



# TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | [www.tiogacountyny.com](http://www.tiogacountyny.com) | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation  
Wednesday, January 26, 2022 at 4:00 p.m.  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Hubbard Auditorium**

**Via Zoom:**

<https://us02web.zoom.us/j/88324167211?pwd=UHVmdWcwK1M2ZHJYc04zb0svWVRKUT09>

**Meeting ID: 883 2416 7211**

**Passcode: 144432**

## **Annual Board of Directors Meeting Agenda**

- I. Call to Order
- II. Attendance
  - a. Roll Call: M. Sauerbrey, P. Ayres, M. Baratta, R. Kelsey, S. Yetter, C. Brown, D. Astorina; L. Pelotte and H. Murray
  - b. Invited Guests: B. Woodburn and M. Schnabl

### III. New Business

- A. Monthly 2022 Meeting Designation: Set Quarterly on the 4th Wednesday at 4:00 p.m.

April 27, 2021, (Regular Meeting)

July 27, 2021 (Regular Meeting)

October 26, 2021 (Regular Meeting)

Location- Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Hubbard Auditorium

**A PARTNER OF**

**TEAM TIOGA** 

- B. Governance Committee acknowledged and nominate the following Slate of Officers.
  - 1. Slate of Officers 2022 Proposed List of TCIDA Committee Members
    - a. Chair- R. Kelsey
    - b. Vice Chair- P. Ayres
    - c. Secretary- M. Baratta
    - d. Treasurer- C. Brown
  - 2. Committee Appointments
    - a. Governance- P. Ayres (Chair), S. Yetter, D. Astorina, L. Pelotte
    - b. Audit- P. Ayres (Chair), R. Kelsey, M. Baratta, H. Murray
    - c. Finance- C. Brown (Chair), R. Kelsey, P. Ayres, M. Baratta
  - 3. Other Appointments
    - a. Freedom of Information Officer- B. Woodburn
    - d. Code of Ethics Officer- J. Meagher
    - e. Internal Controls Officer- J. Nolis
  - 4. Annual Policy and Guidelines Review
    - a. Annual Renewal of TCPDC Mission Statement found no changes upon renewal.
    - b. Governance, Finance and Audit Charters have been reviewed and no changes indicated.
  - 5. TCPDC Board of Directors are up to date with mandatory NYS Authorities Budget Office Board Member Training, Annual Tioga County Sexual Harassment Training, Policy Review and Attestation and Oaths of Office. They have also submitted Annual Statement of Financial Disclosures.
    - a. The TCPDC Board of Directors are not aware of any Conflict of Interest Incidents in 2021.
- C. Professional Service Appointments
  - a. Audit Firm- The Bonidio Group, LLC has contract in place for 2022/2023/2024.
  - b. Accounting services - Proposal for continued accounting services for 2021/2022
  - c. Legal Services – Proposal for continued legal services for 2021/2022
- D. Finance Committee Recommendations
  - 1. Official Depositories
    - a. Tioga State Bank
    - b. Annual Designation of Signors on Bank Accounts  
C. Brown, M. Sauerbrey, B. Woodburn
- E. Annual Evaluation of Board Performance - Completed 2021
- F. Miscellaneous
  - 1. Contact information 2022 TCIDA Board of Directors and Staff

IV. Adjourned