

TOWN OF NORTH HEMPSTEAD
COMMUNITY DEVELOPMENT AGENCY
December 27, 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 7:40 PM.

Attendance

Board Members present:

Jeffrey M. Greilsheimer

Ralph J. 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

Executive Director's Report

The Executive Director's Report consisted of the following:

Community Development Block Grant ("CDBG") Program:

The Agency administers CDBG funding for the unincorporated areas of the Town of North Hempstead ("TONH"). 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 Nassau County Office of Community Development ("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>.

The 49th-year contract was approved by the Town Board and signed by the Supervisor. It was sent to Nassau County. The Agency is awaiting a fully executed copy.

Affirmatively Furthering Fair Housing, Equity, and Inclusion (Town-wide project): *No Change*

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 and 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.

OCD approved the Agency's Fair Housing Activity Statement. We met with the TONH 311 Department Staff in March, and they agreed to add us to their system for fair housing and other complaints. In addition, the Agency met with Ian Wilder from Long Island Housing Services ("LIHS"), HUD, OCD-funded nonprofit fair housing agency, and HUD-certified housing counseling agency. He agreed to accept referrals for housing discrimination complaints, foreclosure prevention counseling, and eviction prevention counseling for the TONH. LIHS retains some cases and refers others to the best-qualified organization for assistance.

Operations:

Nassau County Office of Community Development ("OCD"): The Agency's chart of account funding commitment balance as of October 12, 2023, is \$ \$667,708.41 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. A summary of other grants awarded and underway is discussed at the end of the report.

Agency's cash balances as of November 30, 2023

TD Bank –Lump Sum Checking Account - \$ 611,303.49

TD Bank – Payroll Account – \$36,179.58

Valley National Bank-Program Income Account - \$118,616.66 (as of 12/1/2023)

Agency cash deposits:

Harris Beach PLLC Escrow Account Various Matters: \$34,125.00 (as of 3/3/23)

Banking Update: No Change

We are still in the process of setting up an account at Flushing National.

Other grants awarded and underway: No Change

Grant Name	Agreement No.	Funding Source	Grant Amount	Match Amount	Total Project Budget	Project Period
US EPA New Cassel Brownfields Multipurpose Project	BF 96242300-0	Federal – US EPA	\$800,000	\$40,000	\$840,000	10/1/2021-9/30/2026
NYS DOS – New Cassel BOA Market Analysis and Site Reuse Study	19-BOA-16 (LI)	State – NYS Department of State	\$126,000	\$14,000	\$140,000	6/1/2020-5/31/2025
NY Main Street Building Renovation Grant – Prospect Avenue	SHARS ID: 20210423	State - Housing Trust Fund Corporation, a subsidiary of the NYS Housing Finance Agency	\$295,000	\$92,500 ¹	\$387,000	4/26/2022-1/31/2024
NYS DOS – New Cassel BOA Predevelopment Connectivity, Wayfinding, & Resiliency Project	C10002317 CFA # 121709	State – NYS Department of State	\$450,000	\$50,000 ²	\$500,000	

Restore NY Funding		State – Empire State Development Corp	\$1,265,000	\$1,644,442 ³	\$2,909,442	
Lead Service Line Replacement Program (LSLRP)		State – NYS Department of Health	\$611,363	0	\$611,363	
Totals			\$2,936,000.00	\$1,644,442.00	\$4,776,442.00	

¹ Match requirements can be met with the owner's contribution, CDBG commercial rehab funding, and MTA Third Track Grant.

² This grant is being matched with funding from the EPA Multipurpose grant. CDBG will provide a community facilitation and engagement match of \$25,000.

³ The match requirement is 10% of the grant = \$126,500. However, this grant is being matched with the property value (acquisition), HOME funds, and EPA funds.

State of New York Authority Budget Office ("ABO"):

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 2024 ABO Budget and Financial Plan was approved during the November 29, 2023, Board Meeting and has been filed with ABO.

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 overwhelmed due to the volume of federal funding programs being distributed for pandemic relief.

New Cassel Urban Renewal Plan:

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>.

US Environmental Protection Agency (EPA) Multipurpose Grant

(URA project) BF 96242300-0: No Change

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

The Agency and Neal Stone from TONH Planning received great responses from the Request for Qualifications listed below. The established list of qualified organizations is an agenda item for this meeting.

https://northhempsteadny.gov/filestorage/16255/16934/16976/ToNH_CDA_EPA_DOS_RFQ.pdf.

<https://northhempsteadny.gov/CDA-RFPs>

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

BRS, Inc., the consultant, prepared a draft of the economic analysis of the market study. The draft was circulated to Agency Board members and staff for review.

