TOWN OF NORTH HEMPSTEAD
COMMUNITY DEVELOPMENT AGENCY
January 10, 2024, 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 7:51 PM.

Attendance

Board Members present:

Jeffrey M. Greilsheimer

Ralph J. Kreitzman

Dolores Sedacca

Rodney A. Caines

Agency staff present:

Rosemary A. Olsen, Executive Director (ED)

Executive Director's Report

Not presented.

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Resolutions

RESOLUTION NO. 1 (2024)

A RESOLUTION AWARDING A PROPOSAL FOR PROFESSIONAL ENVIRONMENTAL SERVICES

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 EPA grant funds environmental planning and predevelopment work. The Agency needs Phase II environmental work completed on Agency properties located at 212 Sheridan Street and 243 Sheridan Street, Westbury, NY.

WHEREAS, Agency and Planning Department staff requested proposals from the Prequalified List.

The Agency received proposals from seven firms.

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

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 **AKRF** to perform work as needed based on their cost estimates as follows:

- An amount not to exceed $36,465 for the Phase II subsurface investigation,
- An estimate of $5,020 for Contingency 1 for groundwater monitoring and well installation,
- An estimate of $8,735 for Contingency 2 for petroleum tank removal,
- An estimate of $2,500 for Contingency 3 for Analysis of Brownfield Cleanup Alternatives (ABCA).

BE IT FURTHER RESOLVED that the Agency Executive Director, Assistant 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 Mr. Caines, the resolution was unanimously adopted.

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RESOLUTION NO. 2

A RESOLUTION AWARDING A PROPOSAL FOR PROFESSIONAL ARCHITECTURAL SERVICES

WHEREAS, the Town of North Hempstead Community Development Agency was awarded grant funds for residential and commercial rehabilitation as well as predevelopment work for new affordable housing construction.

WHEREAS, Agency staff requested proposals for architectural services for 746 Prospect Avenue, Westbury, as well as 4 Church Street, Roslyn Heights, and on-call services as needed. The Agency received proposals from six firms.

WHEREAS, the Agency and Planning Staff recommends the Board accept the proposal of Hierarchy Architecture + Design, PLLC ("Hierarchy"), 7 Gaynor Avenue, Manhasset, NY 11030. The proposal of Hierarchy was the most responsive and most cost-effective. The proposed fee structure would be an estimate of $29,500 for general services for 746 Prospect Avenue, Westbury, and an estimate of $19,500 for general services for 4 Church Street, Roslyn Heights. In addition, they proposed for on-call services a professional fee schedule of Principal $225 per hour, Project Architect $150 per hour, Project Designer $135 per hour, Draftsperson $115 per hour, and Administration $100 per hour.

NOW, THEREFORE, BE IT

RESOLVED that the Members authorize the Executive Director, Assistant Executive Director, or any other Agency officer to negotiate and enter into an agreement ("Agreement") with the Hierarchy Architecture + Design, PLLC, based on the above cost estimates. 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 Ms. Sedacca seconded by Mr. Caines, the resolution was unanimously adopted.

Adjournment

By unanimous vote, the Members of the Agency adjourned the meeting at 8:03 PM.