

TOWN OF NORTH HEMPSTEAD
COMMUNITY DEVELOPMENT AGENCY

February 22, 2023, BOARD MEETING MINUTES

Call to Order

Chairperson Jeffrey M. Greilsheimer of the Town of North Hempstead Community Development Agency (the “Agency”) called the meeting to order at 7:49 PM.

Attendance

Board Members present:

Jeffrey M. Greilsheimer

Rodney A. Caines

Ralph Kreitzman

Dolores Sedacca

Agency staff present:

Rosemary A. Olsen, Executive Director (ED)

Joseph Santamaria, Assistant Executive Director/Project Manager (AED)

Patrice P. Allen, Administrative Assistant

Yael Spitzer, Deputy Town Attorney

Executive Director’s Report

The Executive Director’s Report consisted of the following:

US Treasury Emergency Rental Assistance Program (“ERAP”)

The Town of North Hempstead (the “Town”) approved the selection of the Community Development Corporation of Long Island, Inc. (“CDCLI”) as the community-based organization (“CBO”) undertaking the marketing and outreach of the Town’s ERAP program. The Town approved the Agency as the Town’s administrator of the CBO contract. The Town and the Agency joined with the Nassau County Office of Community Development (“OCD”) to coordinate the selection process for the Community Based Organization through a Notice of Funding Availability process.

The Town has subsequently been notified that additional funding will be 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
North Hempstead	\$6,849,809.30	\$5,419,933.50	\$0.00	\$12,269,742.80	\$1,226,974.28

The NYS application portal was closed by New York State on January 20, 2023. The State's contractor is evaluating existing applications for funding. Tenants and landlords can submit additional information in support of their grant application. Our community outreach program currently assists tenants and landlords in completing application submissions

Applications by Zip Codes as of February 2, 2023. The count may include some duplicate applications.

Zip Code		Rent Arrears Count	Prospective Arrears Count	Utility Arrears Count
11001	Floral Park	20	6	1
11020	Great Neck /Lake Success	32	5	5
11021	Great Neck/ Great Neck Plaza	96	47	18
11023	Great Neck	64	22	12
11024	Great Neck / Kings Point	26	15	6
11030	Manhasset / Plandome	49	21	3
11040	New Hyde Park / Garden City Park	128	40	13
11042	New Hyde Park	1	1	0
11050	Port Washington /Sands Point	160	69	37
11501	Mineola	159	52	31
11507	Albertson	13	6	1
11514	Carle Place	39	18	8
11547	Glenwood Landing	3	0	1
11548	Greenvale	2	1	0
11568	Old Westbury /Westbury	14	2	1
11576	Roslyn	29	11	5
11577	Roslyn Heights	30	9	9
11590	Westbury / New Cassel	241	73	37
11596	Williston Park / East Williston	29	14	4
Total		1,127	412	192

ERAP Payments to landlords by NYS OTDA:

New York State Emergency Rental Assistance Program Rent Arrears and Prospective Rent Payments by Jurisdiction through February 3, 2023								
Jurisdiction	Rent Arrears			Prospective Rent			Total Amount Paid	Average Amount
	Payments	Amount	Average Amount	Payments	Amount	Average Amount		
Town of North Hempstead	422	\$7,248,038.05	\$16,398.38	327	\$2,239,150.64	\$6,847.56	\$9,487,233.69	\$21,660.35

New York State Emergency Rental Assistance Program Utility Payments Through February 3, 2023			
Jurisdiction	Utility Payments		
	Payments	Amount	Average Amount
Town of North Hempstead	122	\$1696,254.90	\$1,387.34

Community Development Block Grant (“CDBG”) Program:

The Agency administers CDBG funding for the unincorporated areas of the Town. HUD allocates funding to Nassau County on a formula basis for municipalities that have signed a cooperation agreement for the Nassau Urban County Consortium. All Towns, Cities, and Incorporated Villages in Nassau County are welcome to sign the cooperation agreement with the OCD. The CDBG program is intended to provide a suitable living environment, decent housing, and expanding economic opportunities for low to moderate-income persons. Funds are allocated based on how funding may be used to further the Nassau County Five-year Consolidated Plan goals. For further information, go to:
<https://www.nassaucountyny.gov/1524/Community-Development>.

OCD opened the 49th year funding round for CDBG. The ED attended the first public hearing on January 25, 2023. The applications are due on March 17, 2023.

