

TOWN OF NORTH HEMPSTEAD
COMMUNITY DEVELOPMENT AGENCY

September 22, 2021, BOARD MEETING MINUTES

Call to Order

Mr. Bailey, Chairman of the Town of North Hempstead Community Development Agency (the “Agency”), called the meeting to order at 3:06 PM.

Attendance

Board Members present:

Lamont R. Bailey

Ralph Kreitzman

Jeffery Greilsheimer

Agency Staff present:

Rosemary A. Olsen, Executive Director

Joseph Santamaria, Assistant Executive Director/Project Manager

Patrice P. Allen, Administrative Assistant

Minutes of Meeting Held on July 14, 2021

Upon the motion of Mr. Kreitzman, seconded by Mr. Bailey, the minutes of the meeting held on July 14 were accepted.

US Treasury Emergency Rental Assistance Program (“ERAP”)

The Town of North Hempstead (“TONH”) has asked the Agency to manage the North Hempstead ERAP grant, which the US Treasury Department funds through the NYS Office of Temporary Disability Assistance. This matter is on today’s Agenda. The Town Board approved this at the August 5, 2021, Town Board meeting in Resolution No. 438-2021.

The TONH approved the selection of Community Development Corporation of Long Island (“CDCLI”) as the Community Based Organization to undertake marketing and outreach and the CDA as administrator.

Current activities include a call to the Office of Temporary and Disability Assistance (“OTDA”) staff scheduled for Tuesday, September 21st, and a presentation before the District Court Committee of the Nassau County Bar Association on Friday, September 24th.

The TONH has subsequently been notified that additional funding will be made available for the ERAP program.

Municipality	Round 1 Allocation	Round 2 Allocation	High Need Allocation	Total	10% - Local Share for Outreach, etc.
Nassau County	\$1,798,077.50	\$1,422,734.60	\$3,459,037.40	\$6,679,849.50	\$667,984.95
Hempstead	\$22,749,744.50	\$18,000,808.10	\$4,719,307.10	\$45,469,859.70	\$4,546,985.97
North Hempstead	\$6,849,809.30	\$5,419,933.50	\$0.00	\$12,269,742.80	\$1,226,974.28
Oyster Bay	\$8,850,711.90	\$7,003,154.10	\$0.00	\$15,853,866.00	\$1,585,386.60

The Agency anticipates that there is sufficient funding to assist between 500-600 households in North Hempstead.

Applications by Zip Code for the Town of North Hempstead - September 16, 2021. These may include duplicate applications due to software problems.

Zip Code		Rent Arrears Count	Prospective Arrears Count	Utility Arrears Count
11001	Floral Park	8	7	1
11020	Great Neck /Lake Success	10	9	2
11021	Great Neck/ Great Neck Plaza	43	37	7
11023	Great Neck	28	25	5
11024	Great Neck / Kings Point	11	11	1
11030	Manhasset / Plandome	8	8	2
11040	New Hyde Park / Garden City Park	31	26	6
11042	New Hyde Park	1	1	0
11050	Port Washington /Sands Point	65	55	13
11501	Mineola	36	33	8
11507	Albertson	4	3	0
11514	Carle Place	15	13	1
11548	Greenvale	1	1	0
11568	Old Westbury /Westbury	3	2	1
11576	Roslyn	6	5	1
11577	Roslyn Heights	13	9	4
11590	Westbury / New Cassel	80	58	14
11596	Williston Park / East Williston	10	9	2
Total		374	313	68

Below is a spreadsheet showing payments made as of August 30, 2021, to landlords. Approximately 10% (ten) of the Round 1 allocation has been paid out by the end of August. North Hempstead has the highest average amount paid out for rent arrears and prospective rent in New York State.

