

The Glen Cove Community Development Agency (CDA) held a regular business meeting on Tuesday, October 25, 2022 in the 2nd floor conference room of City Hall. Chairperson Panzenbeck officially called the meeting to order at 6:02PM. The following members were present:

CDA BOARD MEMBERS:

Chairperson Panzenbeck
Vice Chair Hartley
Francine Koehler
Dr. Danielle Willis

ALSO PRESENT:

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

ABSENT:

Gigi Ferrante
Nelson Rivera
Suzanne White

MINUTES:

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA board meeting held September 27, 2022 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
Suzanne White
Dr. Danielle Willis

VOTING

AYE
AYE
Absent
AYE
Absent
Absent
AYE

EXECUTIVE DIRECTOR REPORT:

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

New York Forward (NYF)

Grant submission took place on 9-22-22. This very competitive downtown revitalization grant in the amount of \$4.5 million entailed public engagement and outreach with the residents and local businesses. The City of Glen Cove was one of six municipalities contacted by Long Island Regional Economic Development Council (LIREDC) to make a presentation on the City’s vision to utilize the funds if granted. On October 26th, Mayor Panzenbeck, Deputy Mayor McNaughton, Jocelyn Wenk and Ann Fangmann are scheduled to make the presentation. Ms. Fangmann complimented Jocelyn Wenk for writing an excellent grant application, her hard work in the public outreach efforts, and for putting together a comprehensive presentation for the LIREDC.

Western Gateway Climate Vulnerability Assessment and Adaptation Strategies

Overview: The City has a \$50,000 NYSDEC Climate Smart Communities (CSC) grant for the Western Gateway project—a study to assess hazards and plan for the impacts of climate change on the south side of Glen Cove Creek (Shore Road / Morris Avenue / Glen Cove Avenue). \

Status: A virtual Public Work Session was held on 9-21-22. On 10-6-22, CDA submitted a Master Grant Contract extension request to NYSDEC. On 10-18-22 CDA and DPW staff

participated in a Teams meeting with GZA to discuss concept plan for tree planting at City Stadium; GZA will prepare concept plan. Next steps also include environmental review (the Western Gateway project is anticipated to be a Type II action under SEQRA), preparation of a final draft plan, plan adoption by City Council, and a Council resolution to take the CSC pledge. A grant extension for 1 year was submitted by Jocelyn Wenk.

Downtown Parking Connections

Overview: Through the ESD Strategic Planning and Feasibility Studies Program, the City has been awarded a grant to conduct a Traffic Access and Feasibility Study for the proposed installation of a new one-way street connecting School Street to the Brewster Street Parking Garage. The study evaluates the potential for creating a new vehicular access to the Brewster Street Parking Garage from School Street, as well as the feasibility of providing ADA access to the garage and enhancing the existing pedestrian access from School Street to the garage. *Status:* LiRo is preparing Final Report. CDA staff presented Downtown Parking Connections project at 10-18-22 Pre-Council meeting. Resolution to approve 8-29-22 LiRo proposal totaling \$34,024 to provide additional survey and design services relative to improving pedestrian access into the Brewster Street garage (and the elimination of curb extension bump-outs on School Street so as to provide additional on-street parking) was on 9-27-22 Council agenda. Downtown Parking Connections implementation is anticipated to be added onto DPW's roadway program.

Rehabilitation of the Morgan Park Seawall

Overview: Through the DASNY State and Municipal (SAM) Facilities Program (SAM #21566), the City has a grant to structurally restore the seawall at Morgan Memorial Park. The State funding amount is \$250,000 for construction, with a local match totaling \$300,000.

Status: The LandTek Group prepared a proposal for rehabilitation of a portion of the Morgan Park seawall; a resolution authorizing the Mayor to accept the proposal was approved at the 9-27-22 Council meeting (the resolution was retroactive to 9-13-22 to enable contractors to take advantage of warm weather in late summer and early fall). The City of Glen Cove is piggybacking on LandTek's contract with Eastern Suffolk BOCES. Ms. Fangmann noted that a request for additional funding has been requested through Assemblyman Lavine's office.

FINANCE REPORT:

Margo Zoldessy provided the members with the budget to actual January through September 2022:

CDA (Budget to Actual Jan thru Sept'22)

Financial update for the period of Jan thru Sept'22 compared to the annual budget are as follows.

