

The Glen Cove Community Development Agency (CDA) held its annual organizational meeting in the 2nd floor conference room of City Hall on Tuesday, January 10, 2023. Chairperson Panzenbeck welcomed the 2023 slate of board members to the meeting and officially called the meeting to order at 6:10PM. The following members were present:

CDA BOARD MEMBERS:

Chairperson Panzenbeck
Gigi Ferrante
Francine Koehler
Dr. Danielle Willis

ALSO PRESENT:

Ann S. Fangmann – Executive Director
Camille Byrne, Secretary

ABSENT:

Vice Chair Vincent Hartley
Nelson Rivera
Suzanne White
Margo Zoldessy, CFO

MINUTES:

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held October 25, 2022 and asked for a second. The motion was seconded by Dr. Danielle Willis. Motion carried as follows:

CDA MEMBERS

Chairperson Panzenbeck
Vice Chair Hartley
Gigi Ferrante
Francine Kohler
Nelson Rivera
Suzanne White
Dr. Danielle Willis

VOTING

AYE
Absent
AYE
AYE
Absent
Absent
AYE

EXECUTIVE DIRECTOR REPORT:

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

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 (\$100,000 for engineering/inspection, plus \$200,000 for construction). Budget totals \$550,000. As of January 2023, construction is complete. Invoice totaling \$449,654.96 received from LandTek on 1-6-23 and is under review by CDA as of 1-9-23; CDA will submit for reimbursement from DASNY.

City of Glen Cove Comprehensive Plan with Sustainability Elements

Overview: The City of Glen Cove’s new Comprehensive Plan with Sustainability Elements will guide the City’s investment, development, and growth over the next decade. The plan will include 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 GEIS will be prepared in conformance with 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 PlanGC. Grant funding will be used for contractual services: professional planning and environmental consulting services to assist with PlanGC preparation.

Status: As of 12-29-22, master grant contract with NYSDOS was fully executed. After getting the go-ahead from NYSDEC, CDA entered budget and work plan, and uploaded insurance documents, to Grants Gateway on 11-3-22. Project initiation meeting with City/CDA, NYSDEC, and NYSDOS was held on 12-13-22 and meeting summary emailed to both agencies on 12-15-22. RFP anticipated to be released in late

January 2023. List of potential Comprehensive Planning Committee (CPC) members to be reviewed with the Mayor in January 2023.

Lead Service Line Replacement Program (LSLRP)

Overview: NYSDOH awarded Glen Cove a LSLRP grant in August 2019 totaling \$627,327. The State is awarding the grants to municipalities across New York State as part of an initiative to replace residential drinking water lead service lines. Walden Environmental Engineering is providing professional engineering and inspection services (Contract value = \$62,660), and Maccarone Plumbing Inc is providing construction services (contract value is based on the number of LSLs identified in the City).

Status: As of 1/4/22, 4 LSLs have been identified: 3 LSL upgrades have been completed (Valentine St, Duck Pond Rd, Crescent Beach Rd), and the remaining 1 LSL (Tower Rd) is being coordinated. The City is currently looking to identify funding to pay for this upgrade.

Fire Dept. Emergency Equipment Project

Overview: The City has submitted a \$250,000 grant to DASNY for the purchase of emergency equipment for the Fire Department.

Status: Fully executed GDA was received on 5/26/22. The Fire Dept has Purchase Orders out for 26 sets of turnout gear and 19 Scott air packs - nothing has been delivered yet – Justin will advise when the equipment is delivered, and invoices are in hand.

Animal Shelter Dog Isolation Unit and Runs Project

Overview: City has a \$50,000 DASNY grant (with \$13,500 local match) to construct dog isolation units and runs at the Animal Shelter, intended to quarantine sick or new dogs from healthy dogs. CDA working with DPW to coordinate project engineering.

Status: Grant closed out and all disbursements have been received. Construction was completed by Westar in December. The City PR office is currently coordinating a date/time for a ribbon cutting event to celebrate this project.

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, the well collapsed and was deemed unsalvageable. No significant financial implications are expected; however, Change Orders are expected for all contractors. The re-drilling of the new well began late November/early December and is expected to be completed in March 2023. The new project substantial completion date is July 2023

- 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 will receive \$1,000,000 through the US EPA STAG program to rehab 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, but an award letter has not been received (expected sometime in early 2023). The EPA application was submitted 11/30/22. The CDA is currently finalizing a bid book and contract for the procurement of a construction contractor.

Duck Pond Rd Well Station

Overview: The City will receive 1) \$3,000,000 from the EFC WIIA program, and 2) \$3,452,972 in federal appropriations through EPA STAG to purchase and install a new Packed Tower Aeration System (PTAS) and permanent generator for the Duck Pond Rd Well Station.

