

TOWN OF NORTH HEMPSTEAD
COMMUNITY DEVELOPMENT AGENCY

October 26, 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 3:33 PM.

Attendance

Board Members present:

Lamont R. Bailey

Ralph Kreitzman

Jeffery Greilsheimer

Rodney A. Caines

Agency Staff present:

Rosemary A. Olsen, Executive Director

Joseph Santamaria, Assistant Executive Director/Project Manager

Patrice P. Allen, Administrative Assistant

Executive Director’s Report (“ED”)

The Executive Director’s Report consisted of the following:

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.

ERAP applications as of October 12, 2021. These may include duplicate applications.

Zip Code		Rent Arrears Count	Prospective Arrears Count	Utility Arrears Count
11001	Floral Park	9	8	1
11020	Great Neck /Lake Success	13	12	4
11021	Great Neck/ Great Neck Plaza	48	40	8
11023	Great Neck	30	28	8
11024	Great Neck / Kings Point	12	12	2

11030	Manhasset / Plandome	9	8	4
11040	New Hyde Park / Garden City Park	36	28	8
11042	New Hyde Park	1	1	0
11050	Port Washington /Sands Point	74	61	22
11501	Mineola	45	42	15
11507	Albertson	4	3	0
11514	Carle Place	17	14	5
11548	Greenvale	1	1	0
11568	Old Westbury /Westbury	3	2	1
11576	Roslyn	10	8	3
11577	Roslyn Heights	14	10	7
11590	Westbury / New Cassel	101	77	22
11596	Williston Park / East Williston	10	9	3
Total		437	364	113

Payments to landlords:

New York State Emergency Rental Assistance Program Rent Arrears and Prospective Rent Payments by Jurisdiction through October 19, 2021								
Jurisdiction	Rent Arrears			Prospective Rent			Total Amount Paid	Average Amount
	Payments	Amount	Average Amount	Payments	Amount	Average Amount		
Town of North Hempstead	121	\$1,849,335.22	\$15,283.76	100	\$646,734.45	\$6,467.34	\$2,496,069.67	\$20,628.67

Community Development Block Grant (“CDBG”) Program:

The Agency’s Nassau County annual reports (CAPER) are due this month.

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 October 22, 2021:

- Citibank –Lump Sum Account - \$1,083,605.41
- Citibank – Escrow Account - \$ 12,050.23
- Valley National Bank - Program Income Account - \$ 588,661.66

Agency cash deposits received of 07/13/2021:

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

State of New York Authority Budget Office (“ABO”):

The ABO Budget is an Agenda item this evening for review and approval.

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

The ED secured one proposal for website design. In addition, the CDBG program management software inquiries were started. Still, 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) No Change***

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 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”):

The Cultural Coordinator is on the Town’s budget for next year.

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

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

Commercial Rehabilitation and the Sign & Awning Program:

TONH should be receiving funding from the Third Track Community Benefits program for additional funding toward this program.

Site A: *Blue Cassel Development 701 Prospect Avenue, Westbury- No Change*

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 are taking corrective action submitted a response to the CDA. 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 acquiring 839 Prospect Ave. The owner James Villardi is in contract to sell to another company. The Agency awaits notification from Nassau County that the property owner complies with the HUD HOME program before the property sale goes through. In addition, the ED notified the property owner (Vilardi) that his tenants had applied for rental arrears payments under the ERAP program for him to complete.

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.

Scattered Site Affordable Workforce Housing Program Phase III:

212 Sheridan Street:

Harris Beach is moving forward on the eminent domain proceedings. The eminent domain case has been filed and served with a return date of November 9, 2021.

243 Sheridan Street: *No Change*

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

184 Catherine Street/Catherine Street Vacant Lot:

The eminent domain case has been filed and served with a return date of November 9, 2021.

746 Prospect Avenue: *No Change*

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 wants to proceed with an all residential development (15 senior units). They will be meeting with their land use attorney regarding this.

Prospect Avenue Streetscape:

Jeanine Dillon, Chief of Staff to Supervisor Bosworth, established a standing meeting with Commissioners from Highway, Sanitation, Code Enforcement, and Councilperson Russell and Agency staff. The purpose of the meeting is to address the ongoing concerns on Prospect Avenue. Concerns raised include sanitation collection, litter, maintaining medians/sidewalks, trees and tree wells, code enforcement, parking enforcement, and working with the merchants/property owners. Prospect Avenue is starting to look better. We will be meeting again in two weeks.

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

The upgraded security camera system has been installed.

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

The TONH Parks staff members from YWC Center will use the kiosk for advertising their events. In addition, the Agency is advertising the ERAP program now.

