

TOWN OF NORTH HEMPSTEAD
COMMUNITY DEVELOPMENT AGENCY

December 21, 2021, BOARD MEETING MINUTES

Call to Order

Chairperson Lamont R. Bailey of the Town of North Hempstead Community Development Agency (the “Agency”) called the meeting to order at 3:35 PM.

Attendance

Board Members present:

Lamont R. Bailey

Ralph Kreitzman

Jeffery Greilsheimer

Rodney A. Caines

Dolores Sedacca

Agency Staff present:

Rosemary A. Olsen, Executive Director

Joseph Santamaria, Assistant Executive Director/Project Manager

Agency Counsel Present:

Keith Corbett, Esq., Harris Beach, LLC.

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.

Applications by Zip Codes as of December 19, 2021. These may include some duplicate applications.

Zip Code		Rent Arrears Count	Prospective Arrears Count	Utility Arrears Count
11001	Floral Park	10	9	1

11020	Great Neck /Lake Success	17	14	5
11021	Great Neck/ Great Neck Plaza	62	48	11
11023	Great Neck	42	36	12
11024	Great Neck / Kings Point	18	15	5
11030	Manhasset / Plandome	14	13	4
11040	New Hyde Park / Garden City Park	50	42	11
11042	New Hyde Park	1	1	0
11050	Port Washington /Sands Point	92	72	30
11501	Mineola	59	55	17
11507	Albertson	6	5	0
11514	Carle Place	19	16	6
11548	Greenvale	2	2	0
11568	Old Westbury /Westbury	4	2	1
11576	Roslyn	14	10	4
11577	Roslyn Heights	18	11	8
11590	Westbury / New Cassel	151	113	34
11596	Williston Park / East Williston	12	11	3
Total		592	476	152

Payments to landlords:

New York State Emergency Rental Assistance Program Rent Arrears and Prospective Rent Payments by Jurisdiction through December 20, 2021								
Jurisdiction	Rent Arrears			Prospective Rent			Total Amount Paid	Average Amount
	Payments	Amount	Average Amount	Payments	Amount	Average Amount		
Town of North Hempstead	157	\$2,538,191.88	\$16,270.46	124	\$811,655.20	\$6,545.61	\$3,257,416.54	\$20,747.88

Community Development Block Grant (“CDBG”) Program:

The CDBG 47th year contract is being routed for signature by the County. The Agency received an extension on the High Opportunity Acquisition Grant through March 2022, which is also being routed. The Agency met on December 21st with the Acting Department of Public Works (“DPW”) Commissioner and Acting Administrative Services Commissioner to discuss the Transit-Oriented Development Public Facility grant to improve the walkway crossing the Roslyn Community Center. DPW will assist us primarily in-house in designing and building the walkway in cooperation with Administrative Services. The Agency also discussed the COVID-19 HVAC grant funding awarded to improve the system at the Roslyn Community Center. This grant-funded project is primarily a rehabilitation and retrofit project that Agency will work with Administrative Services on with technical support from DPW.

Affirmatively Furthering Fair Housing, Equity, and Inclusion:

The Fair Housing Activity Statement (FHAS) report request template was provided yesterday. It is due January 31, 2022. A Fair Housing resolution is on today’s Agenda in support of the report.

Operations: - *No Change*

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 was filed online as required.

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 grant application for Main Street 2021 was approved in the New York State awards notice. The Agency is awaiting formal notification of award from the NYS Main Street program.

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

Neal Stone is working on a first draft for consultant Request for Proposal (“RFP”).

New Cassel EPA Brownfields Grant (Planning Department CFA Grant)

We received and reviewed the summary from the Brownfields workshop in the summer. The survey results can be viewed at:

https://northhempsteadny.gov/filestorage/16257/17126/New_Cassel_Survey_Results_2021.pdf .

Immediate takeaways are:

- The community gave a high priority to redevelop 746 Prospect Avenue as a small business.
- Rehabilitation of commercial strips with small businesses on Prospect with improved off-street parking is a priority.
- Additional childcare, tutoring/training, and family recreation programs are a priority.
- Need for improved marketing about what is currently available in and around New Cassel.

EPA Multipurpose Grant:

The EPA Multipurpose grant work plan is submitted. Neal Stone is working on preparing a draft request for proposals.

