



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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

**Tioga County Property Development Corporation
Annual Board of Directors Meeting Minutes (Phone Conference)**

Wednesday, January 27, 2021

12:30 p.m.

Ronald E. Dougherty County Office Building

ED&P Conference Room, #201

56 Main Street, Owego, NY 13827

- I. Call to Order: Chair Sauerbrey called the meeting to order at 12:33 p.m. with eight board members participating via Zoom with Mr. Yetter being absent.
- II. Phone Conference Participation:
 - a. Board of Directors: Martha Sauerbrey (Chair), Patrick Ayres (Vice-Chair), Ralph Kelsey (Treasurer), Michael Baratta (Secretary), George Williams, Christina Brown, Lesley Pelotte, David Astorina
 - b. Staff: Teresa Saraceno, Cathy Haskell
 - c. Excused: None
 - d. Absent: Stuart Yetter
 - e. Guests: None
- III. **New Business**
 - A. **Quarterly 2021 Meeting Designation** – Chair Sauerbrey acknowledged quarterly meetings for 2021 have been set for the 4th Wednesday at 12:30 p.m. at the Ronald E. Dougherty County Office Building, 56 Main Street, ED&P Conference Room #201, Owego, NY as follows:
 - April 28, 2021
 - July 28, 2021
 - October 27, 2021

Due to COVID-19, regular meetings will continue to be held via phone conference.
 - B. **Governance Committee Acknowledgement and Nominations for the following Slate of Officers and Appointments:**
 1. **2021 Slate of Officers:**
 - **Chair** – Ralph Kelsey
 - **Vice-Chair** – Patrick Ayres
 - **Secretary** – Michael Baratta
 - **Treasurer** – Christina Brown

A PARTNER OF

TEAM TIOGA

Motion to approve the 2021 Slate of Officers, as presented.

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

2. Committee Appointments:

- **Governance** – P. Ayres (Chair), S. Yetter, D. Astorina, L. Pelotte
- **Audit** – P. Ayres (Chair), R. Kelsey, M. Baratta, G. Williams
- **Finance** – C. Brown (Chair), R. Kelsey, P. Ayres, M. Baratta

3. Other Appointments:

- **Freedom of Information Officer** – Teresa Saraceno
- **Code of Ethics Officer** – Joe Meagher
- **Internal Controls Officer** – Jan Nolis

Motion to approve the 2021 Committee and Other Appointments, as presented.

**G. Williams/L. Pelotte/Carried
None Opposed
Abstentions – None**

4. Annual Policy and Guidelines Review for Completion at Time of Audit 2020 Approval - Chair Sauerbrey acknowledged the following:

- **Annual Renewal of TCPDC Mission Statement** – no changes upon renewal.
- **Governance, Finance, and Audit Charters** – reviewed in July 2020 and found no changes indicated.

5. Mandatory NYS Authorities Budget Office (ABO) Member Training, Annual Tioga County Sexual Harassment Training, Policy Review and Attestation, Oaths of Office, and Financial Disclosures – Chair Sauerbrey acknowledged that as of December 31, 2020, all TCPDC Board members are current with the above-referenced requirements. Chair Sauerbrey further reported the TCPDC Board of Directors are not aware of any conflict of interest incidents in 2020.

C. Professional Service Appointments – Chair Sauerbrey acknowledged the following professional service appointments:

- 1. Audit Firm** – The Bonadio Group, LLC has contract in place for 2020/2021.
- 2. Accounting Services** – Proposal for continued accounting services with Jan Nolis for 2021/2022. Of note, Ms. Saraceno reported the hourly rate increased from \$95.00 to \$100.00.
- 3. Legal Services** - Proposal for continued accounting services with Joe Meagher for 2021/2022.
- 4. Administrative Support Services** – Cathy Haskell to continue for 2021/2022.

D. Finance Committee Recommendations:

1. Official Depository & Annual Designation of Signors on Bank Account –

Chair Sauerbrey acknowledged Tioga State Bank as the official depository with Ms. Saraceno, Ms. Sauerbrey and Mr. Baratta designated as the account signors.

Motion to approve Tioga State Bank as the official depository with T. Saraceno, M. Sauerbrey, and M. Baratta designated as the account signors.

P. Ayres/L. Pelotte/Carried

None Opposed

Abstentions – R. Kelsey

E. Annual Evaluation of Board Performance – Chair Sauerbrey acknowledged the annual evaluation of board performance was completed in 2020.

F. Miscellaneous –

1. Contact Information for 2021 TCPDC Board of Directors – Ms. Saraceno

distributed the current listing, however, will update the Executive Committee with the new slate of officers, as well as the other committees, as established. Ms. Saraceno further requested Board members notify her regarding any contact information changes such as address, phone, email, etc.

IV. **Adjournment –** Mr. Ayres motioned to adjourn at 12:45 p.m.

Respectfully submitted,

Cathy Haskell