

**GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.**

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

**Minutes of Meeting January 9, 2024**

Resolution #7b

**RESOLUTION OF THE GLEN COVE LOCAL ECONOMIC ASSISTANCE CORPORATION FOR ANNUAL APPOINTMENTS**

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

Pamela D. Panzenbeck	Chairperson
Vincent C. Hartley	Vice Chairman/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, Vice Chair	AYE
James Cappiello	AYE
John Fielding	AYE
David V. Jimenez	ABSENT
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-LEAC  
**ENTERED**  
1-9-24  
OB

**GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.**

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

**Minutes of Meeting January 9, 2024**

Resolution #7d

**RESOLUTION OF THE GLEN COVE LOCAL ECONOMIC ASSISTANCE CORPORATION (GC-LEAC) AUTHORIZING BANK SIGNATORIES FOR GC-LEAC BANK ACCOUNTS WITH AMERICAN COMMUNITY BANK**

**BE IT RESOLVED** that the following officers are authorized bank signatories for Glen Cove Local Economic Assistance Corporation bank accounts with American Community Bank:

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
James Cappiello	AYE
John Fielding	AYE
David V. Jimenez	ABSENT
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-LEAC  
**ENTERED**  
1-9-24

*CP*

**GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.**

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

**Minutes of Meeting January 9, 2024**

Resolution #7f

**RESOLUTION OF THE GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.  
APPOINTING MEMBERS TO THE AUDIT/FINANCE COMMITTEE**

**BE IT RESOLVED** that the following members shall serve on the Audit/Finance Committee for a one-year term effective January 1, 2024 to December 31, 2024:

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

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
James Cappiello	AYE
John Fielding	AYE
David V. Jimenez	ABSENT
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-LEAC  
**ENTERED**  
1-9-24  
CB

**GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.**

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

**Minutes of Meeting January 9, 2024**

Resolution #7h

**RESOLUTION OF THE GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.  
APPOINTING MEMBERS TO THE GOVERNANCE COMMITTEE**

**BE IT RESOLVED** that the following members shall serve on the Governance Committee for a one-year term effective January 1, 2024 to December 31, 2024:

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

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
James Cappiello	AYE
John Fielding	AYE
David V. Jimenez	ABSENT
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-LEAC  
**ENTERED**  
1-9-24

CB

**GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.**

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

**Minutes of Meeting January 9, 2024**

Resolution #7j

**RESOLUTION OF THE GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.  
APPOINTING MEMBERS TO THE TRANSACTION COMMITTEE**

**BE IT RESOLVED** that the following members shall serve on the Transaction Committee for a one-year term effective January 1, 2024 to December 31, 2024:

Pamela D. Panzenbeck	Committee Chairperson
Ann S. Fangmann	Committee Member
LEAC Legal Counsel	Committee Member

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
James Cappiello	AYE
John Fielding	AYE
David V. Jimenez	ABSENT
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-LEAC  
**ENTERED**  
 1-9-24  
 CB

**GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.**

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

**Minutes of Meeting January 9, 2024**

Resolution #7L

**RESOLUTION OF THE GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.  
APPROVING THE 2024 BOARD MEETING SCHEDULE**

**BE IT RESOLVED** that the Glen Cove Local Economic Assistance Corp. members hereby approve the 2024 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
James Capiello	AYE
John Fielding	AYE
David V. Jimenez	ABSENT
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-LEAC  
**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\***

<b><u>PRE- COUNCIL 6:30 P.M.</u></b>	<b><u>COUNCIL 7:30 P.M.</u></b>	<b><u>CDA *6:00 P.M.</u></b>	<b><u>IDA/LEAC *6:00 P.M.</u></b>
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 LOCAL ECONOMIC ASSISTANCE CORP.**

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

**Minutes of Meeting January 9, 2024**

Resolution #7n

**RESOLUTION OF THE GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.  
AUTHORIZING THE CONTINUATION OF THE USE OF NEW YORK STATE  
ARCHIVES RETENTION AND DISPOSITION SCHEDULE LGS-1 FOR MANAGEMENT  
OF THE AGENCY’S RECORDS**

**BE IT RESOLVED** that the Glen Cove Local Economic Assistance Corp. members hereby authorize the continuation of the use of New York State Archives Retention and Disposition Schedule LGS-1 for management of the Agency’s records.

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
James Cappiello	AYE
John Fielding	AYE
David V. Jimenez	ABSENT
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-LEAC  
**ENTERED**  
1-9-24  
CB

**GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP.**

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

**Minutes of Meeting January 9, 2024**

Resolution #7p

**RESOLUTION OF THE GLEN COVE LOCAL ECONOMIC ASSISTANCE CORP. (GC-LEAC) AUTHORIZING ACCEPTANCE OF FIXED FEE ARRANGEMENT FOR STANDARD GENERAL COUNSEL SERVICES WITH PHILLIPS LYTTLE LLP FOR GC-LEAC LEGAL SERVICES**

**BE IT RESOLVED** that the Glen Cove Local Economic Assistance Corp. members hereby authorize acceptance of a fixed fee arrangement for standard general counsel services with Phillips Lytle LLP for GC-LEAC legal services in accordance with the 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
James Cappiello	AYE
John Fielding	AYE
David V. Jimenez	ABSENT
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-LEAC  
**ENTERED**  
1-9-24

CPB



## Phillips Lytle LLP

December 29, 2023

Via E-Mail

Ann S. Fangmann  
Executive Director  
Glen Cove Industrial Development Agency  
City Hall  
9 Glen Street  
Glen Cove, NY 11542

Re: Glen Cove Industrial Development Agency (the "Agency") and  
Glen Cove Local Economic Assistance Corporation ("GCLEAC")  
Retainer of Phillips Lytle LLP ("PL")  
for Calendar Year 2024

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Dear Ann:

Phillips Lytle is pleased to represent the Agency and GCLEAC again in 2024. You have asked us to consider a fixed fee arrangement for the standard general counsel services. Standard general counsel services include attendance at Board meetings, advice on corporate governance and governmental compliance and reporting and other customary services. We will alert you if we believe that any other requested legal services fall outside of this definition.



We would be happy to provide such services for the Agency calendar year 2024 for a fixed fee of \$8,400, payable at the rate of \$2,100 per quarter in arrears, and for GCLEAC for a fixed fee of \$1,000, payable at the rate of \$250 per quarter in arrears.

If you are comfortable with this arrangement, please execute and return a copy of this letter to us.

Very truly yours,

PHILLIPS LYTTLE LLP

By: Milan K. Tyler  
Milan K. Tyler

Accepted and Agreed:

GLEN COVE INDUSTRIAL  
DEVELOPMENT AGENCY

By: AW Fargn  
Name: Ann Fargmann  
Title: Executive Director

GLEN COVE LOCAL ECONOMIC  
ASSISTANCE CORPORATION

By: AW Fargn  
Name: Ann Fargmann  
Title: Executive Director