

**GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY &
LOCAL ECONOMIC ASSISTANCE CORP.
ANNUAL ORGANIZATIONAL MEETING
TUESDAY, JANUARY 9, 2024 – 6:30P.M.
MAIN CHAMBERS – CITY HALL**

AGENDA

1. **Meeting is called to order**/Roll call
2. **Submission of Minutes** of December 12, 2023 meeting for adoption
3. **Executive Director's Report**
4. **Financial Report**
5. **Unfinished Business:**
 - Agency members sign oath of office card and oath book for 2024.
 - Agency members sign Fiduciary Duty Acknowledgement form for 2024
 - Agency members sign Conflict of Interest / Code of Ethics Policy for 2024
 - Agency members complete and sign Annual Financial Disclosure Statement pertaining to 2023 activity

NOTE: Above forms must be completed, signed and returned to the Board Secretary at earliest convenience, but not later than January 31, 2024.

6. **New Business:**
 - Appointment of Officers for the Glen Cove Industrial Development Agency (IDA) and Local Economic Assistance Corp.(LEAC)
 - Authorization of bank signatories for Glen Cove IDA and LEAC accounts with American Community Bank.
 - Appointment of Audit/Finance Committee and Governance Committee Members (IDA/LEAC)
 - Appointment of Transaction Committee Members (IDA/LEAC)
 - Adoption of 2024 Board Meeting Schedule for IDA/LEAC
 - Continuation of New York State Archives Retention and Disposition schedule LGS-1 for IDA/LEAC Agency records.
 - Acceptance of fixed fee arrangement for standard general counsel services with Phillips Lytle LLP for IDA/LEAC legal services (agreement included in board packets).

7. Resolutions

(7a/b) Resolution of the Glen Cove IDA and LEAC for Annual Appointment of Officers as follows:

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

(7c/d) Resolution of the Glen Cove IDA and LEAC authorizing bank signatories for Glen Cove Industrial Development Agency and Local Economic Assistance Corporation bank accounts with American Community Bank as follows:

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

(7e/f) Resolution of the Glen Cove IDA and LEAC appointing members of the Audit/Finance Committee:

- Vincent C. Hartley, Committee Chairperson
- John Fielding, Committee Member
- Dave Jimenez, Committee Member

(7g/h) Resolution of the Glen Cove IDA and LEAC appointing members of the Governance Committee:

- Pamela D. Panzenbeck, Committee Chairperson
- James J. Cappiello, Committee Member
- Tom Scott, Committee Member

(7i/j) Resolution of the Glen Cove IDA and LEAC appointing members of the Transaction Committee:

- Pamela D. Panzenbeck, IDA/LEAC Chairperson
- Ann S. Fangmann, IDA/LEAC Executive Director
- IDA/LEAC Legal Counsel

(7k/l) Resolution of the Glen Cove IDA and LEAC approving the 2024 IDA/LEAC meeting schedule (attached herein).

(7m/n) Resolution of the Glen Cove IDA and LEAC authorizing continuation of the use of the New York State Archives Retention and Disposition schedule LGS-1 for management of the agency's records.

(7o/p) Resolution of the Glen Cove IDA and LEAC authorizing the Acceptance of fixed fee arrangement for standard general counsel services with Phillips Lytle LLP for IDA/LEAC legal services (as per agreement attached herein).

8. Executive Session (*if needed)

9. Adjournment

1/2/2024