

The Glen Cove Community Development Agency held its Annual Organizational Meeting on Tuesday, January 9, 2018 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:06 p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Anthony Jimenez
Gaitley Stevenson-Mathews
Luis Vasquez (late)
D. Willis

Also Present:

Ann Fangmann, Executive Director
C. Byrne, Secretary
A. LaMorte, CFO/Assistant Secretary
M. Basdavanos, Deputy Mayor
M. Silverman, City Councilwoman
M. Tyler, Legal Counsel
Interested Public

The Secretary reported that the notice of annual meeting was served in accordance with the CDA by laws.

Chairman Tenke welcomed back the former slate of CDA board members who were reappointed by City Council at its January 1, 2018 meeting. He welcomed Gaitley Stevenson-Mathews who will be formally appointed this evening by City Council to fill the vacancy of Dan Cox who submitted his resignation effective 12/31/17.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held December 27, 2017 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	Abstain – nonvoting member this meeting
Luis Vasquez	Late – not present for vote
Danielle Willis	AYE

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director, Ms. Ann Fangmann, provided the attendees with a detailed update on grants and projects being administered by the Agency.

UNFINISHED BUSINESS:

The Secretary asked each board member to sign oath of office cards as well as their acknowledgement of fiduciary responsibility form in accordance with the NYS Authorities Budget Office. She advised the members to please stop by the office of the City Clerk, Ms. Tina Pemberton, to sign the City's Oath of Office Book.

NEW BUSINESS:

Chairman Tenke announced that this evening's meeting is to appoint officers, committees, adopt the 2018 board meeting schedule and authorization to maintain deposit accounts with American Community Bank.

RESOLUTIONS:

Chairman Tenke made a motion to adopt resolutions 7a, 7b, 7c, 7d and 7e and asked for a second.

7a) Resolution to appoint the following officers of the CDA for one year term 1/1/18 through 12/31/18:

Vincent Hartley	Vice Chairman/Treasurer/Ethics Officer
Ann Fangmann	Executive Director/Contracting Officer
Anne LaMorte	CFO/Assistant Secretary
Camille Byrne	Secretary

7b) Resolution to appoint the following members to the Audit/Finance Committee for one year term 1/1/18 through 12/31/18: Vincent Hartley, Danielle Willis, Luis Vasquez

7c) Resolution to appoint the following members to the Governance Committee for one year term 1/1/18 through 12/31/18: Tim Tenke, Lindsay Anderson, Anthony Jimenez

7d) Resolution to adopt the 2018 CDA meeting schedule.

7e) Resolution to adopt American Community Bank Corporate Resolutions for maintaining deposit accounts and services.

The motion to adopt CDA resolutions 7a, 7b, 7c, 7d and 7e was seconded by Lindsay Anderson. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	Abstain – nonvoting member this meeting
Luis Vasquez	AYE
Danielle Willis	AYE

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:30 p.m.

Respectfully Submitted,


Camille Byrne, Secretary-CDA

ENTERED
2-13-18 CDA
CB

The Glen Cove Community Development Agency held its regularly scheduled business meeting on Tuesday, February 13, 2018 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:07 p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Anthony Jimenez
Gaitley Stevenson-Mathews
Luis Vasquez
D. Willis

Also Present:

A. Fangmann, Executive Director
C. Byrne, Secretary
A. LaMorte, CFO/Assistant Secretary

The Secretary reported that the notice of meeting was served in accordance with the CDA by laws.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held January 9, 2018 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director, Ms. Ann Fangmann, provided the attendees with a detailed update on grants and projects being administered by the Agency.

UNFINISHED BUSINESS:

Chairman Tenke advised the members that the Governance Committee met on January 23rd and reviewed the annual board performance evaluation and performance measurement report for the CDA. The Governance Committee reviewed the report with the board (which was included in the board member packets).

The resume of Stephanie Goodson was included in the board member packets. Ann Fangmann provided the board with background on the recruitment process, explaining that Ms. Goodson is replacing a vacancy for a part-time clerk in the Section 8 Housing Choice Voucher Program department.

NEW BUSINESS:

Ann Fangmann provided the board members with an overview of the process and the timeline for submission of the application to Nassau County.

