



# 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 29, 2025, at 4:00 p.m.  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

## **Annual Board of Directors Meeting Minutes**

1. Call to Order at 4:02pm
2. Attendance
  - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore
  - b. Excused: J. Case
  - c. Invited Guests: S. Zubalsky-Peer
3. New Business
  - a. R. Kelsey went over the proposed schedule: bi-monthly 2025 regular meeting designation: Set bi-monthly meetings for the last Wednesday of each month at 4:00 p.m. in the Economic Development Conference Room #109 \*November meeting scheduled for 3<sup>rd</sup> Wednesday due to Thanksgiving Holiday
    - January 29, 2025
    - March 26, 2025
    - May 28, 2025
    - July 30, 2025
    - September 24, 2025
    - November 19, 2025\*M. Sauerbrey mentioned November 19<sup>th</sup> will be her last meeting because she is retiring and plans to resign from all boards
  - b. Governance Committee acknowledged and nominated the following Slate of Officers.  
R. Kelsey went over the Slate of Officers 2025 Proposed List of TCPDC Committee Members and stated the Governance Committee reviewed
    1. Chair – R. Kelsey
    2. Vice Chair – H. Murray
    3. Treasurer – M. Baratta
    4. Secretary – L. Pelotte

A PARTNER OF

TEAM TIOGA

c. Committee Appointments

R. Kelsey sent over the proposed list, stated the governance committee reviewed and approved

- i. Governance – S. Yetter (Chair), J. Whitmore, H. Murray
- ii. Audit – M. Baratta (Chair), R. Kelsey, H. Murray
- iii. Finance – R. Kelsey (Chair), M. Baratta, L. Pelotte

d. Other Appointments

R. Kelsey reviewed the list of other appointments, stated the governance committee reviewed and approved.

- i. Freedom of Information Officer – S. Zubalsky-Peer
- ii. Code of Ethics Officer – J. Meagher
- iii. Internal Controls Officer – Bowers & Company

e. Annual Policy and Guidelines Review

R. Kelsey stated the governance committee reviewed the Annual Renewal of TCPDC Mission Statement - found no changes upon renewal; Governance, Finance and Audit Charters have been reviewed and no changes indicated.

- f. R. Kelsey stated the 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; have also submitted Annual Statement of Financial Disclosures; The TCPDC Board of Directors are not aware of any Conflict-of-Interest Incidents in 2024; S. Zubalsky-Peer went over the oaths of office, the list of board members who will be due to complete ABO training in 2025, and that the Sexual Harassment Training will be sent to Board members and she will follow-up to ensure they return signed forms stating they have completed it

g. R. Kelsey went over the Professional Service Appointments

- i. Audit Firm – The Bonadio Group, LLC contract in place from 2023 RFP, and an option to renew for 2025.
- ii. Accounting services – Bowers & Company contract in place for 2024.  
Preparation of 990 – S. Zubalsky-Peer provided pricing from Bonadio for 990; previously had been Jan Nolis but the previous Director mentioned needing revisions last year from Bonadio anyway; Board was okay with going with Bonadio off the bat to avoid delays and need for revisions
- iii. Legal Services – Proposal from Joe Meagher for continued legal services for 2024/2025
- iv. Administrative- Tioga County ED &P good through 12/31/25- discuss potential changes for upcoming year; S. Zubalsky-Peer mentioned there will likely be changes upcoming for fees, how the agreement is structured, good through the end of the year, but a discussion will need to happen with the Board for the year after

R. Kelsey asked for a Resolution to approve the appointments, policies, guidelines as read

1<sup>st</sup>. M. Sauerbrey  
2<sup>nd</sup> S. Yetter  
In Favor: All  
Opposed: 0

h. Finance Committee Recommendations

- i. Official Depositories
  - 1. Tioga State Bank

2. Annual Designation of Signors on Bank Accounts – M. Baratta, M. Sauerbrey, S. Zubalsky-Peer currently

R. Kelsey asked for a resolution to approve the finance committee recommendations for official depositories, signors

1st M. Sauerbrey  
2<sup>nd</sup> J. Whitmore  
Abstained: R. Kelsey  
In Favor: All  
Opposed: 0

- i. Annual Evaluation of Board Performance – Completed 2024- S. Zubalsky-Peer provided summary, stated one more was received today and will be added to the summary; Governance committee discussed setting specific priorities or goals for the year and provide updates at each meeting
- j. Miscellaneous
  - i. Contact information 2025 TCPDC Board of Directors and Staff- up to date

4. Adjourned at 4:15pm