



# 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  
Annual Meeting  
Wednesday, May 23, 2018 at 3:00 pm  
Ronald E. Dougherty County Office Building  
Economic Development & Planning Conference Room #201  
56 Main Street, Owego, NY 13827**

## Agenda

1. Call to Order
2. Attendance
3. New Business
  - a. Proposed Board of Directors Nominations/Slate of Officers  
Two new Board Member appointments due to change in elected office and to resignation of Chris Brewster.  
  
Michael Baratta, Village of Owego Mayor  
Patrick Ayres, Village of Waverly Mayor  
  
Chairman – Martha C. Sauerbrey - 3 yr. term in place through 2019  
Vice –Chairperson – Dale N. Weston – 3 yr. term in place through 2019  
Secretary – Vacancy due to change in elected official. – 2 yr. term in place through 2018  
Michael Baratta as new Mayor of Owego has agreed to be nominated to fill position.  
Treasurer- Ralph Kelsey – 3 yr. term in place through 2019
4. Appointment of Committees. No committee meetings have been held to date.  
Per State of NY ABO, the Special Committees cannot include members of appointing body, M. Sauerbrey or D. Weston.
  - a. Audit Committee – 3 Directors. Audit Committee Charter is attached  
Ralph Kelsey – Chair, two vacancies
  - b. Finance Committee – 3 Directors. Finance Committee Charter is attached.  
Ralph Kelsey, Chair, two vacancies
  - c. Governance Committee – 3 Directors. Governance Committee Charter is attached  
Lewis Zorn – Chair, Stuart Yetter and one vacancy

A PARTNER OF

TEAM TIOGA

5. Annual Report including summary of activities of the Corporation during the preceding year is attached. In addition, per the bylaws a “verified or audited financial statement of the Corporation for the period of March 17, 2017 to present must be presented. This should include:

Assets and Liabilities – no assets or liabilities

Revenue – no revenue was received.

Receipts – no receipts were received.

Expenses – as a courtesy, filing fees for Certificate of Incorporation (\$120.00), Employer Identification Number (EIN) (\$210.00) and Recognition of Exemption under 501(c ) (3) (\$850.00) were borne by the Tioga County Legal Department. Staff time and any other miscellaneous expenses were borne by Tioga County Economic Development and Planning.

Disbursements – no disbursements were made

Since no financial activity was completed as yet, a verified or audited financial statement was not prepared.

The 2017 ABO reporting was completed showing no activity. In addition, the Department of the Treasury Internal Revenue Service Form per an e-Postcard 990-N was filed. This is allowed for tax-exempt organizations with gross receipts less than \$50,000.00. Jan Nolis, CPA was consulted in this matter. As a courtesy there was no charge for this service.

6. 2018 Annual Financial Disclosure of TCPDC Board of Directors
7. 2018 Annual Policy Review Attestation of Tioga County Ethics Law, Comprehensive Information Security Policy, Work Place Violence Prevention and Discriminatory Harassment Policy by TCPDC Board of Directors
8. Status of Board of Directors - ABO Training
9. Approval of Minutes from May 17, 2017 Board Meeting
10. New Business
  - a. TCPDC Procurement Policy Approval
11. Discussion Items
  - a. Completed Tioga County Housing Study
  - b. Status of announcement of available funding via the NYS Attorney General’s Office- Land Bank Community Revitalization Initiative Fund
  - c. Status of Proposed countywide projects for 2019 for inclusion in funding request once announced
  - d. Letter of Intent/ Future Partnership Agreement with Tioga Opportunities
  - e. Draft Resolution Authorizing Administrative Services Agreement with Tioga County Economic Development and Planning for 2018/2019.
12. Chairman’s Remarks
13. Next Meeting - To be determined as soon as funding announcement is made.
14. Adjournment