Chairman Tenke asked Ann Fangmann to provide the members with an overview of the heat system issues at the Glen Cove Senior Center. She explained that CDBG funding was secured to hire a consultant to analyze the system which did occur. H2M soft costs to analyze the system, prepare design/construction documents, bid support, conduct final inspection, construction observation and reimbursable expenses (as outlined in the proposal distributed to the board members) is not to exceed \$46,640.00. CDA confirmed with Nassau County that the CDBG funding can be used for the engineering and inspection costs.

RESOLUTIONS:

Chairman Tenke made a motion to adopt resolution 7(a) and asked for a second:

7a) Authorizing submission of the agency's annual accomplishments and summary of board performance to the ABO.

The motion to adopt CDA resolution 7(a) was seconded by Vincent Hartley. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE

Chairman Tenke made a motion to adopt resolution 7(b) and asked for a second:

7b) Authorizing the hiring of Stephanie Goodson as part-time clerk in Section 8 Housing Choice Voucher Program at a salary of \$13.00 per hour, up to 20 hours per week, effective 1/29/18 (subject to a 180 day probation period).

The motion to adopt CDA resolution 7(b) was seconded by Luis Vasquez. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE

Chairman Tenke made a motion to adopt resolution 7(c) and asked for a second:

7c) Authorizing the Chairman and/or Executive Director to execute a proposal from H2M for engineering services in the amount not to exceed \$46,640.00 to prepare design/construction documents, bid support, final inspection, construction observation and reimbursable expenses for the Glen Cove Senior Center Heating System Upgrades.

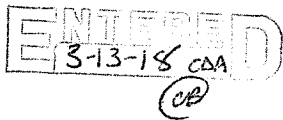
The motion to adopt CDA resolution 7(c) was seconded by Luis Vasquez. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:30 p.m.

Respectfully Submitted,


Camille Byrne, Secretary-CDA



The Glen Cove Community Development Agency held its regularly scheduled business meeting on Tuesday, March 13, 2018 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:10 p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Anthony Jimenez (late)
Gaitley Stevenson-Mathews
Luis Vasquez
D. Willis

Also Present:

A. Fangmann, Executive Director
C. Byrne, Secretary
A. LaMorte, CFO/Assistant Secretary

The Secretary reported that the notice of meeting was served in accordance with the CDA by laws.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held February 13, 2018 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE
<i>Anthony Jimenez</i>	<i>Not present for voting</i>

EXECUTIVE DIRECTOR'S REPORT:

The Mayor suggested we defer the Executive Director's report to ensure that the members have enough time to get through the CDBG application review and other business.

UNFINISHED BUSINESS:

Ms. Fangmann updated the members on the status of the commercial façade rehabilitation grant for 72 School St. in Glen Cove. The grant reimbursement in the amount of \$15,000.00 has not yet been released to the owner as the CDA, during its January meeting, suggested we await the full completion of the construction on the building. The owner came to the CDA and requested that the approved grant funding be released because he has already expended \$77,000.00 on the remediation of this building and signed an affidavit that he would put forth his best efforts to procure estimates for the work with a goal of completion by summer 2018. In light of this, the board approved releasing the grant that will provide him monetary assistance to complete the façade work on the remainder of the building.

NEW BUSINESS:

Ann Fangmann provided the board members with an overview of the CDBG application for the 44th year. She gave the members a detailed overview of the proposed activities and funding allocation for both municipal and public service agency activities outlined in the spreadsheets

distributed to the members. The board was in agreement on the proposed municipal activities and no further comment was received. The public service agency program requests were reviewed carefully by the board members to ensure we arrive at an amount that fits into the overall budget. The board requested the record reflect that LaFuerza was not included in this year's round of funding due to the fact that they failed to send a representative to attend the mandatory workshop for all public service agencies on February 16th and follow up was performed by the CDA to LaFuerza with suggested alternatives to fund their program.

RESOLUTIONS:

Chairman Tenke made a motion to adopt resolution 7(a) and asked for a second:

7(a) Authorizing the Chairman and Executive Director to prepare and submit the 44th year (2018/19) Community Development Block Grant application for approval by City Council and submission to Nassau County Office of Community Development.

The motion to adopt CDA resolution 7(a) was seconded by Vincent Hartley. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE

Ms. Fangmann provided the members with a brief overview of projects being administered by the CDA.