The Agency scheduled its first public meeting for Wednesday, February 22, 2023, at 5:30 PM in the Agency’s Conference room at 51 Orchard Street, Roslyn Heights, NY.

Affirmatively Furthering Fair Housing, Equity, and Inclusion (Town-wide project):

Title VIII of the Civil Rights Act of 1968, known as the [Fair Housing Act](#), requires HUD and recipients of federal funds from HUD to affirmatively further the policies and purposes of the Fair Housing Act, also known as “affirmatively further fair housing” or “AFFH.” The obligation to affirmatively further fair housing requires recipients of HUD funds to take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics, which are: Race, Color, National Origin, Religion, Sex (including gender, gender identity, sexual orientation, and sexual harassment), Familial Status, and Disability.

Generally, in administering programs and activities relating to housing and community development, the federal government, HUD, and its recipients must:

- *Determine who lacks access to opportunity and address any inequity among protected class groups*
- *Promote integration and reduce segregation*
- *Transform racially or ethnically concentrated areas of poverty into areas of opportunity*

Nassau County adopted the Nassau County Consortium Five-Year Plan for HUD CDBG, HOME, and ESG Grant Funding (2020-2024). They also adopted the Fair Housing Assessment (the Analysis of Impediments to Fair Housing Choice). As a result, the Agency must prepare and submit a Fair Housing Activity Statement for each annual application for CDBG funds. To receive funds, the Agency is obligated to form a Fair Housing Committee to respond to help prepare the statement. It should cover the activities of the Town, Agency, and Housing Authority. The County FHAS Report template is more extensive due to the new plan, the Garden City fair housing lawsuit settlement, and outstanding fair housing complaints filed with HUD.

The Agency’s ED compiled a summary of fair housing information for the public. Ms. Allen posted this information on the Town website at:

<http://bit.ly/3HMB6oq> or <https://northhempsteadny.gov/cda-message>.

The Agency also printed posters developed by Long Island Housing Services to be installed in public buildings.

Operations:

Nassau County Office of Community Development (“OCD”): Nassau County Office of Community Development (“OCD”) Agency’s chart of account funding commitment balance as of February 2, 2023, is \$1,661,165.09 for contracts through the 48th program year. In addition, we have funding commitments for \$778,607.41 for CDBG-CV, CDBG-TOD, and CDBG-HOA grants.

Agency’s cash balances as of February 16, 2023

TD Bank –Lump Sum Checking Account - \$86,027.90

TD Bank – Payroll Account – \$5,670.78

Valley National Bank-Program Income Account - \$635,526.13 *(as of 2/10/23)*

Agency cash deposits:

Harris Beach PLLC Escrow Account Various Matters: \$34,125.00 *(as of 2/7/23)*

State of New York Authority Budget Office (“ABO”): No Change

The Agency is an urban renewal agency formed under New York State General Municipal Law for the Town of North Hempstead. New York State has determined that the Agency is a public authority and is subject to reporting in PARIS to the New York State Authorities Budget Office.

The Agency Board adopted the 2023 ABO Budget on November 16, 2022. Agency Staff posted the budget on the Agency landing page and the ABO Paris System.

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: - No Change

Since its inception, the Agency has been transforming blighted and underinvested low-income neighborhoods in the Town by leveraging federal and state grants. Past projects include the Spinney Hill neighborhood in Great Neck/Manhasset and the Roslyn Heights neighborhood near the Roslyn railroad station. In addition, the Agency has been transforming the hamlet of New Cassel following plans laid out by the Town for over 20 years.

The Agency follows the New Cassel Urban Renewal Plan, Shared Vision for New Cassel, and the New Cassel Brownfields Opportunity Area (“New Cassel Visioning”). North Hempstead Planning Department has led the planning efforts for the New Cassel Vision, which the Town Board has adopted with copies located at:

<https://northhempsteadny.gov/New-Cassel-Community-Visioning>.

New Cassel Urban Renewal Plan & Projects:

Reported below are ongoing efforts in New Cassel.

US Environmental Protection Agency (EPA) Multipurpose Grant (URA project):

The Agency's ED applied for and was awarded a very competitive EPA Multipurpose Grant. The EPA Multipurpose Grant is an \$800,000 grant award for five years to help pay for environmental assessments and clean-up on municipally owned properties in New Cassel. The project is a cooperative effort with the Town Planning Department.