New York State Emergency Rental Assistance Program Rent Arrears and Prospective Rent Payments by Jurisdiction through August 30, 2021							
Jurisdiction	Rent Arrears			Prospective Rent			Total Amount Paid
	Payments	Amount	Average Amount	Payments	Amount	Average Amount	
Albany County	230	1,268,131.96	5,513.62	175	501,581.00	2,866.18	1,769,712.96
Town of Babylon	64	732,267.49	11,441.68	49	256,691.00	5,238.59	988,958.49
Town of Brookhaven	206	2,696,500.16	13,089.81	168	978,462.50	5,824.18	3,674,962.66
City of Buffalo	420	1,967,009.65	4,683.36	284	635,752.25	2,238.56	2,602,761.90
Dutchess County	90	654,889.11	7,276.55	61	230,011.31	3,770.68	884,900.42
Erie County	250	1,268,533.34	5,074.13	190	514,528.40	2,708.04	1,783,061.74
Town of Huntington	28	409,978.59	14,642.09	25	166,714.00	6,668.56	576,692.59
Nassau County	15	224,000.11	14,933.34	11	59,281.00	5,389.18	283,281.11
New York State	1,191	6,330,710.80	5,315.46	857	2,084,842.95	2,432.72	8,415,553.75
Niagara County	146	550,531.89	3,770.77	94	173,227.48	1,842.85	723,759.37
Town of North Hempstead	37	567,584.35	15,340.12	29	193,891.35	6,685.91	761,475.70
New York City	14,454	150,220,025.50	10,392.97	11,141	50,900,216.05	4,568.73	201,120,241.55
Oneida County	102	489,798.53	4,801.95	72	155,602.20	2,161.14	645,400.73
Orange County	167	1,486,758.88	8,902.75	133	480,373.91	3,611.83	1,967,132.79
Rockland County	131	1,522,054.99	11,618.74	114	541,102.77	4,746.52	2,063,157.76
Saratoga County	69	467,517.26	6,775.61	57	184,577.00	3,238.19	652,094.26
Suffolk County	19	227,348.64	11,965.72	18	114,904.00	6,383.56	342,252.64
Westchester County	256	2,508,816.32	9,848.82	194	951,326.53	4,927.55	3,460,142.85
Unverified Address	52	568,873.43	10,710.83	43	192,991.21	4,504.65	761,864.64
Total	17,927	174,161,331.00	9,715.03	13,715	59,316,076.91	4,324.91	233,477,407.91

Executive Director's Report ("ED")

The Executive Director's Report consisted of the following:

Community Development Block Grant ("CDBG") Program:

The Agency received the 47th Year CDBG Grant contract. It is being reviewed and will be sent to the TONH Attorney and Supervisor for signature.

Affirmatively Furthering Fair Housing, Equity, and Inclusion: - No Change

The Agency prepared and submitted the 2021 Fair Housing Activity Statement ("FHAS") along with the annual CDBG application.

The Agency will be providing content to the TONH and the FHAS to post on their respective websites about Fair Housing Resources.

Operations:

Nassau County Office of Community Development (“OCD”): chart of account funding commitment balance of September 08, 2021; \$798,586.59

Cash Balances as of September 21, 2021:

- Citibank –Lump Sum Account - \$1,046,288.29
- Citibank – Escrow Account - \$ 12,050.23
- Valley National Bank - Program Income Account - \$ 580,766.78

Agency cash deposits received of 07/13/2021:

- Harris Beach PLLC Escrow Account Various Matters: \$34,125

State of New York Authority Budget Office: *No Change*

The Agency’s audited financial statements have been completed and received by the Audit Committee and are an Agenda item this evening.

The Agency Website and other operational items: *No Change*

The ED secured one proposal for website design. The CDBG program management software inquiries were started, but the current market is currently overwhelmed due to the volume of federal funding programs currently being distributed for pandemic relief.

New Cassel Urban Renewal Plan & Projects:

New York Main Street Grant Application: (CFA Grant 2021)

The Environmental Protection Agency (“EPA”) is finalizing a five-year \$800,000 contract for the EPA Brownfield Multipurpose Grant. Neal Stone from the TONH Planning Department is drafting a work plan.

New Cassel BOA Market Analysis and Site Reuse Study (CFA Grant 2019)

The Agency started working on drafting an RFP for a consultant for the market study. We are awaiting the summary from the consultant.

New Cassel EPA Brownfields Grant (Planning Department CFA Grant)- No Change

The Agency is awaiting a summary of the public hearing recommendations from the consultant.

North Hempstead Cultural Arts Masterplan (“Cultural Arts Plan”): - No Change

The Agency waits for the TONH to hire the Culture, Commerce, and Tourism Coordinator.