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 7:12 p.m.

Respectfully Submitted,


Camille Byrne, Secretary-CDA

ENTERED
4-24-18
CDA

The Glen Cove Community Development Agency held its regularly scheduled business meeting on Tuesday, April 24, 2018 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:10 p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Anthony Jimenez
Gaitley Stevenson-Mathews
D. Willis

Also Present:

A. Fangmann, Executive Director
C. Byrne, Secretary
A. LaMorte, CFO/Assistant Secretary
F. Trunzo, Executive Director GCB&G Club

Absent:

Luis Vasquez

The Secretary reported that the notice of meeting was served in accordance with the CDA by laws.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held March 13, 2018 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE
<i>Luis Vasquez</i>	<i>Absent</i>

EXECUTIVE DIRECTOR'S REPORT:

The Mayor suggested we defer the Executive Director's report and introduced the guest speaker, Ms. Franca Trunzo, Executive Director of the Glen Cove Boys & Girls Club.

Ms. Trunzo provided the members with an overview of the various programs offered by the Glen Cove Boys & Girls Club and various funding sources, including the CDBG funding of the summer program and the recent repair of the gymnasium floor using CDBG funds. She announced that a Glen Cove High School Senior is the recipient of an \$8,000.00 scholarship through the Boys & Girls Club as well as the announcement of the student of the year, Ms. Trinity Munez. The board engaged in questions and answer period with Ms. Trunzo and thanked her for her wonderful program.

UNFINISHED BUSINESS:

Ms. Fangmann provided the members with a personnel update announcing the resignation of our part-time clerk in Section 8 for personal childcare reasons. She announced that a former CDA employee and retiree from the City of Glen Cove finance department, Evelyn Willett-Fisher applied for the job vacancy. Evelyn is a well-qualified candidate and we are pleased to welcome her back. Evelyn's resume was included in the board member packets. This evening we are

asking for board approval to hire Evelyn on a part-time basis in Section 8 to assist the Sr. Housing Specialist and Program Administrator.

NEW BUSINESS:

Ms. Fangmann provided the members with an overview of a request made by La Fuerza Unida of Glen Cove who was unable to get sufficient enrollment in their adult ESL GED program which was approved for CDBG funding in the 43rd program year. They requested an amendment of their funding for a “Tenant Education and Counseling” program that will provide one on one education and counseling to tenants who need translation assistance, understanding their rights and responsibilities as tenants dealing with landlords, lease interpretation and terms, occupancy and property care, payments and receipts, renewals and increases in rent. Counselors will also provide referrals for the school system, community issues, social interaction, City of Glen Cove services and programs through social services. The counselor will work with individuals on an appointment basis as well as walk in clients to help with tenant/landlord education, eviction prevention, relocation assistance and homelessness diversion. They anticipate providing counseling services to 50 low-moderate income Latino residents and the funding request is not going to change from the \$5,000.00 approved for the original activity. Accordingly, we are seeking board approval this evening to authorize the Executive Director to execute the CDBG 43rd year contract amendment which is also being approved by City Council later this evening.

RESOLUTIONS:

Chairman Tenke made a motion to adopt resolution 7(a) and asked for a second:

7(a) Authorizing the Executive Director to execute contract amendment No. 1 with Nassau County for CDBG 43rd year, contract No.: CQHI17000027 reflecting a change in public service program activity by La Fuerza Unida of Glen Cove, Inc.

The motion to adopt CDA resolution 7(a) was seconded by Vincent Hartley. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE
<i>Luis Vasquez</i>	<i>Absent</i>

Chairman Tenke made a motion to adopt resolution 7(b) and asked for a second:

7(b) Authorizing the Executive Director to hire Evelyn Willett-Fisher as part-time clerk for Section 8 Housing choice Voucher Program at \$14.00 per hour, subject to 180 day probationary period, effective May 1, 2018.

The motion to adopt CDA resolution 7(b) was seconded by Lindsay Anderson. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE

Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE
<i>Luis Vasquez</i>	<i>Absent</i>

Ms. Fangmann provided the members with a brief overview of projects and grants being administered by the CDA.

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:50 p.m.