Status: The construction bid is targeted for release in 2023, and construction anticipated to begin in 2024. The Project Engineer (D&B) is currently working on preliminary engineering for the project.

- EFC WIIA GRANT - The City is waiting to receive a grant contract for the EFC WIIA award (an award letter was already issued).
- EPA STAG GRANT – The City is waiting to receive next steps from the EPA on this grant. If the process is the same as Nancy Court, an application will have to be submitted through Grants.gov before receiving an award letter and contract. The funding was approved in the federal appropriations bill that passed in late December 2022.

FINANCE REPORT:

The Chief Financial Officer was not present at the meeting, but provided the members with the budget-to-actual for the CDA and Section 8 (January through December 2022). The financial results are preliminary due to the year end adjustments.

CDA (Budget to Actual Jan thru Dec'22)

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

CDA highlights are listed below:

Revenue

CDBG Grant Revenue: \$396k incurred as compared to the annual budget of **\$472k**

Expenses

Salaries and benefits: \$193k incurred as compared to the annual budget of **\$214K**

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

Other expenses: \$ 26k incurred as compared to the annual budget of **\$5.8 k**

Operating Results: \$ 24k surplus

Note: Year end accrual entries are not completed

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

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

Section 8 highlights are listed below:

Revenue

HAP Revenue: \$ 4.98 million received from HUD compared to the annual budget of **\$5.1m**

HAP Admin: \$ 433k received compared to the annual budget of **\$395k**

Interest: \$1,152 compared to the annual budget of **\$623**

Expenses

Salaries and benefits: incurred for **\$337k** compared to the annual budget of **\$322k**

(does not include accrual year end entries)

Expenditures: for HAP (*housing assistance payments*) incurred for **\$ 4.9 million** compared to the annual budget of **\$5.1 million**

Professional Expenditures: incurred **\$ 63k** as compared to the annual budget **\$54.5**

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

Operating Results: \$ 103k surplus

Note: Year end accrual entries are not completed.

CARES Act Funds Update

CARES Act Funds: \$148k CARES Act Funds received have been expended at 12/31/21.

UNFINISHED BUSINESS:

Chairperson Panzenbeck announced that within each member’s board packet is an Oath of Office card and Acknowledgement of your Fiduciary Duty. The members were asked to sign them and return to the Secretary this evening as well as to sign the oath of office book for 2023. She also announced that included in the board packets are the following forms that may take more of your time to review and complete so I ask that you please complete and return these forms to the Secretary at earliest convenience, but not later than January 31, 2023:

- Conflict of Interest / Code of Ethics Policy for 2023
- Annual Financial Disclosure Statement pertaining to 2022 activity

NEW BUSINESS:

Chairperson Panzenbeck announced that this is our annual organizational meeting where we appoint officers of the board, form committees and other administrative business pertaining to banking, board meeting schedule and record retention. The CDA also received an extension agreement for legal services from the law firm of John K. Moss that was included in your board packets. The Glen Cove Housing Choice Voucher Program Administrative Plan contains the policies and procedures of administering the Glen Cove Section 8 Housing Choice Voucher Program. There are no changes to the plan currently in force; therefore, there is no need to hold a public hearing to discuss changes or amendments as there are none. HUD requires the Plan to be certified annually by the State or Local Official of the municipality in which the program is administered. For the first time in 2023 the Executive Director of the CDA is also required to certify the plan. There is a resolution authorizing the Executive Director to sign the certifications for the Administrative Plan.

RESOLUTIONS:

7a) Resolution of the Glen Cove CDA for Annual Appointment of Officers:

Vice Chairperson/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) Resolution authorizing bank signatories for Glen Cove CDA 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 appointing members to the CDA Audit/Finance Committee.

- Vincent C. Hartley, Committee Chairperson
- Danielle Willis, Committee Member
- Suzanne White, Committee Member

7d) Resolution appointing members to the CDA Governance Committee.

- Pamela D. Panzenbeck, Committee Chairperson
- Francine Kohler, Committee Member
- Nelson Rivera, Committee Member

7e) Resolution approving the 2023 CDA meeting schedule (included in board packets).

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

7g) Resolution authorizing extension of CDA legal service agreement with John K. Moss, P.C. (included in board packets)

7h) Resolution of the Glen Cove CDA authorizing the Executive Director to certify the Glen Cove Housing Choice Voucher Program (NY 121) Annual Administrative Plan for FY 2023

Chairperson Panzenbeck asked the members if there were questions about these resolutions? As there were no questions, Chairperson Panzenbeck made a motion to adopt resolutions 7a through 7h and asked for a second. Motion seconded by GiGi Ferrante. Motion carried as follows:

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

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 GiGi Ferrante. Motion carried as follows:

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

The CDA meeting adjourned at 6:40 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

Adopted 3/14/23