

GLEN COVE COMMUNITY DEVELOPMENT AGENCY
City Hall - 9 Glen Street, Glen Cove, NY 11542

Minutes of Meeting
July 25, 2017

The Glen Cove Community Development Agency held a regular business meeting on Tuesday, July 25, 2017 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The Chairman called the meeting to order at 6:03 p.m. and the following members were present:

Reginald V. Spinello, Chairman	<u>Also Present:</u>
Vincent Hartley	A. Fangmann, Executive Director
Lindsay Anderson	A. LaMorte, CFO
Dan Cox	C. Byrne, Secretary
Anthony Jimenez	S. Harris, SAFE
Danielle Willis	

ABSENT:

Luis Vasquez

The Secretary reported that notice of meeting was served in accordance with the CDA by- laws.

MINUTES:

Chairman Spinello made a motion to adopt the minutes of the CDA meeting held May 23, 2017. Motion seconded by Dan Cox. Motion carried.

EXECUTIVE DIRECTOR'S REPORT:

The Chairman suggested we defer the Executive Director Report following a special presentation by Dr. Sharon Harris, Executive Director of SAFE.

The Chairman introduced Dr. Sharon Harris, Executive Director of the Glen Cove Substance Abuse Free Enterprise (SAFE). The CDA provides funding for the community walk-in outreach/referral service through the CDBG funding. Dr. Harris presented an overview of SAFE's mission statement and services since it was established in 1981. Funding is through OASES, CDBG and Nassau County. She spoke about the types of referrals affecting the Glen Cove area in which her agency is receiving requests for assistance. The Chairman and CDA board members thanked Dr. Harris for attending the meeting and providing an insightful presentation.

UNFINISHED BUSINESS:

- Wayfinding Signage - Brewster Street Garage: In keeping with the conformity of the wayfinding signage throughout the City, there have been discussions of updating the illuminated signs at the two entrances to the Brewster Street Garage. CDBG funds have been approved for this purpose. Three estimates were received to fabricate new acrylic faces with the new City blue color to update the existing frames. 808 Concepts was the lowest bidder at \$1,000.00 for 4 acrylic faces (versus A+ @ \$1,380.00 and Vallesigns at \$1,950.00). NOTE: Does not include installation of LED lighting and sign posts; estimates for those aspects of the project are being sought separately.
- Commercial Façade Grant – Meritage Wine Bar has taken over the old Page One restaurant. The CDA approached them with information about the commercial façade grant program. This evening we will be seeking CDA approval to reimburse Meritage Wine Bar with \$500 sign grant funding and \$1,400.00 which represents 50% toward the awning replacement.

NEW BUSINESS:

- Personnel update: The Executive Director, Ann Fangmann, updated the board on personnel matters:
 - a) Resignation of Noel Diehl and possible replacement (Nicolas Shearman).
 - b) Resignation of Ofelia Resurreccion; actively recruiting candidates for p-t position.
 - c) Salary increases for Camille Byrne, Anne LaMorte and Angelina Curcio.

RESOLUTIONS:

Chairman Spinello made a motion to adopt CDA resolution 7(a) and asked for a second:

- a) Authorizing the CDA to award 808 Concepts to create new acrylic sign faces for the Brewster Street Garage illuminated entrances at a cost of \$1,000.00.

The motion was seconded by Vincent Hartley. Motion carried by roll call of the CDA members as follows:

	<u>VOTING</u>
Chairman Spinello	AYE
Vincent Hartley	AYE
Dan Cox	AYE
Danielle Willis	AYE
Tony Jimenez	AYE
Lindsay Anderson	AYE
Luis Vasquez	<i>Absent</i>

Chairman Spinello made a motion to adopt CDA resolution 7(b) and asked for a second:

- b) Authorizing the CDA to approve a commercial façade grant in the amount of \$1,400.00 to Meritage Wine Bar to reimburse them 50% toward new awning on their restaurant façade and \$500.00 sign grant reimbursement toward new signage, for a total reimbursement of \$1,900.00.

The motion was seconded by Lindsay Anderson. Motion carried by roll call of the CDA members as follows:

	<u>VOTING</u>
Chairman Spinello	AYE
Vincent Hartley	AYE
Dan Cox	AYE
Danielle Willis	AYE
Tony Jimenez	AYE
Lindsay Anderson	AYE
Luis Vasquez	<i>Absent</i>

Chairman Spinello made a motion to adopt CDA resolution 7(c) and asked for a second:

- c) Authorizing the Executive Director to negotiate the terms of employment in hiring Nicolas Shearman as Grant Administrator at an annual salary of \$48,500.00 effective 8/17/17, subject to a 90 day probationary period and salary review at that time.

The motion was seconded by Vincent Hartley. Motion carried by roll call of the CDA members as follows:

	<u>VOTING</u>
Chairman Spinello	AYE
Vincent Hartley	AYE
Dan Cox	AYE
Danielle Willis	AYE
Tony Jimenez	AYE
Lindsay Anderson	AYE
Luis Vasquez	<i>Absent</i>

Chairman Spinello made a motion to adopt CDA resolution 7(d) and asked for a second:

- d) Authorizing a salary increase to the following CDA employees effective July 1, 2017:

Employee	Current Salary	Proposed Salary
Camille Byrne	\$56,732.00	\$59,001.00
Anne LaMorte	\$70,900.00	\$73,737.00
Angelina Curcio	\$34,000.00	\$37,000.00*

**It was explained that Ms. Curcio's proposed salary increase was at a higher percentage due to low starting salary and her demonstration of taking on additional responsibility/workload.*

The motion is seconded by Danielle Willis. Motion carried by roll call of the CDA members as follows:

VOTING

Chairman Spinello	AYE
Vincent Hartley	AYE
Dan Cox	AYE
Danielle Willis	AYE
Tony Jimenez	AYE
Lindsay Anderson	AYE
Luis Vasquez	Absent

The Executive Director provided the members with an update on all agency grants, applications and project administration.

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was seconded by Vincent Hartley. Motion carried and meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Camille Byrne
Secretary-CDA