Respectfully Submitted,


Camille Byrne, Secretary-CDA



The Glen Cove Community Development Agency held its regularly scheduled business meeting on Tuesday, June 26, 2018 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:07p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Anthony Jimenez
Gaitley Stevenson-Mathews
D. Willis

Also Present:

A. Fangmann, Executive Director
A. LaMorte, CFO/Assistant Secretary

Absent:

Luis Vasquez

The Assistant Secretary reported that the notice of meeting was served in accordance with the CDA by laws.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held April 24, 2018 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE
<i>Luis Vasquez</i>	<i>Absent</i>

EXECUTIVE DIRECTOR'S REPORT:

Ann Fangmann provided the members with an update on projects being administered by the Agency.

UNFINISHED BUSINESS:

Ms. Fangmann reminded the members of board resolution adopted in February 2018 authorizing the Agency to enter into an agreement with H2M for professional engineering services for the Glen Cove Senior Center Heating System Upgrades. She informed the members that, during a recent meeting with H2M at the Senior Center, it was determined that a formal asbestos survey should be conducted to ensure there is no asbestos that could be disturbed during the boiler demolition phase of construction. H2M submitted a proposal to have a NYS Department of Labor certified asbestos inspector to conduct an inspection of the project areas for suspect asbestos containing materials and collect representative bulk samples for asbestos analysis. The cost of this service is \$2,100.00 and this evening the CDA board members will be asked to approve a contract amendment with H2M to reflect the cost of this inspection survey.

NEW BUSINESS:

Ms. Fangmann provided the members with a brief history of how the Glen Cove Senior Center is on the Agency's books as the owner and, as such, the property must be appraised to be added onto the Agency's books and then the CDA will enter in a lease agreement with the City of Glen Cove on the property. An RFP was released for appraisal services April 19, 2018 and the CDA received six (6) responses. CDA Board resolution will be sought this evening to approve the lowest responsible bidder for appraisal services.

RESOLUTIONS:

Chairman Tenke asked for a motion to adopt resolution 7(a). Vice Chairman Hartley made a motion to adopt resolution 7(a):

7(a) Authorizing the Executive Director to engage the services of R.D. Geronimo Ltd. Real Estate Advisory Services to conduct a market value appraisal of the Glen Cove Senior Center property located at 130 Glen St., Glen Cove, NY 11542 for purposes of adding the valuation of the property to the Agency's books at a cost of \$3,450.00.

The motion to adopt CDA resolution 7(a) was seconded by Danielle Willis. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE
<i>Luis Vasquez</i>	<i>Absent</i>

Chairman Tenke asked for a motion to adopt resolution 7(b). CDA member, Stevenson-Mathews, made a motion to adopt resolution 7(b):

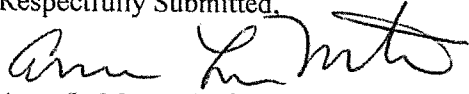
7(b) Authorizing the Executive Director to execute a contract amendment with H2M in the amount of \$2,100.00 to have a NYS Department of Labor certified asbestos inspector to conduct an inspection of the Glen Cove Senior Center Heating System project areas for suspect asbestos containing materials and collect representative bulk samples for asbestos analysis.

The motion to adopt CDA resolution 7(b) was seconded by Tony Jimenez. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE
<i>Luis Vasquez</i>	<i>Absent</i>

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:33 p.m.

Respectfully Submitted,



Anne LaMorte, Assistant Secretary-CDA



The Glen Cove Community Development Agency held its regularly scheduled business meeting on Tuesday, September 25, 2018 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:07p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley (late)
Lindsay Anderson
Anthony Jimenez
Luis Vasquez

Also Present:

A. Fangmann, Executive Director
A. LaMorte, CFO/Assistant Secretary
C. Byrne, Secretary

Absent:

Gaitley Stevenson-Mathews
D. Willis

The Secretary reported that the notice of meeting was served in accordance with the CDA by laws.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held June 26, 2018 and asked for a second. The motion was seconded by Lindsay Anderson. Motion carried as follows:

CDA MEMBERS

Timothy Tenke , Chairman
Vincent Hartley
Lindsay Anderson
Anthony Jimenez
Gaitley Stevenson-Mathews
Luis Vasquez
Danielle Willis

VOTING

AYE
(not present for voting)
AYE
AYE
Absent
AYE
Absent

EXECUTIVE DIRECTOR'S REPORT:

Ann Fangmann provided the members with an update on projects being administered by the Agency, namely: Herb Hill/Garvies Point Road construction, Garvies Point Waterfront Redevelopment project, Glen Cove Senior Center Boiler Replacement bid.

