



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation
Wednesday, January 27, 2021 at 12:30 p.m. - Phone Conference Meeting
Ronald E. Dougherty County Office Building
TCED&P Conference Room #201
56 Main Street, Owego, NY 13827**

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 G. Williams
- b. Invited Guests: T. Saraceno and C. Haskell

III. New Business

A. Monthly 2021 Meeting Designation: Set Quarterly on the 4th Wednesday at 12:30 p.m.
Due to COVID, regular meetings will continue to be held as a Phone Conference on:

April 28, 2021, (Regular Meeting)
July 28, 2021 (Regular Meeting)
October 27, 2021 (Regular Meeting)

Location- Ronald E. Dougherty County Office Building, 56 Main Street, Owego, TCPDC
Conference Room, Room #201

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

- 1. Slate of Officers 2021 Proposed List of TCIDA Committee Members
 - a. Chair- R. Kelsey
 - b. Vice Chair- P. Ayres
 - c. Secretary- M. Baratta
 - d. Treasurer- C. Brown

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TEAM TIOGA

2. Committee Appointments
 - a. Governance- P. Ayres, Chair, S. Yetter, D. Astorina, L. Pelotte
 - b. Audit- P. Ayres, Chair, R. Kelsey, M. Baratta, G. Williams
 - c. Finance- C. Brown, Chair, R. Kelsey, P. Ayres, M. Baratta

3. Other Appointments
 - a. Freedom of Information Officer- Teresa Saraceno
 - d. Code of Ethics Officer- J. Meagher
 - e. Internal Controls Officer- J. Nolis

4. Annual Policy and Guidelines Review to be completed at time of Audit 2020 approval.
 - a. Annual Renewal of TCPDC Mission Statement found no changes upon renewal.
 - b. Governance, Finance and Audit Charters have been reviewed and found no changes indicated.

5. TCPDC Board of Directors are up to date as of 12/31/20, 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 2020.

- C. Professional Service Appointments
 - a. Audit Firm- The Bonidio Group, LLC has contract in place for 2020/2021.
 - b. Accounting services - Proposal for continued accounting services for 2021/2022
 - c. Legal Services –Proposal for continued legal services for 2021/2022
 - d. Administrative Support Services – Cathy Haskell to continue for 2021/2022.

- D. Finance Committee Recommendations
 1. Official Depositories
 - a. Tioga State Bank
 - b. Annual Designation of Signors on Bank Accounts
M. Baratta, M. Sauerbrey, T. Saraceno currently

- E. Annual Evaluation of Board Performance- Completed 2020

- F. Miscellaneous
 1. Contact information 2021 TCIDA Board of Directors and Staff

IV. Adjourned