

The Glen Cove Community Development Agency (CDA) held a regularly scheduled business meeting in the second-floor conference room of City Hall on Tuesday, July 25, 2023. Chairperson Panzenbeck officially called the meeting to order at 6:02PM. The following members were present:

**CDA BOARD MEMBERS:**

Chairperson Panzenbeck  
Vice Chair Vincent Hartley  
Gigi Ferrante  
Francine Koehler  
Nelson Rivera  
Dr. Danielle Willis

**ALSO PRESENT:**

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

**ABSENT:**

Suzanne White

**MINUTES:**

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held May 4, 2023 and asked for a second. Vice Chair Hartley 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  
AYE  
AYE  
AYE  
AYE  
Absent  
AYE

**EXECUTIVE DIRECTOR REPORT:**

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

**Community Development Block Grant (CDBG) 49<sup>th</sup> Year (9/1/23 – 8/31/24)**

Nassau County Office of Community Development sent the award letter for CDBG 49<sup>th</sup> year in the amount of \$563,000 versus our application amount of \$499,500. This is an increase of \$63,500 for the public facilities improvement of Austral Avenue Park.

**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). GZA GeoEnvironmental of New York is providing professional planning and environmental consulting services for the Western Gateway project. *Status:* Final steps include plan adoption by Council; Council resolution to take CSC pledge; and uploading of deliverables to CSC Portal. Resolution will be on July 25, 2023 Council agenda and Ann Fangmann attended July 18 Pre-Council meeting to answer Council members’ questions. Master Grant Contract extension request to 3-14-24 approved by the State.

**Morgan Park Seawall Phase II Rehabilitation (including the Teahouse/Arbor); Beach Pavilions Restoration**

*Overview:* The City anticipates receiving DASNY SAM grant funding in the amount of \$500,000 to complete rehabilitation of the Morgan Park Seawall (as well as the teahouse/arboret at the seawall’s north end) and to restore the Morgan Park beach pavilions. The anticipated total project cost as per cost estimates from LandTek and Crossroads is \$653,903 (the local match would be \$153,903). The Project ID is #25964. *Status:* The Preliminary DASNY SAM Application was submitted to NYS Assembly (Ways & Means) on 4-20-23 and also submitted to Assemblyman Lavine’s office. Diligence documentation request paperwork submitted to DASNY on 7-20-23.

### **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. EPA reviewed and approved the bidding documents. On 4/26/23 the EPA 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 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. Construction work is anticipated to begin once the pump station may be taken off-line, likely in early fall, following the completion of the Seaman Road Well project and peak water usage season.

### **CCTV Integration at the Ferry Terminal**

*Overview:* FEMA FY 2023 Port Security Grant Program (PSGP). Grant funding of \$18,000. No local match is required.

*Status:* City was informed of award via email from Frank Fiumano on 7/25/23.

### **Maccarone Stadium Basketball Courts**

The City Stadium basketball court renovation is underway. Resurfacing of the courts, restriping, and the purchase and installation of basketball hoops/backboards was funded through the CDBG 47<sup>th</sup> and 48<sup>th</sup> year combined funding. Upon completion, a ribbon cutting will be organized inviting the Nassau County Executive and Office of Community Development as well as the City of Glen Cove Mayor, Council, Recreation and CDA staff and board members.

### **FINANCE REPORT:**

Margo Zoldessy, CFO, provided the members with an overview of the CDA and Section 8 budget to actual for the period January through June 2023. Highlights as follows:

### **CDA (Budget to Actual Jan through Jun'23)**

#### Revenue:

- CDBG Grant Revenue: \$172k incurred as compared to the annual budget of \$483k

#### Expenses:

- Salaries and benefits: \$96k incurred as compared to the annual budget of \$207k
- Professional Expenditures: \$5k incurred as compared to the annual budget of \$8k
- Other expenses: \$1.1k incurred as compared to the annual budget of \$6k

