

The Glen Cove Community Development Agency held a regular business meeting via Microsoft Teams on Tuesday, April 28, 2020. The Chairman called the meeting to order at 6:04PM and the following members were present:

CDA BOARD MEMBERS:

Chairman Tenke
Vincent Hartley
Anthony Guagente
Danielle Willis
Rev. Roger Williams

Absent

*Francine Koehler
Tony Jimenez*

ALSO PRESENT:

Ann S. Fangmann, AICP – Executive Director
Margo Zoldessy, Finance Manager
Camille Byrne, Secretary

The Secretary reported that the notice of meeting (via Microsoft Teams and teleconference) was served in accordance with the CDA by laws and Open Meetings Executive Order 220.1. The meeting was noticed to the public that the meeting audio is available livestream via conference call.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the special CDA meeting held March 24, 2020 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
Anthony Guagenti	AYE
Danielle Willis	AYE
Rev. Roger Williams	AYE
Francine Koehler	Absent
Anthony Jimenez	Absent

EXECUTIVE DIRECTOR/FINANCE REPORT:

The Executive Director and Finance Manager informed the board that, due to the COVID-19 pandemic and remote work conditions, Ms. Zoldessy reached out to American Community Bank to discuss the “Bill Pay” program which enables the Agency to perform remote bank payments while we are unable to access the office and obtain dual signatures on checks. The Treasurer agreed with this decision and advised that security protocols are being implemented like using physical checks. Ms. Fangmann clarified that using Bill Pay was a temporary measure while staff is working remotely, and City Hall is closed, although it may have utility for discrete items in the future, such as retirement payments. Chairman Tenke made a motion to authorize the Agencies to add Resolution 7(c) Authorizing the CDA to utilize American Community Bank “Bill Pay” program. 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
Anthony Guagenti	AYE
Danielle Willis	AYE
Rev. Roger Williams	AYE
Francine Koehler	Absent
Anthony Jimenez	Absent

UNFINISHED BUSINESS: The Finance Committee reported on their meeting held April 14, 2020 to formally review the Annual Report for fiscal year ending 12/31/19. The Finance Committee recommends board acceptance of this report and filing with the NYS Authorities Budget Office and submission into PARIS system. It was further noted that there were no investments in which to report on by the CDA.

NEW BUSINESS:

Following brief remarks, Chairman Tenke made a motion to TABLE the new business item noticed on the agenda:

GC-CDA Resolution 7(b) pertaining to salary adjustments for certain personnel.

Motion to TABLE GC-CDA Resolutions 7(b) was seconded by Vincent Hartley. Motion to TABLE carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vincent Hartley	AYE
Anthony Guagenti	AYE
Danielle Willis	AYE
Rev. Roger Williams	AYE
Francine Koehler	Absent
Anthony Jimenez	Absent

As there were no further questions, the Chairman made a motion to adopt CDA Resolution 7(a) and 7(c), asked for a second:

RESOLUTION:

7(a) Resolution of the Glen Cove CDA approving the Annual Report for FYE 12/31/19 for submission to the NYS Authorities Budget Office and submission to PARIS.

7(c) Resolution of the Glen Cove CDA to enter American Community Bank “Bill Pay” program.

Motion seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke, Chairman	AYE
Vincent Hartley	AYE
Anthony Guagenti	AYE
Danielle Willis	AYE
Rev. Roger Williams	AYE
Francine Koehler	Absent
Anthony Jimenez	Absent

ADJOURNMENT:

There being no further business to come before the CDA board, Chairman Tenke made a motion to adjourn the meeting and asked for a second. Motion seconded by Vincent Hartley. Motion carried and the CDA meeting adjourned at 6:21 PM.

Respectfully Submitted,
Camille Byrne, Secretary - Glen Cove CDA

Minutes adopted by CDA Board on 5/26/20