

The Glen Cove Community Development Agency held its Annual Organizational Meeting on Tuesday, January 15, 2019 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 5:38 p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Danielle Fugazy-Scagliola
Anthony Jimenez
Gaitley Stevenson-Mathews
Danielle Willis

Also Present:

Ann Fangmann, Executive Director
A. LaMorte, CFO/Assistant Secretary
C. Byrne/Secretary
M. Tyler, Legal Counsel

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

Chairman Tenke welcomed back the former slate of CDA board members who were reappointed by City Council at its December 27, 2018 meeting. He welcomed Danielle Fugazy-Scagliola, our newly appointed CDA board member, replacing Luis Vasquez. The CDA board and staff members introduced themselves to Ms. Fugazy-Scagliola.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held November 27, 2018 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director, Ms. Ann Fangmann, deferred her report to the latter portion of the meeting to ensure we had adequate time to get through the agenda items.

UNFINISHED BUSINESS:

The Secretary asked each board member to sign oath of office cards as well as their acknowledgement of fiduciary responsibility form in accordance with the NYS Authorities Budget Office. She advised the members that the City Clerk, Ms. Tina Pemberton, will be stopping by the conference room for everyone to sign the City's Oath of Office Book.

NEW BUSINESS:

Chairman Tenke announced that this evening's meeting is to appoint officers, committees, and adoption of the 2019 board meeting schedule.

Ms. Anne LaMorte, Chief Financial Officer, also addressed the board members (Ms. Fangmann excused herself for this portion of the meeting) that given Ms. Fangmann’s announcement of maternity leave commencing Friday, February 8th, the following recommendations were discussed with Chairman Tenke and the Chairman of the Finance Committee as a workload plan during the Executive Director’s absence:

- For a period of three months following the commencement of Ms. Fangmann’s maternity leave, Ms. Fangmann will be compensated at 10% of her annual salary on a bi-weekly basis in exchange for periodic support for the projects and staff problems.
- The three month period will necessitate additional time and workload incurred by CDA staff (Ms. LaMorte, Ms. Byrne, Mr. Shearman and Ms. Wenk). Accordingly, it was recommended that an amount of up to \$10,000.00 be set aside and distributed as a discretionary bonus for the four staff members. Chairman Tenke agreed to make further recommendations and obtain board approval for the amounts of such bonuses.
- Ms. LaMorte shall be added to all CDA/Section 8 bank accounts as an authorized signatory during the absence of the Executive Director. All Agency checks require dual signatures; therefore, Ms. LaMorte’s signature will take the place of Ms. Fangmann’s signature. The Chairman and Vice Chairman, as co-signors, will be monitoring all check signing activities.

The CDA board members discussed all aspects of the above plan. Chairman Tenke made a motion to approve the plan as outlined above. The motion was seconded by Vice Chairman Hartley. Motion carried unanimously as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE

RESOLUTIONS:

Chairman Tenke made a motion to adopt resolutions 7a, 7b, 7c, and 7d and asked for a second.

7a) Resolution to appoint the following officers of the CDA for one year term 1/1/19 through 12/31/19:

Vincent Hartley	Vice Chairman/Treasurer/Ethics Officer
Ann Fangmann	Executive Director/Contracting Officer
Anne LaMorte	CFO/Assistant Secretary
Camille Byrne	Secretary

7b) Resolution to appoint the following members to the Audit/Finance Committee for one year term 1/1/19 through 12/31/19: Vincent Hartley (Committee Chairman), Danielle Willis, Danielle Fugazy-Scagliola

7c) Resolution to appoint the following members to the Governance Committee for one year term 1/1/19 through 12/31/19: Tim Tenke (Committee Chairman), Lindsay Anderson, Anthony Jimenez

7d) Resolution to adopt the 2019 CDA meeting schedule.

The motion to adopt CDA resolutions 7a, 7b, 7c, and 7d was seconded by Lindsay Anderson. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE

Ms. Fangmann provided the board with an update on the Brownfield Opportunity Area Implementation Phase III project which has been actively mentioned at City Council and public meetings. The City Council will be asked to assume lead agency status and the draft scope of the Generic Environmental Impact Statement (GEIS) will be published on the City's website with a public comment period through February 15, 2019.

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:04 p.m.

Respectfully Submitted,

Camille Byrne, Secretary-CDA