

The Glen Cove Community Development Agency (CDA) held a regular business meeting in the 2<sup>nd</sup> floor conference room of City Hall on Tuesday, July 23, 2024. Chairperson Panzenbeck officially called the meeting to order at 6:02PM. The following members were present:

**CDA BOARD MEMBERS:**

Chairperson Panzenbeck  
Vice Chair Hartley  
Gigi Ferrante (late)  
Francine Koehler  
Nelson Rivera  
Dr. Danielle Willis

**ALSO PRESENT:**

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

**ABSENT**

Rocco Totino

**MINUTES:**

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held April 24, 2024 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 Koehler  
Nelson Rivera  
Rocco Totino  
Dr. Danielle Willis

**VOTING**

AYE  
AYE  
Not present for vote  
AYE  
AYE  
Absent  
AYE

**EXECUTIVE DIRECTOR REPORT:**

Ann Fangmann provided the members with an update on projects and grants administered by the Agency. Highlights are as follows:

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

Culmination of Comprehensive Plan is on City Council agenda this evening for adoption.

*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) is being prepared as required by SEQRA. NYS DOS awarded \$100,000 through the Smart Growth Comprehensive Planning (SGCP) Grant Program and NYS DEC awarded \$50,000 through the Climate Smart Communities (CSC) Grant Program for the Comprehensive Plan. Council accepted FGEIS on 6/25/24. Council adoption of SEQR Findings Statement and Comprehensive Plan are on 7-23-24 City Council agenda. CDA submitted sustainability elements memo to NYS DEC on 3-15-24.

**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/arbor 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/arbor) 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 conducted pavilions condition assessment. LiRo submitted the project (both the pavilions and teahouse) to SHPO via the online Cultural Resource Information System (CRIS) on 11-20-23; all issues with SHPO had been resolved and DASNY had concluded its environmental review as of 6-6-24. DASNY requested updated cost estimates from LandTek on 6-14-24, which the City provided for review by DASNY legal counsel on 6-27-24. CDA prepared updated Grantee Questionnaire as required by DASNY on 7-23-24.

#### **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. The CDA completed and submitted the Environmental and Historical Preservation (EHP) Compliance Form to FEMA. City, DPW, CDA, and US Coast Guard (Frank Fiumano) held a site meeting on 4/1/24 to discuss specs. Officer Ortiz and Rob Gillis determined precise camera locations. The EHP Form was approved 6/21/24.

#### **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. A contract extension has been received through May 22, 2024. LandTek was approved to perform rehabilitation of the garage in order to utilize the remaining grant funds before the expiration date. The City spent the remaining \$22,935.00 in grant funding. The CDA submitted the final reimbursement request.

#### **Austral Avenue Park**

*Overview:* CDBG funding will cover up to \$100,000 to rehabilitate Austral Avenue Park. No match is required.

*Status:* The CDA, DPW, and Purchasing held a meeting on 2/5/24 to discuss the project budget, scope of work, and procurement. Three proposals were received by prospective contractors. Greenman-Pedersen, Inc. (GPI) received the highest score. City Council authorized the GPI contract on 5/28/24. GPI conducted a Topographic survey of the project site on 6/24/24.

#### **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 received another \$250k grant award towards the project from DASNY.

*Status:* In May 2022, the well collapsed and was deemed unsalvageable. The re-drilling of the new well began late November/early December 2022 and was completed as of Summer 2023. Upon technical project completion, D&B suggests City close out grant funded portion of project with the understanding that the additional change order costs will not be reimbursable. The project is currently pending NCDOH approval of substantial completion as of July 2024.

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. 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 (summer 2024). 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 received the first reimbursement from the EPA, totaling \$102,961. In the interim (peak pumping season), materials/equipment from the project will be ordered, with some preparation work to take place at the site.

