

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, November 26, 2024. Chairperson Panzenbeck officially called the meeting to order at 6:05PM. The following members were present:

**CDA BOARD MEMBERS:**

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

**ALSO PRESENT:**

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

**ABSENT**

Vice Chair Hartley

**MINUTES:**

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held September 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  
Absent  
AYE  
AYE  
AYE  
AYE  
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**

*Overview:* The City of Glen Cove’s Smart Growth Comprehensive Plan with Sustainability Elements is a guide for the City’s investment, development, and growth over the next decade or more. A Generic Environmental Impact Statement (GEIS) was prepared as required by 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. For the SGCP Program, the City provided a \$50,000 local cash match for contractual services. For the CSC Program, the City provided a \$50,000 local in-kind match. The City’s contract with BFJ Planning for planning and environmental consulting services for the Comprehensive Plan totaled \$202,500. A BFJ contract change order in the amount of \$2,800 was needed for preparation of a Supplemental SEQR Findings Statement.

*Status:* Glen Cove City Council adopted the SEQR Findings Statement and Comprehensive Plan on 7-23-24. A Comment letter on the DGEIS from NYSDEC was not received until 8-23-24 and necessitated preparation of a Supplemental Findings Statement, which Council adopted on 10-8-24. CDA initially submitted the sustainability elements memo to NYSDEC on 3-15-24 and resubmitted the sustainability elements memo—updated based on plan adoption—on 11-19-24. The adopted plan, adoption resolution, and sustainability elements memo were uploaded to the CSC Portal on 11-20-24. Printing of 75 hard copies of the plan by Minuteman was underway as of November 2024.

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

*Overview:* The State awarded DASNY SAM grant funding to the City of Glen Cove 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 rehabilitate the Morgan Park beach pavilions. A Glen Cove City Council

resolution approving the Mayor's execution of the Grant Disbursement Agreement (GDA) was approved at the 8-27-24 Council meeting, subject to receipt of the GDA from DASNY and City Attorney review. The GDA was fully executed as of 11-15-24 following City Attorney review. The anticipated total project cost is \$750,000 or less. The Project ID is #25964.

Status: LandTek's proposals to rehabilitate the pavilions (\$218,229) and complete rehabilitation of the seawall plus teahouse (\$194,526) were approved at the 9-24-24 Council meeting, and LandTek's work was complete as of mid-November 2024. DPW submitted LandTek contract change orders for the lifeguard building door (\$3,583) and teahouse steps (\$5,965) on 11-8-24; Purchasing indicated they will put the change orders on a Council agenda. LiRo's seawall and pavilions construction inspection services agreement in an amount not to exceed \$30,000 was approved at the 10-8-24 Council meeting, and construction inspection has been ongoing during fall 2024. Anker's pavilions electrical proposal totals \$3,703.50; electrical work underway as of 11-21-24. Crossroads submitted a proposal for pavilions roofing which totals \$170,562; the agreement has not yet been placed on a Council agenda and the work is anticipated to take place in spring 2025.

### **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 received NCDOH approval of substantial completion in August 2024. The EFC released the final disbursement funds totaling \$581,035.00, confirmed by letter dated 10/29/2024. The CDA informed the EFC the City incurred some additional costs in late October and early November, totaling ~\$440,000. This caused a substantial increase in the project cost during the grant contract period, which terminates on December 19, 2024. The EFC allowed the City to resubmit the final completion forms along with an additional disbursement request by 11/14/24. The CDA emailed these submittals to the EFC on 11/14/24 and is currently awaiting a response.

DASNY GRANT - This grant is closed out - the first and last reimbursement was received on 8/16/22.

WIIA GRANT – The EFC closed out the project on 10/31/24, however due to a discrepancy with the final project cost/reimbursement amount, the EFC allowed the City to resubmit the final completion forms.

### **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. 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. Construction work began in October 2024.

### **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 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. Representatives from The Beacon informed the City & CDA in August 2024 that the Garvies Point HOA and City reached an agreement to install one CCTV camera on the roof of The Beacon for purposes of surveilling the Ferry Terminal parking lot. The installation work was completed in October 2024. The CDA is awaiting an invoice for the work to submit for reimbursement.

**NYS Archive Grant 2024-25:**

*Overview:* LGRMIF 2024-25 Archive Grant application submitted in July 2024 in the amount of \$57K on behalf of the City Clerk to digitize marriage and birth certificates.

*Status:* Award announcement of \$57K received in October 2024 with 50% to be received December 2024. City Clerk will contract with Seery Industries to conduct the digitization of those records.

