

The Glen Cove Community Development Agency held its Annual Organizational Meeting on Tuesday, January 15, 2019 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 5:38 p.m. and the following members were present:

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

**Also Present:**

Ann Fangmann, Executive Director  
A. LaMorte, CFO/Assistant Secretary  
C. Byrne/Secretary  
M. Tyler, Legal Counsel

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 December 27, 2018 meeting. He welcomed Danielle Fugazy-Scagliola, our newly appointed CDA board member, replacing Luis Vasquez. The CDA board and staff members introduced themselves to Ms. Fugazy-Scagliola.

**MINUTES:**

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held November 27, 2018 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

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

**EXECUTIVE DIRECTOR'S REPORT:**

The Executive Director, Ms. Ann Fangmann, deferred her report to the latter portion of the meeting to ensure we had adequate time to get through the agenda items.

**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 that the City Clerk, Ms. Tina Pemberton, will be stopping by the conference room for everyone to sign the City's Oath of Office Book.

**NEW BUSINESS:**

Chairman Tenke announced that this evening's meeting is to appoint officers, committees, and adoption of the 2019 board meeting schedule.

Ms. Anne LaMorte, Chief Financial Officer, also addressed the board members (Ms. Fangmann excused herself for this portion of the meeting) that given Ms. Fangmann’s announcement of maternity leave commencing Friday, February 8<sup>th</sup>, the following recommendations were discussed with Chairman Tenke and the Chairman of the Finance Committee as a workload plan during the Executive Director’s absence:

- For a period of three months following the commencement of Ms. Fangmann’s maternity leave, Ms. Fangmann will be compensated at 10% of her annual salary on a bi-weekly basis in exchange for periodic support for the projects and staff problems.
- The three month period will necessitate additional time and workload incurred by CDA staff (Ms. LaMorte, Ms. Byrne, Mr. Shearman and Ms. Wenk). Accordingly, it was recommended that an amount of up to \$10,000.00 be set aside and distributed as a discretionary bonus for the four staff members. Chairman Tenke agreed to make further recommendations and obtain board approval for the amounts of such bonuses.
- Ms. LaMorte shall be added to all CDA/Section 8 bank accounts as an authorized signatory during the absence of the Executive Director. All Agency checks require dual signatures; therefore, Ms. LaMorte’s signature will take the place of Ms. Fangmann’s signature. The Chairman and Vice Chairman, as co-signors, will be monitoring all check signing activities.

The CDA board members discussed all aspects of the above plan. Chairman Tenke made a motion to approve the plan as outlined above. The motion was seconded by Vice Chairman Hartley. Motion carried unanimously as follows:

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

**RESOLUTIONS:**

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

7a) Resolution to appoint the following officers of the CDA for one year term 1/1/19 through 12/31/19:

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 1/1/19 through 12/31/19: Vincent Hartley (Committee Chairman), Danielle Willis, Danielle Fugazy-Scagliola

7c) Resolution to appoint the following members to the Governance Committee for one year term 1/1/19 through 12/31/19: Tim Tenke (Committee Chairman), Lindsay Anderson, Anthony Jimenez

7d) Resolution to adopt the 2019 CDA meeting schedule.

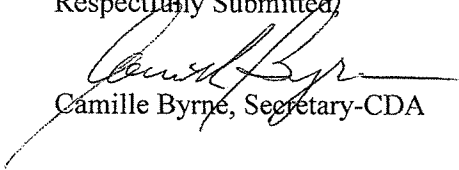
The motion to adopt CDA resolutions 7a, 7b, 7c, and 7d was seconded by Lindsay Anderson. Motion carried by a roll call of the CDA members as follows:

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

Ms. Fangmann provided the board with an update on the Brownfield Opportunity Area Implementation Phase III project which has been actively mentioned at City Council and public meetings. The City Council will be asked to assume lead agency status and the draft scope of the Generic Environmental Impact Statement (GEIS) will be published on the City's website with a public comment period through February 15, 2019.

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 6:04 p.m.

