

**Local Development Corporation
Annual Meeting Minutes
January 14, 2025, 8:45 am**

A. Call to Order 8:47 am

- Brittany Woodburn, President

B. Attendance

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

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- M. Kiechle
- Secretary-B. Johnson
- Treasurer- J. Ward

IV) Committee Appointments

- Governance-B. Johnson, L. Tinney, C. Di Stefano
- Audit-J. Ward, L. Tinney, D. Astorina
- Finance- L. Tinney, M. Kiechle, J. Harris
- "I Love New York Cooperative Partners Matching Funds Program Committee- J. Ward, L. Tinney, J. Case, Advisory-B. Maffei, L. Maley

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

Motion to accept the Consent Agenda as is (M. Kiechle, D. Astorina) Aye 6, Nay 0, Abstain 0, Carried

VI) Annual Policy Review

- Governance Committee review of by-laws and policies-No changes from 2023
- Governance Committee review of employee handbook-No Changes from 2023

Motion to accept no changes from 2023. (M. Kiechle, J. Harris)

VII) Other Annual Review

- There were no conflict of interest incidents reported

VIII) Audit Committee:

- Appointments
 - i. Audit Firm: EFP Rotenberg
 - ii. Financial Expert: EFP Rotenberg

Motion to accept EFP Rotenberg as Audit Firm, and Financial Expert with the understanding that we will put out an RFP mid-2024. (M. Kiechle, J. Ward) Aye 6, Nay 0, Abstain 0, Carried

- Annual Policy Review
 - i. The Audit Committee reviewed the Audit Charter and policies and there were no changes from 2023

Motion to accept no changes in Annual Policy Review from 2023 (J. Ward, M. Kiechle) Aye 6, Nay 0, Abstain 0, Carried

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 2023

Motion to accept no changes in Capital Plan and Capital Investments, or The Finance Committee Charter and Policies from 2023. (J. Harris, J. Case) Aye 6, Nay 0, Abstain 0, Carried

D. Official Depository:

- Tioga State Bank

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

E. Executive Session-A Motion for the Board to go into Executive Session to discuss a raise to both Rebecca and Loreen. (M. Kiechle, J. Ward)

F. Annual Budget Review and Approval-A Motion to accept the budget as proposed. (M. Kiechle, J. Ward) Aye 6, Nay 0, Abstain 0, Carried

G. Annual Disclosure Documents and Board Forms will be done by next meeting

F. Adjournment

A motion for adjournment at 9:32 (J. Ward, J. Case)

Aye-6 Nay-0 Abstain-0 Carried