

**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 Agenda

1. Call to Order
2. Attendance
 - a. Roll Call: J. Whitmore, H. Murray
 - b. Board Chair:
 - c. Invited Guests: S. Zubalsky-Peer
3. Old Business
 - a. Approval of Minutes of Governance Committee Meeting, January 29, 2025
4. New Business
 - a. Nominations for Slate of Officers for 2026
 - b. Nominations for Finance, Governance, and Audit Committees
 - c. Other appointments
 - d. Annual Board Performance Evaluation
 - e. Review of Annual Financial Disclosure, Policy Review Attestation, and ABO Board of Directors Training
 - f. Review and Reaffirm Recommendation of TCPDC Policies and Guidelines
5. Adjournment

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**Tioga County Property Development Corporation
Governance Committee Meeting
Wednesday, January 29, 2025, at 3:45 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 3:45pm
2. Attendance
 - a. Roll Call: S. Yetter, J. Whitmore, H. Murray
 - b. Board Chair: R. Kelsey
 - c. Invited Guests: S. Zubalsky-Peer
3. Old Business
 - a. Approval of Minutes of Governance Committee Meeting, January 31, 2024
Motion to approve January 31, 2024 Governance Committee Meeting Minutes, as written.
1st: H. Murray
2nd: J Whitmore
In Favor: All
Opposed: 0
4. New Business
 - a. Nominations for Slate of Officers for 2025
S. Zubalsky-Peer presented the slate of officers for 2025. Motion to nominate 2025 Slate of Officers to the TCPDC board, as presented.
1st: S. Yetter
2nd: J. Whitmore
In Favor: All
Opposed: 0

b. Nominations for Finance, Governance, and Audit Committees

c. Other appointments

S. Zubalsky-Peer presented the nominations for committees. The group discussed having members on the governance committee who did not have conflicting schedules (J. Case was considered but spends the first months of the year in Florida). R. Kelsey and S. Zubalsky-Peer also discussed with the group a conversation with M. Baratta regarding his attendance over the past year; he had a conflict of scheduling with his children's after school activities but would like to remain active on the Board and is considered a valuable asset given his community connection to the Village of Owego.

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

1st: J. Whitmore

2nd: H. Murray

In Favor: All

Opposed: 0

d. Annual Board Performance Evaluation

S. Zubalsky-Peer provided a summary - Board members completed the Annual Board Performance Evaluation form for YE 2024; S. Zubalsky-Peer mentioned she had received one late evaluation that afternoon and would add it to the summary for the Board. The group discussed setting priorities or goals for the year and touching base on those priorities/goals at each meeting to determine progress for the year.

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

S. Zubalsky-Peer stated Board Members have all completed Annual Financial Disclosure forms, policy review attestation forms and Annual Sexual Harassment training for 2024-Joan will complete in 2025. S. Zubalsky-Peer stated the TCPDC has two Board Members that will need to complete ABO training in 2025 (Ralph and Lesley).

f. Review and Reaffirm Recommendation of TCPDC Policies and Guidelines

H. Murray asked if these had been reviewed; S. Zubalsky-Peer stated the entire list of policies had been sent to J. Meagher and S. Zubalsky-Peer had highlighted those policies that had related legislative updates and provided links to those updates; J. Meagher reviewed and stated there were no substantial changes that needed to occur to the policies; R. Kelsey asked if there was documentation of this; S. Zubalsky-Peer stated she had it in writing in an email; R. Kelsey and S. Zubalsky-Peer mentioned succession planning for legal services as J. Meagher has expressed to R. Kelsey that he will not be around forever and may be retiring soon; R. Kelsey mentioned Maureen Mangan, and Harris Beecher

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

1st: J. Whitmore

2nd: H. Murray

In Favor: All

Opposed: 0

5. Adjournment at 4:00pm 1st J. Whitmore, 2nd H. Murray

Board/Staff Member Name	ABO Training Date	ABO Training Expiration Date	Acknowledgement of Fiduciary Duties and Responsibilities
Joan Case	12/11/2024	12/11/2027	Yes
Martha C. Sauerbrey	11/20/2024	11/20/2027	Yes
Hannah Murray	12/6/2024	12/6/2027	Yes
Ralph Kelsey	11/20/2025	11/19/2028	Yes
Lesley Pelotte	11/7/2025	11/6/2028	Yes
Sara Zubalsky-Peer	11/20/2024	11/20/2027	Yes
Michael Baratta	7/19/2023	7/18/2026	Yes
Ray Bunce	10/22/2025	10/21/2028	Yes
Tara Patton	10/22/2025	10/21/2028	Yes
Joshua C. Whitmore	1/10/2024	1/9/2027	Yes

Board/Staff Member Name	Annual Policy Review Attestation	Financial Disclosures	Sexual Harassment Training
Sara Zubalsky-Peer, Staff	2025	2025	2025
Martha C. Sauerbrey	2025	2025	2025
Stuart Yetter, Jr.	2025	2025	2025
Hannah Murray	2025	2025	2025
Ralph Kelsey	2025	2025	2025
Lesley Pelotte	2025	2025	2025
Michael Baratta	2025	2025	2025
Joan Case	2025	2025	2025
Joshua C. Whitmore	2025	2025	2025

Summary Results of Confidential Evaluation of Board Performance

Name of Authority: _____ Fiscal Year: _____

Date Completed: