

The Glen Cove Community Development Agency held a regularly scheduled Board meeting on Tuesday, June 25, 2019 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:05 p.m. and the following members were present:

CDA Board:

Timothy Tenke, Chairman
Vincent Hartley, Vice Chairman
Anthony Jimenez
Danielle Fugazy-Scagliola
Rev. Roger C. Williams
Danielle Willis

Also Present:

A. Fangmann, Executive Director
A. LaMorte, CFO/Assistant Secretary
C. Byrne, Secretary

Absent:

Gaitley Stevenson-Mathews

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

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held May 14, 2019 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

CDA MEMBERS

Timothy Tenke, Chairman
Vincent Hartley, Vice Chairman
Danielle Fugazy-Scagliola
Anthony Jimenez
Gaitley Stevenson-Mathews
Rev. Roger C. Williams
Danielle Willis

VOTING

AYE
AYE
AYE
AYE
Absent
AYE
AYE

EXECUTIVE DIRECTOR'S REPORT:

Ms. Fangmann provided the members with an update on projects being administered by the CDA. Highlights as follows:

- Brownfield Opportunity Area Step III: Public hearing scheduled on Thursday, June 27th at 7PM in the main chambers of City Hall to accept comments in preparation of a Draft Environmental Impact Statement (DEIS) before the Final Environmental Impact Statement (FEIS) goes to City Council for approval. Comments received at the public hearing will be addressed and posted for public review.
- Loop Bus: Procurement for the bus will begin early Fall.
- Brewster Street Garage: Repairs are underway through August during Phase I. Responses to RFP for engineering services for Phase II of the project were received and a contract award to Hirani Engineering is going to be approved by City Council this evening.
- Consolidated Funding Application (CFA) is going to be approved by City Council this evening for the City to apply for funds to conduct a feasibility study to analyze whether a one way street from School Street into the Brewster Street Garage is possible in either the courtyard, corner of the lot on School Street side by the old Mara's Restaurant or the

alleyway near the movie theater.

UNFINISHED BUSINESS:

- Personnel Update: Ms. Fangmann announced that for the immediate future, following her return from family leave, she will work on a part-time basis as follows: Tuesday, Wednesday and Thursday in the office (generally 9AM to 5PM) but noted that there are some morning meetings that start as early as 8AM and most Tuesday nights she will attend Board meetings and pre-council/council meetings in which case those days tend to be as long as 12 hours. She will be available remotely by phone/email on Monday and Friday. Ms. Fangmann noted that, while she is working part-time, she does not participate in the CDA health insurance plan and is forfeiting her eligibility for accrual of sick/vacation time and is not eligible for personal/floating days as a part-time employee.
- Staff Bonus: Mayor Tenke reminded the Board that at the January 2019 meeting, wherein Ann Fangmann announced her impending leave of absence in February for a period of three/four months, that the CDA staff (Anne LaMorte, Camille Byrne, Nicolas Shearman and Jocelyn Wenk) were going to be faced with additional responsibility to cover projects otherwise covered by the Executive Director. The Board voted to allocate \$10,000.00 (shared with the GC-IDA) to be split among the CDA staff upon the return of the Executive Director which occurred in June 2019. The Treasurer and Chairman met with the CFO and made a recommendation to allocate the bonuses as follows:

Employee	Bonus \$ Amount
Anne LaMorte	\$3,507.68
Camille Byrne	\$3,106.68
Nicolas Shearman	\$2,031.87
Jocelyn Wenk	\$1,353.77

Vice Chairman Hartley also reminded the Board that during the time frame that Ms. Fangmann was on leave, she received a stipend to be on-call for work related matters and that the CDA, even with payment of the \$10,000.00 bonus, still saved money in this personnel matter.

Chairman Tenke made a motion to approve payment of the bonuses as outlined above to the staff 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, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	Absent
Rev. Roger C. Williams	AYE
Danielle Willis	AYE

NEW BUSINESS:

- The CDA currently follows a procedure for maintaining records of employees and retirees enrolled in NYS Health Insurance Plan and will memorialize a formal procedure for Board approval as follows:

1. The GC-CDA personnel officer shall ensure that a personnel file exists for every employee and retiree that participates in the New York State Pension System, NYSHIP and other insurance plan that is provided by the City of Glen Cove;
 2. The personnel officer and the Chief Financial Officer (CFO) shall have access to the NYBEAS system or other system maintained by NYSHIP for the purposes of maintaining NYSHIP eligibility;
 3. The CFO maintains a database for all insurance benefits provided to GC-CDA employees, former employees and retirees;
 4. The decision to grant insurance benefits in retirement or separation from employment with the GC-CDA shall require audit by the personnel officer and approval by the CFO.
 5. GC-CDA personnel officer and CFO conducts an internal audit annually during the annual Medicare reimbursement process to ensure the eligibility of retirees or employees participating or receiving benefits in the New York State Health Insurance (NYSHIP) Program and other insurance plan (dental).
- The CDA currently reimburses its retirees quarterly for the Medicare reimbursement. The CDA would like to follow the City's decision of making the reimbursement on an annual basis as an administrative time/cost benefit; however, it will begin doing so for the 2020 calendar year with the first payment being made in early 2021 for the preceding year. Notification will be given to our retirees, so they have adequate time to adjust their personal budget.

Resolutions:

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

7(a) Adopting formal procedure for maintaining records of employees and retirees enrolled in NYSHIP and any other insurance plan provided by the Agency.

The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	Absent
Rev. Roger C. Williams	AYE
Danielle Willis	AYE

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

7(b) Authorizing a change in frequency of Medicare reimbursement for retirees and/or dependents for Medicare Part B from quarterly to annually, effective January 1, 2020.

The motion was seconded by Vincent Hartley. Motion carried as follows:

CDA MEMBERS

Timothy Tenke, Chairman
Vincent Hartley, Vice Chairman
Danielle Fugazy-Scagliola
Anthony Jimenez
Gaitley Stevenson-Mathews
Rev. Roger C. Williams
Danielle Willis

VOTING

AYE
AYE
AYE
AYE
Absent
AYE
AYE

Adjournment:

As there was no further business to come before the CDA Board, Chairman Tenke made a motion adjourn the meeting. The motion was seconded by Vincent Hartley. Motion carried as follows and the meeting was adjourned at 6:30PM.

CDA MEMBERS

Timothy Tenke, Chairman
Vincent Hartley, Vice Chairman
Danielle Fugazy-Scagliola
Anthony Jimenez
Gaitley Stevenson-Mathews
Rev. Roger C. Williams
Danielle Willis

VOTING

AYE
AYE
AYE
AYE
Absent
AYE
AYE

Respectfully submitted,

Camille Byrne, Secretary
Glen Cove Community Development Agency