New Cassel US EPA Brownfields Assessment Grant (URA project):

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

The TONH Planning Department is closing out the grant. The Agency will not be reporting on this in future reports.

New York Main Street Grant Application (NYMS SHARS ID #20210423) (CFA Grant 2021) (URA project): No Change

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 the 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 from the Regional Economic Development Council 2021 competitive funding round for building renovations on Prospect Avenue.

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.

This week, the Agency is finalizing a commercial rehabilitation application and guidelines concerning the Third Track-funded project. A similar application and guidelines will be tailored specifically for the New Cassel Main Street project.

Commercial Rehabilitation and the Sign & Awning Program:

LIRR Third Track Community Benefits program: No Change

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.

Councilman Troiano, Tom Savino of Vision Accomplished, and Joe Santamaria met with the Carle Place Civic Association to discuss the project and program on September 18, 2023.

New Cassel Urban Renewal Area Developments

The Vision Plan for New Cassel called for redeveloping vacant and underutilized brownfield 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 are being developed 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:*

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

Bluestone's property manager reported installing new carpeting in the upper hallways and new lighting in the commercial parking garage. Hopefully, they can lease the balance of the building's commercial space to the Tiegerman Organization as its headquarters.

They are hiring a new porter to assist the superintendent in cleaning the building. The Agency has the job description available for interested parties.

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 now 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 TONH 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.

Counsel communicated with the new tax lien foreclosure attorney regarding this matter. It should be resolved within the first quarter of 2024.

Site M- *985-987 Prospect Avenue, Mixed-Use Redevelopment on Northwest Corner of Prospect and Brooklyn Avenue: - No Change*

The Agency owns and assembles a vacant property that is 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 TONH Attorney has started reviewing the redevelopment contract. He contacted the developer's land use attorney. The 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 receipt of developer's permits, revised proforma, funding commitments, and other related items.

Site L – *Michelle Management – 983-987 and 1001-1005 Prospect Avenue, Westbury, NY (pending BZA matter) - No Change*

The owners have revised the plan based on our comments. The Agency had a rendering prepared by Neal Stone of the TONH Planning Department showing recommended landscape and site improvements for the rear parking lot and landscape buffer based on our recommendations.

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.

This property is a priority for the Market Study project and the Main Street Building Renovation Grant. Responses to an RFP for architectural services for this project have been received, and it is a matter on tonight's agenda.

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 them into 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 Agency acquired 212 Sheridan, 184 Catherine, and 243 Sheridan through a vesting order resulting from eminent domain actions. The following steps involve predevelopment work to abate asbestos and request proposals from architects. Nassau County plans to award us HOME funds for this project once we have a general contractor selected.

Prospect Avenue Streetscape:

Boulevard Banner Program: No Change

The Agency had previously installed streetlamp banners that were faded, missing, or torn, leaving the Prospect Avenue Corridor in a poor appearance. 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 Agency procured a design professional to assist in the banner project. The selected design professional is Piscatello Design Center <https://piscatello.com> ("Piscatello"), a boutique graphic design firm for the creative industry. Piscatello Design Center designed new banners inspired by the Arts-Build student artwork. Russell Lippai, the TONH photographer, took digital photographs of the original artwork. In addition, the Agency procured a banner fabricator and a banner installation contractor. The banner arms were replaced with a double banner pole option that is easier and less expensive to replace.

The AED fixed loose banners this week. The Agency will work with the highway department to reinstall the balance of banners.

Downtown Area Maintenance and Enforcement Committee: No Change

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.

The Highway Department re-stripped Prospect Avenue and cleaned up all the medians. Prospect Avenue is a lot cleaner.

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 project is complete, and the camera vendor has been paid. A service contract needs to be secured for project closeout.

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.

A purchase order was issued for the proposal to upgrade the building management system and related items. Once this is completed, the project will be finished.

High Opportunity Area (HOA) CDBG Housing Incentive Grant:

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 HOA acquisition contract extension was approved and sent to the County for execution. This funding will be utilized to purchase 4 Church Street, Roslyn Heights, NY.

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

The Lead Service Line Replacement Program is a grant-funded program established by the NYS Department of Health (NYSDOH) 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 TONH 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 contacted all water districts to inform them of the program. As per Policy Map data, Williston Park and surrounding neighborhoods have the highest risk of lead exposure in the Town.

General LSLRP Applicant Status:

The LSLRP program is scheduled to conclude on February 29, 2024, and all vouchers must be submitted to NYS DOH by then. The Agency anticipates utilizing the entire grant with the current applications on hand. New applicants are placed on a waiting list if a prior applicant is nonresponsive or if the contractor determines that there is no lead service line to the house.

LSLRP Application Summary						
As of Date	Received	Pending Approval	Approved	Applicants' ineligible/ Not responding	Approved pending permits, approvals, insurance, and completion	Completed
2/15/23	66	0	42	23	1	40
9/18/23	100	5	71	23	29	42
11/29/23	104	0	77	24	15	62

Community Connections - New Cassel and Westbury Farmer's Market Programs:

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 fresh produce from Long Island farms to low-income communities in Nassau and Suffolk County, where it is 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 completed its season. The Agency anticipates receiving an application for funding for the 50th year in March.

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

The Agency has never heard back from the Housing Authority or EOC about 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") - No Change

Because of the decline of retail commerce in downtown areas, the TONH Planning Department has looked at arts and culture as an activity that can help activate declining downtown areas 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 the creation of 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.

US Treasury Emergency Rental Assistance Program ("ERAP")

TONH 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 TONH approved the Agency as the Town's administrator of the CBO contract. TONH 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 TONH has subsequently been notified that additional funding will be available for the ERAP program.

<i>Municipality</i>	<i>Round 1 Allocation</i>	<i>Round 2 Allocation</i>	<i>High Need Allocation</i>	<i>Total</i>	<i>10% - Local Share for Outreach, etc.</i>
<i>Nassau County</i>	<i>\$1,798,077.50</i>	<i>\$1,422,734.60</i>	<i>\$3,459,037.40</i>	<i>\$6,679,849.50</i>	<i>\$667,984.95</i>
<i>North Hempstead</i>	<i>\$6,849,809.30</i>	<i>\$5,419,933.50</i>	<i>\$0.00</i>	<i>\$12,269,742.80</i>	<i>\$1,226,974.28</i>

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.

The TONH and the Agency's subcontract for the project was completed with the final drawdown.

Zip Code		Rent Arrears Count	Prospective Arrears Count	Utility Arrears Count
11001	Floral Park	20	6	1
11020	Great Neck /Lake Success	32	6	7
11021	Great Neck/ Great Neck Plaza	99	47	20
11023	Great Neck	71	24	13
11024	Great Neck / Kings Point	26	15	5
11030	Manhasset / Plandome	60	20	3
11040	New Hyde Park / Garden City Park	142	43	15
11042	New Hyde Park	1	1	0
11050	Port Washington /Sands Point	169	70	36
11501	Mineola	176	57	31
11507	Albertson	16	6	1
11514	Carle Place	43	20	8
11547	Glenwood Landing	2	1	1
11548	Greenvale	3	1	0
11568	Old Westbury /Westbury	14	2	1
11576	Roslyn	32	15	5
11577	Roslyn Heights	32	10	9
11590	Westbury / New Cassel	260	81	38
11596	Williston Park / East Williston	32	14	4
Total		1230	440	198

Applications by Zip Codes as of May 16, 2023. The count may include some duplicate applications. As of January 20, 2023, the portal is closed to new applications. However, the prospective arrears count increases as pending applications are updated and reviewed.

ERAP Payments to landlords by NYS OTDA September 27, 2023:

Applications by Zip Codes as of August 28, 2023. The count may include some duplicate applications. The portal is closed to new applications as of January 20, 2023. However, the prospective arrears count increases as pending applications are updated and reviewed.

New York State Emergency Rental Assistance Program Rent Arrears and Prospective Rent Payments by Jurisdiction through September 25, 2023								
Jurisdiction	Rent Arrears			Prospective Rent			Total Amount Paid	Average Amount
	Payments	Amount	Average Amount	Payments	Amount	Average Amount		
Town of North Hempstead	474	\$8,243,360.25	\$ 17,391.06	334	\$2,516,867.21	\$7,535.53	\$10,749,518.46	\$21,160.47

New York State Emergency Rental Assistance Program Utility Payments Through December 18, 2023			
Jurisdiction	Utility Payments		
	Payments	Amount	Average Amount
Town of North Hempstead	169	\$ 220,437.64	\$ 1,304.36

Business and Tourism Development Corporation ("BTDC" or "LCD")

The BTDC is the TONH 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 TONH asked the Agency's Board and Staff to manage the BTDC.

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

The BTDC meeting will follow the Agency's meeting.

