



**Tioga County Industrial Development Agency
Governance Committee Meeting
December 9, 2025 – 10:00 am
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Agenda**

- I. Call to Order and Introductions:
- II. Attendance:
 - a. Governance Committee Members: Jon Ward, Eric Knolles
 - b. Excused:
- III. Approval of Minutes from Meeting Dated December 4, 2024.

New Business

A. 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

B. Committee member review

1. Executive Board Members

- a. Chair- Jon Ward
- b. Vice Chair- Kevin Gillette
- c. Secretary- Eric Knolles
- d. Treasurer- Brenda Evanek

2. Committee Appointments

- a. Governance- J. Ward, E. Knolles, Vacancy
 - i. Recommendation to appoint Barbara Case
- b. Audit- E. Knolles, J. Ward, Brenda Evanek
- c. Railroad- T. Monell, K. Gillette, Vacancy
 - i. Martha Sauerbrey resigned as of 12/31/25
- d. Finance- E. Knolles, J. Ward, Vacancy
 - i. Recommendation to appoint Barbara Case
- e. Loan- K. Dougherty, D. Barton. J. Lavo, J. Ward, E. Knolles, Brenda Evanek
- f. Public Relations- T. Monell, B. Woodburn
 - i. Martha Sauerbrey resigned as of 12/31/25



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- ii. Recommendation to appoint Ron Ciotoli to IDA board.
- 3. Other Appointments
 - a. Designee (per Employee Handbook) –
 - b. Compliance Officer-
 - c. Contracting Officer-
 - d. Freedom of Information Officer- J. Meagher
 - e. Code of Ethics Officer- J. Meagher
 - f. Internal Controls Officer- Bowers CPA's and Advisors
- 4. Governance Committee Performance Summary review

Adjourned



Tioga County Industrial Development Agency
Governance Committee Meeting
December 4, 2024 – 4:00 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Minutes

- I. Call to Order and Introductions: 4:15 pm
- II. Attendance:
 - a. Governance Committee Members: Jon Ward, Mari Townsend
 - b. Excused: Eric Knolles
- III. Approval of Minutes

New Business

- A. 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
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The by-laws require some committees to meet quarterly. It is recommended to discuss updating the committee meeting frequency.

- B. Committee member review
 - 1. Executive Board Members
 - a. Chair- Jon Ward
 - b. Vice Chair- Kevin Gillette
 - c. Secretary- M. Townsend
 - d. Treasurer- Eric Knolles
 - 2. Committee Appointments
 - a. Governance- J. Ward, M. Townsend, E. Knolles
 - b. Audit- E. Knolles, B. Evanek, J. Ward
 - c. Railroad- T. Monell, K. Gillette, M. Sauerbrey
 - d. Finance- K. Gillette, M. Townsend, J. Ward
 - e. Loan- K. Dougherty, D. Barton, J. Lavo, J. Ward, E. Knolles, B. Evanek
 - f. Public Relations- M. Sauerbrey, T. Monell, B. Woodburn
 - 3. Other Appointments



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- a. Designee (per Employee Handbook) –
 - b. Compliance Officer- Brittany Woodburn
 - c. Contracting Officer-
 - d. Freedom of Information Officer-
 - e. Code of Ethics Officer- J. Meagher
 - f. Internal Controls Officer- J. Nolis
- C. Appointment of new board member- The board is continuing to look for another board member.

The Governance committee recommends the board to approve policies and procedures and review the bylaws regarding meeting frequency requirements of committees. (J. Ward, M. Townsend)

Adjourned: 4:35 pm