### **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 2024, and construction anticipated to begin in 2025. Meeting between CDA, City, DPW, and Water Dept took place on 11/14/23 to discuss the BODR draft. Several minor changes to the project design were made because of this meeting- 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. The City, CDA, & D&B met on 4/19/2024 to discuss the 60% submission drawings. The City, CDA, & D&B met on 7/16/2024 to review the 90% design.

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. The Grant Exhibit Approval form was sent to the EFC on 7/3/24. EFC requirements for bidding were confirmed.

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. The CDA submitted the EPA application on Grants.Gov on 6/18/24. The EPA confirmed receipt of the application on 6/20/24. EPA requirements for bidding were confirmed.

### **FINANCE REPORT:**

Margo Zoldessy, CFO, presented a detailed overview of the CDA financial report for the period January through June 2024.

### **CDA highlights are listed below:**

#### **Revenue**

- CDBG Grant Revenue: \$ 212 k incurred as compared to the annual budget of \$563k

**Expenses**

- Program Expenditures: \$105 k incurred as compared to the annual budget of \$346k
- Salaries and benefits: \$103 k incurred as compared to the annual budget of \$207k  
Allocation of salaries (actual vs biweekly payment)
- Professional Expenditures: \$ 5.2 k incurred as compared to the annual budget of 5.7k
- Other expenses: \$2 k incurred as compared to the annual budget of \$3k

*Operating Results: \$ (-3 k)*

**Section 8 highlights are listed below:**

**Revenue**

- HAP Revenue: \$ 2.834 million received from HUD compared to the annual budget of \$5.03 million Note: \$15k as Fraud Recovery
- HAP Admin: \$ 233 k received compared to the annual budget of \$450k  
Note: \$15k as Fraud Recovery Admin
- Interest: \$ 3k compared to the annual budget of \$ 500  
Note: limited to \$500 (excess to be reimbursed)

**Expenses**

- Salaries and benefits: incurred for \$ 169k compared to the annual budget of \$334k
- Expenditures: for HAP (*housing assistance payments*) incurred for \$ 2.831 million compared to the annual budget of \$5.03 million
- Professional Expenditures: incurred \$ 56 k as compared to the annual budget \$68.5k
- Other expenses: incurred \$ 3k as compared to the annual budget of \$31k

*Operating Results: \$10 k profit - Note: Year end accruals are not included*

**Unfinished Business:**

HOTMA: Ms. Fangmann provided the members with an update on the implementation of the upcoming HUD Housing Opportunity through Modernization Act (HOTMA) regulations, which will impact the Glen Cove Housing Choice Voucher Program (Section 8) Administrative Plan and Procedures. A draft updated administrative plan has been prepared by Angelina Curcio and reviewed in detail with the Executive Director. The draft plan is uploaded onto the CDA website and a notice of public hearing was advertised to be held during the City Council meeting on 8/27/24. Public comments will be received through the 9/24/24 City Council meeting wherein the plan is on target to be adopted and certification of the plan submitted to HUD shortly thereafter for implementation January 1, 2025.

CDBG: Copies of public service agency reports for programs that received CDBG funding in the 49<sup>th</sup> year were distributed to the board members. Also included was an article in the Glen Cove Herald about the residential rehab program funded through CDBG.

**NEW BUSINESS:**

Expenses for training the Housing Choice Voucher Program staff and computer upgrade costs associated with the HOTMA update were incurred in the amount of \$1,726.00. Ms. Fangmann provided the members with an overview of these expenditures consisting of QuickBooks update, VMS/PIC training and Inspection training for the NSPIRE method of inspections that are required with the HOTMA updated regulations.

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 approving expenditures associated with compliance of HUD Housing Opportunity Through Modernization Act of 2016 (HOTMA) as well as National Standards for the Physical Inspection of Real Estate (NSPIRE)

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	AYE
Francine Koehler	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	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	Absent
Dr. Danielle Willis	AYE

The CDA meeting adjourned at 6:29 PM.

Respectfully Submitted,

  
Camille Byrne, Secretary - Glen Cove CDA

ADOPTED 9-24-24

GC-CDA  
ENTERED  
9.24.24

