



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation Meeting
ZOOM Meeting
Governance Committee
Tuesday, June 15, 2021 at 12:00 pm
Ronald E. Dougherty County Office Building
Economic Development & Planning Conference Room #201
56 Main Street, Owego, NY 13827**

Agenda

1. **Call to Order:** Chair Kelsey called the meeting to order at 12:02 p.m.
2. **Attendance**
 - a. **Committee Members:** P. Ayres; S. Yetter, D. Astorina, L. Pelotte
Board Chair: Ralph Kelsey
Staff: T. Saraceno
Guests: L. Tinney, B. Woodburn, M. Griffiths
3. **New Business**
 - a. **Discussion of Board of Directors membership nominations**

Mr. Kelsey explained due to the passing of George Williams, there is an open position on the board. At a pre-meeting multiple names were mentioned as a possible new board member. R. Kelsey noted that the TCPDC Board of Directors will make a recommendation to the Legislature as to who will be the new board member. Ms. Saraceno noted that our funding source, Enterprise Community Partnership, have emphasized a goal to see more board diversity, with less

A PARTNER OF

TEAM TIOGA 

elected officials and more community representatives. Mr. Kelsey suggested that if possible, the new board member be a representative of the Spencer Community, as they currently do not have representation on the board.

ACTION: Ms. Saraceno will send an email to board members asking for them to consider a nomination for a board member candidate. At the July 28th Board meeting it will be on the agenda to consider a recommendation to forward to the TC Legislature for their approval.

b. Discussion of Land Bank Director Evaluation

Mr. Kelsey explained that the board is responsible for evaluating the Land Bank Director. Mr. Ayers asked if the LDC or IDA had a template for a director evaluation that the Land Bank Board could use. Ms. Saraceno noted that L. Tinney has provided the IDA Director evaluation form which can be used.

ACTION: Ms. Saraceno will send an email and distribute the form to board members for their review and determine its use for the Land Bank Director evaluation.

c. Discussion of Land Bank staffing

Ms. Saraceno informed the committee that she is stepping down as Land Bank Director as of August 1, 2021, and C. Haskell will no longer be taking the minutes for the meeting.

Ms. Saraceno explained that Brittany Woodburn, Deputy Director of Economic Development & Planning is interested and willing to fill the Land Bank Director role. Ms. Tinney noted that upon discussion with the ED&P Legislative committee they are agreeable to B. Woodburn taking on this role, as long as the board approves.

Ms. Tinney went on to explain that B. Woodburn is qualified to fill this role, as she has extensive background in grant writing and project management, has a working knowledge of Land Bank activities, and has recently been attending the Land Bank webinars. Ms. Pelotte noted that she thinks B. Woodburn is qualified and able to take on this position.

Ms. Woodburn explained that she has worked closely with T. Saraceno, and noted her experience with grant administration, project management, and work with state level projects. Mr. Kelsey asked how this change would affect the staffing and budget of the ED&P department. Ms. Tinney explained that currently, via the executed Administrative Services Agreement between TCPDC and TCED&P in effect until 12/31/21, a portion of the Enterprise Community Partnership grant funding is paid to TCED&P every quarter for administration and salary. In 2022,

the New York Main Street Grant administration fee is expected be used to continue these services.

In 2023 and beyond, it will be determined how to fund the Land Bank Director position. An agreement will need to be extended for TCED&P to continue administrative support and to be funded.. Ms. Tinney added that the department would look to hire a part time employee to assist with administrative tasks when B. Woodburn takes over this role. Mr. Ayers discussed several options for the board to pursue development of new funding streams moving forward, including any profit received when the board sells their acquired properties. Mr. Kelsey added that the board could also look to public/private partnerships moving forward and continued outreach for funding sources. The committee agreed that B. Woodburn is qualified to take on the Land Bank Director position.

Motion was made to recommend to the Board of Directors the appointment of Brittany Woodburn as new Land Bank Director.

**S. Yetter/L. Pelotte/Carried
None Opposed
No Abstentions**

d. Discussion of time of day for upcoming meetings

The committee discussed moving the meeting time from their current afternoon time back to 5:30 pm. Ms. Tinney noted that the county still does not allow evening meetings due to COVID-19. The committee agreed that they will recommend moving the meetings to the evening when the county allows meetings to take place after normal business hours. Mr. Kelsey also suggested moving the committee meetings directly before the full board meetings, as this makes it easier for the board members to attend. Mr. Ayers agreed to this as well.

4. Adjournment- A Motion was made to adjourn the meeting at 12:42 p.m.

**S.Yetter/L Pelotte/Carried
None Opposed
No Abstentions**

**Respectfully submitted,
Megan Griffiths**