Operating Results: \$3k surplus

### **Section 8 (Budget to Actual Jan through Jun'23)**

#### Revenue:

- HAP Revenue: \$2.5 million received from HUD compared to the annual budget of \$5m
- HAP Admin: \$215k received compared to the annual budget of \$415k

#### Interest:

- \$2k compared to the annual budget of \$1k

#### Expenses:

- Salaries and benefits incurred for \$169k compared to the annual budget of \$332k

Expenditures:

- HAP (*housing assistance payments*) incurred for \$2.6 million compared to the annual budget of \$5 million
- Professional Expenditures incurred \$54k as compared to the annual budget \$55k
- Other expenses incurred \$4k as compared to the annual budget of \$28k

Operating Results: \$102k loss

- \$60k due from HUD for HAP Payments
- \$23k not allowed vacancy payments
- \$Beg RNP cash (43k) on hand and reduced HAP Payments by that amount

**UNFINISHED BUSINESS:**

Ms. Fangmann provided the members with an update on the status of the following matters:

- Proposed RAD conversion of the Glen Cove Housing Authority (GC-HA) to be administered by the Glen Cove CDA: Following the lengthy process of discussions, emails and negotiations regarding this matter, notification was given by the CDA to the GC-HA and HUD that proposed conversion has complexities beyond the structural and financial capacity of the CDA and that the CDA is formally withdrawing from the Intergovernmental Agreement (IGA) entered with the GC-HA on August 23, 2022. Board approval is requested this evening to adopt a resolution formally withdrawing from the IGA so that the GC-HA can submit the formal withdrawal to HUD in an effort to pursue other partnership for administration of the RAD conversion.
- Recruitment of a Grant Administrator: Ms. Fangmann reminded the board that although they voted to hire an applicant for this position at the May 4<sup>th</sup> meeting, the applicant rendered a last-minute decision to accept another position. The recruitment process has been lengthy and Koorosh Leibowitz was found to be qualified for the position. Board approval is requested this evening to hire Mr. Leibowitz in accordance with the terms of his employment stipulated in the offer letter also distributed to the board. Following board approval, the intent is for Mr. Leibowitz to start on August 1<sup>st</sup>.

**NEW BUSINESS:**

Ms. Fangmann and Ms. Zoldessy provided the members with an overview of how the HUD (Section 8) fiscal year ending 3-31 adds more financial reporting not only by the CFO but the Auditors because it is in conflict with the fiscal year ending of CDA and IDA/LEAC of 12-31. HUD informed Ms. Zoldessy that there is a procedure to make a request to change the fiscal year end date to 12-31 and the first step is to obtain board approval to do so. A resolution to make that change is being sought this evening for consistency with financial reporting of the programs managed by the Agency.

Chairperson Panzenbeck made a motion to adopt CDA Resolutions 7(a), 7(b) and 7(c):

**RESOLUTIONS:**

- 7(a) Resolution of the GC-CDA withdrawing its participation in the Intergovernmental Agreement entered with the GC-HA on August 23, 2022 to Administer the GC-HA's Rental Assistance Demonstration (RAD)/Section 18 Conversion Units under the GC-CDA's Annual Contributions Contract (ACC) with U.S. Department of Housing and Urban Development (HUD).
- 7(b) Resolution of the GC-CDA authorizing submission of a request to HUD to change the fiscal year ending for GC-HCVP from 3/31 to 12/31 for consistency with financial reporting of the programs managed by the Agency.
- 7(c) Resolution of the Glen Cove Community Development Agency Authorizing the Executive Director to hire Koorosh Leibowitz as the full-time grants administrator.

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

	<b><u>VOTING</u></b>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
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 Vice Chair Hartley. Motion carried as follows:

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

Meeting adjourned at 6:28 p.m.

Respectfully submitted,

Camille Byrne, Board Secretary

*Adopted 9-26-2023*