Business and Tourism Development Corporation (“BTDC” or “LCD”):

The next BTDC meeting will be held following the October CDA meeting

Commercial Rehabilitation and the Sign & Awning Program: - No Change

The ED is preparing an application to the NY Main Street program under the Consolidated Funding Application (*see New York Main Street Grant Application*).

Site A: Blue Cassel Development 701 Prospect Avenue, Westbury

The ED and AED inspected the building and found significant common area deficiencies. The Agency met with the owner and management team onsite for a building-wide walkthrough of all common areas. The ED presented a memorandum detailing recommendations for corrective action. The owner and management team have been taking corrective action and submitted a response. The ED also re-engaged the Problem-Oriented Policing (POP) officer assigned to the area to address ongoing criminal activity at this location.

Site C: RSDK Dental Office (“RSDK”), 822 Prospect Ave, Westbury- No Change

The Town of North Hempstead Department of Building (“DOB”) plan examiner issued RSDK an omission notice on their sign permit application. RSDK is working on those omissions and will resubmit soon.

Site D: 839 Prospect Ave, Westbury - 18 Apartments

The TONH Housing Authority will not proceed with the acquisition of 839 Prospect Ave. The owner James Villardi is in contract to sell to another company. His attorney has requested a certificate of completion for the Land Disposition Agreement. The ED and AED completed an inspection of the property. The building is in generally good condition with several deficiencies that need correcting.

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Site H: Demonstration Project – 821 Prospect Avenue: No Change

Manny (also the owner of Worthy) is actively selling his two commercial condominiums (not the sneaker store). One of the homeowners is also trying to sell one of the duplexes. Nassau County is following up with the homeowner.

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Scattered Site Affordable Workforce Housing Program Phase III:

212 Sheridan Street:

Harris Beach is moving forward on the eminent domain proceedings. The Agency is waiting for an update.

243 Sheridan Street:

We are continuing to monitor the property and have the grass cut.

184 Catherine Street/Catherine Street Vacant Lot:

The Agency are waiting to hear from Harris Beach on the condemnation proceeding

746 Prospect Avenue:

This property is included in the grant for the Main Street Program. The ED met with a fencing contractor for an estimate to enclose the property.

Site M 985-987 Prospect Avenue, *Mixed-Use Redevelopment on North West Corner of Prospect and Brooklyn Avenue:*

The Development Team paid their International Development Association (“IDA”) fees and is scheduled to proceed with an extension on the September 21st IDA board meeting. Therefore, they appear to be proceeding with the original plan for the time being.

Prospect Avenue Streetscape:

The TONH Board approved the license agreement with Anker Electric for the installation and maintenance of the banners. The AED has been working with the selected banner manufacturer for an acceptable sample before fabrication.

The ED has had some success in improving sanitation pickup and general maintenance on Prospect Avenue, working with Councilperson Russell. In addition, the Agency has increased the frequency of landscaping, cutting, and cleaning the Agency’s properties to once a week.

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Yes We Can Community Center (“YWC Center”):

The security camera project has been awarded for the upgraded security camera system.

New Cassel Gateway Signs, Rose Ribbon Park, and Parking Lot Fence:

The AED Joseph Santamaria has been providing training to individual Parks Staff members on maintaining the kiosk.

High Opportunity Area (“HOA) CDBG Housing Incentives: - *No Change*

The County is in the process of extending the deadline for the completion of the project.

Lead Safe Line Replacement Program (“LSLRP”) Grant: - *No Change*

The Williston Park Road improvement area lead line replacements have begun on the roadside of the project. Property side installations are expected to begin in September or possibly sooner.

New Cassel Farmer’s Market Program:

The Farmer’s Market in August used the Rose Ribbon Parking lot as an alternative location for one week because the church was unavailable.

Westbury EOC / Head Start Program, 163 Hopper Street: - *No Change*

The Agency never heard back from the Housing Authority or EOC on the expansion project.

Leadership Training Institute (“LTI”) / Concerned Citizens for Roslyn Youth: - *No Change*

LTI has started summer camp at the Roslyn Community Center.

Landmark on Main Street: - *No Change*

The ED has been in communication with Landmark on Main Street and will be meeting soon.

Upon the motion, the Board, the Executive Director’s Report, to the extent of the Members’ knowledge of the events referred to, was accepted and approved unanimously.