Respectfully Submitted,

  
Camille Byrne, Secretary-CDA

ENTERED  
3-12-19  
CDA (CB)



The Glen Cove Community Development Agency held its regularly scheduled board meeting on Tuesday, March 12, 2019 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:02 p.m. and the following members were present:

**CDA Board:**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Lindsay Anderson  
Danielle Fugazy-Scagliola  
Gaitley Stevenson-Mathews  
Danielle Willis

**Also Present:**

C. Byrne/Secretary  
A. LaMorte, CFO/Assistant Secretary

**Absent:**

Anthony Jimenez

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 15, 2019 and asked for a second. The motion was seconded by Vice Chairman Hartley. Motion carried as follows:

**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Lindsay Anderson  
Danielle Fugazy-Scagliola  
Gaitley Stevenson-Mathews  
Danielle Willis  
*Anthony Jimenez*

**VOTING**

AYE  
AYE  
AYE  
AYE  
AYE  
AYE  
*Absent*

**EXECUTIVE DIRECTOR'S REPORT:**

Chairman Tenke announced that Ann Fangmann had a baby girl in February. While Ms. Fangmann is on maternity leave, Camille Byrne and Anne LaMorte will keep the board apprised on the projects being administered by the agency on behalf of the City. They distributed an agency update on the projects and will update the report for each board meeting during Ms. Fangmann's leave.

**UNFINISHED BUSINESS:**

The Governance Committee met on February 12<sup>th</sup> and reviewed the Agency's annual accomplishments report distributed to the board members. Neither the Committee nor the board had any substantive changes. One suggestion was to include financials in the regular board meeting packets and the CFO will implement this beginning with our next regular board meeting.

**NEW BUSINESS:**

The proposed activities and funding allocation for the Community Development Block Grant application for the 45<sup>th</sup> year (9/1/19 – 8/31/20) was distributed to the board members. Ms. Byrne and Ms. LaMorte previously met with the Chairman to review the proposed activities and this evening they provided the members with a detailed overview of each line item. Seven public service agencies applied for funding this year (versus six last year). The CDA board requested a

meeting with some of the public service agencies to get a better grasp of their programs and how the program meets the community need. A follow up meeting will be organized with those agencies so that the CDA board can formally approve the application submission before it goes to the City Council for approval at the March 26<sup>th</sup> meeting. Efforts will be made next year to get the CDBG public service agency program requests to the board members for review further in advance of the board meeting to enable them ample time to review and approve the programs and allocations.

**RESOLUTIONS:**

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

7(a) Approval of the Glen Cove CDA 2018 Accomplishments Report for submission to the New York State Authorities Budget Office on or before March 30, 2019.

The motion to adopt CDA resolution 7(a) was seconded by Vice Chairman 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, Vice Chairman	AYE
Lindsay Anderson	AYE
Danielle Fugazy-Scagliola	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE
<i>Anthony Jimenez</i>	<i>Absent</i>

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

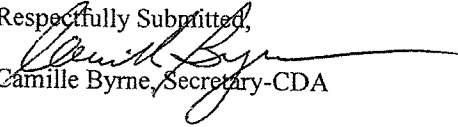
7(b) Authorizing the Chairman and Executive Assistant to prepare and submit the 45<sup>th</sup> year (2019/20) Community Development Block Grant application for approval by City Council and submission to Nassau County Office of Community Development

The motion to adopt CDA resolution 7(b) was seconded by Vice Chairman Hartley, contingent upon meeting with two of the public service agencies to gather more in-depth information about their program. 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, Vice Chairman	AYE
Lindsay Anderson	AYE
Danielle Fugazy-Scagliola	AYE
Gaitley Stevenson-Mathews	AYE
Danielle Willis	AYE
<i>Anthony Jimenez</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 Danielle Willis. Motion carried and the meeting was adjourned at 7:02 p.m.

Respectfully Submitted,

  
Camille Byrne, Secretary-CDA



The Glen Cove Community Development Agency held a special board meeting on Wednesday, March 20, 2019 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 5:30 p.m. and the following members were present:

**CDA Board:**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Lindsay Anderson  
Anthony Jimenez  
Danielle Fugazy-Scagliola  
Danielle Willis

**Also Present:**

C. Byrne/Secretary  
A. LaMorte, CFO/Assistant Secretary

**Absent:**

Gaitley Stevenson-Mathews

The Secretary reported that the notice of special 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 12, 2019 and asked for a second. The motion was seconded by Vice Chairman Hartley. Motion carried as follows:

**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Lindsay Anderson  
Danielle Fugazy-Scagliola  
Anthony Jimenez  
Danielle Willis  
*Gaitley Stevenson-Mathews*

**VOTING**

AYE  
AYE  
AYE  
AYE  
AYE  
AYE  
*Absent*

**UNFINISHED BUSINESS:**

Chairman Tenke opened the meeting by saying that the CDA board requested an in-person meeting with two public service agencies to learn more about the services their agencies provide to the community.

Chairman Tenke welcomed Jorge Carreras of LaFuerza for attending this evening's meeting in person and welcomed Alberto Munera who called in on the conference room speaker phone to discuss LaFuerza Unida of Glen Cove's program and request for CDBG funding. LaFuerza of Glen Cove requested funding for a homeless prevention program whereby Mr. Carreras meets with clients personally to counsel them on tenant related issues, conducts workshops and will accompany them with court eviction proceedings, help clients to secure rental arrears, assist with lease signing and provide translation services to help their clients to understand their responsibility in a lease agreement. Mr. Munera provided the board with a broader view of the services offered by LaFuerza Unida of Glen Cove which helps with an array of social issues affecting the Latino community, including immigration assistance, social service benefits, employment, advocacy, ESL/GED tutorial program and youth program/council. LaFuerza serves thousands of clientele under the umbrella of funding they receive from the parent LaFuerza CDBG funding, Division of Housing and Community Renewal and other grants/donations/

fundraisers. The funding request through the Glen Cove Community Development Block Grant is solely to pay the counselor's salary for the homeless prevention program to assist residents with this service. Following a question and answer exchange, the board thanked LaFuerza for their time and they were excused from the meeting.

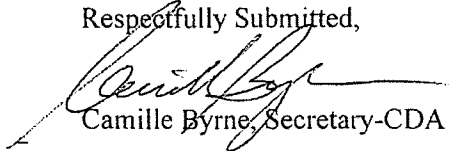
Chairman Tenke welcomed Mario Martinez of Glen Cove Equal Opportunity Council (EOC) for attending this evening's meeting. Mr. Martinez has been a Program Director for the Port Washington EOC for 20 years and now brings his expertise to Glen Cove to provide the following services: Referrals for housing, substance abuse, family relations, employment, nutrition, advocacy, senior citizens, immigration assistance program, education, youth programs, and youth council. Their office is in the Glen Cove Housing Authority and their programs are funded through the EOC's parent organization located in Hempstead, as well as fundraisers and other grants. The board informed Mr. Martinez that they were concerned that there was no answer on their telephone following the departure of the prior Executive Director and wanted to ensure that there is no disruption in services. The funding request through the Glen Cove Community Development Block Grant is solely to fund the summer camp program field trips and supplies for at-risk youth ages 6-13. This program is held at the Landing Elementary School and they anticipate 20-30 children to be enrolled in the program. Mr. Martinez assured the board that they are currently setting up their offices and phones will be in service in the coming week. Following a question and answer exchange, the board thanked Mr. Martinez of EOC for his time and he was excused from the meeting.

Following the presentations, the Chairman made a motion to reaffirm CDA resolution #6 dated March 12, 2019 and asked for a second. The motion 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, Vice Chairman	AYE
Lindsay Anderson	AYE
Danielle Fugazy-Scagliola	AYE
Danielle Willis	AYE
Anthony Jimenez	NAY
<i>Gaitley Stevenson-Mathews</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





The Glen Cove Community Development Agency held a regularly scheduled board meeting on Tuesday, May 14, 2019 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:08 p.m. and the following members were present:

**CDA Board:**

Timothy Tenke, Chairman  
Anthony Jimenez  
Danielle Fugazy-Scagliola  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**Also Present:**

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

**Absent:**

Vincent Hartley, Vice Chairman

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 special meeting held March 20, 2019 and asked for a second. The motion was seconded by Danielle Fugazy-Scagliola. Motion carried as follows:

**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Danielle Fugazy-Scagliola  
Anthony Jimenez  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**VOTING**

AYE  
Absent  
AYE  
AYE  
AYE  
Abstain  
AYE

**EXECUTIVE DIRECTOR'S REPORT:**

The agency update report was distributed to the board members for discussion and Ms. LaMorte circulated the finance report for board review.

**UNFINISHED BUSINESS:**

Chairman Tenke welcomed Ann Fangmann to this evening's meeting who has been on maternity leave. He also announced that Lindsay Anderson resigned from his board appointment after serving on the CDA since 2008. Chairman Tenke acknowledged his many years of service to the City of Glen Cove. He welcomed Reverend Roger C. Williams to the CDA board who was appointed by City Council on April 9<sup>th</sup> to replace the seat vacated by Lindsay Anderson. The departure of Lindsay Anderson also left a vacant seat on the CDA Governance Committee and Chairman Tenke announced that it was his intention to ask Gaitley Stevenson-Mathews to serve on that committee.

**NEW BUSINESS:**

**Personnel Update:**

- The staff announced that the part-time housing specialist, Johnnah Jarrell, resigned to pursue a full-time position. The resume of Mariellen Adkins was distributed to the board for review. Ms. Adkins interviewed with Mr. Moore and Ms. Curcio and her references

were checked out and the staff would like board approval to hire Ms. Adkins at the rate of \$15.00 per hour for approximately 20 hours per week.

- Ms. Fangmann advised the board that her return date to the office will be June 11<sup>th</sup> and she discussed a flexible schedule with the Chairman of three days in the office and two days working remotely from home.

**Section 8 Management Assessment Program (SEMAP) FYE 3/31/18:**

- Following the annual HUD audit of the administration of the Section 8 program, the agency received a low score in the “Lease Up” indicator No. 13. This is an ongoing problem in Glen Cove that out of the 340 vouchers made available to Glen Cove, only 274 (80%) are in use and this is due to the lack of inventory of apartments in Glen Cove that are rented to Section 8 program participants. Mr. Moore has initiated public service announcements during City Council and Inter-Agency Council meetings, and we have issued press releases asking landlords to contact us if they have available apartments, but we are still not able to utilize all the vouchers in Glen Cove and the surrounding area. Many of our voucher holders are forced to port-out to other counties and states with their voucher.

**RESOLUTIONS:**

Chairman Tenke made a motion to adopt resolution 7a and asked for a second.

**7a) Resolution of the Glen Cove CDA to appoint Gaitley Stevenson-Mathews to the CDA Governance Committee through December 31, 2019.**

The motion was seconded by Tony Jimenez. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	Absent
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Rev. Roger C. Williams	AYE
Danielle Willis	AYE

Chairman Tenke made a motion to adopt resolution 7b and asked for a second.

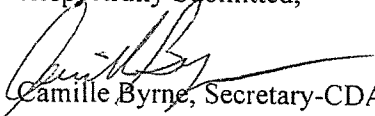
**7b) Resolution of the Glen Cove CDA to hire Mariellen Adkins as part-time housing specialist for Glen Cove Section 8 Housing Choice Voucher Program at the hourly rate of \$15.00 per hour, effective May 20, 2019.**

The motion was seconded by Gaitley Stevenson-Mathews. Motion carried as follows:


<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	Absent
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Rev. Roger C. Williams	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 Tony Jimenez. Motion carried, and the meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

  
Camille Byrne, Secretary-CDA

ENTERED  
6-25-19

CDA 



The Glen Cove Community Development Agency held a regularly scheduled Board meeting on Tuesday, June 25, 2019 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:05 p.m. and the following members were present:

**CDA Board:**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Anthony Jimenez  
Danielle Fugazy-Scagliola  
Rev. Roger C. Williams  
Danielle Willis

**Also Present:**

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

**Absent:**

Gaitley Stevenson-Mathews

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 May 14, 2019 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Danielle Fugazy-Scagliola  
Anthony Jimenez  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**VOTING**

AYE  
AYE  
AYE  
AYE  
Absent  
AYE  
AYE

**EXECUTIVE DIRECTOR'S REPORT:**

Ms. Fangmann provided the members with an update on projects being administered by the CDA. Highlights as follows:

- Brownfield Opportunity Area Step III: Public hearing scheduled on Thursday, June 27<sup>th</sup> at 7PM in the main chambers of City Hall to accept comments in preparation of a Draft Environmental Impact Statement (DEIS) before the Final Environmental Impact Statement (FEIS) goes to City Council for approval. Comments received at the public hearing will be addressed and posted for public review.
- Loop Bus: Procurement for the bus will begin early Fall.
- Brewster Street Garage: Repairs are underway through August during Phase I. Responses to RFP for engineering services for Phase II of the project were received and a contract award to Hirani Engineering is going to be approved by City Council this evening.
- Consolidated Funding Application (CFA) is going to be approved by City Council this evening for the City to apply for funds to conduct a feasibility study to analyze whether a one way street from School Street into the Brewster Street Garage is possible in either the courtyard, corner of the lot on School Street side by the old Mara's Restaurant or the alleyway near the movie theater.

**UNFINISHED BUSINESS:**

- Personnel Update: Ms. Fangmann announced that for the immediate future, following her return from family leave, she will continue in her current position as Executive Director but work on a part-time basis as follows: Tuesday, Wednesday and Thursday in the office (generally 9AM to 5PM) but noted that there are some morning meetings that start as early as 8AM and most Tuesday nights she will attend Board meetings and pre-council/council meetings in which case those days tend to be as long as 12 hours. She will be available remotely by phone/email on Monday and Friday. Ms. Fangmann noted that, while she is working part-time, she does not participate in the CDA health insurance plan and is forfeiting her eligibility for accrual of sick/vacation time and is not eligible for personal/floating days as a part-time employee.
- 
- Staff Bonus: Mayor Tenke reminded the Board that at the January 2019 meeting, wherein Ann Fangmann announced her impending leave of absence in February for a period of three/four months, that the CDA staff (Anne LaMorte, Camille Byrne, Nicolas Shearman and Jocelyn Wenk) were going to be faced with additional responsibility to cover projects otherwise covered by the Executive Director. The Board voted to allocate \$10,000.00 (shared with the GC-IDA) to be split among the CDA staff upon the return of the Executive Director which occurred in June 2019. The Treasurer and Chairman met with the CFO and made a recommendation to allocate the bonuses as follows:
- 

Employee	Bonus \$ Amount
Anne LaMorte	\$3,507.68
Camille Byrne	\$3,106.68
Nicolas Shearman	\$2,031.87
Jocelyn Wenk	\$1,353.77

Vice Chairman Hartley also reminded the Board that during the time frame that Ms. Fangmann was on leave, she received a stipend to be on-call for work related matters and that the CDA, even with payment of the \$10,000.00 bonus, still saved money in this personnel matter.

Chairman Tenke made a motion to approve payment of the bonuses as outlined above to the staff 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, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	Absent
Rev. Roger C. Williams	AYE
Danielle Willis	AYE

**NEW BUSINESS:**

- The CDA currently follows a procedure for maintaining records of employees and retirees enrolled in NYS Health Insurance Plan and will memorialize a formal procedure for Board approval as follows:

1. The GC-CDA personnel officer shall ensure that a personnel file exists for every employee and retiree that participates in the New York State Pension System, NYSHIP and other insurance plan that is provided by the City of Glen Cove;
  2. The personnel officer and the Chief Financial Officer (CFO) shall have access to the NYBEAS system or other system maintained by NYSHIP for the purposes of maintaining NYSHIP eligibility;
  3. The CFO maintains a database for all insurance benefits provided to GC-CDA employees, former employees and retirees;
  4. The decision to grant insurance benefits in retirement or separation from employment with the GC-CDA shall require audit by the personnel officer and approval by the CFO.
  5. GC-CDA personnel officer and CFO conducts an internal audit annually during the annual Medicare reimbursement process to ensure the eligibility of retirees or employees participating or receiving benefits in the New York State Health Insurance (NYSHIP) Program and other insurance plan (dental).
- The CDA currently reimburses its retirees quarterly for the Medicare reimbursement. The CDA would like to follow the City's decision of making the reimbursement on an annual basis as an administrative time/cost benefit; however, it will begin doing so for the 2020 calendar year with the first payment being made in early 2021 for the preceding year. Notification will be given to our retirees, so they have adequate time to adjust their personal budget.

**Resolutions:**

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

7(a) Adopting formal procedure for maintaining records of employees and retirees enrolled in NYSHIP and any other insurance plan provided by the Agency.

The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	Absent
Rev. Roger C. Williams	AYE
Danielle Willis	AYE

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

7(b) Authorizing a change in frequency of Medicare reimbursement for retirees and/or dependents for Medicare Part B from quarterly to annually, effective January 1, 2020.

The motion was seconded by Vincent Hartley. Motion carried as follows:

**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Danielle Fugazy-Scagliola  
Anthony Jimenez  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**VOTING**

AYE  
AYE  
AYE  
AYE  
Absent  
AYE  
AYE

**Adjournment:**

As there was no further business to come before the CDA Board, Chairman Tenke made a motion adjourn the meeting. The motion was seconded by Vincent Hartley. Motion carried as follows and the meeting was adjourned at 6:30PM.

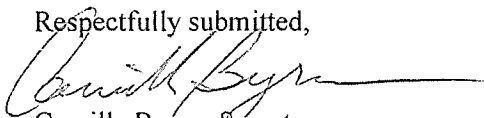
**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Danielle Fugazy-Scagliola  
Anthony Jimenez  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**VOTING**

AYE  
AYE  
AYE  
AYE  
Absent  
AYE  
AYE

Respectfully submitted,



Camille Byrne, Secretary  
Glen Cove Community Development Agency

Approved 9/24/19

**ENTERED**  
9-24-19  
CDA



The Glen Cove Community Development Agency held a regularly scheduled Board meeting on Tuesday, September 24, 2019 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:05 p.m. and the following members were present:

**CDA Board:**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Anthony Jimenez  
Danielle Fugazy-Scagliola  
Gaitley Stevenson-Mathews  
Danielle Willis

**Also Present:**

A. Fangmann, Executive Director  
A. LaMorte, CFO/Assistant Secretary  
C. Byrne, Secretary  
M. Tyler, Legal Counsel

**Absent:**

Rev. Roger C. Williams

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 25, 2019 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Danielle Fugazy-Scagliola  
Anthony Jimenez  
Gaitley Stevenson-Mathews  
*Rev. Roger C. Williams*  
Danielle Willis

**VOTING**

AYE  
AYE  
AYE  
AYE  
AYE  
*Absent*  
AYE

**EXECUTIVE DIRECTOR'S REPORT:**

Ms. Fangmann provided the members with an Agency update. Highlights as follows:

- CDBG: 45th year (9/1/19 – 8/31/20) award letter received from Nassau County in the amount of \$415 thousand - approving all activities included in the CDA's application.
- CDA is currently working with two applicants on the residential rehabilitation program, following a press release issued by the Mayor's office announcing available funding.
- CDA has received inquiry about Commercial Façade Rehabilitation grant funding from owner of 210 Glen St. shopping center who is working with an architect on improvements to the shopping center. CDA will meet with the owner once building department plans have been approved to discuss which components of the project could be eligible for the grant. The Executive Director will keep the board apprised on this matter. A suggestion from the CDA board was to suggest that components of the project such as decorative lighting and hanging baskets/landscaping be uniform with the Downtown Business Improvement District. Members of the BID board (Ann Fangmann and Danielle Fugazy-Scagliola) will discuss with the architect who is also a member of the BID board.
- Ms. Fangmann updated the members on various projects and grants being administered by the CDA on behalf of the City.

**UNFINISHED BUSINESS:**

- Anne LaMorte reported that the Agency’s Finance Committee met on 8/27/19, reviewing the investment procedure, procurement procedure and Agency’s budget for CDA and Section 8. The budget was mailed to all board members and a summary sheet was included in board packets this evening. The board had no further questions concerning the budget.

**NEW BUSINESS:**

- The CDA received a letter from the NYS-ABO to ensure that the Agency’s “Whistleblower” policy is consistent with Public Authorities Law 2857 adding a clause concerning “Action by an authority”. Legal Counsel, Milan Tyler, advised the board that the ABO has made this request to most Public Authorities. The CDA policy was amended and restated to reflect this language and included in the board member packets.
- The CDA has not updated its expense report policy since 2009. Amendments to the CDA Travel and Meal Policy were included to make the policy consistent with the in-depth IDA and GCLEAC Travel and Meal Policy and included in board member packets.

**Resolutions:**

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

7(a) Resolution of the Glen Cove CDA adopting the CDA budget for fiscal year ending 12/31/20.

The motion was seconded by Vincent Hartley. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
<i>Rev. Roger C. Williams</i>	<i>Absent</i>
Danielle Willis	AYE

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

7(b) Resolution of the Glen Cove CDA adopting the Section 8 budget for fiscal year ending 3/31/20.

The motion was seconded by Vincent Hartley. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
<i>Rev. Roger C. Williams</i>	<i>Absent</i>
Danielle Willis	AYE

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

7(c ) Resolution of the Glen Cove CDA adopting the amended and restated Whistleblower Policy.

The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
<i>Rev. Roger C. Williams</i>	<i>Absent</i>
Danielle Willis	AYE

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

7(d) Resolution of the Glen Cove CDA adopting the amended and restated Travel and Meal Policy.

The motion was seconded by Vincent Hartley. Motion carried as follows:

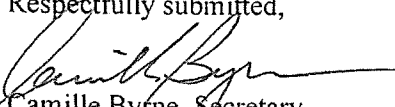
<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
<i>Rev. Roger C. Williams</i>	<i>Absent</i>
Danielle Willis	AYE

Chairman Tenke invited the CDA board members to join the IDA following the meeting to listen to a presentation by RXR on the status of both the Village Square and Garvies Point projects.

**Adjournment:**

As there was no further business to come before the CDA Board, Chairman Tenke made a motion adjourn the meeting. The motion was seconded by Vincent Hartley. Motion carried as follows and the meeting was adjourned at 6:30PM.

Respectfully submitted,

  
Camille Byrne, Secretary  
Glen Cove Community Development Agency

ENTERED  
10-22-19  
CDA CB



The Glen Cove Community Development Agency held a regularly scheduled Board meeting on Tuesday, October 22, 2019 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order by the Vice Chairman at 6:15 p.m. and the following members were present:

**CDA Board:**

Vincent Hartley, Vice Chairman  
Anthony Jimenez  
Danielle Fugazy-Scagliola  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**Also Present:**

A. Fangmann, Executive Director  
A. LaMorte, CFO/Assistant Secretary  
C. Byrne, Secretary  
M. Tyler, Legal Counsel

**Absent:**

Timothy Tenke, Chairman

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

**MINUTES:**

Vice Chairman Hartley made a motion to adopt the minutes of the CDA meeting held September 24, 2019 and asked for a second. The motion was seconded by Gaitley Stevenson-Mathews. Motion carried as follows:

**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Danielle Fugazy-Scagliola  
Anthony Jimenez  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**VOTING**

Absent  
AYE  
AYE  
AYE  
AYE  
AYE  
AYE

**EXECUTIVE DIRECTOR'S REPORT:**

Ms. Fangmann provided the members with an Agency update. Highlights as follows:

- Staff update: Currently interviewing for Grant Administrator position vacated by Nicolas Shearman who resigned to take a position in New York City closer to his home. Ongoing training seminars attended by Angelina Curcio in Section 8.
- BOA Step III: Updated the members on the status of BOA Step III and the matter will go before the City Council in late fall/early winter to request formal approval of the Final Generic Environmental Impact Statement (FGEIS).
- Garvies Point: Rental units on the north side of Herb Hill Road (building H) have begun occupancy. Once that building is filled, rental units on the south side of Herb Hill Road (building I) will begin. Condominium units for sale will begin occupancy in December and continue through 2020.
- Herb Hill/Garvies Point Road: Reconstruction of the road will be substantially complete by year-end. Planning for sanitary hook-ups to private properties along Garvies Point Road are in progress. Plantings and additional lighting will take place in 2020.

**FINANCE REPORT:**

Ms. LaMorte reviewed the CDA’s 2019 Budget to Actual as of October 15, 2019 and explained any variances to the Board for both the CDA and Section 8. In addition, the Public Authorities Reporting Information System (PARIS) report was available for viewing by the members. Both the Vice Chairman and CFO reminded the members that they can call or stop by the CDA office with questions on the Agency’s finances anytime.

**UNFINISHED BUSINESS:**

Ms. LaMorte distributed the Agency’s Annual Reports for both CDA and Section 8 to the members earlier this year and asked the members to formally adopt the 2018 Annual Report and to also acknowledge receipt of the 2018 PARIS Report, this evening. The CDA board members in attendance unanimously voted to adopt the 2018 Annual Reports. Both Ms. Fangmann and Ms. LaMorte announced that the 2020 board meeting calendar will specifically outline dates for review and approval of the Agency Annual Reports that are required to be submitted in the PARIS system by March 30th.

**NEW BUSINESS:**

Ms. LaMorte advised the members that the CDA released an RFP for Auditing Services in August 2019 with the option to renew for two additional years. The CDA received four responses to the RFP on its due date of 9/27/19. The Audit Committee reviewed the responses and recommend accepting EFPR’s proposal which was the lowest responsible bidder and our existing auditors. All proposals and summary sheet along with Audit Committee recommendation was communicated to the full board for further review prior to this evening’s meeting.

**Resolutions:**

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

7(a) Resolution of the Glen Cove Community Development Agency accepting the proposal for auditing services submitted by EFPR and authorizing the Chairman and/or Executive Director to enter into and execute said agreement.

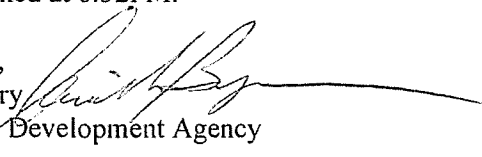
The motion was seconded by Anthony Jimenez. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Timothy Tenke, Chairman	Absent
Vincent Hartley, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Rev. Roger C. Williams	AYE
Danielle Willis	AYE

**Adjournment:**

As there was no further business to come before the CDA Board, Vice Chairman Hartley made a motion to adjourn the meeting. The motion was seconded by Danielle Willis. Motion carried and the meeting was adjourned at 6:32PM.

Respectfully submitted,  
Camille Byrne, Secretary  
Glen Cove Community Development Agency



ENTERED  
11-12-19 CDA  
(initials)

The Glen Cove Community Development Agency held a regularly scheduled Board meeting on Tuesday, November 12, 2019 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order by the Vice Chairman at 6:15 p.m. and the following members were present:

**CDA Board:**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Danielle Fugazy-Scagliola  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams

**Also Present:**

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

**Absent:**

Anthony Jimenez  
Danielle 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 22, 2019 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Danielle Fugazy-Scagliola  
Anthony Jimenez  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**VOTING**

Abstain  
AYE  
AYE  
Absent  
AYE  
AYE  
Absent

**EXECUTIVE DIRECTOR'S REPORT:**

Ms. Fangmann provided the members with an update on grants and projects being administered by the CDA on behalf of the City.

**FINANCE REPORT:**

Ms. LaMorte reviewed the CDA and Section 2019 Budget to Actual as of November 12, 2019 and checks written from the agency to-date.

**UNFINISHED BUSINESS:**

The Chairman reminded the members to return their annual board evaluation survey to the Secretary which she mailed to each member earlier in the month.

**NEW BUSINESS:**

Ms. Fangmann introduced John H. Probert to the members. Mr. Probert applied for the position of Grant Administrator vacated by Nicolas Shearman. Mr. Probert provided the members with an overview of his background. The board thanked Mr. Probert for attending the meeting.

**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 authorizing the Executive Director to hire John Probert for the position of full-time Grant Administrator.

The motion was seconded by Danielle Fugazy-Scagliola. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	AYE
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	Absent
Gaitley Stevenson-Mathews	AYE
Rev. Roger C. Williams	AYE
Danielle Willis	Absent

**Adjournment:**

As there was no further business to come before the CDA Board, Chairman Tenke made a motion to adjourn the meeting. The motion was seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:38PM.

Respectfully submitted,

  
 Camille Byrne, Secretary  
 Glen Cove Community Development Agency

Approved 1/14/20

GC-CDA  
