



**TCPDC**

**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

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**Tioga County Property Development Corporation Meeting  
Governance Committee Phone Conference Meeting Minutes  
Wednesday, July 22, 2020**

**12:00 p.m.**

**Ronald E. Dougherty County Office Building  
Economic Development & Planning Conference Room #201  
56 Main Street, Owego, NY 13827**

1. Call to Order: Governance Committee member, Patrick Ayres, called the meeting to order at 12:00 p.m. with Mr. Ayres and Mr. Yetter attending in-person and Ms. Pelotte participating via phone conference with Chair Astorina being absent.
2. Attendance:
  - a. *Committee Members: Patrick Ayres, Stuart Yetter, Lesley Pelotte*
  - b. *Board Members: Martha Sauerbrey, George Williams, Michael Baratta, Christina Brown,*
  - c. *Staff: Teresa Saraceno, Cathy Haskell*
  - d. *Excused: None*
  - e. *Absent: David Astorina (Chair)*
  - f. *Guests: None*
3. **New Business**
  - a. **Board Performance Evaluation –**

Ms. Saraceno reported eight of the nine Board members have responded with everyone agreeing or mostly agreeing on all the points.  
**ACTION: Ms. Saraceno will calculate the evaluations once she receives the outstanding evaluation and provide the overall outcome to the Board.**
  - b. **Review and Reaffirm Recommendation of TCPDC Policies and Guidelines –**

Ms. Saraceno sent the TCPDC Policies and Guidelines to all committee members to review and determine whether any deletions or additions were warranted, noting the policies have only been in place for the last couple of years. Ms. Saraceno reported she is unaware of any issues with the established policies. Mr. Yetter and Ms. Pelotte acknowledged no issues with the established policies.  
**Motion to recommend the TCPDC Policies and Guidelines to the TCPDC Board of Directors, as established.**

**S. Yetter/L. Pelotte/Carried  
None Opposed  
Abstentions - None**

**A PARTNER OF TEAM TIOGA**

c. **Review Recommendation of Internal Controls Policy including Prohibiting Extension of Credit to Board Members and Staff –**

Ms. Saraceno reported the Authorities Budget Office (ABO) recommended establishing an Internal Controls Policy, which the auditors further suggested. Ms. Saraceno sent the draft policy to all committee members for review. Ms. Saraceno reported Jan Nolis, TCPDC accountant, reviewed and approved the proposed policy.

**Motion to recommend the newly established Internal Controls Policy to the Board of Directors for Board consideration.**

**L. Pelotte/S. Yetter/Carried  
None Opposed  
Abstentions – None**

d. **Review of Annual Financial Disclosure, Policy Review Attestation, and ABO Board of Directors Training –**

Ms. Saraceno reported all members, with the exception of Michael Baratta, have completed the annual financial disclosure and policy review attestation. Ms. Saraceno reported Tioga County will issue a letter of non-compliance, as these have to be completed in order to serve on a Board. Ms. Saraceno reported all Board members are current with the ABO Board of Directors training, which is good for three years. Ms. Saraceno reported the annual financial disclosure and policy review attestation will need to be done again in 2021.

4. Adjournment – Mr. Yetter motioned to adjourn at 12:09 p.m.

Respectfully submitted,

*Cathy Haskell*