

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

Minutes of Meeting January 9, 2024

Resolution #1)

RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY FOR ANNUAL APPOINTMENT OF OFFICERS

BE IT RESOLVED that the following officers are appointed for a one-year term effective January 1, 2024 to December 31, 2024:

Vincent C. Hartley	Vice Chairperson/Treasurer/Ethics Officer
Ann S. Fangmann	Executive Director/Chief Executive 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, Vice Chair	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	ABSENT

The foregoing Resolution is thereupon declared duly adopted.

GC-CDA
ENTERED
1-9-24
CB

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

Minutes of Meeting January 9, 2024

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, Vice Chair	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	ABSENT

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

GC-CDA
ENTERED
1-9-24
CJ

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

Minutes of Meeting January 9, 2024

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, 2024 to December 31, 2024:

Vincent C. Hartley, Audit/Finance Committee Chairperson
Nelson Rivera, CDA Member
Dr. Danielle Willis, CDA Member

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley, Vice Chair	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	ABSENT

The foregoing Resolution is thereupon declared duly adopted.

GC-CDA
ENTERED
1-9-24
CA

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

Minutes of Meeting January 9, 2024

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, 2024 to December 31, 2024:

Pamela D. Panzenbeck, Chairperson
GiGi Ferrante, Committee Member
Francine Koehler, Committee Member

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley, Vice Chair	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	ABSENT

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

GC-CDA
ENTERED
1-9-24
CB

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

Minutes of Meeting January 9, 2024

Resolution #5)

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY
APPROVING THE 2024 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, Vice Chair	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	ABSENT

The foregoing Resolution is thereupon declared duly adopted.

GC-CDA
ENTERED
1-9-24
CB

2024 CITY OF GLEN COVE MEETING SCHEDULE
CITY COUNCIL/COMMUNITY DEVELOPMENT AGENCY (CDA) & INDUSTRIAL DEVELOPMENT AGENCY
(IDA)/LOCAL ECONOMIC ASSISTANCE CORP (LEAC)

CDA/IDA/LEAC Meeting held on Tuesday evenings at 6PM unless otherwise specified

<u>PRE-COUNCIL</u> <u>6:30 P.M.</u>	<u>COUNCIL</u> <u>7:30 P.M.</u>	<u>CDA</u> <u>*6:00 P.M.</u>	<u>IDA/LEAC</u> <u>*6:00 P.M.</u>
	January 1, 2024 *1:00 p.m.		
January 2, 2024	January 9, 2024	January 9, 2024 Annual Mtg 6PM	January 9, 2024 Annual Mtg 6:30PM*
January 16, 2024	January 23, 2024		
February 6, 2024 CDBG Public Hearing	February 13, 2024 CDBG Public Hearing	February 13, 2024 CDA Governance Committee 6PM	February 13, 2024 IDA/LEAC Governance Committee 6:30PM*
February 20, 2024 CDBG Close Public Hearing	February 27, 2024 CDBG Close Public Hearing		February 27, 2024 IDA/LEAC Board Meeting 6PM
March 5, 2024 (review CDBG application)	March 12, 2024 (approve CDBG application)	March 12, 2024 CDA Board Meeting 6PM Review/approve CDBG application	
		Thursday, March 21, 2024 5:30PM* CDA Finance Committee/ABO review	Thursday, March 21, 2024 6:30PM* IDA/LEAC Finance Committee/ABO review
March 19, 2024	March 26, 2024	March 26, 2024 CDA Board Meeting 6PM (approve ABO submission)	March 26, 2024 IDA/LEAC Board Meeting 6:30PM* (approve ABO submission)
April 2, 2024	April 9, 2024		April 9, 2024 IDA/LEAC Board Meeting 6PM
April 16, 2024	April 24, 2024 *Wednesday	April 24, 2024 *Wednesday CDA Board Meeting 6PM	
May 7, 2024	May 14, 2024		May 14, 2024 IDA/LEAC Board Meeting 6PM
May 21, 2024	May 28, 2024	Tbd	Tbd
June 18, 2024	June 25, 2024	June 25, 2024 CDA Board Meeting 6PM	June 25, 2024 IDA/LEAC Board Meeting 6:30PM*
July 16, 2024	July 23, 2024	July 23, 2024 CDA Board Meeting 6PM	July 23, 2024 IDA/LEAC Board Meeting 6:30PM*

**2024 CITY OF GLEN COVE MEETING SCHEDULE
CITY COUNCIL/COMMUNITY DEVELOPMENT AGENCY (CDA) & INDUSTRIAL DEVELOPMENT AGENCY
(IDA)/LOCAL ECONOMIC ASSISTANCE CORP (LEAC)**

CDA/IDA/LEAC Meeting held on Tuesday evenings at 6PM unless otherwise specified

<u>PRE- COUNCIL 6:30 P.M.</u>	<u>COUNCIL 7:30 P.M.</u>	<u>CDA *6:00 P.M.</u>	<u>IDA/LEAC *6:00 P.M.</u>
August 20, 2024 Section 8 Administrative Plan Public Hearing	August 27, 2024 Section 8 Administrative Plan Public Hearing	August 27, 2024 CDA Finance Committee (Budget Review) 5:30PM*	August 27, 2024 IDA/LEAC Finance Committee (Budget Review) 6:30PM*
September 17, 2024 Close Section 8 Administrative Plan Public Hearing	September 24, 2024 Close Section 8 Administrative Plan Public Hearing	September 24, 2024 CDA Board Meeting 6PM (Adopt Budget)	September 24, 2024 IDA/LEAC Board Meeting 6:30PM (Adopt Budget)
October 1, 2024	October 8, 2024	October 8, 2024 CDA Board Meeting 6PM Adopt Section 8 Administrative Plan	
October 15, 2024 Certify Section 8 Administrative Plan	October 22, 2024 Certify Section 8 Administrative Plan		
November 6, 2024 (Wednesday)	November 12, 2024		November 12, 2024 IDA/LEAC Board Meeting 6PM
November 19, 2024	November 26, 2024	November 26, 2024 CDA Board Meeting 6PM	
December 3, 2024	December 10, 2024		December 10, 2024 IDA/LEAC Board Meeting 6PM
December 17, 2024	December 23, 2024 *Monday	Tbd	Tbd

NOTE: CDA/IDA/LEAC BOARD CHAIRPERSON RESERVES THE RIGHT TO CANCEL ABOVE MEETINGS IF THERE IS 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 9, 2024

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, Vice Chair	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	ABSENT

The foregoing Resolution is thereupon declared duly adopted.

GC-CDA
ENTERED
1-9-24
CA

GLEN COVE COMMUNITY DEVELOPMENT AGENCY

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

Minutes of Meeting January 9, 2024

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 JANUARY 1, 2024 THROUGH
DECEMBER 31, 2024.**

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.

WHEREAS the GC-CDA hereby exercises its option to renew the Legal Service Agreement for a term to expire on December 31, 2024, 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, Vice Chair	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	ABSENT

The foregoing Resolution is thereupon declared duly adopted.

GC-CDA
ENTERED
1-9-24

CB

PROFESSIONAL SERVICE AGREEMENT

Agreement made as of the day of , 2023 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 January 1 , 2024 and continue for a 12-month period until December 31, 2024;

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, D.C.

By  _____
John K. Moss, Pres.

GLEN COVE COMMUNITY DEVELOPMENT AGENCY

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

Minutes of Meeting January 9, 2024

Resolution #8)

Resolution appointing Grace Guillen as temporary part-time office employee for the Housing Choice Voucher Program (Section 8) at \$11.00 per hour, effective retroactive to December 29, 2023.

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, Vice Chair	AYE
Gigi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Rocco Totino	AYE
Dr. Danielle Willis	ABSENT

The foregoing Resolution is thereupon declared duly adopted.

GC-CDA
ENTERED
1-9-24
CB