

The Glen Cove Community Development Agency (CDA) held its annual organizational meeting in the 2nd floor conference room of City Hall on Tuesday, January 9, 2024. Chairperson Panzenbeck welcomed the 2024 slate of board members to the meeting and officially called the meeting to order at 6:06PM. The following members were present:

CDA BOARD MEMBERS:

Chairperson Panzenbeck
Vice Chair Hartley
Gigi Ferrante
Francine Koehler
Nelson Rivera
Rocco Totino

ALSO PRESENT:

Ann S. Fangmann – Executive Director
Margo Zoldessy, CFO/Assistant Secretary
Camille Byrne, Secretary

ABSENT:

Dr. Danielle Willis

MINUTES:

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held December 12, 2023 and asked for a second. The motion was seconded by Vice Chair Hartley. Motion carried as follows:

CDA MEMBERS

Chairperson Panzenbeck
Vice Chair Hartley
Gigi Ferrante
Francine Kohler
Nelson Rivera
Rocco Totino
Dr. Danielle Willis

VOTING

AYE
AYE
AYE
AYE
AYE
Abstain
Absent

EXECUTIVE DIRECTOR REPORT:

Ann Fangmann provided the members with an update on the following projects:

City of Glen Cove Comprehensive Plan with Sustainability Elements

Overview: The City of Glen Cove’s new Comprehensive Plan with Sustainability Elements will guide the City’s investment, development, and growth over the next decade. The plan will include a baseline assessment (inventory and analysis of existing conditions), public engagement process, identification of the City’s vision and goals, and development of strategies and implementation actions.

Status: A public workshop will be held on January 30, 2024 starting at 7PM in the Main Chambers of City Hall, to be followed by a public hearing at 8pm in the same location. The consultants (BFJ Planning) will provide an update on the project, report results of ~600 surveys received, and receive further comments from the Comprehensive Planning Committee and the public.

Rehabilitation of Brewster Street Garage (CDBG Funding)

Status: Additional funding through Community Development Block Grant (CDBG) is being used toward ADA compliance: (1) Curb Cut at Village Square; (2) Stairwell of garage between Village Square and Garage, (3) Sidewalk smoothing at middle of garage toward green space between One and Three School Street pedestrian entrance into garage. The above stated work items are complete, with more under evaluation.

NOTE: GiGi Ferrante, CDA board member, expressed concern for handicap accessibility in the walkway between Chase Bank and Brewster Street garage and that a sign (to be investigated and identified) is positioned in such a manner that prohibits wheelchair accessibility (6ft of unobstructed passage required). There was also conversation concerning the disabled parking near Chase Bank as well as at the Post Office and that it is not appropriately monitored by Police or utilized. Mayor Panzenbeck will address the matters with the Glen Cove Auxiliary Police and Code Enforcement.

Veteran's Memorial Monument

Overview: The City will receive a \$75,000 Nassau County CRP grant to fund an accessible walkway in the shape of a star and the commissioning of a bronze sculpture that commemorates the Harlem Hellfighters. The City has ~\$58k in capital funds already in place.

Status: Inscribed bricks and walkway are in place. North Shore monuments will place slate bricks at the top of the star border to better define the vision of the memorial under a change order to be completed in the coming weeks.

North Shore Land Alliance

Ms. Fangmann is a member of the planning committee working on this project. She attended several meetings of the committee to identify thousands of acres of proposed space in the City of Glen Cove for inclusion in the 2024 NYS Open Space Plan. The Alliance is preparing the submission of proposed parcels to be included in the Plan for Nassau County. The last plan prepared for the State in 2016 included no Glen Cove parcels.

FINANCE REPORT:

Margo Zoldessy, CFO, presented the CDA/Section 8 finance report as follows:

CDA (Budget to Actual Jan thru Dec'23)

Revenue

CDBG Grant Revenue: \$ 440 k incurred as compared to the annual budget of \$483 k

Expenses

Program Expenditures: \$260 k incurred as compared to the annual budget of \$260 k

Salaries and benefits: \$204 k incurred as compared to the annual budget of \$207 k

Professional Expenditures: \$ 5 k incurred as compared to the annual budget of 8 k

Other expenses: \$4 incurred as compared to the annual budget of \$6 k

Operating Results: \$ 5 k surplus

Section 8 (Budget to Actual Jan thru Dec'23)

Revenue

HAP Revenue: \$ 5.297 million received from HUD compared to the annual budget of \$5 million

HAP Admin: \$ 482 k received compared to the annual budget of \$415 k

Interest: \$ 5 k compared to the annual budget of \$ 1k

Note: limited to \$500 (excess to be reimbursed)

Expenses

Salaries and benefits: incurred for \$ 347 k compared to the annual budget of \$332 k

Expenditures: for HAP (*housing assistance payments*) incurred for \$5.343 million compared to the annual budget of \$5 million

Professional Expenditures: incurred \$ 68 k as compared to the annual budget \$ 55k

Other expenses: incurred \$ 7 k as compared to the annual budget of \$28 k

Operating Results: \$ 17 k profit

Note: Year end accruals are not included - \$23 k not allowed vacancy payments.

UNFINISHED BUSINESS:

Chairperson Panzenbeck announced that in each member’s board packet is an Oath of Office card, Acknowledgement of Fiduciary Duty, Conflict of Interest/Code of Ethics Policy for 2024. She asked that the members please sign and return these forms to the Secretary this evening. The Secretary asked each member to please sign the oath of office book for 2024. In addition to these forms, the members were advised that they are required to complete an Annual Financial Disclosure Statement pertaining to 2023 activity. The Secretary asked that this form be completed, signed and returned to her attention no later than January 31st. The board members were reminded that if you haven’t already returned your confidential board evaluation survey to the Secretary, please do so this evening. Camille has copies on hand if needed.

NEW BUSINESS:

Chairperson Panzenbeck announced that As this is our annual organizational meeting, tonight’s new business is the appointment of officers of the board, formation of committees, 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. A contact list is included in your board member packets and we ask that you please review your contact information and alert the Board Secretary of any changes.

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/Assistant Secretary	Margo Zoldessy
Board Secretary/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
- Dr. Danielle Willis, Committee Member
- Nelson Rivera, Committee Member

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

- Pamela D. Panzenbeck, Committee Chairperson
- Francine Koehler, Committee Member
- GiGi Ferrante, Committee Member

- e) Resolution of the GC-CDA approving the 2024 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)
- h) Resolution appointing Grace Guillen as temporary part-time office employee for the Housing Choice Voucher Program (Section 8) at \$11.00 per hour, effective retroactive to December 29, 2023.

As there were no questions, Chairperson Panzenbeck made a motion to adopt resolutions 7a through 7h and asked for a second. Motion seconded by Vice Chair Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Kohler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	Absent

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 Rocco Totino. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Kohler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	Absent

The CDA meeting adjourned at 6:27 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

Adopted 3-12-24