UNFINISHED BUSINESS:

The CDA Finance Committee met to review the CDA and Section 8 Agency budgets on August 28th. The full detailed budget was then mailed to each board member for review prior to this evening's meeting. Ms. LaMorte provided the members with a detailed overview of both budgets.

NEW BUSINESS:

Ms. Fangmann informed the board members that Evelyn Fisher resigned from her position as part-time housing specialist, effective September 21st, due to family reasons. The CDA is advertising this position and hopeful to find a replacement in the coming weeks.

Ms. Fangmann provided the members with background information on a potential commercial

rehabilitation project using CDBG funding for a new business located at 27 Glen St. The business name is Noble Savage and it is a micro-brewery and the business owner is planning major façade renovations consisting of window/door replacement, stucco façade with stone paneling and outdoor lighting. Once the plans and cost estimates are submitted, Ms. Fangmann will present to the board with her recommendation of funding.

RESOLUTIONS:

Chairman Tenke asked for a motion to adopt resolution 7(a) and 7(b).

7(a) Resolution of the Glen Cove Community Development Agency adopting the CDA budget for the FYE 12/31/19.

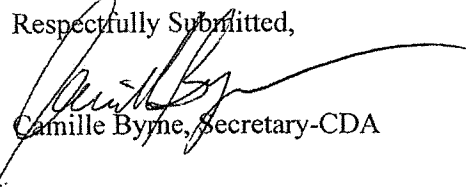
7(b) Resolution of the Glen Cove Community Development Agency adopting the Section 8 budget for the FYE 3/31/19.

The motion to adopt CDA resolution 7(a) and 7(b) was seconded by Vincent Hartley. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
<i>Gaitley Stevenson-Mathews</i>	<i>Absent</i>
<i>Luis Vasquez</i>	AYE
<i>Danielle Willis</i>	<i>Absent</i>

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:33 p.m.

Respectfully Submitted,


Camille Byne, Secretary-CDA

ENTERED
10-23-18
CDA CB

The Glen Cove Community Development Agency held its regularly scheduled business meeting on Tuesday, October 23, 2018 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:05p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Anthony Jimenez (late)
Gaitley Stevenson-Mathews
D. Willis

Also Present:

A. Fangmann, Executive Director
A. LaMorte, CFO/Assistant Secretary
C. Byrne, Secretary
S. Tsakis, Executive Director - Glen Cove Youth Bureau
J. Yonick, Youth Program Coordination - Glen Cove Youth Bureau

Absent:

Luis Vasquez

The Secretary reported that the notice of meeting was served in accordance with the CDA by laws.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held September 25, 2018 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
<i>Anthony Jimenez</i> (not present for voting)	
Gaitley Stevenson-Mathews	AYE
<i>Luis Vasquez</i>	<i>Absent</i>
Danielle Willis	AYE

EXECUTIVE DIRECTOR'S REPORT:

The Chairman suggested we defer the Executive Director's report and invite our guests from the Youth Bureau to present the board members with an overview of the Summer Youth Employment Program which is partially funded by the Community Development Block Grant.

Spiro Tsakis, Executive Director of the Glen Cove Youth Bureau, and Jacki Yonick, Youth Program Coordinator, were invited to meet the CDA board members and provide an overview of their program. The board members gained a keen perspective of the program, were given an opportunity to ask questions and expressed their gratitude for this worthwhile mentoring program of the City's youth.

UNFINISHED BUSINESS:

Ann Fangmann updated the board members on the hiring process of the Part-time Housing Specialist for Section 8. Advertising of the position produced a healthy response of resumes which were vetted and a final list of qualified applicants was reviewed by Fred Moore and Angelina Curcio of the Section 8 department. Ms. Johnnah Jarrell was found to be the most qualified and came to us with glowing recommendations. She was amenable to the hourly wage and part-time schedule and available for immediate hire. It was further explained that although her official board approval was not rendered until this evening, the Chairman and the Finance Committee were consulted earlier in the month and it was decided to start Johnnah shortly thereafter with the 180 day probationary period, subject to board approval.