Vita Nuova, the EPA Technical Services Consultant, presented webinars on the Market Study. The first Webinar 1 presented general demographic information about New Cassel. Webinar 2 was a demonstration using the EPA Revitalization Ready Guide and a site prioritization tool with actual data about the New Cassel priority sites. The tool prioritized 746 Prospect and adjacent property and Site M for reuse. Vita Nuova will present the third and final webinar on February 23, 2023, covering interviews and reuse opportunities for Site M.

Neal Stone prepared a revised scope of work for the EPA Multipurpose grant, which was submitted to our regional representative last Wednesday. They had a preliminary monitoring visit last week.

New York State Department of State New Cassel BOA Market Analysis and Site Reuse Study (CFA Grant 2019) (URA project):

The Agency's ED applied for, and the Agency was awarded a competitive NYS DOS Brownfields Opportunity Area Grant in the NYS Consolidated Funding Application Round in 2019 for \$126,000. The grant is to conduct a market study to determine commercial reuse for blighted and underutilized properties in New Cassel. This project is a cooperative effort with the Town Planning Department. The survey results can be viewed at:

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

The Agency interviewed four (4) proposers for the NYS DOS Market Study RFP. The Agency's Board approved one (1) proposal at the January 2023 meeting. We will provide the selected Proposer with a draft contract and plan a kick-off meeting next week.

New Cassel US EPA Brownfields Assessment Grant (URA project): No Change

The Town Planning Department applied for and was awarded a competitive US EPA Assessment Grant for the New Cassel hamlet. The purpose of the grant is to complete environmental assessments (Phase I and Phase II) of vacant and underutilized properties to advance clean-up and redevelopment. In addition, the grant requires public outreach and input for the project, which was completed in the summer of 2021. For

more information, go to Brownfields Project 2021 at <https://northhempsteadny.gov/New-Cassel-Community-Visioning>.

The summary from the Brownfields workshop in the summer and the survey results can be viewed: https://northhempsteadny.gov/filestorage/16257/17126/New_Cassel_Survey_Results_2021.pdf.

The AKRP, Town's Brownfield consultant, is finalizing site investigation work for the Workforce Scattered Site properties. They provided structural engineering reports for 184 Catherine and 212 Sheridan properties. Neal Stone of the Planning Department will close out this grant in the first quarter of 2023.

New York Main Street Grant Application (NYMS SHARS ID #20210423) (CFA Grant 2021) (URA project):

The Agency applied for, was granted, and completed a competitive New York Main Street Technical Assistance Program grant (NYMS-TA - SHARS ID 20180113 -CFA 2019) for \$20,000 from the New York Housing Trust Fund Corporation (HTFC). The project funded New Cassel Building Feasibility Analysis & Design Guidelines – Prospect Avenue Corridor Design Guidelines. We procured a design professional who completed the design guidelines and façade handbook.

The Agency's ED applied for competitive grant funding to assist in renovating commercial and mixed-use buildings on Prospect Avenue based on these guidelines. The New York Main Street program awarded \$295,000 in grant funds for building renovations on Prospect Avenue from the Regional Economic Development Council 2021 competitive funding round.

NY Main Street funding is restricted to low-income neighborhoods based on criteria set by New York State. Therefore, New Cassel is the only eligible census area in North Hempstead.

The Agency is completing the environmental review process for the program.

Commercial Rehabilitation and the Sign & Awning Program:

LIRR Third Track Community Benefits program:

The Town applied for LIRR Third Track Community Benefits program funding grants to small businesses for exterior building improvements. The program is restricted to small businesses located in areas impacted by construction closures due to the Third Track project. The LIRR requires the Town to pay the contractor directly for work completed on participating commercial buildings. The Town has asked the Agency to undertake this activity in coordination with the Town. The eligible areas are Union and Prospect Avenues in the New Cassel hamlet, Westbury Avenue in the Carle Place hamlet, and Jericho Turnpike in the Garden City Park hamlet. In addition, incorporated Villages received their own Community Benefits funding.

The Commercial Rehabilitation, Sign & Awning Program draft consultant agreement is being reviewed and will be signed soon. The next step is sculpting the program's business procedures with the consultant.

