



# 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 28, 2026, 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 Agenda**

1. Call to Order
2. Attendance
  - a. Roll Call: M. Baratta, H. Murray, J. Case, L. Pelotte, J. Whitmore, R. Bunce
  - b. Invited Guests: S. Zubalsky-Peer
3. New Business
  - a. Monthly 2026 regular meeting designation: Set monthly meetings for the last Wednesday of each month at 4:00 p.m. in the Economic Development Conference Room #109 \*November & December meetings scheduled for 3<sup>rd</sup> Wednesday due to holidays
    - January 28, 2026
    - February 25, 2026
    - March 25, 2026
    - April 22, 2026
    - May 27, 2026
    - June 24, 2026
    - July 22, 2026
    - August 26, 2026
    - September 23, 2026
    - October 28, 2026
    - November 18, 2026\*
    - December 16, 2026\*
  - b. Governance Committee recommended Slate of Officers.
    - i. Slate of Officers 2026
      1. Chair
      2. Vice Chair
      3. Treasurer
      4. Secretary
  - c. Committee Appointments
    - i. Governance
    - ii. Audit
    - iii. Finance

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**TEAM TIOGA**

- d. Other Appointments
  - 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
  - i. Annual Renewal of TCPDC Mission Statement
  - ii. Governance, Finance and Audit Charters
  - iii. Affirm the TCPDC follows the Tioga County Code of Ethics
- f. 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. They have also submitted Annual Statement of Financial Disclosures.
  - i. The TCPDC Board of Directors are not aware of any Conflict-of-Interest Incidents in 2025.
- g. Professional Service Appointments
  - i. Audit Firm
  - ii. Accounting services & Preparation of 990
  - iii. Legal Services
  - iv. Administrative
- h. Finance Committee Recommendations
  - i. Official Depositories
    - 1. Tioga State Bank, including ZRent & ZDeposit
    - 2. Annual Designation of Signors on Bank Accounts
- i. Annual Evaluation of Board Performance – Completed 2025
- j. TCPDC Goals
- k. Miscellaneous
  - i. Contact information 2026 TCPDC Board of Directors and Staff

#### 4. Adjourn