

The Glen Cove Community Development Agency held its annual organizational meeting via Microsoft Teams on Tuesday, January 12, 2021. The Chairman welcomed the returning members to the meeting and thanked them for their past service. He announced that Koorosh Leibowitz was attending this evening as a non-voting member pending his official appointment by the City Council to replace Tony Guagenti. The Chairman called the meeting to order at 6:04PM and the following members were present:

CDA BOARD MEMBERS:

Chairman Tenke
Vice Chairman Vincent Hartley
Francine Koehler
Danielle Willis
Rev. Roger Williams
Tony Jimenez

ALSO PRESENT:

Ann S. Fangmann, AICP – Executive Director
Margo Zoldessy, Finance Manager
Camille Byrne, Secretary

ABSENT:

Anthony Guagente

The Secretary reported that the notice of annual meeting (via Microsoft Teams) was served in accordance with the CDA by-laws and Open Meetings Executive Order 202.87.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held December 8, 2020 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

CDA MEMBERS

Timothy Tenke, Chairman
Vincent Hartley
Francine Koehler
Rev. Roger Williams
Danielle Willis
Anthony Jimenez
Anthony Guagenti

VOTING

AYE
AYE
AYE
AYE
AYE
Abstained
Absent

EXECUTIVE DIRECTOR REPORT:

The Executive Director provided the members with an update on projects and grants administered by the agency on behalf of the City, namely:

- Downtown BID Pedestrian Improvements
- Lead Service Line Replacement Program (LSLRP)
- Downtown Parking Connections
- Rehabilitation of East Island Bridge Tidal Gates and Dosoris Pond
- Rehabilitation of Brewster Street Garage
- Fire Department Flooring/Kitchen Renovation
- Seaman Road Station

FINANCE REPORT:

The Chief Financial Officer provided the members with the year-end CDA budget summary for the CDA and Section 8.

UNFINISHED BUSINESS:

- The Secretary announced that each member was sent by mail an Oath of Office card and Fiduciary Duty Acknowledgement form for 2021 as well as the Statement of Financial Disclosure for 2020 activity that must be completed by each member. Members are asked to complete this required documentation and make arrangements with Camille Byrne to return the forms in person in order to sign the oath of office book. Any member who has not yet returned their board evaluation questionnaire is also asked to do so as soon as possible and that may be returned by email, fax, or mail.
- Ms. Fangmann informed the members that the candidate who was hired by resolution adopted on 12/8/2020 to fill the vacancy of P/T Housing Specialist changed their mind. Recruitment was initiated again, and applicant Jacquell Johnson was found to be qualified for the position. Her resume was included in the board member packets for review and the board will be asked to officially approve her hiring this evening.

NEW BUSINESS:

Chairman Tenke announced that this is our annual organizational meeting where we appoint officers of the board, form committees and other administrative business and made a motion to proceed to the following resolutions:

RESOLUTION:

7a) Appointment of Officers to the CDA Board:

- Vincent Hartley: Vice Chairman/Treasurer/Ethics Officer
- Ann Fangmann: Executive Director/Contracting Officer
- Margo Zoldessy: Chief Financial Officer/Assistant Secretary
- Camille Byrne: Secretary/Records Management Officer

7b) Appointment of members to serve on the Audit/Finance Committee:

- Vincent Hartley: Audit/Finance Committee Chairman
- Francine Koehler: Committee Member
- Danielle Willis: Committee Member

7c) Appointment of members to serve on the Governance Committee:

- Timothy Tenke: Governance Committee Chairman
- Tony Jimenez: Committee Member
- Rev. Roger Williams: Committee Member

7d) Approving 2021 CDA Meeting Schedule (included in your board packets)

7e) Authorizing the adoption of New York State Archives Retention and Disposition Schedule LGS-1 for Management of the Agency's Records.

7f) *Resolution of the GC-CDA authorizing the Executive Director to hire Jacquell Johnson as part-time housing specialist for the Section 8 housing choice voucher program effect at \$15.00 per hour. (This resolution replaces CDA Resolution 7(a) from 12/8/2020 due to applicant turning down position.)

7g) *Resolution of the GC-CDA authorizing the Executive Director to extend the annual contract with John Moss Legal Services through February 11, 2022 at the existing contract rate of \$225.00 per hour.

The motion to adopt resolutions 7a through 7g was seconded by Francine Koehler. The motion carried as follows:

<u>CDA BOARD MEMBER</u>	<u>VOTING</u>
Chairman Tenke	AYE
Vice Chairman Hartley	AYE
Francine Koehler	AYE
Tony Jimenez	AYE
Roger Williams	AYE
Danielle Willis	AYE
Tony Guagenti	<i>Absent</i>

ADJOURNMENT:

There being no further business to come before the CDA board, Chairman Tenke made a motion to adjourn the meeting and asked for a second. Motion seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vice Chairman Hartley	AYE
Francine Koehler	AYE
Rev. Roger Williams	AYE
Danielle Willis	AYE
Anthony Jimenez	AYE
Anthony Guagenti	<i>Absent</i>

The CDA meeting adjourned at 6:23 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

Adopted 3/9/2021