



PROPERTY

DEVELOPMENT

CORPORATION

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**Tioga County Property Development Corporation  
Wednesday, May 17, 2017 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 and Introductions – 1<sup>st</sup> Meeting of the TCPDC
2. Attendance – Board of Directors (Board Packet provided to each Director.)
  - A. Roll Call: M. Sauerbrey, D. Weston, S. May, C. Brewster. L. Zorn. S. Yetter and R. Kelsey
    - a. Absent:
    - b. Excused:
  - B. Invited Guests: T. Saraceno, J. Meagher, L. Tinney and J. Roman
3. Officer's Nominations
  - a. Chair
  - b. Vice Chair
  - c. Treasurer
  - d. Secretary
4. Special Committee Formation  
Per State of NY ABO, the Special Committees cannot include members of appointing body, M. Sauerbrey or D. Weston.
  - a. Audit Committee – 3 Directors  
Sample Audit Committee Charter provided.
  - b. Finance Committee – 3 Directors  
Sample Finance Committee Charter provided.
  - c. Governance Committee – 3 Directors  
Sample Governance Committee Charter provided.
5. New Business – Compliance Items
  - a. Mission Statement , Goals, Strategies and Focus

- b. Board of Directors – Public Official’s Insurance Coverage -Additional named insured – Tioga County’s General Liability and Public Official’s Liability.
  - c. Certificate of Incorporation – Has been filed with Department of State – March 17, 2017 filed as a courtesy by Joseph Meagher, Esq. \$120.00 fee paid by Tioga County Legal Department
  - d. IRS EIN Number - Has been assigned by IRS – April 3, 2017 Filed as a courtesy by Joseph Meagher, Esq. \$210.00 fee paid by Tioga County Legal Department
  - e. State of New York Authorities Budget Office (ABO) Notice – Rec’d March 31, 2017
  - f. Board Resolution #1-2017 – Public Meeting Notice Postings
  - g. TCPDC has been authorized in the online Public Authorities Reporting Information System (PARIS)
  - h. TCPDC Bylaws Approval
  - i. TCPDC Non-Discrimination/Affirmative Action Policy Approval
  - j. TCPDC Conflict of Interest Policy Approval
  - k. TCPDC Whistleblower Policy and Procedures Approval
6. Discussion Items
- a. Potential Partnership Agreement with Tioga Opportunities
  - b. TCPDC Recognition of Exemption under 501 (c) (3) of the IRS – to be filed as a courtesy by Joseph Meagher, Esq - \$850.00 fee paid by Tioga County Legal Department
  - c. Potential application – Land Bank Community Revitalization Initiative Funding
  - d. Development of TCPDC Logo, Web page and seal.
  - e. Mandated ABO requirement of (TCPDC) Online Board Member Training
  - f. Mandated ABO Financial Disclosure of TCPDC Board Members
  - g. Mandated Code of Ethics by TCPDC Board Members
7. Next Meeting - To be determined once 501 (c) (3) application has been approved
8. Adjourn