

GLEN COVE COMMUNITY DEVELOPMENT AGENCY

9 Glen Street, City Hall

Glen Cove, New York 11542

MINUTES OF MEETING

June 21, 2022

Resolution #14).

RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY AUTHORIZING THE EXECUTIVE DIRECTOR TO PROMOTE ANGELINA CURCIO AS A FULL-TIME PROGRAM ADMINISTRATOR FOR THE GLEN COVE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS the Glen Cove Community Development Agency requires the services of a Program Administrator to assume the responsibilities of Fred Moore who announced his resignation effective June 30, 2022; and

WHEREAS Angelina Curcio has been training for the duties of Program Administrator under Fred Moore since her hire date in January 2017 and has demonstrated the ability and qualifications to perform the duties of said position.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to promote Angelina Curcio as full-time Program Administrator for the Glen Cove Section 8 Housing Choice Voucher Program at an annual salary of \$63,000.00, including benefits she is already receiving, effective July 1, 2022.

The question of the 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
Suzanne White	AYE
Dr. Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

Gc-CDA
ENTERED
6-21-22
CB

Resolution #15)

RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE SALARY INCREASE FOR TYLER HUFFMAN, FULL-TIME GRANT ADMINISTRATOR

WHEREAS the Community Development Agency hired Tyler Huffman in December 2021 as a full-time Grant Administrator.

WHEREAS, in accordance with the terms agreed upon by the Executive Director, Mr. Tyler Huffman's salary would be increased upon successful completion of a 180-day probation period.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to approve a \$1,500.00 per year salary increase to Tyler Huffman bringing his annual salary to \$51,500 effective July 1, 2022.

The question of the 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
Suzanne White	AYE
Dr. Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

GC-CDA
ENTERED
6-21-22
CB

Resolution #16

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY
AUTHORIZING THE EXECUTIVE DIRECTOR TO ACCEPT PROPOSAL FROM
LAND DESIGN ASSOCIATES FOR BOUNDARY/TOPOGRAPHICAL SURVEY
SERVICES, INCLUDING ADDENDUM #1, AT CONNOLLY SCHOOL AND
ADJACENT PARCEL AT NANCY COURT PUMP STATION**

WHEREAS the Glen Cove Community Development Agency (GC-CDA) was granted funding through the Community Development Block Grant for professional services associated with acquisition activities.

WHEREAS the GC-CDA requested proposals from qualified engineering firms on the City of Glen Cove on-call list for qualified firms, to conduct a boundary/topographical survey and metes and bounds description with mark-out at Connolly School and adjacent parcel at the Nancy Court Pump Station S/B/L 23/42/142 and S/B/L 23/42/127.

WHEREAS the Director of Public Works for the City of Glen Cove and the Executive Director of the GC-CDA reviewed the proposals received and found Land Design Associates proposal in the amount of \$12,660.00 was found to be both qualified and cost-effective and recommends implementation of same.

RESOLVED, the Executive Director shall be authorized to engage the services of Land Design Associates for boundary/topographical survey services at Connolly School and adjacent parcel at Nancy Court Pump Station at a cost of \$12,660.00, to be paid in two (2) installments of approximately \$6,330.00 as per the attached proposal with funding from the Community Development Block Grant Acquisition activity program line.

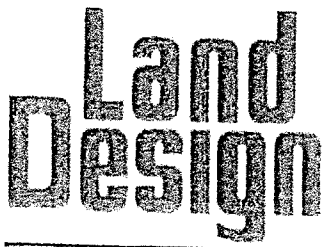
The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

VOTING

Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley, Vice Chair	Absent
GiGi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

GC-CDA
ENTERED
6-21-22
OB



LAND DESIGN ASSOCIATES
ENGINEERING, SURVEYING, AND
LANDSCAPE ARCHITECTURE, D.P.C.

ROBERT BROWN, LS
ROBERT MANNIELLO, RLA

JOSEPH CELENTANO, PE

June 10, 2022

Ann S. Fangmann, AICP
Executive Director, Glen Cove CDA & IDA
City Hall
9 Glen Street
Glen Cove, NY 11542

PROPOSAL: **BOUNDARY SURVEY AND TOPOGRAPHICAL SURVEY (INCLUDING ADDENDUM #1)**
For The Property At:
Connolly Elementary School and Adjacent Parcel
Glen Cove, New York
NCTM# 23-42-142 & 127

Dear Ms. Fangmann;

Pursuant to your request of June 3, 2022, we are pleased to submit this Professional Services Proposal for your review and consideration for our anticipated work effort for the above-mentioned property.

ANTICIPATED SCOPE OF SERVICES

Our anticipated Scope of Services would include the following:

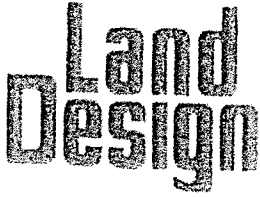
- Boundary survey and topographic survey of Connolly School and adjacent parcel, providing 1' contours in grass areas, spot elevations in parking area at 25' grid, and utility locations (all at 1" = 30' scale).

REMUNERATION

Our professional fee will be based on a lump-sum fee for the item listed above of:

Lump Sum Fee.....\$12,660.00

Work is anticipated to begin 2 weeks after authorization to proceed and be completed in approximately 5 weeks thereafter.



All drawings, maps, etc. to be provided in AutoCAD and PDF format with hardcopy prints.

In addition, any direct out-of-pocket expenses such as, but not limited to: Printing costs, photography, reproduction, mailing and deliveries and similar expenses shall be billed at cost as incurred.

Please indicate your acceptance by signing below and returning proposal to our office.

We thank you for the opportunity to provide you with our proposal. Please do not hesitate to contact our office with any questions or concerns.

Sincerely,

LAND DESIGN ASSOCIATES
Engineering, Surveying & Landscape Architecture, D.P.C.

Robert W. Brown, L.S.
Principal

Proposal Accepted:

Signature

Date

Printed Name

Ann Fangmann

From: Bob Brown <ldacg@optonline.net>
Sent: Tuesday, June 21, 2022 5:27 PM
To: Ann Fangmann
Subject: RE: Proposal - Connolly School and Adjacent Parcel Survey

That is fine. Bob B

On Jun 21, 2022 5:23 PM, Ann Fangmann <afangmann@glencovecda.org> wrote:

Good Evening-

Sorry for the short notice but I intend for the CDA Board to accept the proposal of Land Design Associates at tonight's meeting. In speaking with my CFO, it would be preferable for the total proposal amount of \$12,660.00 to be broken down in two (2) installments of approximately \$6,330.00 payable upon receipt of draft and final deliverables respectively.

Please confirm that this is acceptable by email or send an amended proposal for execution at your earliest convenience.

Thank you very much-

Ann S. Fangmann, AICP

Executive Director, Glen Cove CDA & IDA

City Hall - 9 Glen Street

Glen Cove, NY 11542

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