

**Tioga County Local Development Corporation**  
**Annual Meeting Minutes**  
**January 08, 2026, 8:45 am**

**A. Call to Order 8:48 am**

- Brittany Woodburn, President

**B. Attendance**

- LDC Board Members-Jonathan Ward, Marcia Kiechle, Jason Harris, Joan Case, Keith Flesher, Brielle Woods, Brittany Woodburn
- Ex Officio Board Member-Becca Maffei
- Guest-Loreen Maley
- Excused-Beth Johnson, Christina Di Stefano
- Absent-

**C. Consent Agenda**

**I) Monthly Meeting Designation-**

- Meetings at the County Office Building, 56 Main Street, Owego, Economic Development and Planning Conference Room at 8:45 am the first Thursday of each month.

**II) Media Designation**

- The Press & Sun Bulletin as the media designation.

**III) Slate of Officers:**

- President- B. Woodburn
- Vice-President- J. Harris
- Secretary-B. Woods
- Treasurer- J. Ward

**IV) Committee Appointments**

- Governance-B. Woodburn, L. Johnson, J. Harris
- Audit-J. Ward, B. Woodburn, J. Harris
- Finance- B. Woodburn, J. Harris, J. Ward
- Marketing Committee- B. Woods, J. Harris, B. Maffei,

**V) Other Appointments**

- Compliance Officer- R. Maffei
- Contracting Officer- R. Maffei
- Freedom of Information Officer- R. Maffei
- Code of Ethics Officer- J. Meagher-IDA Attorney

**VI) Annual Policy Review**

- Governance Committee review of by-laws and policies-Pending
- Governance Committee review of employee handbook-Pending

VII) Other Annual Review

- There were no conflict of interest incidents reported

VIII) Audit Committee:

Appointments

- i. Audit Firm: The Bonadio Group
- ii. Financial Expert: The Bonadio Group

Annual Policy Review

- i. The Audit Committee reviewed the Audit Charter and policies and there were no changes from 2024

IX) Finance Committee:

- There are currently no Corporate Investments.
- There is no significant change to the Capital Plan and no Capital Investments
- There were no changes to the Finance Committee Charter and Policies from 2024

Motion to approve the Consent Agenda- (M. Kiechle, J. Harris) Aye 6, Nay 0, Abstain0, Carried

D. Official Depository:

- Tioga State Bank

Motion to approve Tioga State Bank as Official Depository. (J. Harris, M Kiechle) Aye 5, Nay 0, Abstain 1, Carried

E. Annual Disclosure Documents and Board Forms – Reviewed and distributed

F. Adjournment

A motion for adjournment (J. Harris, J. Case) Aye-6 Nay-0 Abstain-0 Carried