NEW BUSINESS:

The Chairman informed the members that the CDA will need to adopt the New York State Sexual

Harassment Policy as the City did at its last Council meeting. New York State has provided a model policy and procedures for filing a complaint on the matter which is attached to the resolution along with a complaint form. Member Stevenson-Matthews emphasized that the training be inclusive of the LGBTQ community which was affirmed by the entire board.

RESOLUTIONS:

Chairman Tenke asked for a motion to adopt resolution 7(a) and 7(b).

7(a) Resolution of the Glen Cove Community Development Agency hiring Johnnah Jarrell as Part-time Housing Specialist for the Section 8 Housing Choice Voucher Program, effective October 9, 2018.

7(b) Resolution of the Glen Cove Community Development Agency adopts a Sexual Harassment Policy for the GC-CDA as per attached policy/procedure model recommended by New York State.

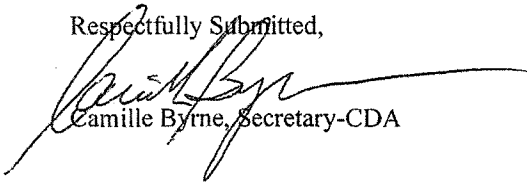
The motion to adopt CDA resolution 7(a) and 7(b) was seconded by Vincent Hartley. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Matthews	AYE
<i>Luis Vasquez</i>	<i>Absent</i>
Danielle Willis	AYE

Ann Fangmann provided the members with an update on projects being administered by the Agency, namely: Herb Hill/Garvies Point Road construction, Garvies Point Waterfront Redevelopment project, Glen Cove Senior Center Boiler Replacement bid, Brownfield Opportunity Area Step III Implementation and Waterside Recreation planning.

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:50 p.m.

Respectfully Submitted,



Camille Byrne, Secretary-CDA

ENTERED
11-27-18 CDA
CB

The Glen Cove Community Development Agency held its regularly scheduled business meeting on Tuesday, November 27, 2018 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:04p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Gaitley Stevenson-Mathews
Luis Vasquez

Also Present:

A. Fangmann, Executive Director
A. LaMorte, CFO/Assistant Secretary
C. Byrne, Secretary
Interested public

Absent:

Anthony Jimenez
D. Willis

The Secretary reported that the notice of meeting was served in accordance with the CDA by laws.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held October 23, 2018 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

CDA MEMBERS

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Gaitley Stevenson-Mathews
Luis Vasquez
Anthony Jimenez
Danielle Willis

VOTING

AYE
AYE
AYE
AYE
AYE
Absent
Absent

EXECUTIVE DIRECTOR'S REPORT:

Ms. Fangmann provided the attendees with a detailed update on grants being administered by the CDA on behalf of the City.

UNFINISHED BUSINESS:

The Secretary reminded all board members to complete and return the confidential board evaluation survey to her attention by year-end.

NEW BUSINESS:

The CDA reviewed its personnel policies and noted that the following policies should be adopted to be in compliance with New York State labor laws: Workplace Violence Prevention Policy, Social Media Policy and Title VI/Non-discrimination Policy. These policies were distributed to each board member. It was duly noted that CDA staff will be included in the City of Glen Cove's training workshops for these as well as the Sexual Harassment Policy adopted in October.

RESOLUTIONS:

Chairman Tenke made a motion to adopt resolution 7(a) and asked for a second:

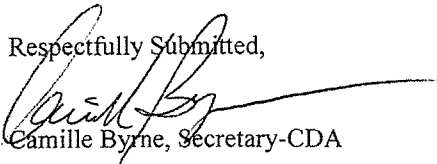
7(a) Resolution of the Glen Cove Community Development Agency adopting the following personnel policies for the Agency: Workplace Violence Prevention; Social Media; Title VI/Non-discrimination Policy.

The motion to adopt CDA resolution 7(a) was seconded by Luis Vasquez. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
<i>Anthony Jimenez</i>	<i>Absent</i>
<i>Danielle Willis</i>	<i>Absent</i>

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:20 p.m.

Respectfully Submitted,



Camille Byrne, Secretary-CDA

ENTERED
01-15-2019

CDA