

The Glen Cove Community Development Agency (CDA) held a rescheduled regular business meeting in the second-floor conference room of City Hall on Thursday, May 4, 2023. Chairperson Panzenbeck officially called the meeting to order at 6:09PM. The following members were present:

CDA BOARD MEMBERS:

Chairperson Panzenbeck
Gigi Ferrante
Francine Koehler
Nelson Rivera
Dr. Danielle Willis

ALSO PRESENT:

Ann S. Fangmann – Executive Director
Camille Byrne, Secretary

ABSENT:

Vice Chair Vincent Hartley
Suzanne White

MINUTES:

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held Mar 28, 2023 and asked for a second. Dr. Danielle Willis seconded the motion. 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
AYE
Absent
AYE

EXECUTIVE DIRECTOR REPORT:

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

City of Glen Cove Smart Growth Comprehensive Plan with Sustainability Elements

Overview: The City of Glen Cove’s Smart Growth Comprehensive Plan with Sustainability Elements will guide the City’s investment, development, and growth over the next decade or more. 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. For the SGCP Program, the City will provide a \$50,000 local cash match for contractual services. For the CSC Program, the City is providing a \$50,000 local in-kind match. The City’s contract with BFJ Planning for planning and environmental consulting services for the Comprehensive Plan totals \$202,500.

Status: As of 12-29-22, master grant contract with NYSDOS was fully executed. As of 3-7-23, master grant contract with NYSDEC was fully executed. 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. Following RFP and selection process, a Council resolution was passed on 4-11-23 authorizing acceptance of BFJ Planning’s proposal and authorizing the Mayor to enter into an agreement with BFJ. Kickoff meeting with City/CDA, BFJ team, NYSDOS, and NYSDEC was held on 4-27-23. Invitations to Core Working Group (CWG) and Comprehensive Planning Committee (CPC) members will be sent on 5-4-23. The initial CWG meeting will be held on 5-25-23; initial CPC meeting will be held on 6-22-23; and initial public workshop will be held on 6-29-23.

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 USEPA reviewed and approved the bidding documents. On 4.26.23 the USEPA reaffirmed that there is no specific DBE % goal for the project and that the bidding language used was sufficient in this regard. The construction bid was released in March 2023 with the bid opening held on 3.29.23. The Project Engineer (D&B) and Purchasing Office reviewed the bids and is recommending that the following lowest responsible bidders be 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.

Veteran's Memorial Monument

Overview: The City will receive a \$75,000 Nassau County CRP grant to fund the commissioning of a bronze sculpture that commemorates the Harlem Hellfighters. The City will supplement this project with ~\$58k in capital funds already in place.

Status: In Sept 2022, the City met with Fred Nielson, and it was decided the original project scope (star design pathway, etc) would be better off done with private donations (which Fred will gather), and the CRP funds would instead be used for a new project (bronze sculpture commemorating the Harlem Hellfighters). The City will supplement the sculpture project with ~\$58k in capital funds already in place. The City Council approved a not to exceed \$16,000 contract for the Artist, Michael Katok at the 4.11.23 meeting. CDA is currently working with Fred and the Purchasing Office to procure the foundry company and continues to discuss the future of the walkway component with all involved parties.

Municipal ZEV Infrastructure

Overview: NYSDEC Zero-emission Vehicle (ZEV) Infrastructure Grant Program. Grant funding in the amount of \$47,774.10.

Status: City received award letter on 4-14-23. Master grant contract will be developed in NYS Grants Gateway.

Salt Storage Shed

Overview: NYSDEC Water Quality Improvement Program (WQIP). 2022 CFA Application. Grant funding request of \$233,332 with local match of \$116,666.

Status: City received award letter in late April 2023.

In the absence of Margo Zoldessy, CFO, the **Finance Report** for this evening was distributed to the members as follows:

FINANCE REPORT:

CDA (Budget to Actual Jan thru Mar'23)

Financial update for the period of Jan through Mar'23 compared to the annual budget are as follows.

Revenue:

CDBG Grant Revenue: \$ 80 k incurred as compared to the annual budget of \$483 k

Expenses:

Salaries and benefits: \$52 k incurred as compared to the annual budget of \$207 k

Professional Expenditures: \$ 100 incurred as compared to the annual budget of 8 k

Other expenses: \$642 incurred as compared to the annual budget of \$6 k

Operating Results: \$ 2 k surplus

Section 8 (Budget to Actual Jan thru Mar'23)

Financial update for the period of Jan thru Mar'23 compared to the annual budget are as follows

Revenue:

HAP Revenue: \$ 1.24 million received from HUD compared to the annual budget of \$5m

HAP Admin: \$ 110 k received compared to the annual budget of \$415 k

Interest: \$ 812 compared to the annual budget of \$ 1k

Expenses:

Salaries and benefits: incurred for \$ 77 k compared to the annual budget of \$332 k

Expenditures: for HAP (housing assistance payments) incurred for \$1.26 million compared to the annual budget of \$5 million

Professional Expenditures: incurred \$ 4.3 k as compared to the annual budget \$ 55k

Other expenses: incurred \$ 1.4 k as compared to the annual budget of \$28 k

Operating Results: \$ 20 k surplus

UNFINISHED BUSINESS:

Ms. Fangmann provided the members with an update on the status of the proposed RAD conversion that the CDA has been in discussion about with the Glen Cove Housing Authority (GC-HA). In a conference call with the GC-HA, HUD, legal counsel/consultants to both parties and representatives from the lender to the GC-HA, it became apparent that for numerous reasons identified during that call on 5/1/23, that the GC-HA would be best off to pursue an alternative entity for the administration of the RAD conversion and program. Each transaction is unique and the proposed conversion has complexities beyond the structural and financial capacity of the CDA at this time. The CDA is proud of its current Section 8 Housing Choice Voucher program administered by only two full-time staff members. The Executive Director, Executive Assistant and CFO share responsibilities across three other agencies, including CDA programs not related to Section 8, the IDA and the GCLEAC. The CDA has worked over the last year to find a path forward but the changing parameters of the assignment (waiver) and additional budgetary restrictions that recently became known have tied our hands. We are fully supportive of the Housing Authority reaching out to NYS HCR and stand ready to withdraw the CDA's status as administrative entity for the RAD conversion. Ms. Fangmann thanked HUD, the Housing Authority and the other individuals who have dedicated valuable time to this assignment. We would like to see the program succeed and recognize that the key to that success may lie elsewhere.

NEW BUSINESS:

Chairperson Panzenbeck asked Ms. Fangmann to provide the members with an update on two New Business matters pertaining to personnel:

- (1) Recruitment of a Grant Administrator
- (2) Merit based hourly increase to Jocelyn Wenk – Senior Grant Administrator.

Ms. Fangmann informed the members that the recruitment process produced only a handful of candidates; however, one in particular had excellent experience and references well suited for the position. The resume and references on Lynn Brooks-Avni were included in the board member packets along with an offer letter for part-time employment. Ms. Fangmann informed the members that while we were planning to replace a full-time Grant Administrator, Ms. Brooks-Avni was interested in part-time and given her credentials, it is felt that she would be able to manage the administration of grants in a part-time schedule. A resolution to hire Ms. Brooks-Avni in accordance with an offer letter distributed to the board is being sought this evening.

Ms. Fangmann informed the members that Jocelyn Wenk has been with the Glen Cove CDA for six years and was promoted to Senior (part-time) Grant Administrator in 2022. Jocelyn continues to demonstrate a strong work ethic, attention to detail and has taken on the coordination of updating the City of Glen Cove's Comprehensive Plan which is a major undertaking. Given these circumstances, Ms. Fangmann is seeking board approval to increase Ms. Wenk's hourly rate to \$40.00 per hour.

As there were no further questions concerning the New Business/Personnel matters, Chairperson Panzenbeck made a motion to adopt CDA Resolutions 7(a) and 7(b):

7. Resolutions:

- 7(a) Resolution of the Glen Cove CDA authorizing the Executive Director to hire Lynn Brooks-Avni as part-time Grant Administrator in accordance with the offer of employment distributed to the board.

7(b) Resolution of the Glen Cove CDA authorizing the Executive Director to approve a merit based hourly increase to Jocelyn Wenk, Part-time Senior Grant Administrator, to \$40.00 per hour effective May 8, 2023.

As there were no questions about these resolutions, Chairperson Panzenbeck asked for a second on resolutions 7(a) and 7(b). Motion seconded by GiGi Ferrante. Motion carried as follows:

| | <u>VOTING</u> |
|------------------------|----------------------|
| Chairperson Panzenbeck | AYE |
| Vice Chair Hartley | Absent |
| Gigi Ferrante | AYE |
| Francine Kohler | AYE |
| Nelson Rivera | AYE |
| Suzanne White | Absent |
| 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 Francine Kohler. Motion carried as follows:

| | <u>VOTING</u> |
|------------------------|----------------------|
| Chairperson Panzenbeck | AYE |
| Vice Chair Hartley | Absent |
| Gigi Ferrante | AYE |
| Francine Kohler | AYE |
| Nelson Rivera | AYE |
| Suzanne White | Absent |
| Danielle Willis | AYE |

Meeting adjourned at 6:31 p.m.

Respectfully submitted,

Camille Byrne, Board Secretary

Adopted 7/25/2023