



# 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 Meeting Minutes via Zoom**

**I. Call to Order** – Mr. Kelsey called the meeting to order at 4:03 pm.

**II. Attendance**

Roll Call: M. Sauerbrey, P. Ayres, M. Baratta (attended via Zoom), R. Kelsey, S. Yetter, C. Brown (attended via Zoom), D. Astorina; L. Pelotte (attended via Zoom) and H. Murray

Absent: None

Excused: None

Invited Guests: B. Woodburn, 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**

**Motion to set the regular monthly meetings for the first Wednesday of each month at 4:00 pm in the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Hubbard Auditorium.**

**P. Ayers/S. Yetter/Carried  
None Opposed  
Abstentions - None**

B. Governance Committee acknowledged and nominate the following Slate of Officers.

1. Slate of Officers 2022 Proposed List of TCPDC 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
- b. Code of Ethics Officer- J. Meagher
- c. Internal Controls Officer- J. Nolis
- d. Board of Directors appointment – H. Murray

**Motion to approve the 2022 slate of officers, committee appointments, and other appointments, as presented.**

**P. Ayers/D. Astorina/Carried  
None Opposed  
Abstentions – None**

4. Annual Policy and Guidelines Review

a. Annual Renewal of TCPDC Mission Statement found no changes upon renewal. The governance committee recommended the full board approve the annual policy and guidelines.

b. Governance, Finance and Audit Charters have been reviewed and no changes indicated.

**Motion to approve the policy review and guidelines as recommended by the governance committee.**

**M. Sauerbrey/S. Yetter/Carried  
None Opposed  
Abstentions – None**

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.

Ms. Woodburn noted that M. Sauerbrey, S. Yetter, and P. Ayers all took the ABO training as it is required every three years. B. Woodburn and H. Murray also took the ABO training, as a new staff member and board member, respectfully.

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

**Motion to approve Bonidio Group, LLC as the audit firm, Jan Nolis as the accounting firm, and Joe Meagher as the legal services for 2022.**

**S. Yetter/L. Pelotte/Carried**

**None opposed**

**Abstentions – None**

D. Finance Committee Recommendations

1. Official Depositories

a. Tioga State Bank

**Motion to approve Tioga State Bank as official depository for TCPDC in 2022.**

**P. Ayers/H. Murray/Carried**

**None Opposed**

**Abstention – R. Kelsey**

b. Annual Designation of Signors on Bank Accounts

C. Brown, M. Sauerbrey, B. Woodburn

**Motion to approve C. Brown, M. Sauerbrey, and B. Woodburn as official signors for TCPDC in 2022.**

**D. Astorina/M. Barratta/Carried**

**None Opposed**

**Abstentions - None**

E. Annual Evaluation of Board Performance - Completed 2021

Ms. Woodburn presented the board with the results of the annual evaluation of board performance survey completed in 2021. Mr. Kelsey inquired about alternate form to evaluate board performance. H. Murray offered to share a form that the school board uses.

F. Miscellaneous

1. Contact information 2022 TCIDA Board of Directors and Staff

Mr. Kelsey asked board members to review the contact information for the board of directors and staff.

**IV. Adjourned** – Ms. Sauerbrey motioned to adjourn the meeting at 4:13 pm.