

**Pamela D. Panzenbeck**  
*Chairperson*

**Ann S. Fangmann**  
*Executive Director*

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## GLEN COVE

### INDUSTRIAL DEVELOPMENT AGENCY LOCAL ECONOMIC ASSISTANCE CORP.

City Hall, 9 Glen Street, Glen Cove, NY 11542

TO: Chairperson Pamela D. Panzenbeck and IDA/LEAC Agency Members

FROM: Ann S. Fangmann, Executive Director 

DATE: January 14, 2025

RE: NOTICE OF GLEN COVE IDA/LEAC ANNUAL ORGANIZATIONAL MEETING –  
TUESDAY, JANUARY 28, 2025 @ 5:30 P.M. – CITY HALL 2<sup>nd</sup> FLOOR CONFERENCE ROOM

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The Glen Cove Industrial Development Agency and Local Economic Assistance Corp. will hold its Annual Organizational (Joint) Board Meeting on Tuesday, January 28, 2025 at 5:30 P.M. in the 2<sup>nd</sup> floor conference room of Glen Cove City Hall.

Appointment of officers of the board and formation of committees are conducted at this meeting.

We look forward to a successful new year for the Agencies in 2025.

#### Attachment

#### **Postings:**

Glen Cove Herald	(email)
Record Pilot	(email)
Glen Cove IDA	(website)
City of Glen Cove	(website/bulletin boards)

Glen Cove IDA/LEAC meetings will be streamed in real-time and a recording of the meeting will be posted on the Agency's website at <http://glencoveida.org/meeting-livestream/> in accordance with Section 857 of the New York General Municipal Law, as amended.

**GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY &  
LOCAL ECONOMIC ASSISTANCE CORP.  
ANNUAL ORGANIZATIONAL MEETING  
TUESDAY, JANUARY 28, 2025 – 5:30P.M.  
2<sup>nd</sup> FLOOR CONFERENCE ROOM – CITY HALL**

**AGENDA**

1. **Meeting is called to order/Roll call**
2. **Submission of Minutes** of December 10, 2024 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 2025.
  - Agency members sign Fiduciary Duty Acknowledgement form for 2025
  - Agency members sign Conflict of Interest / Code of Ethics Policy for 2025
  - Agency members complete and sign Annual Financial Disclosure Statement pertaining to 2024 activity

***NOTE: Above forms must be completed, signed and returned to the Board Secretary at earliest convenience, but not later than January 31, 2025.***

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 2025 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 2025 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