

TOWN OF NORTH HEMPSTEAD
COMMUNITY DEVELOPMENT AGENCY
April 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 8:15 PM.

Attendance

Board Members present:

Jeffrey M. Greilsheimer

Dolores Sedacca

Rodney A. Caines

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:

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 Agency received a fully executed CDBG 49th-year contract from Nassau County. The CDBG 50th-Year grant application (covering September 1, 2024, to August 31, 2025) opened and was due on March 18, 2024. Grant applications for HOME Assistance Partnership Act funding were also

due on March 18, 2024. We held our annual public meeting on March 5, 2024, and submitted grant fund applications for CDBG and HOME on March 18, 2024.

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 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.

The Agency filed the Fair Housing Activity Statement (FHAS) on January 30, 2024. The report must be completed and filed to be funded for CDBG or HOME Grants. The copy of the FHAS was included in the Board Package as part of the annual Operations and Accomplishments Reporting.

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 2/28/2024 is \$1,126,223.66 for contracts through the 49th program year. We are timely. In addition, we have funding commitments 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 February 29, 2024:

TD Bank –Lump Sum Checking Account - \$312,675.51

TD Bank – Payroll Account – \$4,334.32

Valley National Bank-Program Income Account - \$128,206.14 (as of 1/31/2024)

Agency cash deposits:

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

Other grants awarded and underway:

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	4/26/2022-5/31/2024
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	Waiting on contract
Restore NY Funding		State – Empire State Development Corp	\$1,265,000	\$1,644,442 ³	\$2,909,442	Waiting on contract
HUD EDI Grant – New Cassel Building Renovation Grant		HUD member item	\$450,000	\$0	\$450,000	Waiting on contract
Totals			\$3,386,000.00		\$4,776,442.00	

¹ Match requirement can be met with 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. Community facilitation and engagement match of \$25,000 from CDBG.

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 Agency Board will review the policies at the April meeting.

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:

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 Board approved the selection of AKRF to complete a Phase II environmental investigation for petroleum tanks at 212 Sheridan and 243 Sheridan. The Agency will start scheduling work to begin in early April. AED Joseph Santamaria is preparing a draft quote request for asbestos remediation services.

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 continue to meet with the Consultant, BRS Inc., and New York State DOS every other week on the project.

Brownfields Steering Committee – Community Engagement for Multiple Grants:

The Agency is planning a steering committee meeting for April.

Commercial Rehabilitation and the Sign & Awning 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.

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 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 ED received a call from Cornerstone, the developer, asking to work with him on correcting the filing of the acquisition map and the transfer of property.

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

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

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) No Change

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.

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 applied for HOME funding for the Scattered Site III project in March, as OCD asked us to resubmit an application. We need to follow up with Empire State Development Corp on the status of the Restore NY application. Applications for tax-exempt status were submitted to Nassau County and we are current on taxes. As per the County Clerk's office, we need to file a new acquisition map for 243 Sheridan Street.

Prospect Avenue Streetscape:

Downtown Area Maintenance and Enforcement Committee and the Boulevard Banner Program:

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 Agency will ask the North Hempstead Highway Department to remove damaged and reconnect loose banners.

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 Agency received an advance payment from Nassau OCD for purchasing 4 Church Street, Roslyn Heights, NY. We plan to close in early April.

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.

The project ended on February 29, 2024. We received 117 applications. Fortunately, not all households had a lead service line, and other applicants did not follow through. Unfortunately, the program had a hard project end date, so we could not continue. The Agency's contractors replaced lead service lines at 81 households for \$510,064.20 in grant assistance. Our project delivery expenses were \$70,223.17, which included staff time and program advertising expenses.

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

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.

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

ERAP Payments to landlords by NYS OTDA:

New York State Emergency Rental Assistance Program Rent Arrears and Prospective Rent Payments by Jurisdiction through February 26, 2024								
Jurisdiction	Rent Arrears			Prospective Rent			Total Amount Paid	Average Amount
	Payments	Amount	Average Amount	Payments	Amount	Average Amount		
Town of North Hempstead	466	\$8,336,490.05	\$ 17,889.46	324	\$2,537,793.21	\$7,832.70	\$10,874,283.26	\$20,952.38

New York State Emergency Rental Assistance Program Utility Payments through February 26, 2024			
Jurisdiction	Utility Payments		
	Payments	Amount	Average Amount
Town of North Hempstead	177	\$ 223,836.95	\$ 1,264.62

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 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.

Resolutions

RESOLUTION NO. 3

A RESOLUTION ELECTING AND APPOINTING AGENCY OFFICERS

WHEREAS, according to Article II of the By-laws of the Town of North Hempstead Community Development Agency (the "Agency"), the members of the Agency (the "Members") must elect at its annual meeting a Chairperson, Vice-Chairperson, Treasurer, and Secretary. In addition, the Members may appoint someone as Agency Assistant Secretary.

NOW, THEREFORE, BE IT RESOLVED that the Members elect the following Members to serve as officers of the Agency:

<u>Jeffrey M. Greilsheimer</u> ,	Chairperson
<u>Rodney A. Caines</u> ,	Vice-Chairperson
<u>Ralph Kreitzman</u> ,	Treasurer
<u>Dolores Sedacca</u> ,	Secretary

BE IT FURTHER RESOLVED that Patrice P. Allen is appointed to the position of Agency Assistant Secretary and authorized to perform the duties of the Secretary when the Secretary is either absent or unable to perform the duties outlined in the By-laws.

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

RESOLUTION NO. 4

A RESOLUTION APPOINTING MEMBERS TO SERVE ON THE AGENCY GOVERNANCE AND AUDIT & FINANCE COMMITTEES

WHEREAS, under Article VI of the By-laws of the Town of North Hempstead Community Development Agency (the “Agency”), the members of the Agency (the “Members”) appoint members to the standing committees and select its Chair at the Agency’s annual meeting. Furthermore, the Agency Members wish to make appointments to the Governance and Audit & Finance Committees.

NOW, THEREFORE, BE IT

RESOLVED that the Members appoint Rodney A. Caines as Chair of the Governance Committee and for Jeffrey M. Greilsheimer and Dolores Sedacca to serve as Governance Committee Members, and be it further

RESOLVED that the Members appoint Ralph Kreitzman as Chair of the Audit & Finance Committee and Jeffrey M. Greilsheimer and Dolores Sedacca to serve as Audit & Finance Committee Members.

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

RESOLUTION NO. 5

A RESOLUTION AUTHORIZING THE 50th PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION SUBMISSION

WHEREAS, the Town of North Hempstead Community Development Agency (the “Agency”) is a member of the Nassau County Community Development Block Grant (“CDBG”) Consortium and wishes to apply for an allocation (see attached) of 50th Program Year CDBG Funds (the “Allocation”); and

WHEREAS, to apply for and receive the Allocation (the “Application”), the Agency must seek public comment at a public meeting on its Application (the “Public Meeting”). Accordingly, the Agency held a Public Meeting on March 5, 2024.

THEREFORE, BE IT RESOLVED that the Members ratify the Agency's application submission. Furthermore, the Agency Executive Director and any other officer thereof are hereby authorized to execute such instruments and documents and take other actions necessary to carry out the foregoing.

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

Town of North Hempstead Community Development Agency
US Department of Housing and Urban Development CDBG 50th Yr Program Application
for Fiscal Yr Sept 1, 2024 through Aug 31, 2025

Item #	Activity	Description	Line Item
1.	Administration	Program operational costs.	122,000
2.	Acquisition	Funding for acquisition of properties in the New Cassel URA and other properties townwide when available. Includes project delivery expenses.*	70,000
3.	Code Enforcement	Urban Renewal Area Code Enforcement program delivery costs.	7,500
4.	Economic Development	Grant, loan and technical assistance for new business and business retention in CDBG eligible areas, principally for businesses located in the New Cassel URA, New Cassel Industrial Park, and cultural arts program. This includes project delivery costs.	20,000
5.	Public Facilities & Improvements	Streetscape and Park Improvement projects in New Cassel Urban Renewal Area. This includes program delivery costs.	25,000
6.	Residential Rehabilitation	Accessibility improvements, home repairs, emergency repairs and removal of code violations for income eligible owner occupied homes and Agency owned homes. Includes project delivery costs.	110,500
7.	Disposition	Project costs for disposition of CDA owned properties, including project delivery costs.	330,000
8.	Demolition and Clearance	Demolition and site clearance of property acquired by the CDA.	35,000
9.	Down Payment Assistance	First time homebuyer purchase and down payment assistance.	6,000
10.	Commercial Rehab	Storefront façade, sign and awning grants and rehabilitation in eligible census tracts in the town including the New Cassel URA, including project delivery costs.	30,000
11.	Relocation	Pending relocation expenses for CDA owned properties.	4,000
12	Public Service - Community Connections Farmer's Market	Community Service Activities (including farmers market and youth employment programs).	25,000
13	Public Service - Long Island Childrens Museum	Expansion of STEM program to 3rd grade students and all special education students of Westbury School District.	15,000
		Program Total	800,000