New Cassel Urban Renewal Area Developments

The Vision Plan for New Cassel called for the redevelopment of vacant and underutilized brownfields sites to revitalize the community economically. Properties that were off the tax rolls were redeveloped into a mix of commercial and residential uses. Housing is being created for a mix of income levels, including affordable housing. Both rental and ownership housing is being created for families and seniors. Commercial development includes businesses not otherwise available in the community, such as grocery stores, service providers, and professional offices.

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

Gateway Apartments are a 37-unit mixed-use and mixed-income family apartment community developed, owned, and operated by the Bluestone Organization. This rental community was developed as a transit-oriented development with federal and state housing funds, low-income housing tax credits, and other financial assistance.

The occupants of the problem apartment were evicted. The apartment was being used for narcotics trafficking. The property owner must rehabilitate the apartment to meet HUD's housing quality standards.

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

This mixed-use building includes a commercial condominium and a residential condominium. The residential condominium is a 26-unit affordable family rental housing development.

RSDK Dental Office purchased the commercial condominium. RSDK is doing business as Molar-to-Molar Dentistry. The Agency provided RSDK Dental with an economic development loan to acquire the condominium unit. RSDK Dental developed and operates a minority/woman-owned dental practice with six chairs and State of the art dental equipment. In addition, RSDK Dental is leasing a subdivided space to Brigitte Hair Design, a minority/woman-owned hair salon. Both businesses opened during the COVID-19 pandemic.

The Town prepared a Small Business Spotlight for Molar to Molar, which can be viewed here:
<https://www.northhempsteadny.gov/smallbusinessspotlight:>

Site D: 839 Prospect Ave, Westbury - 18 mixed-income family rental apartments - No Change

The developer completed construction within the last ten (10) years. The development was completed with CDBG and HOME grants, a land subsidy from the Agency, and other financial assistance.

The property was sold to a new owner who retains the affordability restrictions. According to Nassau County, the property complies with the HOME program. In addition, the Agency assisted the prior property owner in applying for rental arrears through the ERAP program.

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

Site H is a mixed-income and mixed-use development. Nu-Cassel Pharmacy is an owner-operated pharmacy that owns one commercial condominium. A local retailer owns the other commercial

condominiums. The residential development includes seven duplexes that are owner-occupied with a tenant. The owners were first-time homebuyers.

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

Site I was developed with eleven affordable three-bedroom (11) townhouses on subdivided lots. All eleven homes were sold to affordable first-time homebuyers at or below 80% of HUD Nassau/Suffolk Area Median Income. The homes were sold as they were completed from 2017 through 2020. Long Island Housing Partnership (LIHP) provided technical assistance (TA) to the Agency. Technical Assistance included marketing and outreach following a Fair Housing Marketing Plan, receiving applications, and conducting a lottery. In addition, LIHP processed the applications and provided applicants with pre-purchase homeownership counseling, mortgage application assistance, and other housing counseling. They also applied for and administered a New York State Housing Finance Agency downpayment assistance grant for each homeowner.

The Developer and Town staff continue communications toward addressing Rose Place road dedication.

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

The Agency owns and assembled a vacant property currently planned for a mixed-use development. The property is currently off the tax rolls.

Euroamerican Funding is the selected developer who proposed mixed-use development. The project includes ten (10) senior housing units (at least six affordable) above an urgent medical care center and credit union micro-teller. Town Board and Board of Zoning Appeals approvals were secured in 2018. Nassau County Industrial Development Agency (IDA) financial assistance preliminary resolution was also secured. Unfortunately, development activity slowed before and during the COVID-19 pandemic.

The Chief Deputy Town Attorney has started the review of the redevelopment contract. He contacted the developer's land use attorney. Agency Staff met with Rich Yevoli from Euroamerican last week. He remains interested in the development if they can build the 15-unit senior residential option from our RFP. Although they submitted residential DOB application(s) for permits in 2022, permit fees are due payable, and omissions and application fees must be addressed. The Agency awaits.

746 Prospect Avenue, Westbury, New York (URA Project)

This property is a mixed-use building that was in foreclosure and extremely blighted. The Agency acquired the building from the owner in April 2020 during the COVID-19 pandemic. The retail store is vacant, and a family lives upstairs in a rental apartment. The building was constructed in approximately 1935 and has primarily served as a deli and apartment. The Town's EPA Brownfields Grant has enabled us to complete Phase I and Phase II environmental assessments. Work included removing the abandoned oil tank. In addition, the renovation of this property was included in the NY Main Street Renovation Grant.

