



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation Meeting
Finance Committee Minutes
Wednesday, April 24, 2019
5:00 p.m.
Ronald E. Dougherty County Office Building
Economic Development & Planning Conference Room #201
56 Main Street, Owego, NY 13827**

1. Call to Order: Chair Kelsey called the meeting to order at 5:05 p.m. with all committee members in attendance.
2. Attendance:
 - a. *Committee Members: Ralph Kelsey (Chair), Patrick Ayres, Michael Baratta*
 - b. *TCPDC Board Members: Martha Sauerbrey, Christina Brown, Stu Yetter*
 - c. *Staff: Teresa Saraceno, Cathy Haskell*
 - d. *Excused: None*
 - e. *Absent: None*
 - f. *Guests: M. Freeze, J. Meagher*
3. **New Business**
 - a. **Appointment of Jan Nolis, CPA to Act as TCPDC Accounting Firm -**
Ms. Saraceno reported Jan Nolis, CPA previously submitted a proposal, which the Board accepted and appointed her as the TCPDC accounting firm at the January 17, 2019 Board Meeting.
 - b. **Appointment of Joseph Meagher, Esq. to Act as TCPDC Legal Counsel –**
Ms. Saraceno reported Joseph Meagher, Esq. submitted a proposal for legal services, which was reviewed and approved. Ms. Saraceno introduced Joseph Meagher, Esq. to the Board as legal counsel for TCPDC.
 - c. **Discussion of Outreach of Future Appointment of Independent Auditor to Perform Audit for 2019 –** Ms. Saraceno reported the TCPDC is required to have an annual audit conducted by an independent auditor. Ms. Saraceno obtained a list of eight auditing firms for Board consideration. Ms. Saraceno reported she anticipates sending out request for proposals by late summer.

A PARTNER OF

TEAM TIOGA

d. **Review of TCPDC Profit & Loss Detail Report Ending 4/12/19 -**

Chair Kelsey reviewed the profit and loss detail report as of April 12, 2019. Ms. Saraceno reported 1st quarter funding received for \$93,957.62 and, to date, three financial transactions have occurred. The financial transactions include NYS Land Bank Association annual dues (\$2,000), 1st quarter administrative service fees to Tioga County ED&P (\$8,133.12) and property transfers (\$12.00), as well as standard bank fees and check order (\$37.00) leaving a budgeted balance of \$83,775.50.

Ms. Saraceno reported she would begin the process of preparing the 2nd quarter disbursement request now that bid information is known. Chair Kelsey recommended obtaining the monthly bank statement online to avoid the \$2.50 monthly cost of the paper statement.

Motion to acknowledge financial report as presented.

M. Baratta/P. Ayres/Carried

None Opposed

No Abstentions

e. **ABO Reporting Completed for Fiscal Year Ending 12/31/18 -** Ms. Saraceno reported the ABO PARIS (Public Authorities Reporting Information System) Report is completed and submitted for fiscal year ending December 31, 2018.

f. **Discussion of Process and Bid Proposals Received for Nine (9) Demolition Projects Including Asbestos Abatement, Air Sampling, Lab Analysis/Project Monitor, and Visual Inspection Services for Controlled Demolitions at Nine (9) Residential Properties -** Due to the confidential nature of potential contracts, the Finance Committee tabled discussion for an executive session at tonight's TCPDC Regular Board meeting at 5:30 p.m.

4. Adjournment – Mr. Ayers motioned to adjourn at 5:12 p.m.

Respectfully submitted,

Cathy Haskell

Deputy Legislative Clerk