

GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY

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

Minutes of Meeting January 28, 2025

Resolution #7a

RESOLUTION OF THE GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY FOR ANNUAL APPOINTMENTS

BE IT RESOLVED that the following officers are appointed for a one-year term effective January 1, 2025 to December 31, 2025:

Pamela D. Panzenbeck	Chairperson
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, Vice Chair	AYE
James Cappiello	AYE
John Fielding	AYE
David V. Jimenez	AYE
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-IDA
ENTERED
1-28-25
CB

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

Minutes of Meeting January 28, 2025

Resolution #7c

RESOLUTION OF THE GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY (GC-IDA) AUTHORIZING BANK SIGNATORIES FOR GC-IDA BANK ACCOUNTS WITH AMERICAN COMMUNITY BANK

BE IT RESOLVED that the following officers are authorized bank signatories for Glen Cove Industrial Development Agency 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	AYE
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-IDA
ENTERED
1-28-25
CB

GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY

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

Minutes of Meeting January 28, 2025

Resolution #7e

**RESOLUTION OF THE GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY
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, 2025 to December 31, 2025:

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	AYE
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-IDA
ENTERED
 1-28-25
 CB

GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY

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

Minutes of Meeting January 28, 2025

Resolution #7g

**RESOLUTION OF THE GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY
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, 2025 to December 31, 2025:

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	AYE
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-IDA
ENTERED
 1-28-25
 CB

GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY

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

Minutes of Meeting January 28, 2025

Resolution #7i

**RESOLUTION OF THE GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY
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, 2025 to December 31, 2025:

Pamela D. Panzenbeck	Committee Chairperson
Ann S. Fangmann	Committee Member
IDA 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	AYE
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-IDA
ENTERED
1-28-25
CB

GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY

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

Minutes of Meeting January 28, 2025

Resolution #7k

**RESOLUTION OF THE GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY
APPROVING THE 2025 BOARD MEETING SCHEDULE**

BE IT RESOLVED that the Glen Cove Industrial Development Agency members hereby approve the 2025 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 Cappiello	AYE
John Fielding	AYE
David V. Jimenez	AYE
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-IDA
ENTERED
1-28-25
CB

**2025 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: CDA at 6PM and IDA/LEAC at 5:30PM,
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 *5:30 P.M.</u>
January 7, 2025	January 14, 2025	January 14, 2025 CDA Annual Mtg 6PM	
January 21, 2025	January 28, 2025		January 28, 2025 IDA/LEAC Annual Mtg 5:30PM
February 4, 2025 CDBG Public Hearing	February 11, 2025 CDBG Public Hearing		
		Thursday, February 13, 2025 CDA Governance Committee 5:30PM*	Thursday, February 13, 2025 IDA/LEAC Governance Committee 6:15PM*
February 18, 2025 CDBG Close Public Hearing	February 25, 2025 CDBG Close Public Hearing		February 25, 2025 IDA/LEAC Board Meeting 5:30PM
March 4, 2025 (review CDBG application)	March 11, 2025 (approve CDBG application)	March 11, 2025 CDA Board Meeting 6PM Review/approve CDBG application	
		Thursday, March 20, 2025 5:30PM* CDA Audit Committee	Thursday, March 20, 2025 6:30PM* IDA/LEAC Audit Committee
March 18, 2025	March 25, 2025	Thursday, March 27, 2025 CDA Board Meeting 5:30PM* (approve ABO submission)	Thursday, March 27, 2025 IDA/LEAC Board Meeting 6:30PM* (approve ABO submission)
April 1, 2025	April 8, 2025		April 8, 2025 IDA/LEAC Board Meeting 5:30PM
April 15, 2025	April 22, 2025	April 22, 2025 CDA Board Meeting 6PM	
May 6, 2025	May 13, 2025		May 13, 2025 IDA/LEAC Board Meeting 5:30PM
May 20, 2025	May 27, 2025	May 27, 2025 CDA Board Meeting 6PM	
June 17, 2025 <i>SUMMER SCHEDULE</i>	June 24, 2025 <i>SUMMER SCHEDULE</i>	June 24, 2025 CDA Board Meeting 5PM*	June 24, 2025 IDA/LEAC Board Meeting 5:30PM

2025 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: CDA at 6PM and IDA/LEAC at 5:30PM,
 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 *5:30 P.M.</u>
July 15, 2025 SUMMER SCHEDULE	July 22, 2025 SUMMER SCHEDULE	July 22, 2025 CDA Board Meeting 5PM*	July 22, 2025 IDA/LEAC Board Meeting 5:30PM
August 19, 2025 <i>SUMMER SCHEDULE</i>	August 26, 2025 <i>SUMMER SCHEDULE</i>	August 26, 2025 CDA Finance Committee (Budget Review) 5:30PM*	August 26, 2025 IDA/LEAC Finance Committee (Budget Review) 6:30PM*
September 16, 2025 <i>END SUMMER SCHEDULE</i>	September 24, 2025 (Wednesday) <i>END SUMMER SCHEDULE</i>	Wednesday, September 24, 2025 CDA Board Meeting 5:00PM* (Adopt Budget)	Wednesday, September 24, 2025 IDA/LEAC Board Meeting 5:45PM* (Adopt Budget)
October 7, 2025 Certify Section 8 Administrative Plan	October 14, 2025 Certify Section 8 Administrative Plan	October 14, 2025 CDA Board Meeting 6PM Certify Section 8 Administrative Plan	
October 21, 2025	October 28, 2025		October 28, 2025 IDA/LEAC Board Meeting 5:30PM
November 5, 2025 (Wednesday)	November 12, 2025 (Wednesday)	Wednesday, November 12, 2025 CDA Board Meeting 6PM	
November 18, 2025	November 25, 2025		November 25, 2025 IDA/LEAC Board Meeting 5:30PM
December 2, 2025	December 9, 2025	December 9, 2025 CDA Board Meeting 6PM	
December 16, 2025	December 23, 2025		December 23, 2025 IDA/LEAC Board Meeting 5:30PM

Revised: 1/9/25

**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 INDUSTRIAL DEVELOPMENT AGENCY

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

Minutes of Meeting January 28, 2025

Resolution #7m

**RESOLUTION OF THE GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY
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 Industrial Development Agency 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	AYE
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC - IDA
ENTERED
1-28-25
CB

GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY

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

Minutes of Meeting January 28, 2025

Resolution #7o

RESOLUTION OF THE GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY (GC-IDA) AUTHORIZING CERTAIN ACCEPTANCE OF FIXED FEE ARRANGEMENT FOR STANDARD GENERAL COUNSEL SERVICES WITH PHILLIPS LYTLE LLP FOR GC-IDA LEGAL SERVICES

BE IT RESOLVED that the Glen Cove Industrial Development Agency members hereby authorize acceptance of a fixed fee arrangement for standard general counsel services with Phillips Lytle LLP for GC-IDA 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	AYE
Tom Scott	AYE
Lisa Travatello	AYE

The foregoing Resolution was thereupon declared duly adopted.

GC-IDA
ENTERED
1-28-25
CB



Phillips Lytle LLP

January 3, 2025

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 2025

Dear Ann:

Phillips Lytle is pleased to represent the Agency and GCLEAC again in 2025. 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 2025 for a fixed fee of \$8,600, payable at the rate of \$2,150 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: _____

Name:

Title:

GLEN COVE LOCAL ECONOMIC
ASSISTANCE CORPORATION

By: _____

Name:

Title:

Doc #1840299.1