High Opportunity Area (“HOA) CDBG Housing Incentives:

The Agency received the contract extension document. The extension is with Nassau County for execution.

Lead Safe Line Replacement Program (“LSLRP”) Grant:

The Williston Park Road improvement area lead line replacements have begun. Contracts are underway for about 22(twenty-two) homes.

New Cassel Farmer’s Market Program:

The Farmer’s Market ends at the end of October. Funding is in the budget and the 47th Year contract for next summer.

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:

LTI has the after-school program at Roslyn Community Center.

Landmark on Main Street: - No Change

The ED has communicated 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. 27

A RESOLUTION APPROVING A BUDGET FOR THE 2022 FISCAL YEAR.

WHEREAS, the Town of North Hempstead Community Development Agency (the "Agency") is required under the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009, to adopt and approve a budget sixty (60) days before its fiscal year; and

WHEREAS, Agency staff and the Audit & Finance Committee recommend that the Members adopt and approve the "Budget and Financial Plan 2022" attached hereto for the 2022 fiscal year (the "Staff Recommendation"); and

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

NOW, THEREFORE, BE IT

RESOLVED, that the Members authorize and adopt the Staff Recommendation, and be it further

RESOLVED, the Agency Executive Director and any officer are authorized to execute such instruments and documents and take any other action necessary to carry out the foregoing.

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

RESOLUTION NO. 28

A RESOLUTION AUTHORIZING RETENTION OF THE SERVICES OF ATC GROUP SERVICES LLC. FOR ASBESTOS AND LEAD PAINT ABATEMENT PROJECT TESTING, MONITORING, AND DESIGN SERVICES ON THE TERMS SET FORTH UNDER NASSAU COUNTY CONTRACT ID# CQHI19000015 B90625C.

WHEREAS, the County of Nassau (the "County") through its Office of Community Development has procured and entered into a personal services agreement, dated May 22, 2019

(the “Agreement”), with ATC Group Services LLC. (the “Consultant”) for asbestos and lead paint abatement testing, monitoring, and design services following the federal procurement and contracting guidelines. The Agreement is for a term beginning March 19, 2019, and ending February 28, 2022, with an option to extend same twice, each time for an additional 2-year period (the “Testing, Monitoring, and Design Services” or “Services”); and

WHEREAS, the Town of North Hempstead Community Development Agency (the “Agency”) requires the Services; and

WHEREAS, Agency staff recommends (the “Staff Recommendation”) the Consultant be retained for Testing, Monitoring, and Design Services under the terms and conditions of the Agreement, except that each separate work order in the amount of more than \$17,000 shall require the prior approval of the members of the Agency; and

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

NOW, THEREFORE, BE IT

RESOLVED, that the Members hereby authorize and adopt the Staff Recommendation; and be it further

RESOLVED, that the Agency Executive Director and any other officer 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. Caines, seconded by Mr. Bailey, the resolution was unanimously adopted.

RESOLUTION NO. 29 (2021)

A RESOLUTION AUTHORIZING A SALARY ADJUSTMENT

WHEREAS, pursuant to Resolution No. 27 (2017), duly adopted at its meeting held on December 6, 2017, the members (the “Members”) of the Town of North Hempstead Community Development Agency (the “Agency”) appointed Rosemary A. Olsen as Executive Director of the Town of North Hempstead Community Development Agency (the “Agency”). Her annual salary was established in the annual amount of \$120,000; and

WHEREAS, an annual salary increase for Ms. Olsen was budgeted for in 2020 and 2021. This salary adjustment is consistent with the compensation increases provided to non-exempt staff and the Town practice of providing annual increases to exempt staff.

WHEREAS, the members of the Agency (the “Members”) wish to grant the Executive Director a 3.5% increase in her annual salary each year effective retroactively to January 1, 2020 (the “Salary Adjustments”), as follows:

Year	Salary Per Pay Period (received)	Adjusted Salary Per Pay Period	% Increase
2018 - 2019	\$4,615.38		Not applicable
2020	\$4,615.38	\$4,776.92	3.5%
2021	\$4,615.38	\$4,944.11	3.5%
2022		\$5,117.15	3.5%

NOW, THEREFORE, BE IT

RESOLVED, that the Members hereby authorize the Salary Adjustments; and it is further

RESOLVED, that the Executive Director, Assistant Executive Director, Assistant Secretary, Internal Accountant, and any officer of the Agency are hereby authorized to take such other action as reasonable and necessary to effectuate the foregoing.

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

Adjournment

The Members of the Agency, by unanimous vote, adjourned the meeting at 4:37 PM.