



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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Approved

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 Minutes

1. Call to Order at 4:04PM
2. Attendance
 - a. Present: M. Baratta, H. Murray, L. Pelotte, J. Whitmore, R. Bunce
 - b. Absent: J. Case
 - c. Invited Guests: S. Zubalsky-Peer, B. Woodburn
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 3rd 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*

Motion to approve regular meeting schedule for 2026 as presented

1st: L. Pelotte

2nd: J. Whitmore

In Favor: All

A PARTNER OF

TEAM TIOGA

- b. Governance Committee recommended Slate of Officers.
S. Zubalsky-Peer went over their discussion about recommended Officers, S. Zubalsky-Peer stated again that she recommends M. Baratta as Chair; but also noted that J. Whitmore and H. Murray are recommending H. Murray as Chair, M. Baratta as Vice Chair, J. Whitmore as Treasurer, L. Pelotte as Secretary. S. Zubalsky-Peer suggested the board have a discussion and talk through the decision. H. Murray stated she was comfortable either way. J. Whitmore stated that M. Baratta has plenty on his plate already, which is why he pushed to for H. Murray. S. Zubalsky-Peer went over why she thought M. Baratta was the better option for the position. M. Baratta stated that he has been around since the beginning; a lot of the projects the Land Bank does is in the Village of Owego, he is an elected official, which is one of the Land Bank's requirements to be on the Board. M. Baratta stated he has a lot of experience dealing with all sorts of people and handling the negative as well as the positive. J. Whitmore asked the Board if there were any thoughts/inputs. L. Pelotte stated no, she thinks both would be a great fit. R. Bunce did not have any input due to being new.

Motion to nominate Slate of Officers as presented

1st: L. Pelotte
2nd: J. Whitmore
In Favor: All

- i. Slate of Officers 2026
1. H. Murray
 2. M. Baratta
 3. J. Whitmore
 4. L. Pelotte
- c. Committee Appointments
- i. Governance
 - ii. Audit
 - iii. Finance

Motion to table Committee Appointments

1st: L. Pelotte
2nd: M. Baratta
In Favor: All

- d. Other Appointments
- i. Freedom of Information Officer – S. Zubalsky-Peer
 - ii. Code of Ethics Officer – J. Meagher
 - iii. Internal Controls Officer – Bowers & Company.

Motion to accept other appointments as presented

1st: L. Pelotte
2nd: J. Whitmore
In Favor: All

- 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

Motion to reaffirm Annual Policy and Guidelines

1st: J. Whitmore
2nd: M. Baratta
In Favor: All

- 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. S. Zubalsky-Peer will be handing out new Oaths of Office to everyone before end of meeting for 2026.

- 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

Motion to reaffirm professional service appointments as presented

1st: J. Whitmore
2nd: R. Bunce
In Favor: All

- h. Finance Committee Recommendations

- i. Official Depositories

- 1. Tioga State Bank, including ZRent & ZDeposit

- 2. Annual Designation of Signors on Bank Accounts – Board designated M. Baratta, R. Bunce, S. Zubalsky-Peer, and J. Whitmore.

Motion to approve designation of signors

1st: L. Pelotte
2nd: R. Bunce
In Favor: All

- i. Annual Evaluation of Board Performance – Completed 2025

S. Zubalsky-Peer discussed setting goals for the year, or three year goal, and encouraged everyone to feel free to speak up when they have thoughts, one of the scores we had was somewhat disagree that they didn't feel they had the ability to speak up during the meeting and table something if they felt the need.

- j. TCPDC Goals

H. Murray suggested a couple goals, getting the 103 Liberty property completed, Inventory and plan for properties. She also suggested a 3-year goal of completing at least 10 units in that time frame. L. Pelotte and J. Whitmore supported the goals she suggested. L. Pelotte suggested outreach to communities to speak about the Land Bank, helping get our mission across. B. Woodburn suggested the Board to create policies and procedures to allow quick decisions when necessary, which would be successful in upcoming projects to streamline the process. H. Murray would like to revisit next meeting.

- k. Miscellaneous

- i. Contact information 2026 TCPDC Board of Directors and Staff

- 4. Motion to Adjourn at 4:35PM

1st: R. Bunce
2nd: J. Whitmore

