

Pamela D. Panzenbeck
Chairperson

Ann S. Fangmann
Executive Director

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GLEN COVE

COMMUNITY DEVELOPMENT AGENCY

City Hall, 9 Glen Street, Glen Cove, NY 11542

TO: Chairperson Pamela D. Panzenbeck and CDA Agency Members

FROM: Ann S. Fangmann, Executive Director 

DATE: December 31, 2021

RE: NOTICE OF GLEN COVE CDA ANNUAL ORGANIZATIONAL MEETING – TUESDAY,
JANUARY 11, 2022 @ 6:00 P.M. – CITY HALL MAIN CHAMBERS

The Glen Cove Community Development Agency will hold its Annual Organizational Meeting on Tuesday, January 11, 2022 at 6:00 P.M. in the Main Chambers of Glen Cove City Hall.

Appointment of officers of the board and formation of committees are conducted at this meeting. Board meeting agenda attached; meeting materials will be sent under separate cover.

We look forward to a successful new year for the Agency in 2022.

Attachment

Postings:

Glen Cove Herald Gazette	(email)
Record Pilot	(email)
Glen Cove CDA	(website)
City of Glen Cove	(website/bulletin boards)

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY
ANNUAL ORGANIZATIONAL MEETING
TUESDAY, JANUARY 11, 2022 – 6:00PM
GLEN COVE CITY HALL - MAIN CHAMBERS**

AGENDA

1. Meeting is called to order/Roll call
2. Submission of Minutes of November 23, 2021 meeting for adoption
4. Executive Director's Report

Finance Report

5. Unfinished Business:
 - Agency members sign oath of office card and oath book for 2022.
 - Agency members sign Fiduciary Duty Acknowledgement form for 2022
 - Agency members sign Conflict of Interest / Code of Ethics Policy for 2022
 - Agency members complete and sign Annual Financial Disclosure Statement pertaining to 2021 activity.

NOTE: Above forms must be completed, signed and returned to the Board Secretary at earliest convenience, but not later than January 31, 2022.

6. New Business:
 - Appointment of Officers
 - Authorization of bank signatories for Glen Cove Community Development Agency bank accounts with American Community Bank.
 - Appointment of Audit/Finance Committee and Governance Committee Members
 - Adoption 2022 Board Meeting Schedule
 - Continuation of New York State Archives Retention and Disposition schedule LGS-1
 - Extension of legal service agreement with John K. Moss, P.C.

7. Resolutions

- a) Resolution of the Glen Cove Community Development Agency (GC-CDA) for Annual Appointment of Officers:

Vice Chairman/Treasurer/Ethics Officer	Vincent C. Hartley
Executive Director/Chief Executive Officer	Ann S. Fangmann
Chief Financial Officer	Margo Zoldessy
Board Secretary	Camille Byrne
Assistant Board Secretary	Margo Zoldessy
Records Management Officer	Camille Byrne

b) Authorization of bank signatories for Glen Cove Community Development Agency bank accounts with American Community Bank as follows:

- Pamela D. Panzenbeck, Chairperson
- Vincent C. Hartley, Treasurer
- Ann S. Fangmann, Executive Director
- Margo Zoldessy, Chief Financial Officer

c) Resolution of the GC-CDA appointing members of the Audit/Finance Committee.

- Vincent C. Hartley, Committee Chairperson
- Danielle Willis, Committee Member
- Suzanne White, Committee Member

d) Resolution of the GC-CDA appointing members of the Governance Committee.

- Pamela D. Panzenbeck, Committee Chairperson
- Francine Kohler, Committee Member
- Nelson Rivera, Committee Member

e) Resolution of the GC-CDA approving the 2022 CDA meeting schedule (included in board packets).

f) Resolution of the GC-CDA authorizing continuation of the use of the New York State Archives Retention and Disposition schedule LGS-1 for management of the agency's records.

g) Resolution of the GC-CDA authorizing extension of legal service agreement with John K. Moss, P.C. (included in board packets)

8. Executive Session

9. Adjournment

12/31/21