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. 28

FAIR HOUSING RESOLUTION

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 as Fair Housing Month to bring attention to the discrimination faced by everyday residents in housing activities. Housing activities include selling, renting, financing dwellings, and other housing-related transactions. The Agency has compiled and posted a Fair Housing Information Sheet on the Town's website. See https://www.northhempsteadny.gov/filestorage/16255/16934/37019/Fair_housing_Information_sheet_for_website_January_2023.pdf

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

1. Refer all persons who feel discriminated against to the New York State Division of Human Rights, the U.S. Department of Housing and Urban Development, or Long Island Housing Services (the Long Island Fair Housing Agency).

2. Refer residents to the Nassau County Bar Association, Nassau-Suffolk Law Services, or other HUD-certified housing counseling agencies for foreclosure prevention and eviction assistance.
3. Attend Fair Housing Trainings.
4. Provide Fair Housing materials in public buildings and at community events and display fair housing posters at public locations.
5. Participate in other outreach activities to educate and solicit input from the community.

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

RESOLUTION NO. 29

A RESOLUTION AWARDING A PROPOSAL FOR PROFESSIONAL SERVICES FOR A CONNECTIVITY STUDY

WHEREAS, the Town of North Hempstead Community Development Agency was awarded grant funds from the NYS Department of State Brownfields Opportunity Area (“BOA”) for the New Cassel BOA. In addition, the US Environmental Protection Agency (“EPA”) granted Brownfields Multipurpose funding for New Cassel. The Agency issued a Request for Qualifications (“RFQ”) for brownfields professional teams. The CDA Board approved a qualified list of environmental professionals (“Prequalified List”) pursuant to the responses from the RFQ in Resolution 24 (2023).

WHEREAS, the BOA grant funding included a connectivity study for the New Cassel BOA (“Connectivity Study”). The Connectivity Study aims to improve mobility efficiency, reduce traffic congestion, make streets safer, increase transportation options, and enhance the experience of residents, workers, and visitors. The goal is to connect the public and neighborhoods to local amenities, improving placemaking and promoting economic development.

WHEREAS, Agency and Planning Department staff requested proposals from the Prequalified List identified as “Town of North Hempstead Community Development Agency (CDA) Request for Task Price Estimating and Project Understanding # 23-10-27, New Cassel Connectivity Improvement Study, issued October 27, 2023”.

The Agency received proposals as follows:

Consultant	Subconsultants	Proposal Cost
H2M	Matrix New World, Alumni Planning Solutions (MBE), Creighton Manning	\$168,620.00
LiRo	Traffic Databank (MBE), Matrix New World	\$162,025.00
VHB	Via Collective (WBE), Public Works Partners (WBE)	\$169,935.96
WSP	FHI Studio (WBE)	\$169,423.00

WHEREAS, the Agency and Planning Staff recommends the Board accept the proposal from **WSP** as it was the most responsive to our proposal request.

NOW, THEREFORE, BE IT

RESOLVED that the Members authorize the Executive Director or any other officer to negotiate and enter into an agreement (“Agreement”) with **WSP** to perform work as needed. The Agency Executive Director and any other Agency Officer are authorized to execute documents and take any other action in furtherance of this Resolution.

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

RESOLUTION NO. 30

A RESOLUTION AWARDING A PROPOSAL FOR PROFESSIONAL SERVICES FOR WAYFINDING STUDY

WHEREAS, the Town of North Hempstead Community Development Agency was awarded grant funds from the NYS Department of State Brownfields Opportunity Area (“BOA”) for the New Cassel BOA. In addition, the US Environmental Protection Agency (“EPA”) granted Brownfields Multipurpose funding for New Cassel. The Agency issued a Request for Qualifications (“RFQ”) for brownfields professional teams. The CDA Board approved a qualified list of environmental professionals (“Prequalified List”) pursuant to the responses from the RFQ in Resolution 24 (2023).

WHEREAS, the BOA grant funding included wayfinding signage system planning for the New Cassel BOA (“Wayfinding Study”). The project will create a wayfinding plan, including branding, signage, and mapping for the New Cassel BOA. Wayfinding is an essential component of placemaking and economic development.

WHEREAS, Agency and Planning Department staff requested proposals from the Prequalified List identified as “Town of North Hempstead Community Development Agency (CDA) Request for Task Price Estimating and Project Understanding # 23-12-11, New Cassel Wayfinding Signage System Planning Project, issued December 11, 2023”.

The Agency received proposals as follows:

Consultant	Subconsultants	Proposal Cost
AKRF	FHI Studio (WBE)	\$149,957.34
LiRo	Piscatello, WL Concepts & Productions (SDVOB)	\$149,625.00
Piscatello	N/A	\$135,000.00
Roux Associates	Alumni Planning Solutions (MBE)	\$140,745.00
VHB	Via Collective (WBE), Sharplens Photography (MBE/SDVOB)	\$149,780.00
WSP	Via Collective (WBE)	\$149,995.00

WHEREAS, the Agency and Planning Staff recommends the Board accept the proposal from **VHB** as it was the most responsive to our proposal request.

