

GLEN COVE COMMUNITY DEVELOPMENT AGENCY

City Hall – 9 Glen St., Glen Cove, New York 11542

Minutes of Meeting January 11, 2022

Resolution #1)

RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY FOR ANNUAL APPOINTMENTS

BE IT RESOLVED that the following officers are appointed for a one-year term effective January 1, 2022 to December 31, 2022:

Vincent C. Hartley	Vice Chairperson/Treasurer/Ethics Officer
Ann S. Fangmann	Executive Director/Contracting Officer
Margo Zoldessy	Chief Financial Officer/Assistant Secretary
Camille Byrne	Secretary/Records Management Officer

The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

CDA CB

ENTERED
01-11-22

GLEN COVE COMMUNITY DEVELOPMENT AGENCY
City Hall – 9 Glen St., Glen Cove, New York 11542

Minutes of Meeting January 11, 2022

Resolution #2)

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY
ADOPTING AMERICAN COMMUNITY BANK CORPORATE RESOLUTION FOR
MAINTAINING DEPOSIT ACCOUNTS AND SERVICES AUTHORIZING BANK
SIGNATORIES AS FOLLOWS:**

**Pamela D. Panzenbeck, Chairperson
Vincent C. Hartley, Treasurer
Ann S. Fangmann, Executive Director
Margo Zoldessy, Chief Financial Officer**

The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Danielle Willis	AYE

The foregoing Resolution was thereupon declared duly adopted and shall take effect as of the date of its adoption.

CDA CB
ENTERED
01-12-22

GLEN COVE COMMUNITY DEVELOPMENT AGENCY
City Hall – 9 Glen St., Glen Cove, New York 11542

Minutes of Meeting January 11, 2022

Resolution #3)

RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY FOR APPOINTMENT OF MEMBERS TO SERVE ON THE AUDIT/FINANCE COMMITTEE

BE IT RESOLVED that the following members are appointed to serve on the Audit/Finance Committee for a one-year term effective January 1, 2022 to December 31, 2022:

Vincent C. Hartley, Audit/Finance Committee Chairperson
Suzanne White, CDA Member
Danielle Willis, CDA Member

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

CDA *CB*
ENTERED
01-11-22

GLEN COVE COMMUNITY DEVELOPMENT AGENCY
City Hall – 9 Glen St., Glen Cove, New York 11542

Minutes of Meeting January 11, 2022

Resolution #4)

RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY FOR APPOINTMENT OF MEMBERS TO SERVE ON THE GOVERNANCE COMMITTEE

BE IT RESOLVED that the following members are appointed to serve on the Governance Committee for a one-year term effective January 1, 2022 to December 31, 2022:

Pamela D. Panzenbeck, Chairperson
Francine Koehler, Committee Member
Nelson Rivera, Committee Member

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted and shall take effect as of the date of its adoption.

CDA ^{CB}
ENTERED
01-11-22

GLEN COVE COMMUNITY DEVELOPMENT AGENCY
City Hall – 9 Glen St., Glen Cove, New York 11542

Minutes of Meeting January 11, 2022

Resolution #5)

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY
APPROVING THE 2022 CDA BOARD MEETING SCHEDULE (ATTACHED HEREIN)**

The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

CDA CB
ENTERED
01-11-22

2022 CITY OF GLEN COVE MEETING SCHEDULE
CITY COUNCIL/COMMUNITY DEVELOPMENT AGENCY (CDA) &
INDUSTRIAL DEVELOPMENT AGENCY (IDA)/LOCAL ECONOMIC ASSISTANCE CORPORATION (LEAC)
 Meetings held on Tuesday evenings at 6PM unless otherwise specified

PRE-COUNCIL 6:30PM	CITY COUNCIL 7:30PM	CDA 6:00PM	IDA/LEAC 6:00PM
January 4, 2022	January 11, 2022	January 11, 2022 @ 6PM Annual Meeting	
January 18, 2022	January 25, 2022		January 25, 2022 @ 6PM Annual Meeting
February 1, 2022 CDBG Public Hearing	February 8, 2022 CDBG Public Hearing	February 8, 2022 @ 6PM Governance Committee	
February 15, 2022 CDBG Close Public Hrg.	February 22, 2022 CDBG Close Public Hrg.		February 22, 2022 @ 6PM Governance Committee
March 1, 2022	March 8, 2022	March 8, 2022 @ 6PM CDBG Review/Approval	
		March 15, 2022 @ 6PM Finance Committee	March 15, 2022 @ 7PM Finance Committee
March 15, 2022 CDBG Review/ Approval	March 22, 2022 CDBG Review/ Approval	March 22, 2022 @ 6PM Approval of ABO Reports	March 22, 2022 @ 6:30PM Approval of ABO Reports
April 5, 2022	April 12, 2022		April 12, 2022 @ 6PM
April 19, 2022	April 26, 2022	April 26, 2022 @ 6PM	
May 3, 2022	May 10, 2022		May 10, 2022 @ 6PM
May 17, 2022	May 24, 2022	May 24, 2022 @ 6PM	
June 21, 2022	June 28, 2022	June 28, 2022 @ 6PM	June 28, 2022 @ 6:30PM
July 19, 2022	July 26, 2022	July 26, 2022 @ 6PM Finance Committee	July 26, 2022 @ 6:30PM Finance Committee
August 16, 2022	August 23, 2022	August 23, 2022 @ 6PM Budget Review	August 23, 2022 @ 6:30PM Budget Review
September 20, 2022	September 27, 2022	September 27, 2022 @6PM Budget Approval	September 27, 2022 @ 6:30PM Budget Approval
October 4, 2022	October 11, 2022		October 11, 2022 @ 6PM
October 18, 2022	October 25, 2022	October 25, 2022 @ 6PM	
November 1, 2022	November 9, 2022 (Wednesday)		November 9, 2022 @ 6PM (Wednesday)
November 15, 2022	November 22, 2022	November 22, 2022 @ 6PM	
December 6, 2022	December 13, 2022		December 13, 2022 @ 6PM
December 20, 2022	December 27, 2022	December 27, 2022 @ 6PM	

NOTE: CDA/IDA/LEAC Board Chairperson reserves the right to cancel above meetings if no business to discuss or resolution for adoption.

GLEN COVE COMMUNITY DEVELOPMENT AGENCY

City Hall – 9 Glen St., Glen Cove, New York 11542

Minutes of Meeting January 11, 2022

Resolution #6)

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY
AUTHORIZING THE CONTINUATION OF USE OF NEW YORK STATE LOCAL
GOVERNMENT RECORDS RETENTION AND DISPOSITION SCHEDULE (LGS-1)
FOR MANAGEMENT OF THE AGENCY’S RECORDS**

RESOLVED, by the Glen Cove Community Development Agency of the City of Glen Cove that Retention and Disposition Schedule for New York State Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York State Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

CDA 


GLEN COVE COMMUNITY DEVELOPMENT AGENCY
City Hall – 9 Glen St., Glen Cove, New York 11542

Minutes of Meeting January 11, 2022

Resolution #7)

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY
AUTHORIZING THE EXTENSION OF LEGAL SERVICES AGREEMENT WITH
JOHN K. MOSS, ESQ. FOR A ONE YEAR PERIOD FEBRUARY 11, 2022, THROUGH
FEBRUARY 11, 2023.**

WHEREAS, the Glen Cove Community Development Agency (GC-CDA) hereto previously entered into a Legal Service Agreement with John K. Moss, Esq., 100 Garden City Plaza, Suite 203, Garden City, NY 11530 through February 11, 2022.

WHEREAS the GC-CDA hereby exercises its option to renew the Legal Service Agreement for a term to expire on February 11, 2023, at a rate of \$225.00 per hour (see attached).

RESOLVED, by the Glen Cove Community Development Agency hereby authorizes Ann S. Fangmann, Executive Director, to execute Legal Services Agreement attached herein.

The question of adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

CDA 
ENTERED
01-11-22

PROFESSIONAL SERVICE AGREEMENT

Agreement made as of the day of , 2022 by and between John K. Moss, P.C. with offices located at 100 Garden City Plaza, Suite 203, Garden City, NY 11530 (hereinafter “Attorney”) and The Glen Cove Community Development Agency with offices located at 9 Glen Street, Glen Cove, NY 11542 (hereinafter “CDA”)

WHEREAS, CDA is a public benefit corporation organized and existing under NYS General Municipal Law Article 15A; and

WHEREAS, CDA engages in community development activities within the City of Glen Cove (Hereinafter “City”) and manages City’s Housing Choice Voucher Program; and

WHEREAS, CDA requires legal counsel to assist in such community development and housing efforts on an as needed basis; and

WHEREAS, Attorney and CDA wish to set forth the terms of Attorney’s retention to provide legal services to CDA

NOW, THEREFORE it is agreed by and between the parties as follows:

1. TERM:

The term of this Agreement shall commence on , 2022 and continue for a 12-month period until , 2023;

2. RENEWAL:

At the option of CDA, upon written notice to Attorney prior to the expiration of the above Term, this Agreement may be extended for an additional 12-month period on the same terms as set forth herein:

3. SERVICES:

Attorney shall provide such legal services as requested by CDA to effectuate its community development efforts, programs and operations;

4. COMPENSATION:

Attorney shall be compensated by CDA for services rendered at a rate of \$225.00 per hour and shall be reimbursed by CDA for disbursements and expenses incurred by Attorney on behalf of CDA;

5. REQUESTS FOR PAYMENT:

Attorney shall submit to CDA invoices setting forth the time expended, fees earned, along with disbursements and expenses incurred on a monthly basis. Invoices shall be processed by CDA and paid within 30 days of rendering of the monthly invoices

FOR PURPOSES OF THIS AGREEMENT, SCANNED OR FACSIMILE SIGNATURES SHALL BE DEEMED ORIGINALS

City of Glen Cove

Community Development Agency

By _____
Ann S. Fangmann, Executive Director

John K. Moss, P.C.

By _____
John K. Moss, Pres.