Revenue

CDBG Grant Revenue: \$250 k incurred as compared to the annual budget of \$472 k

Expenses

Salaries and benefits: \$145 k incurred as compared to the annual budget of \$214 k

Professional Expenditures: \$ 8 k incurred as compared to the annual budget of 8 k

Other expenses: \$ 2.4 k incurred as compared to the annual budget of \$5.8 k

Operating Results: \$ 283 dollar surplus

Section 8 (Budget to Actual Jan thru Sept'22)

Financial update for the period of Jan thru Sept'22 compared to the annual budget are as follows:

Revenue

HAP Revenue: \$ 3.8 million received from HUD compared to the annual budget of \$5.1m

HAP Admin: \$ 361k received compared to the annual budget of \$395 k

Interest: \$ 745 compared to the annual budget of \$623

Expenses

Salaries and benefits: incurred for \$255 k compared to the annual budget of \$322 k

Expenditures: for HAP (housing assistance payments) incurred for \$ 3.7 million compared to the annual budget of \$5.1 million

Professional Expenditures: incurred \$ 53 k as compared to the annual budget \$54.5

Other expenses: incurred \$ 15 k as compared to the annual budget of \$19 k

Operating Results: \$ 139 k surplus

UNFINISHED BUSINESS:

Intergovernmental Agreement (IGA) with Glen Cove Housing Authority (GC-HA) to Administer the Rental Assistance Demonstration (RAD) Conversion/Section 18 Blend Units.

Ms. Fangmann provided the members with an update of events that have taken place to-date. The CDA approved the IGA at its 8/23/22 board meeting. The City Council approved the Cooperative Agreement with Glen Cove Housing Authority at its 8/23/22 meeting as well. The CDA received a letter from HUD approving the CDA as a regulatory agency for this transaction. Next step is for the CDA to enter into Housing Assistance Payment (HAP) agreements with HUD, which may entail up to four (4) separate agreements. The CDA has compiled a streamlined list of questions to be addressed with HUD via our attorney John Moss. A conference call with HUD officials, Mr. Moss and CDA/Section 8 staff took place on October 20th and added more clarity to the situation. Ms. Fangmann noted Ping from the HUD Regional Office feels that closing is unlikely to take place in 2022; most likely 1st quarter in 2023 if the Housing Authority progresses through the documentation required.

Auditor RFP: Ms. Fangmann provided the members with an update on this matter. EFPR Group, who has served as the CDA's auditors for the past five (5) years, has chosen not to submit a proposal to continue auditing services for the 2022 audit. An RFP was released in July 2022 and five responses were received. Those responses were distributed to the audit/finance committee for review as well as the CDA Executive Director and CFO who determined that two of the respondents were most qualified to conduct auditing services applicable to our governmental agencies: Cullen & Danowski and PKF O'Connor Davies. Upon an in-depth review of the proposals submitted and reference check, the CDA Executive Director and CFO felt strongly that PKF O'Connor Davies is most qualified and further discussions with the partners took place to negotiate their fees. The CDA shared that information with the audit/finance committee and the finance committee concurs that board approval should be made to accept the proposal of PKF O'Connor Davies.

NEW BUSINESS:

Ms. Fangmann informed the board that Section 8 requires criminal background checks to be conducted on all new applicants. It has been the agency's procedure to have the applicant get a criminal background check done on their own in which the agency would reimburse them for the cost of the report. Per HUD guidelines, the agency is required to provide reasonable accommodation to disabled applicants and a situation arose whereby an applicant was unable to obtain a criminal background check due to their disability. Angelina Curcio researched a program called MRI Real Estate Software program to conduct criminal background checks via the Section 8's HAPPY software program. Ms. Fangmann advised the board that this was a needed methodology for not only

this applicant but that there will be more situations in the future, especially with the proposed expansion of Section 8.

Having no further questions from the board members, Chairperson Panzenbeck made a motion to adopt Resolutions 7(a) and 7(b):

Resolutions:

7(a) Resolution of the Glen Cove CDA authorizing the Chairperson and/or Executive Director to accept the proposal of PKF O’Connor Davies to provide auditing services for the CDA and Section 8 Agency audits.

7(b) Resolution of the Glen Cove CDA authorizing the Executive Director to enter into an agreement for screening services for the Section 8 Agency with MRI Real Estate Software effective 10-11-22.

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

<u>CDA MEMBERS</u>	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
<i>Gigi Ferrante</i>	<i>Absent</i>
Francine Kohler	AYE
<i>Nelson Rivera</i>	<i>Absent</i>
<i>Suzanne White</i>	<i>Absent</i>
Dr. 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 to adjourn carried as follows:

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

The CDA Board Meeting adjourned at 6:22 p.m.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

Adopted 01-10-2023