RESOLUTION NO. 6
A RESOLUTION AUTHORIZING A HOME ASSISTANCE PARTNERSHIP ACT
APPLICATION SUBMISSION

WHEREAS, the Town of North Hempstead Community Development Agency (the “Agency”) is a member of the Nassau County Community Development Block Grant (“CDBG”) Consortium and wishes to apply for a HOME Assistance Partnership Act (“HOME”) grant for the Workforce Housing Phase III project; and

WHEREAS the Agency held an annual Public Meeting on February 22, 2023. The HOME application requests grants for the construction of four scattered site affordable single-family homes for first-time homebuyers with incomes at or below 80% of HUD Area Median Income.

NOW, THEREFORE, BE IT RESOLVED that the Members ratify the Agency Application submission in the amount of \$850,000. Furthermore, the Agency Executive Director and any other officer thereof is hereby authorized to execute such instruments and documents and take other action necessary to carry out the foregoing.

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

RESOLUTION NO. 7
A RESOLUTION ADOPTING A REVISED
AGENCY PROCUREMENT POLICY AND PROCEDURE

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 annually review and accept a Procurement Policy (the “Policy”); and

WHEREAS, the Procurement Policy and Procedure was adopted to comply with Federal Procurement Standards established in 2 CFR 200.317- 200.326, revised to incorporate the new HUD Section 3 Final Rule (economic opportunities),

WHEREAS, the Agency staff updated the Policy including the materials presented at this meeting. The Members have reviewed and wish to adopt the revised Policy.

NOW, THEREFORE, BE IT

RESOLVED, that the Members hereby adopt the Policy and Procedure and authorize the Executive Director and Assistant Secretary to post the Policy on the Agency’s webpage and to take such other action as may be necessary to effectuate the foregoing.

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

RESOLUTION NO. 8
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 review Agency Policies (the “Policies”) annually and for the Agency to post the Policies on the Agency website.

NOW, THEREFORE, BE IT RESOLVED that the Agency staff prepared 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
Women & Minority Business Enterprise Policy

BE IT FURTHER RESOLVED, the Members reviewed and reaffirmed 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 Mr. Greilsheimer seconded by Ms. Sedacca, the resolution was unanimously adopted.

RESOLUTION NO. 9

A RESOLUTION REVIEWING AND ACCEPTING THE AGENCY MISSION STATEMENT AND PERFORMANCE MEASUREMENT REPORT

WHEREAS, the Public Authorities Law, PBA § 2824-a and Section 2 (3) of Article V of the By-laws of the Town of North Hempstead Community Development Agency (the “Agency”) requires the board members (the “Members”) of the Agency to annually review and accept a Mission Statement and Performance Measurement Report (the “Mission Statement”). The Agency Staff prepared the Mission Statement, including the materials presented at this meeting. The Members have reviewed and wish to accept the Mission Statement.

NOW, THEREFORE, BE IT

RESOLVED that the Members hereby accept the Mission Statement. Furthermore, the Members authorize the Agency Executive Director to file the Mission Statement with the Agency Chief Executive Officer, the Agency Chief Financial Officer, the New York State Authorities Budget Office, and the North Hempstead Town Supervisor and to take such other action as may be necessary to effectuate the foregoing.

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

Town of North Hempstead Community Development Agency Mission Statement and Performance Measurement Report

Adopted: March 3, 2011

Reaffirmed: January 30, 2013 - Resolution 2 (2013), March 12, 2014 - Resolution 8 (2014), February 3, 2015 - Resolution 8 (2015), February 3, 2016 - Resolution 8 (2016), February 8, 2017- Resolution 8 (2017), February 7, 2018 - Resolution 7 (2018), Revised: February 6, 2019- Resolution 8 (2019) and March 11, 2020- Resolution 19 (2020)

Reviewed and Accepted: March 10, 2021- Resolution 11 (2021)

Reviewed and Accepted: March 9, 2022, Resolution 6 (2022)

Reviewed and Accepted: March 8, 2023, Resolution 14 (2023)

Reviewed and Accepted: April 10, 2024, Resolution 9 (2024)

Mission Statement:

The Town of North Hempstead Community Development Agency (Agency”) was established under General Municipal Law, Article 15-B, as the urban renewal agency for the Town of North Hempstead. The Agency’s mission is to develop viable communities in the Town of North Hempstead, predominately for low and moderate-income people.

