

The Glen Cove Community Development Agency (CDA) held its annual organizational meeting in the Main Chambers of City Hall on Tuesday, January 11, 2022. Chairperson Panzenbeck welcomed the 2022 slate of board members to the meeting and officially called the meeting to order at 6:04PM. The following members were present:

**CDA BOARD MEMBERS:**

Chairperson Panzenbeck  
Vice Chair Vincent Hartley  
Gigi Ferrante  
Francine Koehler  
Nelson Rivera  
Suzanne White  
Dr. Danielle Willis

**ALSO PRESENT:**

Ann S. Fangmann – Executive Director  
Margo Zoldessy, Chief Financial Officer  
Camille Byrne, Secretary

**MINUTES:**

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held November 23, 2021 and asked for a second. The motion was seconded by Dr. Danielle Willis. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Kohler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

**EXECUTIVE DIRECTOR REPORT:**

The Executive Director provided the members with an overview of the roles and responsibilities of the CDA, including but not limited to writing and administering grants on behalf of the City and administering the Community Development Block Grant (CDBG) program on behalf of the City. Ms. Fangmann also gave a brief update on the following projects:

**PlanGC: Master Plan for the City of Glen Cove**

*Overview:* The City of Glen Cove’s new Master Plan—PlanGC—will guide the City’s investment, development, and growth over the next decade. PlanGC will inventory and analyze existing conditions, including population, land use, economy, housing, transportation, energy, natural resources, and cultural resources. PlanGC will include a robust public engagement process. The new Master Plan will map out Glen Cove’s vision for the future, providing recommendations for future land use, housing, economic development, transportation, sustainable development and resiliency, municipal drinking water, and resource stewardship. Implementation action items will be prepared. PlanGC will conform with New York State’s Environmental Quality Review Act (SEQR). NYSDOS awarded \$100,000 through the Smart Growth Comprehensive Planning Grant Program and NYSDEC awarded \$50,000 through the Climate Smart Communities (CSC) Grant Program for PlanGC. Grant funding will be used for contractual services: professional planning and environmental consulting services to assist with PlanGC preparation. For the Smart Growth Comprehensive Planning Grant Program, the City will provide a \$50,000 local cash match for contractual services. For the CSC Grant Program, the City will provide a \$50,000 local in-kind match (contributions of City staff salaries and Donated Professional Services by Glen Cove Community Development Agency (CDA) staff and potentially a law firm for legal services).

Status: The City received award letters from NYSDOS and NYSDEC in December 2021; a press release was posted on the City's website on 12-22-21 and the *Glen Cove Herald* published an article about the grant award and PlanGC on 1-6-22. Upon notification from the State, CDA will develop the grant contract through the NYS Grants Gateway. Following contract execution, initial steps will include consultant procurement, formation of a Community Engagement Committee, and PlanGC website launch.

**Rehabilitation of Brewster Street Garage (\$500k grant project)**

Overview: The City has a \$500,000 grant from DASNY for this project, which entails more structural repairs in priority deteriorated areas of Brewster Street Garage. The grant budget covers \$50,000 towards engineering and \$450,000 towards construction. Hirani is also an MBE (Minority-Owned Business Enterprise). Per a City Council resolution passed on June 25, 2019, the City has executed an agreement with Hirani for engineering, design, and construction inspection services in an amount not to exceed \$50,000.00. City Restoration and Management (CRM) was selected as the lowest responsible bidder for construction.

Status: The project as bid included waterproofing and concrete repairs to the upper level of the north side of the garage and the work was completed in late 2021. Throughout the year, CDA has submitted funding reimbursement requests to DASNY, with \$24,162 received to-date. On 12/15/21 the contractor completed the project scope of work. We are now currently waiting for the contractor to send the following: final invoice(s), inspection report(s), and certification(s).

**FINANCE REPORT:**

The Chief Financial Officer provided the members with the budget-to-actual for the CDA and Section 8 (January through December 2021). The financial results are preliminary due to the year end adjustments.

**CDA highlights are listed below:**

Revenue for the period of Jan thru Dec '21 compared to the annual budget:

CDBG Grant Revenue for this period is \$464k compared to the annual budget of \$461k

Expenses for the period of Jan thru Dec'21 compared to the annual budget are as follows:

Salaries and benefits incurred for \$186k compared to the annual budget of \$192k

Professional Expenditures incurred for \$8k compared to the annual budget of 10k

Other expenses incurred for \$2.8k compared to the annual budget of \$5.8k

Operating Results: \$4k loss

**Section 8 highlights are listed below:**

Revenue for the period of Jan thru Dec'21 compared to the annual budget:

HAP Revenue (housing assistance) received from HUD for \$5.22 million received compared to the annual budget of \$4.99 million

Expenses for the period of Jan thru Dec'21 compared to the budget:

Salaries and benefits incurred for \$283k compared to the annual budget of \$279k

Expenditures for HAP (*housing assistance payments*) incurred for \$4.89 million compared to the annual budget of \$4.68 million

Note: *Cares Act funds* received have been used for *landlord incentivization payments*, office, and payroll costs.

Operating Results: \$23k profit

**CARES Act Funds Update**

CARES Act Funds: \$148k CARES Act Funds received have been expended at 12/31/21.

**UNFINISHED BUSINESS:**

Chairperson Panzenbeck announced that each member’s board packet included the following forms for completion and to return them to the Secretary for filing:

1. Oath of Office card and signing the Oath of Office book.
2. Acknowledgement of Fiduciary Duty
3. Conflict of Interest / Code of Ethics Policy for 2022
4. Annual Financial Disclosure Statement pertaining to 2021 activity

It was mentioned that some forms may take more time to review and complete and the members were asked to please return all forms to the Secretary at earliest convenience, but not later than January 31, 2022.

**NEW BUSINESS:**

Chairperson Panzenbeck announced that this is our annual organizational meeting where we appoint officers of the board, form committees and other administrative business pertaining to banking, board meeting schedule and record retention. The CDA also received an extension agreement for legal services from the law firm of John K. Moss that was included in your board packets.

**RESOLUTIONS:**

7a) Resolution of the Glen Cove CDA for Annual Appointment of Officers:

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

7b) Resolution authorizing bank signatories for Glen Cove CDA 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

7c) Resolution appointing members to the Glen Cove CDA Audit/Finance Committee.

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

7d) Resolution appointing members to the Glen Cove CDA Governance Committee.

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

7e) Resolution approving the 2022 CDA meeting schedule (included in board packets).

7f) Resolution authorizing continuation of the use of the New York State Archives Retention and Disposition schedule LGS-1 for management of the Glen Cove CDA Agency records.

7g) Resolution of the Glen Cove CDA authorizing extension of legal service agreement with John K. Moss, P.C. (included in board packets)

Chairperson Panzenbeck asked the members if there were questions about these resolutions? As there were no questions, Chairperson Panzenbeck made a motion to adopt resolutions 7a through 7g and asked for a second. Motion seconded by Francine Koehler. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Kohler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

**ADJOURNMENT:**

There being no further business to come before the CDA board, Chairperson Panzenbeck made a motion to adjourn the meeting and asked for a second. Motion seconded by Dr. Danielle Willis. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Kohler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

The CDA meeting adjourned at 6:39 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

*Adopted 3/8/22*