

Chemung County Property Development Corporation
Minutes of the Meeting
March 17, 2022

A meeting of the Chemung County Property Development Corporation Governance Committee convened on Thursday, March 17, 2022 at 3:30 PM via Zoom.

Members present were Dawn Burlew, Emma Miran and Joseph Roman

Also present were Terra Deitrick, Arbor Housing and Mary Rocchi, Recording Secretary.

Call to Order

E. Miran, Chair called the meeting to order at 3:30 PM.

Governance Charter

E. Miran discussed the Governance Charter which was edited last year but never formally fully adopted. On a motion by D. Burlew, seconded by J. Roman and unanimously carried, the Chemung County Property Development Corporation's Governance Charter was approved.

Minutes

On a motion by J. Roman, seconded by D. Burlew and unanimously carried, the minutes of the March 3, 2022 meeting were approved.

Policies

E. Miran reported that Hyder Hussain was reviewing the policies and updating them. The board discussed giving H. Hussain more time for the review and have them presented at the March 23, 2022 board meeting. H. Hussain can review any changes at that time. The policies need to be approved by the full board.

Annual Report

T. Deitrick commented that the policies are needed for the annual report due on March 31, 2022. The report is usually late because of the audit. Danielle Kenny will be attending the next board meeting. D. Burlew commented that it is not good practice to submit report late each year. She suggested changing the timing of the audit so report is submitted on time.

Adjournment

The next board meeting will be March 23, 2022 at 9:00 AM. On a motion by J. Roman, seconded by D. Burlew and unanimously carried, the meeting adjourned at 3:39 PM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary