



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Governance Committee Meeting
Wednesday, January 28, 2026, at 3:30 p.m.
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

Governance Committee Meeting Minutes

1. Call to Order at 3:30PM
2. Attendance
 - a. Roll Call: J. Whitmore, H. Murray
 - b. Board Chair:
 - c. Invited Guests: S. Zubalsky-Peer, T. Patton
3. Old Business
 - a. Approval of Minutes of Governance Committee Meeting, January 29, 2025
Motion to approve January 29, 2025, Governance Committee Meeting Minutes, as written.
 1st: H. Murray
 2nd: J. Whitmore
 In Favor: All
4. New Business
 - a. Nominations for Slate of Officers for 2026
 S. Zubalsky-Peer stated her recommendation for M. Baratta as Chair but knows H. Murray expressed interest and would like to know her thoughts on it. J. Whitmore stated he would like H. Murray in the Chair position, thinks she will be a good fit for the role. H. Murray stated she believed it was R. Kelsey’s intent to make her Chair when he stepped down. S. Zubalsky-Peer asked, “who would they like for Vice Chair?” H. Murray suggested moving M. Baratta into Vice Chair and placing J. Whitmore into Treasurer.
Motion to nominate 2026 Slate of Officers to the TCPDC board, as presented.
 - b. Nominations for Finance, Governance, and Audit Committees
 S. Zubalsky-Peer went over possible members that would be eligible for committees. H. Murray asked if there are any committees that only meet in the warmer months. S. Zubalsky-Peer stated Finance Committee normally meets during the fall, Governance and Audit in the beginning of the year. Both H. Murray and J. Whitmore would like to remain on Governance, L. Pelotte showed interest in moving from Finance to Governance. Finance will consist of M. Baratta, H. Murray; Audit will consist of J. Whitmore, M. Baratta, L. Pelotte. This will be presented during the Annual Meeting.
 - c. Other appointments
 All other appointments will remain the same. Governance agreed.



Motion to recommend nominations for finance, governance, and audit committees and other appointments to the TCPDC Board, as presented.

d. Annual Board Performance Evaluation

S. Zubalsky-Peer provided summary - Board members completed the Annual Board Performance Evaluation form for YE 2025. Board members reviewed and talked about setting goals per H. Murray suggestion. J. Whitmore supported the idea of goals. Will decide as a Board over the next month for future goals.

e. Review of Annual Financial Disclosure, Policy Review Attestation, and ABO Board of Directors Training

Board Members have all completed Annual Financial Disclosure forms, policy review attestation forms and Annual Sexual Harassment training for 2025-all Board Members up to date on ABO training. S. Zubalsky-Peer went over ABO requirements for use of executive session. Briefly discussed pros and cons of email votes. S. Zubalsky-Peer brought up attendance for members of the board for 2025, J. Whitmore had low attendance for 2025 and was addressed during the meeting. S. Zubalsky-Peer reaffirmed J. Whitmore still feels comfortable being an active member of the board. J. Whitmore stated he was still comfortable, and low attendance was due to the change in work, which he thinks will not be an issue this year.

f. Review and Reaffirm Recommendation of TCPDC Policies and Guidelines

S. Zubalsky-Peer is waiting for formal approval from J. Meagher's office of policies and guidelines. Once received, S. Zubalsky-Peer will provide to the board via email.

Motion to reaffirm and recommend the TCPDC policies and guidelines to the TCPDC board.

5. Adjournment at 3:59PM