



ECONOMIC DEVELOPMENT & PLANNING | INDUSTRIAL DEVELOPMENT AGENCY | LOCAL DEVELOPMENT CORPORATION

**Tioga County Industrial Development Agency  
January 7, 2026 – 4:00 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor  
Annual Meeting Minutes**

**Attendance: 4:07 pm**

A. IDA Board Members

1. Roll Call: J. Ward, B. Evanek, K. Gillette, T. Monell, B. Case, R. Ciotoli, E. Knolles (joined at 4:20 pm)
2. Excused:
3. Guests: C. Yelverton, Joe Meagher, M. Schnabl, B. Woodburn, Matt Freeze

**New Business:**

A. Monthly Meeting Designation

- a. Date- first Wednesday of each month
- b. Time- 4:30 p.m.
- c. Location- Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Legislative Conference Room, 1st Floor.

**Motion to set the regular monthly meetings for the first Wednesday of each month at 4:30 pm in the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Legislative Conference Room, 1st floor (T. Monell, K. Gillette).**

**Aye: 6 Abstain: 0  
Nay: 0 Carried**

B. Media Designation -Press & Sun Bulletin

**Motion to approve Press & Sun Bulletin as media designation (B. Evanek, B. Case).**

**Aye: 6 Abstain: 0  
Nay: 0 Carried**

C. Governance Committee Recommendations

- a. Slate of Officers 2026 Proposed List of TCIDA Committee Members
  - i. Chair- Jon Ward
  - ii. Vice Chair- Kevin Gillette
  - iii. Secretary- Eric Knolles
  - iv. Treasurer- Brenda Evanek
- b. Committee Appointments
  - i. Governance- J. Ward, E. Knolles
    1. Governance Committee Recommendation to appoint B. Case
  - ii. Audit- E. Knolles, B. Evanek, J. Ward
  - iii. Railroad- T. Monell, K. Gillette, vacancy
    1. Recommendation to appoint R. Ciotoli



- iv. Finance- J. Ward, K. Gillette
  - 1. Governance Committee Recommendation to appoint B. Case
- v. Loan- K. Dougherty, D. Barton. J. Ward, E. Knolles, B. Evanek, Jim Lavo
- vi. Public Relations- B. Woodburn, T. Monell, vacancy
  - 1. Recommendation to appoint R. Ciotoli
- c. Other Appointments
  - i. Designee (per Employee Handbook) –
  - ii. Compliance Officer- J. Meagher
  - iii. Contracting Officer- J. Meagher
  - iv. Freedom of Information Officer- J. Meagher
  - v. Code of Ethics Officer- J. Meagher
  - vi. Internal Controls Officer- Bowers CPA's and Advisors

**Motion to approve 2026 Slate of Officers, Committee Appointments and Other Appointments as listed (T. Monell, B. Evanek).**

**Aye: 6 Abstain: 0  
Nay: 0 Carried**

- D. Annual Policy Review
  - a. Mission Statement
  - b. By-Laws:
  - c. Code of Ethics
  - d. Assessment of Internal Controls
  - e. Procurement Policy
  - f. Property Disposition Policy
  - g. Whistle Blowers Policy
  - h. Employee Handbook
  - i. Governance Committee Charter
  - j. Procedure Manual
  - k. TCIDA Sexual Harassment Policy

**Motion to approve annual policy review (K. Gillette, T. Monell).**

**Aye: 6 Abstain: 0  
Nay: 0 Carried**

- E. MRB Group Policy Review- Governance Committee reviewed IDA policies and recommended the procurement and internal controls policy to be reviewed. MRB Group offers policy review. The current contract with MRB Group allows for additional services which are billed at an hourly rate. Board agreed to allow MRB Group to review policies under current contract.

**Motion to approve MRB Group to review policies under current contract (B. Evanek, T. Monell).**

**Aye: 6 Abstain: 0**



**Nay: 0 Carried**

F. Other Annual Review

- a. Report on Conflict-of-Interest Incidents
- b. Self-Evaluation of Performance 2025 Governance Committee Self-Evaluation Report

G. Audit Committee

- a. Appointments
  - i. Audit Firm- Bonadio
  - ii. Financial Expert- Bowers CPA's and Advisors
- b. Annual Policy Review
  - i. Audit Committee Charter
  - ii. Self-Evaluation of Performance 2025 Audit Committee Self Evaluation Report

**Motion to approve Bonadio as the audit firm and as Bowers CPA's and Advisors financial expert as proposed, to accept the review IDA Audit Committee Charter and Self-Evaluation of Performance of the 2025 Audit Committee Self Evaluation Report (B. Case, B. Evanek).**

**Aye: 6 Abstain: 0  
Nay: 0 Carried**

H. Finance Committee

- a. Proposed Official Depositories and Authorized Designation Signors
  - i. Chemung Canal Trust Company
    - 1. Eric Knolles, Jon Ward, Brenda Evanek, Tracy Monell
  - ii. Community Bank
    - 1. Eric Knolles, Jon Ward, Brenda Evanek, Tracy Monell
  - iii. Tioga State Bank
    - 1. Eric Knolles, Jon Ward, Brenda Evanek, Tracy Monell
  - iv. Remove Martha Sauerbrey from authorized designation of signors and replace with Tracy Monell

**Motion to approve resolution designating the following members of the agency, E. Knolles, J. Ward, Brenda Evanek, and Tracy Monell as signatories at any and all banking institutions in which the agency maintain funds (B. Evanek, K. Gillette).**

**Aye: 6 Abstain: 0  
Nay: 0 Carried**

- b. Annual Policy Review
  - i. Investment Policy
  - ii. Finance Committee Charter
  - iii. Investment Annual Report



- iv. Self-Evaluation of Performance 2025 Finance Committee Self Evaluation Report
- c. Annual Certifications
  - i. Internal Controls Certification
  - ii. Annual Evaluation of Board Performance
  - iii. Fiduciary Responsibilities Certification

**Motion to approve Chemung Canal Trust Company, Community Bank, and Tioga State Bank as official depositories for Tioga County IDA as proposed, and to authorize the investment policy, finance committee charter, the investment annual report, 2025 finance committee self-evaluation report, internal controls certification, Annual Evaluation of Board Performance, and Fiduciary Responsibilities Certification (T. Monell, K. Gillette).**

**Aye: 6 Abstain: 0  
Nay: 0 Carried**

- I. Miscellaneous
  - i. Contact information 2026 TCIDA Board of Directors & Staff
  - ii. Listing of IDA Properties-2026

**Motion to acknowledge 2026 TCIDA Board of Directors and staff contact information and 2026 IDA list of properties (T. Monell, B. Evanek).**

**Aye: 6 Abstain: 0  
Nay: 0 Carried**

**J. Motion to Adjourn the meeting at 4:30 pm (T. Monell, K. Gillette).**