



Tioga County Industrial Development Agency
January 3, 2024 – 4:15 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Annual Meeting Minutes

I. Call to Order and Introductions: Ms. Ceccherelli called the meeting to order at 4:16 pm.

II. Attendance: IDA Board Members

J. Ceccherelli, K. Gillette, T. Monell, J. Ward, M. Townsend, E. Knolles
Excused: M. Sauerbrey
Guests: C. Curtis, M. Schnabl, L. Tinney

III. New Business

A. Monthly Meeting Designation

- 1. Date- first Wednesday of each month
2. Time- 4:30 p.m.
3. Location- Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Legislative Conference Room, 1st Floor

B. Media Designation

- 1. Press & Sun Bulletin
Motion to set the regular monthly meetings for the first Wednesday of each month at 4:30 pm in the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Legislative Conference Room, 1st floor, and to designate the Press & Sun Bulletin as the official media source for the purposes of publishing all notices and other matters as required by law. (T. Monell, J. Ward)

Aye – 6 Abstain – 0
No – 0 Carried

C. Governance Committee Recommendations

- 1. Slate of Officers 2024 Proposed List of TCIDA Committee Members
a. Chair- Jon Ward
b. Vice Chair- Kevin Gillette
c. Secretary- Mari Townsend
d. Treasurer- Eric Knolles
Motion to approve 2024 Slate of Officers, as proposed. (T. Monell, J. Ward)

Aye – 6 Abstain - 0
No – 0 Carried

2. Committee Appointments

- a. Governance- J. Ward, M. Townsend, E. Knolles
b. Audit- E. Knolles, M. Townsend, J. Ward
c. Railroad- T. Monell, K. Gillette, M. Sauerbrey



- d. Finance- E. Knolles, M. Townsend, J. Ward
  - e. Loan- K. Dougherty, D. Barton. J. Ward, E. Knolles, M. Townsend
  - f. Public Relations- J. Ceccherelli, L. Tinney, C. Curtis
- Motion to approve 2024 Committee Appointments, as proposed. (E. Knolles, K. Gillette)**

**Aye – 6**                      **Abstain – 0**  
**No – 0**                        **Carried**

3. Other Appointments

- a. Designee (per Employee Handbook) – L. Tinney
- b. Compliance Officer- C. Curtis
- c. Contracting Officer- C. Curtis
- d. Freedom of Information Officer- C. Curtis
- e. Code of Ethics Officer- J. Meagher
- f. Internal Controls Officer- J. Nolis

**Motion to approve 2024 appointments, as proposed. (E. Knolles, K. Gillette)**

**Aye – 6**                      **Abstain – 0**  
**No – 0**                        **Carried**

4. Annual Policy Review

- a. Mission Statement
- b. By-Laws
- c. Code of Ethics
- d. Assessment of Internal Controls
- e. Procurement Policy
- f. Property Disposition Policy
- g. Whistle Blowers Policy
- h. Employee Handbook
- i. Governance Committee Charter
- j. Procedure Manual
- k. TCIDA Sexual Harassment Policy

**Motion to approve the annual policy review, as proposed. (E. Knolles, M. Townsend)**

**Aye – 6**                      **Abstain – 0**  
**No – 0**                        **Carried**

5. Other Annual Review

- a. Compensation and Benefits of Executive Administrator
- b. Report on Conflict of Interest Incidents
- c. Self-Evaluation of Performance 2023 Governance Committee Self-Evaluation Report

**Motion to approve the annual compensation and benefits, acceptance of Report of Conflict of Interest Incidents, and Self-Evaluation of**



**Performance 2023 Governance Committee Self-Evaluation Reports, as proposed.**

**Aye – 6**                      **Abstain – 0**  
**No – 0**                      **Carried**

D. Audit Committee Recommendations

- 1. Appointments
  - a. Audit Firm- insero&co
  - b. Financial Expert- J. Nolis
- 2. Annual Policy Review
  - a. Audit Committee Charter TCIDA Audit Committee Charter
  - b. [Self-Evaluation of Performance 2023 Audit Committee Self-Evaluation Report](#)

**Motion to approve Insero & Co as the audit firm and J. Nolis as financial expert as proposed, to accept the review IDA Audit Committee Charter and Self-Evaluation of Performance of the 2023 Audit Committee Self-Evaluation Report. (E. Knolles, T. Monell)**

**Aye – 6**                      **Abstain - 0**  
**No – 0**                      **Carried**

E. Finance Committee Recommendations

- 1. Official Depositories
  - a. Chemung Canal Trust Company
  - b. Community Bank
  - c. Tioga State Bank
- 2. Annual Policy Review
  - a. Investment Policy
  - b. Finance Committee Charter
  - c. Investment Annual Report
  - d. Self-Evaluation of Performance 2023 Finance Committee Self-Evaluation Report

- 3. Annual Designation of Signors on Bank Accounts
  - a. J. Ward, M. Townsend, E. Knolles, M. Sauerbrey, C. Curtis  
**Motion to approve Chemung Canal Trust Company, Community Bank, and Tioga State Bank as official depositories for Tioga County IDA as proposed, to approve the designated signors on the accounts as J. Ward, M. Townsend, E. Knolles, M. Sauerbrey, C. Curtis, to authorize the investment policy, finance committee charter, the investment annual report, and self-evaluation of performance 2023 finance committee self-evaluation report. (E. Knolles, T. Monell)**

**Aye – 5**                      **Abstain – 1 (J. Ward)**  
**No – 0**                      **Carried**

F. Annual Certifications



1. Internal Controls Certification
2. Annual Evaluation of Board Performance
3. Fiduciary Responsibilities Certification
4. 2023 TCIDA Operations and Accomplishments

**Motion to authorize internal controls certification, annual evaluation of board performance, and fiduciary responsibilities certification for the year. (E. Knolles, T. Monell)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

G. Miscellaneous

1. Contact information 2024 TCIDA Board of Directors & Staff
2. Listing of IDA properties – 2024

**IV. Adjourned: Mr. Ward motioned to adjourn the meeting at 4:35 pm.**