**Other:**

The CDA submitted a grant application for the \$10 Downtown Revitalization Initiative (DRI) grant and the CDA/Mayor’s Office/BID was invited to interview with State representatives for a third year in a row. Follow-up related to the interview was performed. In order to be eligible to receive a DRI grant award, there is a resolution on the City Council agenda tonight for the City to become a “Pro-Housing” community, as designated by the State. The designation also requires zoning district and building/planning data compilations to be completed. The majority of these materials for submitted to the NY State Office of Housing and Community Renewal (HCR) earlier today (11/26).

**FINANCE REPORT:**

Margo Zoldessy provided the members with the Finance Report for the CDA and Section Budget to Actual January through October 2024. Highlights are as follows:

**CDA (Budget to Actual Jan thru Oct’24)**

*Financial update* for the period of **Jan thru Oct’24** compared to the annual budget are as follows.

**CDA highlights** are listed below:

**Revenue**

**CDBG Grant Revenue: \$ 444 k** incurred as compared to the annual budget of **\$563 k**  
79% (10 months/12=83%)

**Expenses**

**Program Expenditures: \$257 k** incurred as compared to the annual budget of **\$346 k**

**Salaries and benefits: \$174 k** incurred as compared to the annual budget of **\$207 k**

Allocation of salaries (actual vs biweekly payment) 85%

**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 **\$3 k**

**Operating Results: \$ 5 k**

Note: Year end Accruals are not reflected for OPEB, Pension and Comp Absences.

**Section 8 (Budget to Actual Jan thru Oct’24)**

*Financial update* for the period of **Jan thru Oct’24** compared to the annual budget are as follows

**Section 8 highlights** are listed below:

**Revenue**

**HAP Revenue: \$ 4.743 million** received from HUD compared to the annual budget of **\$5.03 million**  
Note: \$15k as Fraud Recovery

**HAP Admin: \$ 393 k** received compared to the annual budget of **\$450 k**  
Note: \$15k as Fraud Recovery Admin

**Interest: \$ 5 k** compared to the annual budget of **\$ 500**

**Expenses**

**Salaries and benefits:** incurred for **\$ 283 k** compared to the annual budget of **\$334 k**  
85% (10 months/12=.833)

**Expenditures:** for HAP (*housing assistance payments*) incurred for **\$ 4.820 million** compared to the annual budget of **\$5.03 million** (95%)

**Professional Expenditures:** incurred **\$ 67 k** as compared to the annual budget **\$68.5k**

**Other expenses:** incurred **\$ 3.4 k** as compared to the annual budget of **\$31 k**

**Operating Results: \$-32 k loss**

Note: RNP = \$4,820,648 HAP Expense/ \$4,727,649 HAP Revenue Excl. Fraud Rec.  
Negative RNP at this time - **\$96,800** additional HUD funds will be received  
In Dec 2024 will make up for excess HAP payments over revenue received.  
Note: Year end accruals are not included for OPEB, Pension and Comp Absences

**UNFINISHED BUSINESS:**

Chairperson Panzenbeck reminded the board members to complete the CDA board performance survey, sent to each member by the Secretary, and return it to her attention as soon as possible.

**NEW BUSINESS:**

Chairperson Panzenbeck announced that there are four (4) matters for discussion this evening and Ms. Fangmann to provide the members with an overview of these matters:

1. Section 8 Inspection Services
2. Section 8 Temporary Part-Time Employee
3. Section 8 Legal Services Agreement
4. Professional Services Agreement with LiRo Engineering for Topographic Property Line Survey with Landing Design of the Glen Street Alleyway and Stairwell

**RESOLUTIONS:**

There being no further questions from the board members, Chairperson Panzenbeck made a motion to adopt Resolution 7(a), 7(b), 7(c) and 7(d):

7(a) Resolution of the GC-CDA Authorizing the Executive Director to Approve the Fee Increase in Professional Services for Section 8 Inspection Services and Related Activities with SP Investigations & Inspections LLC

7(b) Resolution of the GC-CDA hiring Ryan Mitchell as a temporary part-time office employee for the Glen Cove Housing Choice Voucher Program (Section 8) at \$11.00 per hour, retroactive to 11/13/24.

7(c) Resolution of the GC-CDA Authorizing the Extension of Legal Services with John K. Moss, Esq. for a One-Year Period 1/1/25 through 12/31/25.

7(d) Resolution of the GC-CDA authorizing the Executive Director to execute a professional services agreement with LiRo Engineering.

Motion to adopt resolutions 7(a), 7(b), 7(c) and 7(d) was seconded by Dr. Danielle Willis. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	Absent
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
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 Dr. Danielle Willis. Motion carried as follows:

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

The CDA meeting adjourned at 6:47 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

*Adopted 1-14-25*