Resolutions

RESOLUTION NO. 23

A RESOLUTION AUTHORIZING ENTERING INTO AGREEMENTS TO MANAGE THE TOWN OF NORTH HEMPSTEAD EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP)

WHEREAS, the Town of North Hempstead applied for and received funding from the US Treasury Department for a local allocation of the Emergency Rental Assistance Program (ERAP). ERAP funds were appropriated and allocated to local municipalities to assist low-income renters financially impacted by the COVID-19 pandemic pay rental arrears, utility arrears, and prospective rent. The Town entered into a cooperation agreement with the New York State Office of Temporary Disability Assistance (OTDA), where OTDA agreed to administer the application and grantmaking process. In exchange, the Town would undertake a robust marketing and outreach program and engage a Community Based Organization (CBO) to assist in working with tenants and landlords in the application process, and

WHEREAS, the Town, the Agency, and Nassau County of Community Development issued a joint Notice of Funding Availability (NOFA) and received applications from CBO's with experience working with low-income tenants and is a HUD-certified housing counseling agency. A review committee of Town, Agency, and County reviewed the applications, interviewed the CBO's and recommended the selection of Community Development Corporation of Long Island (CDCLI) as the CBO; and

WHEREAS, the Town requests the Agency to manage the grant and the subgrant to CDCLI, with the Agency receiving \$50,000 and CDCLI receiving \$500,000.

NOW, THEREFORE, BE IT

RESOLVED, that the Members hereby authorize the Agency to enter into Agreements with the Town of North Hempstead and CDCLI to undertake the ERAP program, and be it further

RESOLVED, that the Executive Director of the Agency and any other officer thereof is hereby authorized to execute such instruments and documents and to take such other action as may be necessary to carry out the foregoing.

Upon the motion of Mr. Bailey, seconded by Mr. Kreitzman and, the resolution was unanimously adopted.

RESOLUTION NO. 24

**A RESOLUTION AUTHORIZING A HOME REHABILITATION GRANT TO
LUCILLE, ALLEN, WAYNE ALLEN AND PATRICE ALLEN OWNERS OF 45
DIVISION STREET, WESTBURY, NEW YORK 11040 FOR ROOF
REPLACEMENT CONTRACTING SERVICES**

WHEREAS, the Town of North Hempstead Community Development Agency (the "Agency") has received an application from Lucille, Wayne and Patrice Allen (the "Owners") of 45 Division Street, Westbury, New York 11590, identified on the Nassau County Land and Tax Map as Section 11, Block 125, Lot 00250 (the "Premises"), for Home Rehabilitation Program

(the “Program”) financial assistance for emergency correction of existing conditions (the “Project”), as more particularly stated in the summary on file (the “Case Summary”); and

WHEREAS, the Executive Director and Assistant Executive Director have determined that the Owner and the Project meet the eligibility criteria for Program assistance, and qualify for funding in the form of a grant not to exceed the sum of \$15,000 (a “Grant”); and

WHEREAS, the Executive Director and Assistant Executive Director recommended to the members of the Agency (the “Members”) that, based upon the Case Summary, the Board authorize the making of a Grant to carry out the Project, and procurement of a contractor for the undertaking and completion of the Project (the “Staff Recommendation”); and

WHEREAS, the Board recognizes that Patrice Allen is an employee of the Agency. This approval is conditional upon the receipt of an advisory opinion from the Agency Attorney that no conflict or other impediments to awarding this grant; and

WHEREAS, the Members wish to authorize and adopt the Staff Recommendation.

NOW, THEREFORE, BE IT

RESOLVED, that the Members wish to authorize and adopt the Staff Recommendation; and it is further

RESOLVED, that the Executive Director of the Agency and any officer thereof are hereby authorized to execute such instruments and documents and to take such other action as may be necessary to carry out the foregoing.

Upon the motion of Mr. Greilsheimer, seconded by Mr. Kreitzman, the resolution was unanimously adopted.

RESOLUTION NO. 25

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH NASSAU COUNTY FOR THE RECEIPT OF COMMUNITY DEVELOPMENT BLOCK GRANT 47th PROGRAM YEAR FUNDS.