The plumber found and corrected shower body plumbing leaks to the lower level (from the second-floor apartment). Some tub caulking will be needed soon.

North Hempstead Scattered Site Affordable Workforce Housing Program (town-wide program in unincorporated areas)

The Agency acquires blighted and abandoned residential properties (zombie homes) to redevelop as affordable homes. The properties we acquire have multiple barriers to redevelopment by the private market. Project completion involves an investment of time and resources to redevelop these properties. We try to improve the neighborhood or block while creating affordable housing primarily for first-time homebuyers.

Scattered Site Affordable Workforce Housing Program Phase III:

212, 242 Sheridan Street & 184 Catherine Street/Catherine Street Vacant Lot:

This property is a vacant and abandoned home in foreclosure. The prior owner had a reverse mortgage and did not pay tax arrears. The house was badly damaged by fire and has been unoccupied for years. It is next to two homes we recently developed and sold to first-time homebuyers. The Agency is acquiring the property by eminent domain as the mortgage and escrow balance far exceeds the home's appraised value.

The property at 243 Sheridan had a fire in the basement due to trespassers. The TNH Building Department inspected and determined it to be an unsafe structure. In addition, the Agency boarded the property and installed no trespassing signs except by authorized personnel. We notified Officer Cooper, the Nassau County POP Officer, about the incident.

Prospect Avenue Streetscape:

Boulevard Banner Program

The Agency had previously installed streetlamp banners that were faded, missing, or torn, leaving a poor appearance of the Prospect Avenue Corridor. In addition, approximately 32 banner arms were missing or broken. The Agency worked on redesigning the banner using photographs of the original artwork from the Arts-Build project. The Arts Build project was a mural that was the work of Westbury High School students.

The banners on Prospect remain inspiring but require regular maintenance. The Agency will consider a maintenance solution incorporating the Towns 311 system, Town Contractors, Towns Highway Department, and the Agency.

Downtown Area Maintenance and Enforcement Committee

The Downtown Area Maintenance and Enforcement Committee meets about twice a month. The Committee was formed 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.

<https://northhempsteadny.gov/content/16255/18636/default.aspx#nh311>. If you register for an account with 311, you can go back and check on the status of your service request.

Agency Code enforcement work continues. The focus is cleaner streets and correcting broken or blighted structures and assemblies.

Rose Ribbon Park and Parking Lot - No Change

Rose Ribbon Park is located on the south side of Prospect Avenue between Brook Street and Sohmer (formerly Rose). The Agency acquired and assembled property providing parking and a park on the west end of Prospect Avenue. The park and parking lot were built with HUD Economic Initiative Grant funding (EDI) as a cooperative effort of the Agency, Planning, DPW, and Parks. The Agency has retained property ownership as New Cassel is being revitalized. The Parks Department maintains the property. Recent improvements by the Agency include planting trees in the rear of the lot and upgrading and extending the irrigation system.

Rose Ribbon Kiosk - The park portion of the property includes a backlit kiosk recently rehabbed in-house by the Agency's AED. The Planning Department has prepared a business directory for the kiosk. In addition, the Agency, Planning, and The Yes We Can Community Center use the kiosk to hang posters announcing upcoming events and programs.

New Cassel Gateway Signs and Historical Markers - No Change

The Agency recently installed gateway signs and historical markers planned in the Vision for New Cassel. The first historical marker is located at Cantiaque Rock, the historical dividing line between North Hempstead and Oyster Bay. The second marker was based on historical research conducted by local elementary school students about the naming of New Cassel. New York State Education Department recognized these students.

Yes We Can Community Center (YWC Center or Center) (URA Project)

YWC Center Security Camera Upgrades

The Agency has provided a grant to the Center to upgrade the security camera system. Phase I of the project is installing additional security cameras and new digital recorders. The project was funded in the 46th and 47th year CDBG budgets.

The camera contract is executed, and the notice to proceed is issued. The camera company is ordering equipment, and fieldwork should begin soon.

YWC Center HVAC Upgrades

The Agency received COVID-19 funding for HVAC upgrades at YWC Community Center, Roslyn Community Center, and Landmark on Main Street.

The failed multi-stack chiller compressor field installation appears complete. The Agency is waiting for close-out documentation.

