

**Pamela D. Panzenbeck**

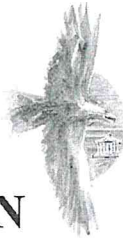
*Chairperson*

**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 26, 2024

RE: NOTICE OF GLEN COVE CDA ANNUAL ORGANIZATIONAL MEETING – TUESDAY,  
JANUARY 14, 2025 @ 6:00 P.M. – CITY HALL 2<sup>ND</sup> FLOOR CONFERENCE ROOM

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The Glen Cove Community Development Agency will hold its Annual Organizational Meeting on Tuesday, January 14, 2025 at 6:00 P.M. in the 2<sup>nd</sup> floor conference room of Glen Cove City Hall.

Appointment of officers of the board and formation of committees are conducted at this meeting. Agenda attached.

We look forward to a successful new year for the Agency in 2025.

Attachment

**Postings:**

Glen Cove Herald	(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 14, 2025 – 6:00PM  
GLEN COVE CITY HALL – 2<sup>nd</sup> FLOOR CONFERENCE ROOM**

**AGENDA**

- 1. Meeting is called to order/Roll call**
- 2. Submission of Minutes** of November 26, 2024 meeting for adoption
- 3. Executive Director's Report**
- 4. Finance Report**
- 5. Unfinished Business:**
  - Agency members sign oath of office card and oath book for 2025.
  - Agency members sign Fiduciary Duty Acknowledgement form for 2025
  - Agency members sign Conflict of Interest / Code of Ethics Policy for 2025
  - Agency members complete and sign the Annual Financial Disclosure Statement pertaining to 2024 activity.

***NOTE: Above forms must be completed, signed and returned to the Board Secretary at earliest convenience, but not later than January 31, 2025.***

- 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 2025 Board Meeting Schedule
  - Continuation of New York State Archives Retention and Disposition schedule LGS-1

**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/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 2025 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.

8. Executive Session (\*if needed)

9. Adjournment