The Agency achieves viable communities by providing the following:

- Decent Housing
- Suitable living environment
- Expanded economic opportunities

The Agency is primarily funded with Community Development Block Grant (CDBG) funds provided by the United States Department of Housing and Urban Development (HUD). HUD regulates activities funded under the CDBG and HOME programs, which are administered by the Nassau County Office of Community Development (OCD). To further help with its mission, the Agency operates under a cooperation agreement with the Town and OCD.

Performance Goals

The Agency shall:

- Acquire and/or assist with acquiring slum, blight, dangerous, and underutilized properties in the New Cassel Urban Renewal Area and other unincorporated areas of the Town.
- Redevelop the acquired properties to create affordable housing, economic development, and community revitalization opportunities.
- Make rehabilitation loans and grants to eligible households in the spirit of maintaining property values and meeting national housing quality standards.
- Provide sign and awning grants to new and existing businesses.
- Undertake other grant-funded programs in the public interest.

The Agency shall annually review this mission statement and identify whether the authority:

- i. continues to meet the stated mission goals and values,
- ii. can quantify improvement measures to better-stated mission goals and values,
- iii. can become more effective in meeting its goals and the interests of the Town and the Agency.

In furtherance of the foregoing administrative and managerial performance measures, the Agency shall further undertake the following annual measures:

- Assure that the current Board Members acknowledge that they have read and understood the mission of the Agency.
- Conduct an annual review and affirmation of the Agency's membership board committee and management structure.
- Conduct an annual review and affirmation of its policies, along with the Agency's appointment of management and contractors, and pay attention to each's respective roles, goals, and expectations.

Additional questions:

1. Have the Board of Directors (the Board) acknowledged they read and understand the mission of the Agency?

Yes.

2. Who has the power to appoint the management of the Agency?

The Board has the power to appoint management of the Agency.

3. If the Board appoints management, is there a policy for appointing the management of the Agency?

Management is appointed based on who the best-qualified candidate is to achieve the mission of the Agency.

4. What is the role of the Board and management and implementation of the mission

The role of the Board regarding the implementation of the Agency's mission is to provide strategic guidance, oversight, mission authorization, and validation of the Agency's mission, measurements, and results. The role of the management is to cooperate with the Board and strategy development authorization and to implement established programs, processes, activities, and policies to achieve the Agency's mission.

5. Has the Board acknowledged they have read and understood the response to these questions?

Yes.

RESOLUTION NO. 10

A RESOLUTION REVIEWING AND ACCEPTING THE AGENCY OPERATIONS AND ACCOMPLISHMENT REPORTS

WHEREAS, the Public Authorities Accountability Act of 2005, as amended by the Public Authorities Reform Act of 2009, and Section 2 (1) of Article V of the By-laws of the Town of North Hempstead Community Development Agency (the "Agency") requires the board members of the Agency (the "Members") to annually review and accept an Operations and Accomplishments Report (the "Report"). The Agency Staff has composed the Report, including the materials presented at this meeting. The Members have reviewed and wish to accept the Report.

BE IT RESOLVED that the Members hereby accept the Report. Furthermore, the Members authorize the Executive Director to file the Report with the Agency's Chief Executive Officer and Chief Financial Officer, the NYS Authorities Budget Office, and the North Hempstead Town Supervisor. The Executive Director or other officer is authorized to take other necessary action to effectuate the foregoing.

Link to view Report:

https://northhempsteadny.gov/filestorage/16281/18674/19930/17023/20055/Operations_and_Accomplishments_Report_2022.pdf

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

Resolution No. 11 (2024) A Resolution Accepting the Agency's 2023 Investment Report. *Tabled*

Executive Session

Upon the motion of Mr. Greilsheimer, duly seconded by Mr. Caines, the Members adjourned to Executive Session to discuss a personnel matter at 9:00 p.m.

The Members adjourned the Executive Session and resumed the regular meeting at 10:04 p.m.

Resolution No. 12 (2024) A Resolution Appointing a Part-time Employee. *Tabled*

RESOLUTION NO. 13 (2024)

A RESOLUTION ACCEPTING A DONATION

WHEREAS a local business owner is retiring and offered the Agency a donation of office furniture, equipment, and supplies in good condition.

WHEREAS the Agency Members (the "Members") wish to accept the donated furniture, equipment, and supplies.

NOW, THEREFORE, BE IT

RESOLVED that the Members hereby authorize the acceptance of office furniture, equipment, and supplies from Martin L. Wertheim CPA. The Members authorize the Assistant Executive Director or another officer to accept the donations on behalf of the Agency and take any other action necessary to accomplish the foregoing.

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

Adjournment

By unanimous vote, the Members of the Agency adjourned the meeting at 10:08 PM.