FST-Horizon is reviewing and signing the technical services agreement. The scope of service includes analyzing the Yes We Can's HVAC system(s) and developing a list of items that must be addressed. Following the list, we will prioritize needed repairs to budget and hire repair services. The repairs will likely have to be purchased over time relative to available budgets. Nassau County has indicated that they may have additional CDBG-CV funding available for the project once we determine the full scope of the project.

As per prior discussions, the main project objective is to facilitate the HVAC system working as close as possible to the intended design. As a result, we intend to have FST-Horizon develop an HVAC maintenance and operation manual for the Town maintenance staff and outside service contractors, as one does not exist.

High Opportunity Area (HOA) CDBG Housing Incentive Grant: No Change

The Agency applied for and received an HOA CDBG grant to acquire property for affordable housing in a high-opportunity area. As a result, we identified an abandoned and foreclosed home in Garden City Park that we would like to acquire and rebuild to be sold to a first-time homebuyer. The acquisition process is underway. In addition, we ordered an appraisal update.

The attorneys are starting on the acquisition of this property.

Residential Lead Service Line Replacement Program (LSLRP) Grant (Town-wide, including Incorporated Villages):

The Lead Service Line Replacement Program is an NYS Department of Health (NYSDOH) grant-funded program established under New York's Clean Water Infrastructure Act (ACT) of 2017. The Act amended the Public Health Law to require NYSDOH to implement a residential Lead Service Line Replacement Program. The DOH predetermines the eligibility of municipalities for funding based on a formula. The Town was identified based on criteria contained in the Act. As a funded and mandated program, the Town requested that the Agency implement the program on its behalf. This grant is multi-year, totaling \$611,363.

Lead service lines were installed in homes prior to 1939. Initially, the Agency outreached to all water districts to make them aware of the program. As per Policy Map data, Williston Park and surrounding neighborhoods have the highest risk of lead exposure in the Town.

The doorknocker has been printed and is ready for distribution. The website landing page and application have been redesigned and should go live this week.

General LSLRP Applicant Status:

The Agency will be issuing a contract with Lakeville Manhasset Water District to facilitate the completion of a project at one home. In addition, our grant program is gaining more traction as water providers are mandated to complete a service line inventory.

As of Date	Received	Pending Approval	Pending Approval	Applicants Not Eligible/Not responding	Approved, pending permits, approvals, insurances, and other	Completed
12/12/22	64	1	40	22	5	35
2/15/23	66	0	42	23	1	40

Community Connections - New Cassel and Westbury Farmer's Market Programs: No Change

Community Connections, a not-for-profit organization, operates a youth-led seasonal farmer's market on Prospect Avenue in New Cassel and the Village Square in Westbury. This project is part of an initiative started by Sustainable Long Island to bring Long Island Farm fresh produce to low-income communities in Nassau and Suffolk County to be sold by community-based organizations as a job training program for disadvantaged youth. Community Connections is a successor organization to Unified New Cassel Community Revitalization Corporation.

The Farmer's Market has been open this summer. It is due to close at the end of October.

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): Safe Places at Roslyn Community Center- No Change

LTI is a regional not-for-profit organization. LTI operates an after-school learning program and summer camp for disadvantaged students from the Roslyn School District as a subrecipient of the Nassau County Youth Board. Many of these students reside in Laurel Homes and Roslyn Plaza Gardens, two low-income housing tax credit developments adjacent to the community center. LTI also operated the Wages Program.

Wages is a program designed to assist at-risk and economically disadvantaged adults entering the workforce.

LTI received a grant to assist minority young adults in Roslyn Heights, New Cassel, and Hempstead to achieve financial goals. It is a pilot program to close the minority generational wealth gap through workshops and financial coaching. They have asked us to help them identify potential applicants for this year's class.

Landmark on Main Street: - No Change

The ED has communicated with the new staff and will be meeting soon.

North Hempstead Cultural Arts Masterplan ("Cultural Arts Plan")

Because of the decline of retail commerce in downtowns, the Town Planning Department has looked at Arts and Culture as an activity that can help activate declining downtowns throughout the Town. This project originated as one of the action items in the New Cassel Vision Plan. In addition, the New Cassel Brownfields Opportunity Area Plan called for creating the Cultural Arts and Commerce Plan. As a result, the Town received funding to create a town-wide Cultural Arts Plan. More information about the Cultural Plan can be found at: <https://northhempsteadny.gov/culturalplan>.

The Agency will reference the Cultural Arts Masterplan in our Request for Proposals, including plan elements when applicable.

Business and Tourism Development Corporation ("BTDC" or "LCD") - No Change

The BTDC is the Town's local development corporation. In most jurisdictions, the local development corporations are managed by the Community Development Agencies or the IDAs because they are development agencies. In 2020, the Town asked the CDA Board and Staff to manage the BTDC.

The BTDC has been underutilized over several years but is in good standing. The BTDC is a public authority required to report to the NYS Authorities Budget Office.

The BTDC meeting will follow the Agency's meeting. The meeting with Discover Long Island was successful. As a result, the ED is encouraging the Westbury-Carle Place Chamber to participate with Discover Long Island on their promotional campaign "Downtown Deals".

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.

RESOLUTION NO. 7

A RESOLUTION REAFFIRMING VARIOUS POLICIES

WHEREAS, the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009, requires the members (the “Members”) of the Town of North Hempstead Community Development Agency (the “Agency”) to annual review Agency Policies (the “Policies”) and for the Agency to post the Policies on the Agency website.

NOW, THEREFORE, BE IT RESOLVED that Agency staff prepare an Agency Policies list with web links in the materials presented at this meeting.

Posted at the CDA weblink

<https://northhempsteadny.gov/content/16255/16934/16974/17017.aspx>

Policy
Anti-sexual Harassment & Discrimination Policy
Employee Protection & Whistleblower Policy
Ethics & Conflict of Interest Policy
Extension of Credit Policy
Guidelines for Property Disposal
Internal Control Policy & Manual
Investment Policy
Procurement Policies & Procedures
Women & Minority Business Enterprise Policy

BE IT FURTHER RESOLVED, the Members review and reaffirm these Policies. Accordingly, the Members authorize Agency Staff to post the Policy reaffirmation on the Agency’s web page and take other necessary action to meet this ABO requirement.

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

RESOLUTION NO. 8

**A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT
FOR AUDITING AND FINANCIAL COMPLIANCE SERVICES**

WHEREAS, the Town of North Hempstead Community Development Agency (the “Agency”) issued a request for proposals (“RFP”) from certified public accounting firms licensed and

authorized to do business in the State of New York. The RFP was for auditing and financial compliance services (the “Services”). The Agency issued and published notice of the RFP in Newsday, the New York State Contract Reporter, and on the Town of North Hempstead’s webpage.

WHEREAS, Agency staff has received and reviewed 2 proposals from certified public accounting firms (CPA firms) for the Services (the “Proposals”). Both firms met our professional, technical, and experience requirements. The Proposals differed in the proposed fee structure. The annual maximum rate proposed by each firm is as follows:

Audit Year	EFPR Group, CPAs, PLLC	BST LLP, CPAs	Price Differential
2022	18,500	27,500	(9,000)
2023	19,200	30,250	(11,050)
2024	19,900	33,275	(13,375)
2025	20,700	35,000	(14,300)
2026	21,500	36,750	(15,250)
2027	22,300	38,750	(16,450)

WHEREAS, based upon its review of the Proposals, the Audit Committee and Agency staff recommend that the Members accept the proposal and enter into an engagement agreement with EFPR Group, CPAs, PLLC to provide the Services (“Audit Committee Recommendation”) for the Fiscal Year 2022.

NOW, THEREFORE, BE IT RESOLVED that the Members authorize and adopt the Audit Committee Recommendation. The Members authorize the Agency Executive Director and any other officer to execute an agreement and take other actions necessary to engage the audit firm.

Upon the motion of Mr. Kreitzman, seconded by Ms.Sedacca, the Resolution was unanimously adopted.

RESOLUTION NO. 9

A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT FOR INTERNAL ACCOUNTING SERVICES

WHEREAS, the Town of North Hempstead Community Development Agency (the “Agency”) issued a request for proposals (the “RFP”) from qualified, certified public accountants (“CPAs”). The RFP was advertised in Newsday, the New York Contract Reporter, and posted on the Town’s website. The RFP is for Internal Accounting Services (“Services”). Services include assisting the Agency in grant management and compliance. In addition, Services include complying with Governmental Accounting Standards Board (GASB) statements, NYS Authorities Budget Office regulations, and federal accounting standards. The RFP includes Services for Fiscal Years 2023 - 2025 with an option to renew for fiscal years 2026 – 2028.