WHEREAS, the Secretary of the US Department of Housing and Urban Development (the “Secretary”) is authorized under Title I of the Housing and Community Development Act of 1974, as amended (the “Act”), to make grants to states and other local governments (“CDBG Funds”) to help finance their Community Development Programs; and

WHEREAS, Nassau County (the “County”) and the Town of North Hempstead (the “Town”) previously entered into a Cooperative Agreement, as amended, to participate in Community Development Programs (the “Cooperative Agreement”); and

WHEREAS, pursuant to the Cooperative Agreement, the County and the Town, acting by and through the Town of North Hempstead Community Development Agency (the “Agency”) agreed to undertake project activities (“Project Activities”) using CDBG Funds under the Act, to be received by the County for the 47th Program Year; and

WHEREAS, the Secretary has approved an application for Community Development Block Grant Funds under the Act, submitted by the County and participating municipalities for the 47th Program Year; and

WHEREAS, the County has allocated CDBG Funds in the amount of Seven Hundred Ninety Thousand (\$790,000.00) Dollars to the Town for the 47th Program Year (the “CDBG Allocation”), and has proposed that the County and the Town enter into an agreement for the payment of the CDBG Allocation as consideration for the Agency, as the Town’s representative, undertaking and completing the Project Activities (the “CDBG Subrecipient Agreement”); and

WHEREAS, the members of the Agency (the “Members”) wish to authorize the Agency to enter into the CDBG Subrecipient Agreement.

NOW, THEREFORE, BE IT

RESOLVED, that the Members hereby authorize the Agency to enter into the CDBG Subrecipient Agreement; and it is further

RESOLVED that the Executive Director and any officer of the Agency is hereby authorized to execute the CDBG Subrecipient Agreement, to undertake the Project Activities with the CDBG Allocation and balances from prior year allocations, and to take such other action as may be reasonable and necessary to effectuate the foregoing.

Upon the motion of Mr. Bailey, seconded by Mr. Greilsheimer, the resolution was unanimously adopted.

RESOLUTION NO. 26 (2021)

A RESOLUTION RATIFYING THE EXECUTION OF AN AGREEMENT WITH NASSAU COUNTY FOR THE RECEIPT OF COMMUNITY DEVELOPMENT BLOCK GRANT 46th PROGRAM YEAR FUNDS.

WHEREAS, the Secretary of the US Department of Housing and Urban Development (the “Secretary”) is authorized under Title I of the Housing and Community Development Act of 1974, as amended (the “Act”), to make grants to states and other local governments (“CDBG Funds”) to help finance their Community Development Programs; and

WHEREAS, Nassau County (the “County”) and the Town of North Hempstead (the “Town”) previously entered into a Cooperative Agreement, as amended, to participate in Community Development Programs (the “Cooperative Agreement”); and

WHEREAS, pursuant to the Cooperative Agreement, the County and the Town, acting by and through the Town of North Hempstead Community Development Agency (the “Agency”) agreed to undertake project activities (“Project Activities”) using CDBG Funds under the Act, received by the County for the 46th Program Year; and

WHEREAS, the Secretary approved an application for Community Development Block Grant Funds under the Act, submitted by the County and participating municipalities for the 46th Program Year; and

WHEREAS, the County allocated CDBG Funds in the amount of Seven Hundred Forty Thousand (\$740,000.00) Dollars to the Town for the 46th Program Year (the “CDBG Allocation”). During the COVID-19 Pandemic, the County, Agency, and the Town executed an agreement for the payment of the CDBG Allocation as consideration for the Agency, as the Town’s representative, undertaking and completing the Project Activities (the “CDBG Subrecipient Agreement”); and

WHEREAS, the members of the Agency (the “Members”) wish to ratify the CDBG Subrecipient Agreement.

NOW, THEREFORE, BE IT

RESOLVED, that the Members hereby ratify the previously executed CDBG Subrecipient Agreement; and it is further

RESOLVED that the Executive Director and any officer of the Agency is hereby authorized to undertake the Project Activities with the CDBG Allocation and balances from prior year allocations, and to take such other action as may be reasonable and necessary to effectuate the foregoing.

Upon the motion of Mr. Bailey, seconded by Mr. Greilsheimer, the resolution was unanimously adopted.

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Adjournment

The Members of the Agency, by unanimous vote, adjourned the meeting at 4:15 PM.