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”): - No Change

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

Commercial Rehabilitation and the Sign & Awning Program:

The Agency had a recent meeting with the TONH regarding the Third Track Community Benefits program. Sagar Mehta is working on draft guidelines. The eligible areas are Union and Prospect in New Cassel, Jericho Turnpike in Garden City Park, and Westbury Avenue in Carle Place. These areas are based on being located near the Third Track Project.

Site A: *Blue Cassel Development 701 Prospect Avenue, Westbury*

The ED is working with an owner and new property manager on improving the building and premises. The new property manager went to landlord-tenant court with tenant support (petition and pictures). He managed to have a warrant of eviction issued for the apartment with ongoing criminal activity. The building super resigned, and the owner is actively seeking a new superintendent. There is currently a problem with a homeless man who relocated from Penn Station to Prospect Avenue. He has been a problem and was observed acting out by the ED, AED, and others. He has been referred to the Nassau County Homeless Intervention Team by all but refuses services.

Site C: *RSDK Dental Office(“RSDK”), 822 Prospect Ave, Westbury*

Molar to Molar held a ribbon-cutting ceremony on December 15 with the TONH and the Westbury/Carle Place Chamber of Commerce. In addition, the TONH is preparing a Business Spotlight for Molar to Molar.

Site D: *839 Prospect Ave, Westbury - 18 Apartments*

The Agency received notice from the owner, James Villardi, that they intend to close before the end of the year. However, Nassau County still has not cleared them regarding compliance with the HUD HOME program.

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 Agency ordered an appraisal update for court. No one is contesting the acquisition. The lender would like the court order to allow for a direct payment based on our appraisal. They will apply for the balance of the mortgage from HUD, who insured the reverse mortgage.

243 Sheridan Street:

The Agency ordered an appraisal update for court. We are acquiring the tax liens and will complete the acquisition via eminent domain.

184 Catherine Street/Catherine Street Vacant Lot:

The Agency ordered an appraisal update for court. No one is contesting the acquisition. The lender would like the court order to allow for a direct payment based on our appraisal. They will apply for the balance of the mortgage from HUD, who insured the reverse mortgage.

746 Prospect Avenue:

A Building Inspector from TONH conducted the residential registration inspection. The AED is working on a scope of work to complete some needed repairs. A subsequent inspection by the AED uncovered water leaks from the parapet on the roof. He is looking at emergency repair options. The Agency will also be procuring an architect for the rehabilitation of the building, focusing on addressing these structural issues. Part of the cost will be eligible for reimbursement under the 2021 NY Main Street Grant.

Site I–Rose Place (*aka Sohmer Place*) 11 Townhouses and Roadway:

The Developer failed to complete the dedication of Rose Place to the Town as Sohmer Place. As a result, the property remains in the Developer's corporate name, and tax liens have been accruing. The ED has notified him of the next steps that need to be taken for dedication.

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

The Agency is awaiting a new proforma and description for their new proposed development. Unfortunately, nothing has been submitted as of today.

Prospect Avenue Streetscape:

Streetlamp banners were installed on Prospect Avenue before December 10th. They are extremely attractive. The Agency has some installation issues due to the design of the street poles, which the AED is addressing.

The Prospect Avenue Streetscape committee meets about twice a month. The Commissioner of Public Safety has inspected problem properties reaching out to owners regarding improving compliance. Sanitation issues are being addressed by the SWMA Executive Director and the ED.

The Highway Superintendent has set a bi-weekly schedule of street sweeping and maintenance of the medians has been. In addition, the Committee is exploring the best ways to communicate with merchants on addressing sanitation and code violations. An ongoing problem is the presence of loiterers on and around commercial properties on Prospect Avenue.

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

There was a small change order for the project, which is within the project budget.

New Cassel Gateway Signs, Rose Ribbon Park, and Parking Lot Fence: - No Change

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

High Opportunity Area (“HOA) CDBG Housing Incentives:

The Agency received the contract extension document. The acquisition process is underway. We ordered an appraisal update.

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

The AED is working with a graphic designer to design doorknockers to hang on homes in neighborhoods with existing lead service lines. She will start in early January.

He is also working with both contractors to complete the waiting list of homes for the program.

New Cassel Farmer's Market Program: - No Change

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: - No Change

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. 30 (2021)
FAIR HOUSING RESOLUTION (2021-2022 47th CDBG Program Year)**

WHEREAS, the Town of North Hempstead Community Development Agency ("Agency") promotes and supports the goals and ideals of the federal Fair Housing Act, the New York State Human Rights Law, the Nassau County Human Rights Law, and the Town of North Hempstead Open Housing Law (hereinafter "Fair Housing Laws"), and

WHEREAS, the Agency, as a subrecipient of Community Development Block Grant funds, is obligated to Affirmatively Further Fair Housing, and

WHEREAS, the Agency plans on recognizing April 2022 as Fair Housing Month to bring attention to the discrimination faced by everyday residents in housing and housing-related transactions on the basis of race, creed or religion, color, national origin, sex, age, disability, marital status, military status, family status, sexual orientation, gender identity or expression, and lawful source of income.

BE IT RESOLVED, that within the available resources, the Agency will:

1. Refer all persons who feel they have been discriminated against to the New York State Division of Human Rights and/or the US Department of Housing and Urban Development, and
2. Refer residents to the Nassau County Bar Association or other HUD certified housing counseling agencies for assistance with foreclosure prevention, and
3. Refer residents and landlords to the Emergency Rental Assistance Program (ERAP) to assist with COVID related rental arrears, and
4. Attend Fair Housing Trainings, and
5. Provide fair housing materials in public buildings and/or at community events, and
6. Display fair housing posters at public locations, and
7. Other outreach activities to educate and solicit input from the community.

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

RESOLUTION NO. 31 (2021)

A RESOLUTION SETTING DATES FOR THE ANNUAL MEETING AND REGULAR MEETINGS OF THE AGENCY FO 2022

WHEREAS, Article V, Section 2 of the By-Laws (the “By-Laws”) of the Town of North Hempstead Community Development Agency (the “Agency”) requires the members of the Agency (“Members”) to hold an annual meeting (the “Annual Meeting”) to receive a report on the State of the Agency, as more fully set forth therein; and

WHEREAS, Article V, Section 3 of the By-Laws of the Agency require the Members to hold regular meetings (the “Regular Meetings”) to transact such business as may come before them; and

WHEREAS, the Members wish to establish a schedule identifying the dates and times of their Annual Meeting and Regular Meetings.

NOW, THEREFORE, BE IT

RESOLVED, that members of the Agency hereby adopt the schedule for the conducting of the Annual Meeting and Regular Meetings set forth in Schedule “A”, attached hereto and made a part hereof, which meetings shall be called to order at approximately the time and on each such day listed; and be it further

RESOLVED, that the Executive Director or any officer of the Agency is hereby authorized to take such action as may be necessary to effectuate the foregoing.

SCHEDULE “A”

SCHEDULE OF TOWN OF NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY MEMBERS’ MEETINGS FOR THE CALENDAR YEAR 2022

Meetings to be held via Zoom at 3:30 PM when authorized by the State

January 12, 2022, February 9, 2022, March 9, 2022 (Annual Meeting), April 13, 2022, May 11, 2022, June 15, 2022, August 9, 2022, September 14, 2022, October 12, 2022, November 16, 2022, and December 14, 2022.

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

RESOLUTION NO. 32 (2021)

A RESOLUTION APPROVING AN INTERNAL ACCOUNTING PROFESSIONAL

WHEREAS, Galamery (“Internal Accountant”) was procured by the Agency for Internal Accounting Services. The Agency wishes to extend the engagement for 2022 to complete the 2021 Audit and Financial Statements and provide accounting services through December 31, 2022.

NOW, THEREFORE, BE IT

RESOLVED, that Members of the Agency agree to extend the engagement of the Internal Accountant with the same annual fee and contract as in 2021, and it is further,

RESOLVED, that the Agency conduct an RFP by the third quarter for the 2023 fiscal year; and it is further,

RESOLVED, that the Executive Director or any officer of the Agency is hereby authorized to take such action as may be necessary to effectuate the foregoing.

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

Adjournment

The Members of the Agency, by unanimous vote, adjourned the meeting at 4:30 PM.