

The Glen Cove Community Development Agency (CDA) held a regularly scheduled business meeting in the second-floor conference room of City Hall on Tuesday, December 12, 2023. Chairperson Panzenbeck officially called the meeting to order at 6:06PM. The following members were present:

**CDA BOARD MEMBERS:**

Chairperson Panzenbeck  
Vice Chair Vincent Hartley  
Nelson Rivera  
Dr. Danielle Willis

**ALSO PRESENT:**

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

**ABSENT:**

Gigi Ferrante  
Francine Koehler  
Suzanne White

**MINUTES:**

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held October 24, 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 Koehler  
Nelson Rivera  
Suzanne White  
Dr. Danielle Willis

**VOTING**

AYE  
AYE  
Absent  
Absent  
AYE  
Absent  
AYE

**EXECUTIVE DIRECTOR REPORT:**

Ann Fangmann provided the members with a brief update on agency projects. Highlights are as follows:

**City of Glen Cove Smart Growth Comprehensive Plan with Sustainability Elements**

A public meeting with the InterAgency Council (IAC) of Glen Cove at the Glen Cove Senior Center is scheduled for 12-14-23. Stakeholder interviews/focus group meetings on the topics of housing, downtown, transportation, zoning, sustainability and resiliency, sustainability and infrastructure, County parks, City parks and recreation, EMS and fire, police, landmarks, code enforcement, public schools, SAFE, Shore Road, East Island, and Hempstead Harbor Protection Committee (HHPC) and Coalition to Save Hempstead Harbor (CSHH) were held throughout late summer and fall 2023; additional stakeholder interviews have also been scheduled. Public survey was released in early November 2023 and will remain open until 12-22-23. Board members are encouraged to take and share the survey with their networks. Draft Chapters 1: History and Regional Context, 2: Demographics and Housing, and 3: Land Use and Zoning have been prepared and posted on the project website. Draft Chapters 4: Transportation and Mobility, as well as 5: Downtown and Economic Development, are under review by the Core Working Group with revisions to come by BFJ Planning, followed by circulation to the Comprehensive Planning Committee and State.

**Rehabilitation of Brewster Street Garage**

The City has a \$500,000 grant from DASNY for structural repairs of the Brewster St Garage (repair of spalling concrete and damaged rebar on the roof of the north of the garage, along with waterproofing). Contract work was completed on 12/15/21. There is \$22,935.00 in remaining grant funding. A contract extension has been received through May 22, 2024. The City is also completing ADA ramp and stairwell improvements at the pedestrian entrances into the garage from School Street nearest to Village Square and between 1-3 School Street. This work will be reimbursed through CDBG funding already secured.

### **Rehabilitation of East Island Bridge Tidal Gates & Dosoris Pond**

The flood gates were adjusted on 12/7/23 to close the gates on the Long Island Sound side, prior to the heavy rainfall that occurred the subsequent weekend Residents have noted a favorable change in water levels thus far.

### **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. The re-drilling of the new well began late November/early December and was completed as of Summer 2023. Final Completion is estimated for early 2024. The updated estimated completion date is December 2023. Several change orders are in the process of being reviewed by the City and EFC, with more expected prior to project completion. Currently preparing the closing documents for the Seaman Road project.

- 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 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 2024, following the completion of the Seaman Road Well project. CDA, D&B, and the EPA met on 10/5/23 to clarify DBE designations, BABA requirements, and ask questions relevant to the project.

### **Veteran's Memorial Monument**

Walkway phase of the project was completed by 11/11 with an unofficial opening ceremony taking place on Veteran's Day. In light of a few errors with bricks and design of walkway, a change order request was submitted to NS Monuments. The scope of the change order work is to fix bricks with text or placement errors and to change the color of the bricks at the tip of the star closest to the main monument. The paperwork for the first phase of the Nassau County grant reimbursement is currently being prepared.

**Solar Trash Compactors:** - Solar Trash and Recycling Compactors funded with CDBG 48<sup>th</sup> year grant award is undergoing procurement. Ann Fangmann, BID Director and DPW Director did a walk-through of downtown to identify potential locations as well as at Pryibil Beach. Artwork of Morgan Park gazebo will be displayed. Ms. Fangmann will send artwork to the board members. Chairperson Panzenbeck said this project will curb rodent infestation and save DPW time and money because the program will alert when the trash cans need to be emptied.

**Pedestrian Alleyway next to City Hall** underwent waterproofing, with sealant placed. Project is now complete with the final reimbursement submitted to Nassau County.

**FINANCE REPORT:**

**CDA (Budget to Actual Jan thru Nov'23)**

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

**Revenue**

CDBG Grant Revenue: \$ 411 k incurred as compared to the annual budget of \$483 k

**Expenses**

- Salaries and benefits: \$185 k incurred as compared to the annual budget of \$207 k
- Professional Expenditures: \$ 5 k incurred as compared to the annual budget of 8 k
- Other expenses: \$2 incurred as compared to the annual budget of \$6 k

**Operating Results:** \$ -3 k loss

**Section 8 (Budget to Actual Jan thru Nov'23)**

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

**Revenue**

- HAP Revenue: \$ 4.8 million received from HUD compared to the annual budget of \$5 million
- HAP Admin: \$ 414 k received compared to the annual budget of \$415 k
- Interest: \$ 4 k compared to the annual budget of \$ 1k  
Note: limited to \$500 (excess to be reimbursed)

**Expenses**

- Salaries and benefits: incurred for \$ 320 k compared to the annual budget of \$332 k
- Expenditures: for HAP (*housing assistance payments*) incurred for \$4.8 million compared to the annual budget of \$5 million
- Professional Expenditures: incurred \$ 64 k as compared to the annual budget \$ 55k
- Other expenses: incurred \$ 6.5 k as compared to the annual budget of \$28 k

**Operating Results:** \$ 20 k profit

Notes: -Year end accruals are not included  
-Payroll will be trued up at year end to include pension and retiree benefits.  
-\$23 k not allowed vacancy payments.

**UNFINISHED BUSINESS:**

Reminder that the annual evaluation of the board performance survey is due to the Secretary this evening. It was both mailed to the members and included in your board packets. Board members are asked to please submit your annual board evaluation survey to the Secretary as soon as possible.

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:

**VOTING**

Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	Absent
Francine Koehler	Absent

Nelson Rivera  
Suzanne White  
Danielle Willis

AYE  
Absent  
AYE

The meeting was adjourned at 6:24 p.m.

Respectfully submitted,

Camille Byrne, Board Secretary

DRAFT