultant for this project. The CDA, DPW, NYSERDA, & VHB met to discuss the contingency requirements with respect to the City's grant application. VHB submitted the Statement of Work to NYSERDA. The City and VHB will look to schedule a kick-off meeting in Jan 2025.

### **GIS Mapping for MS4 System**

*Overview:* The City received up to \$75,000 to complete mapping the City's stormwater system to meet MS4 General Permit requirements.

*Status:* The City received an award letter from the DEC on 12/23/2024.

**CDBG**

CDBG funding is being utilized for Glen Street Corridor Study to outline plans for improvements to pedestrian walkways in the downtown from Pulaski Street to School Street. A meeting was held between the BID, City and CDA on 1/14/25 with IMEG, who prepared the study. Future CDBG projects for the upcoming 51<sup>st</sup> Year application were also discussed.

**FINANCE REPORT:**

Margo Zoldessy, CFO, presented the CDA/Section 8 finance report as follows:

**CDA (Budget to Actual Jan thru Dec'24)**

**Revenue**

- CDBG Grant Revenue: \$ 498k incurred as compared to the annual budget of \$563 k

**Expenses**

- Program Expenditures: \$279 k incurred as compared to the annual budget of \$346 k
- Salaries and benefits: \$212 k incurred as compared to the annual budget of \$207 k
- Professional Expenditures: \$ 5.5 k incurred as compared to the annual budget of 5.7k
- Other expenses: \$2 k incurred as compared to the annual budget of \$3 k

**Operating Results:** \$(-434)

*Note: Year end Accruals are not reflected for OPEB, Pension and Comp Absences.*

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

**Revenue**

- HAP Revenue: \$ 5.782 million received from HUD compared to the annual budget of \$5.03 million Note: \$24k as Fraud Recovery A/R
- HAP Admin: \$ 454 k received compared to the annual budget of \$450 k  
Note: \$24k as Fraud Recovery Admin A/R
- Interest: \$ 6 k compared to the annual budget of \$ 500

**Expenses**

- Salaries and benefits: incurred for \$ 342 k compared to the annual budget of \$334 k
- Expenditures: for HAP (*housing assistance payments*) incurred for \$ 5.814 million compared to the annual budget of \$5.03M million
- Professional Expenditures: incurred \$ 87k as compared to the annual budget \$68.5k (includes 3.31.24 audit fee) overlap time period
- Other expenses: incurred \$ 10k as compared to the annual budget of \$31k

**Operating Results:** \$35k profit

Note: RNP = \$5.814 HAP Expense/ \$5.782 HAP Revenue Excl. Fraud Rec.  
\$18k Fraud Recovery Cash Received

Note: Year end accruals are not included for OPEB, Pension and Compensated Absences

\$ 5.782M: HAP Revenue  
\$ 18k Fraud Recovery - Cash  
\$ 9k Beg RNP Balance  
\$ (5.814)M HAP Expense  
End RNP (\$4k)

**UNFINISHED BUSINESS:**

Chairperson Panzenbeck announced that in each member’s board packet is an Oath of Office card, Acknowledgement of Fiduciary Duty, Conflict of Interest/Code of Ethics Policy for 2025. She asked that the members please sign and return these forms to the Secretary this evening. The Secretary asked each member to please sign the oath of office book for 2025. In addition to these forms, the members were advised that they are required to complete an Annual Financial Disclosure Statement pertaining to 2024 activity. The Secretary asked that this form be completed, signed and returned to her attention no later than January 31<sup>st</sup>.

**NEW BUSINESS:**

Chairperson Panzenbeck announced that as this is our annual organizational meeting, tonight’s new business is the appointment of officers of the board, formation of committees, administrative business pertaining to banking, board meeting schedule and record retention. A contact list is included in your board member packets and we ask that you please review your contact information and alert the Board Secretary of any changes. Ms. Fangmann also announced that Koorosh Leibowitz attended a seminar at the New York Federal Reserve concerning housing affordability at no cost to the agency.

**RESOLUTIONS:**

7a) Resolution of the Glen Cove Community Development Agency (GC-CDA) for Annual Appointment of Officers:

Vice Chairman/Treasurer/Ethics Officer	Vincent C. Hartley
Executive Director/Chief Executive Officer	Ann S. Fangmann
Chief Financial Officer/Assistant Secretary	Margo Zoldessy
Board Secretary/Records Management Officer	Camille Byrne

7b) Authorization of bank signatories for Glen Cove Community Development Agency bank accounts with American Community Bank as follows:

- Pamela D. Panzenbeck, Chairperson
- Vincent C. Hartley, Treasurer
- Ann S. Fangmann, Executive Director
- Margo Zoldessy, Chief Financial Officer

7c) Resolution of the GC-CDA appointing members of the Audit/Finance Committee.

- Vincent C. Hartley, Committee Chairperson
- Dr. Danielle Willis, Committee Member
- Nelson Rivera, Committee Member

7d) Resolution of the GC-CDA appointing members of the Governance Committee.

- Pamela D. Panzenbeck, Committee Chairperson
- Francine Koehler, Committee Member
- GiGi Ferrante, Committee Member

7e) Resolution of the GC-CDA approving the 2025 CDA meeting schedule (included in board packets).

7f) Resolution of the GC-CDA authorizing continuation of the use of the New York State Archives Retention and Disposition schedule LGS-1 for management of the agency’s records.

As there were no questions, Chairperson Panzenbeck made a motion to adopt resolutions 7a through 7f 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	Absent
Francine Kohler	AYE
Nelson Rivera	AYE
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 Rocco Totino. Motion carried as follows:

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

The CDA meeting adjourned at 6:42 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA