

The Glen Cove Community Development Agency (CDA) held a regular business meeting in the 2nd floor conference room of City Hall on Tuesday, March 12, 2024. Chairperson Panzenbeck officially called the meeting to order at 6:03PM. The following members were present:

CDA BOARD MEMBERS:

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

ALSO PRESENT:

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

ABSENT:

Gigi Ferrante
Rocco Totino

MINUTES:

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held January 9, 2024 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
Rocco Totino
Dr. Danielle Willis

VOTING

AYE
AYE
Absent
AYE
AYE
Absent
AYE

EXECUTIVE DIRECTOR REPORT:

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

CDBG funded projects:

Big Belly-Solar Powered Compactor Trash Receptacles: Funded with CDBG 48th year funding – five units were installed throughout the City of Glen Cove, primarily in the Downtown BID: Pryibil Beach, Bridge Street near Police Station, Lower Glen Street, and School Street near movie theater. 4 out of 5 of the receptacles also have recycling bins.

Brewster St. Garage Pedestrian Improvements: CDBG 47th year funding was used to make pedestrian accessibility improvements at the Brewster Street Garage in two locations: alleyway near Village Square and entrance between 1-3 School Street.

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. The plan includes 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 Generic Environmental Impact Statement (GEIS) will be prepared under 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 the Comprehensive Plan. Grant funding will be used for contractual services: professional planning and environmental consulting services to assist with plan preparation. 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 (contributions of City staff salaries and Donated Professional Services by Glen Cove CDA staff and Chase, Rathkopf & Chase LLP for legal services). The City’s contract with BFJ Planning for planning and environmental consulting services for the Comprehensive Plan totals \$202,500.

Status: Committee draft of plan transferred to Council and posted on project website following 2-20-24

Council briefing. BFJ invoices 1 to 9 have been paid; CDA review of invoice 10 is underway as of 3-12-24. BFJ Planning and Ann will attend the Council briefing prior to the Pre-Council meeting on 3-19-24 and the Council will consider adoption of Final Scope for GEIS on 3-26-24. CDA is preparing sustainability elements memo for NYSDEC. Two public hearings are anticipated to be scheduled for April-May 2024.

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/arboretum 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). LiRo is providing professional engineering and construction inspection services; contract with LiRo for pavilions condition assessment and State Historic Preservation Office (SHPO) determination for both the pavilions and second seawall phase (teahouse/arboretum) in the amount of \$12,790 approved at 9-26-23 Council meeting. 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. LiRo is conducting pavilions condition assessment; LiRo submitted project (both the pavilions and teahouse) to SHPO via the online Cultural Resource Information System (CRIS) on 11-20-23; based on call with SHPO staff on 3-7-24, SHPO letter expected in mid-March 2024.

Lead Service Line Replacement Program (LSLRP)

Overview: NYSDOH awarded Glen Cove a LSLRP grant in August 2019 totaling \$627,327. The State is awarding 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 2/1/2024, 4 LSLs have been identified, all of which have been upgraded and the City reimbursed for the costs. The City's LSLRP fund line is exhausted; the Water Dept's fund line will pay ongoing costs prior to reimbursement. The City is waiting for additional LSLs to be found through the residential inspection process, or by other means such as water meter replacements, leaks, etc. A No Cost Time Extension was executed with the new contract end date of 5/31/2025. Quarterly voucher submitted on 1/08/24; there is \$1,011.29 pending reimbursement from the state. DPW sending another round of LSLRP program mailings to residents to be completed by the end of March 2024, with 34 new inspections conducted as of 3/15/24; no new lead service lines found

Rehabilitation of Brewster Street Garage (\$500k grant project)

Overview: The City has \$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). The project as bid included the north side of the garage, with the south side to be addressed as budget allows. The grant budget covers \$50,000 towards engineering and \$450,000 towards construction. CDA assisted DPW in developing an RFP, which was issued May 13, 2019, to secure an engineer for this project (Hirani Engineering chosen). Hirani is also an MBE (Minority-Owned Business Enterprise). Per a City Council resolution passed on June 25, 2019, the City has executed an agreement with Hirani for engineering, design, and construction inspection services in an amount not to exceed \$50,000.00.

Status: 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 approved final grant rehabilitation work to be performed by Landtek at the 3/12/24 City Council meeting.

Seaman Road Station

Overview: The City has a capital improvements project planned to rehabilitate Seaman Road Station, a public water supply station. The 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 Sept 2023. The updated estimated completion date is November 2023. Several change orders are in the

process of being reviewed by the City and EFC, with more expected prior to project completion. D&B is working to finalize estimated costs to completion that were sent February 2024. D&B suggests City close out grant funded portion of project with the understanding that the additional change order costs will not be reimbursable.

- 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, following the completion of the Seaman Road Well project and peak water usage season. The CDA, D&B, and the EPA met on 10/5/23 to clarify DBE designations, BABA requirements, and ask questions relevant to the project. As of 2/1/24, the CDA submitted the semi-annual progress report, the annual EPA 5700-52A MBE form, and the annual Federal Financial Report SF-425. The CDA submitted a BABA Waiver request to the EPA in December 2023. The EPA reached a consensus finding that the project qualifies for the Amended SRF Design Planning Waiver and sent their approval in January 2024. The CDA is preparing the first reimbursement, utilizing the new ASAP payment system.

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 permanent 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 is anticipated to begin in 2024. The Project Engineer (D&B) is currently working on preliminary engineering for the project. A revised cost estimate and project scope was submitted to the State and EPA during Summer 2023. Emergency electrical work needed in the near future is currently being evaluated by the City and Project Engineer for potential inclusion (or at a minimum, consistency) in the project cost estimate/scope of work. D&B sent a draft of the BODR for review along with questions to finalize their draft. They are looking to schedule a meeting to review their questions. A meeting between CDA, City, DPW, and Water Dept took place on 11/14 to discuss the BODR draft. Several minor changes to the project design were made because of this meeting- the changes both reduced and created additional costs. A BABA waiver request letter was sent to the EPA on 12/12/23. D&B provided the updated BODR on 12/28/23. The updated BODR was sent to the EPA on 1/2/24 for review. The EPA reached a consensus finding that the project qualifies for the Amended SRF Design Planning Waiver and sent their approval in January 2024. Additionally, the EPA approved the submitted CATEX form on 1/24/2024. D&B provided additional design comments and recommended changes to the project design, which will affect scope and cost.

- EFC WIIA GRANT - The City is waiting to receive a grant contract for the EFC WIIA award (an award letter was already issued). EFC/NYSDOH has requested an updated engineering report to correlate with the revised cost estimate/scope of the project.

- EPA STAG GRANT –The funding was approved in the federal appropriations bill that passed in late December 2022. The EPA reviewed the revised cost estimate and project scope; a CATEX form was submitted to the EPA in July 2023 for review. The revised CATEX was approved in January 2024.

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 has ~\$58k in capital funds already in place. *Status:* The artist contract (Michael Katok) was approved by the City Council in April 2023. Currently working with DPW, Purchasing, and Delia's office on implementation of walkway with star design at Monument Park. Estimates received from Landtek (BOCES contract) for concrete sitework and North Shore Monuments (NS Monuments) for engraved bricks for star. Project walkway previously bid with plans produced by Michael Michele; bids were prohibitively expensive. Construction anticipated to begin soon~early October 2023. The prospective construction deadline is 11/11/2023 (Veteran’s Day). Received roughly 50 physical brochures. According to the tracking sheet, roughly 30 were missing. Contacted individuals whose brochures went missing and managed to recover the missing order information. A revised list of brick inscriptions was sent to Mario from NS Monuments on 10/19. Landtek began site work and poured the walkway’s concrete base on 10/10. Mario from NS Monuments emailed a work schedule on 11/1. The schedule states NS Monuments will begin to install bricks on 11/6 with an estimated completion date of 11/10, meaning the walkway will be installed by 11/11 (Veteran’s Day). The 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 Nassau County grant reimbursement is currently being prepared. NS Monuments completed the change order work and punch list items 3/8/24.

Municipal ZEV Infrastructure

Overview: [ADDITIONAL INFORMATION TO COME] 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. There are currently setbacks on the State’s end causing delays in the start of the project. The State Comptroller is requiring the DEC to resubmit procurement for the 2022 ZEV awards. The CDA received updated notification of award on 2/28/24. A contract for the award will be developed in SFS.

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. Grant Award notice on 8/29/23. The City submitted DHS Evaluation Tool paperwork which is required for this grant. The DHS provided comments on the paperwork. After resubmitting the Evaluation Tool paperwork, the DHS notified the City that the tool was successfully completed. An update will be required in 2 years, on 10/04/2025. City, DPW, CDA, and US Coast Guard (Frank Fiumano) are looking to hold a site meeting in April 2024 to discuss specs. The CDA must complete and submit the Environmental and Historical Preservation (EHP) Compliance Form to FEMA.

Grant Applications

The CDA is working on Federal Appropriations Requests through Schumer, Gillibrand, and Suozzi’s offices for Leech Circle Tank due in April. Working with the City Clerk’s office, the CDA recently submitted a NYS Archive grant application. Finally, the CDA is working on a NYS grant for Fire Department equipment (radios) due in April.

FINANCE REPORT:

Margo Zoldessy, CFO, presented the CDA/Section 8 finance report as follows:

CDA (Budget to Actual Jan thru Feb'24)

Financial update for the period of Jan through Feb'24 compared to the annual budget are as follows.

CDA highlights are listed below:

Revenue

-CDBG Grant Revenue: \$ 32k incurred as compared to the annual budget of \$563k

Expenses

-Program Expenditures: \$4k incurred as compared to the annual budget of \$346k

-Salaries and benefits: \$19k incurred as compared to the annual budget of \$207k

-Professional Expenditures: \$ 0k incurred as compared to the annual budget of 5.7k

-Other expenses: \$600 incurred as compared to the annual budget of \$3k

Operating Results: \$ 8k surplus

Section 8 (Budget to Actual Jan thru Feb'24)

Financial update for the period of Jan thru Feb'24 compared to the annual budget are as follows

Section 8 highlights are listed below:

Revenue

-HAP Revenue: \$ 946k received from HUD compared to the annual budget of \$5.03 million Note: \$4k as -
Fraud Recovery

-HAP Admin: \$ 79k received compared to the annual budget of \$450 k

Note: \$4k as Admin

-Interest: \$ 1k compared to the annual budget of \$ 500

Note: limited to \$500 (excess to be reimbursed)

Expenses

-Salaries and benefits: incurred for \$ 51k compared to the annual budget of \$334k

-Expenditures: for HAP (*housing assistance payments*) incurred for \$ 951 k compared to the annual budget of \$5.03 million

-Professional Expenditures: incurred \$ 3.5k as compared to the annual budget \$ 68.5k

-Other expenses: incurred \$ 232 as compared to the annual budget of \$31k

Operating Results: \$21k profit

Note: Year end accruals are not included

The CFO reminded the members of the Audit-Finance Committee of a Committee meeting on Thursday, 3/21/24 at 5:30PM to review the draft financials for the audit report.

UNFINISHED BUSINESS: Ms. Fangmann informed the board of a commercial façade rehabilitation grant application from Plado Tasting Bar located at 274 Glen St. The new owners invested a substantial amount of money to make renovations both interior and exterior. The CDBG grant in the amount of \$6,500.00 is one of our larger grants, given the investment of the owner, toward retractable awnings and signage.

NEW BUSINESS:

Chairperson Panzenbeck announced that tonight's New Business is to review the proposed activities for inclusion in the Community Development Block Grant (CDBG) 50th Year Application. This funding year is from 9/1/24 through 8/31/25. Application is due to Nassau County by Monday, March 18th and the authorization for submission of this application is on the City Council agenda immediately following this meeting. The program descriptions and recommended dollar amounts were distributed to all board members and asked Ann Fangmann to provide a detailed description of the programs to be included in the application.

Following the presentation, Chairperson Panzenbeck made a motion to adopt Resolution 7(a) and asked for a second:

RESOLUTION:

7(a) Resolution of the Glen Cove Community Development Agency authorizing the Chairperson and Executive Director to prepare/submit the 50th year (2024-2025) Community Development Block Grant application for submission to the Nassau County Office of Community Development and to execute all agreements or documentation necessary to participate in the activities set forth therein.

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

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

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 Vice Chair Hartley. Motion carried as follows:

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

The CDA meeting adjourned at 6:50 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

Adopted 3-26-24