NOW, THEREFORE, BE IT

RESOLVED that the Members authorize the Executive Director or any other officer to negotiate and enter into an agreement (“Agreement”) with **VHB** to perform work as needed. The Agency Executive Director and any other Agency Officer are authorized to execute documents and take any other action in furtherance of this Resolution.

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

RESOLUTION NO. 31

A RESOLUTION AWARDING A PROPOSAL FOR PROFESSIONAL ENVIRONMENTAL SERVICES – *Tabled*

RESOLUTION NO. 32

**A RESOLUTION AWARDING A PROPOSAL FOR PROFESSIONAL
ARCHITECTURAL SERVICES – *Tabled***

RESOLUTION NO. 33

**A RESOLUTION EXTENDING A CONTRACT FOR
COMMERCIAL REVITALIZATION TECHNICAL ASSISTANCE &
PROJECT DELIVERY SERVICES**

WHEREAS, the Town of North Hempstead Community Development Agency was awarded grant funds for commercial building improvements from state, federal, and community benefits funding sources. The Commercial Rehabilitation Project includes new signs, awnings, and exterior building improvements in designated areas.

WHEREAS, the Agency issued a Request for Proposals (“RFP”) for Commercial Revitalization Technical Assistance & Project Delivery Services (the “Services”) in 2022. The Agency awarded the contract to Vision Accomplished in Resolution 21 (2022). Vision Accomplished’s team includes BFJ Planning.

WHEREAS, the Agency Staff recommends extending the Consultant contract in order to complete work funded under the New York Main Street Program, the HUD Economic Development Initiative Grant, the Third Track Grant, and Commercial Rehabilitation.

NOW, THEREFORE, BE IT

RESOLVED, that the Members authorize the Executive Director or any other officer to negotiate and enter into a professional services agreement (“Agreement”) and no increase in compensation with the Proposer. The Agency Executive Director and any other Agency Officer are authorized to execute documents and take any other action in furtherance of this Resolution.

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

RESOLUTION NO. 34

**A RESOLUTION ACCEPTING PROPOSALS FROM COMPANIES FOR
STOREFRONT MEASUREMENT REPORTS**

WHEREAS, the Town of North Hempstead Community Development Agency was awarded grant funds for commercial building improvements from state, federal, and community benefits funding sources. The Commercial Rehabilitation Project includes new signs, awnings, and exterior building improvements in designated areas. Project work is funded under the New York Main Street Program, the HUD Economic Development Initiative Grant, the Third Track Grant, and Commercial Rehabilitation.

WHEREAS, the Agency issued a Request for Proposals (“RFP”) for Storefront Measurements and Reporting. The Agency received four (4) proposals as follows:

Company	Price per storefront
Universal Signs & Service	\$ 195.00
Stasi Brothers Asphalt Corp.	\$ 275.00
4 Mori Construction Inc.	\$ 325.00
NY DOC TECH LLC d/b/a Multivista Construction Documentation	\$ 505.00

WHEREAS, the Agency Staff in consultation with the Board, recommends that the Board award the proposal for a vendor as follows:

Company	Price per storefront
Universal Signs & Service	\$ 195.00

NOW, THEREFORE, BE IT

RESOLVED, that the Members authorize the Executive Director or any other officer to negotiate and enter into a requirements agreement or purchase order (“Agreement”) with the vendor to perform work as needed. The Agency Executive Director and any other Agency Officer are authorized to execute documents and take any other action in furtherance of this Resolution.

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

RESOLUTION NO. 35

**A RESOLUTION SETTING DATES FOR THE ANNUAL MEETING AND
REGULAR MEETINGS OF THE AGENCY.**

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 for the calendar year 2024.

NOW, THEREFORE, BE IT

RESOLVED that members of the Agency hereby adopt the schedule for the conducting of the Annual Meeting and Regular Meetings for the calendar year 2024 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.

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

SCHEDULE “A”

SCHEDULE OF TOWN OF NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY MEMBERS’ MEETINGS FOR THE CALENDAR YEAR 2024

Meetings to be held at 51 Orchard Street, Roslyn Heights, NY, at 7:30 pm

January 10, 2024

February 28, 2024

March 27, 2024 (Annual Meeting)

May 8, 2024

June 12, 2024

July 10, 2024

September 25, 2024

October 16, 2024

November 20, 2024

December 18, 2024

Adjournment

By unanimous vote, the Members of the Agency adjourned the meeting at 8:32 PM.