WHEREAS, The Agency received one Services proposal (the “Proposal”), as follows:

Proposer – Firm Name	Rates and Contract Amounts – Not to Exceed (NTE)	Qualifications
The Galamery Company, Inc. 83 Ashford Drive Syosset, NY 11791	FY 2023 – \$145 per hour, NTE \$48,000 FY 2024 - \$145 per hour, NTE \$49,000 FY 2025 - \$150 per hour, NTE \$50,500 FY 2026- \$150 per hour, NTE \$51,000 FY 2027 - \$150 per hour, NTE \$52,000 FY 2028 - \$155 per hour, NTE \$53,000	Very Qualified with appropriate experience.

WHEREAS, the Galamery Company, Inc (“the Proposer”) is an accounting services organization serving clients on Long Island that self-identifies as a woman-owned organization. Galamery President and CEO Michele Yen is a Certified Public Accountant licensed in New York State. Ms. Yen is a member of the American Institute of CPAs, the New York State Society of CPAs, the Institute of Management Accountants, the Government Finance Officers Association, and the Long Island Community Development Organization. She has performed the Services for the Agency since 2008.

WHEREAS, Agency staff reviewed the Proposal and determined that it is a reasonable cost with hourly rates consistent with the proposals made for independent auditors. In addition, the Proposer submitted a contract increase for each year based on an increase in service hours due to the anticipated issuance of new GASB statements. Therefore, the Agency staff recommends that the Members accept the Proposal and authorize the negotiation and execution of a professional services engagement contract not to exceed the proposed amounts set forth above (the “Staff Recommendation”).

NOW, THEREFORE, BE IT RESOLVED that the Members authorize and adopt the Staff Recommendation. Furthermore, the Agency Executive Director and any other officer are authorized to execute agreements and to take other actions to retain the organization.

Upon the motion of Mr. Kreitzman, seconded by Ms.Sedacca, the Resolution was unanimously adopted.

RESOLUTION NO. 10

A RESOLUTION AUTHORIZING AN AWARD FOR COMMUNITY DEVELOPMENT SOFTWARE

WHEREAS, the Town of North Hempstead Community Development Agency (the “Agency”) needs the community development software to assist the Agency in managing its operations (the “Software”). The Nassau County Office of Community Development (“OCD”) procured Software through a Request for Proposals process, allowing subrecipients to piggyback on their procurement. OCD awarded a contract to Benevate, Inc. d/b/a Neighborly Software (“Neighborly”). The Agency’s Procurement Policy encourages procuring based on other

governmental awards. OCD has been using the Neighborly Software for its grantmaking and management process and recommends the Software.

WHEREAS, Agency staff requested demonstrations and proposals from Neighborly. The Software will assist the Agency in implementing, tracking, reporting, fiscal monitoring, and processing documents for various grant projects, including:

- Homeowner rehabilitation program
- Lead Service Line Replacement Program
- Storefront rehabilitation program
- Affordable Housing Development
- Assets module (loans)

The Software database system tracks information from application to project close out. Neighborly specializes in housing and community development software, particularly with the Community Development Block Grant (CDBG) program. The Software is scalable and designed so we can add on other funding programs as needed. For example, Neighborly effectively served its participating agencies during the COVID-19 pandemic by providing software modules to manage large emergency grant awards.

The Proposal includes a one-time implementation cost and annual license fees. The minimum annual license fee is for 3 users*.

Software Costs	Unit Price	Totals
Implementation of programs (5) – one-time cost	\$2,000	\$10,000
The annual license fee for one year (3 users)*	\$2,400	\$7,200
Total:		\$17,200

WHEREAS, the Agency staff recommends that the Agency Board Members (the “Members”) accept the Proposal and authorize negotiating and executing an agreement (the “Staff Recommendation”).

NOW, THEREFORE, BE IT RESOLVED, that the Members hereby authorize and adopt the Staff Recommendation. Furthermore, the Agency Executive Director or any officer thereof is authorized to execute such agreements and instruments and take action reasonably necessary to implement the project.

Upon the motion of Mr. Kreitzman, seconded by Ms.Sedacca, the Resolution was unanimously adopted.

Adjournment

The Members of the Agency, by unanimous vote, adjourned the meeting at 8:50 PM.