

Chemung County Property Development Corporation
Minutes of the Meeting
March 3, 2022

A meeting of the Chemung County Property Development Corporation Governance Committee convened at 9:00 AM on Thursday, March 3, 2022 via Zoom.

Members present were Dawn Burlew, Terra Deitrick, Hyder Hussain, Emma Miran, Mary Rocchi, Joseph Roman

E. Miran called the meeting to order at 9:08 AM to discuss policies of the Chemung County Land Bank. Since this meeting was not publicly announced, the members could not vote on anything, but could discuss policies. She commented that the Acquisition, Disposition, Retention, Procurement and Investment policy be reviewed by the Audit/Finance Committee. The Governance Committee's responsibility is to review documents and give recommendations to the board where the policies will be ratified.

On a motion by J. Roman, seconded by D. Burlew and unanimously carried, the minutes of the February 17, 2021 meeting were approved.

H. Hussain asked if the policies could be sent to him in Word as he would like to change the language in some of them. He will respond to the board with his comments. The land bank is allowed to be formed under a public authority. Meetings should be live streamed and put on the Land Bank's website. The fifth floor conference room at the Hazlett Building has that capability. There is already a link to CCPDC on the County's website. T. Deitrick will work with Aaron Dowd in the County's IT Department to get it set up. We would have a more productive meeting once the policies are reviewed and updated if necessary. D. Burlew agreed that waiting for H. Hussain to review the policies was a good idea and noted that we've been under the same set of documents since the land bank was formed. J. Roman commented that the Chemung County IDA has their legal counsel review policies for any changes or updates on a yearly basis. H. Hussain commented that the bylaws need to be updated as we do not have an Executive Director and some committee members have changed. Documents are signed by the Chairman. T. Deitrick will ask Danielle Kenny about reporting to the New York State Comptroller's office. H. Hussain commented that there are public notice requirements of 24 hours in advance of meeting and agenda and all documents need to be available to the public. The land bank is listed under Councils, Commissions and Committees on the County's website. Arbor Housing does the administrative work for the land bank. T. Deitrick commented that Arbor is doing a new website in house.

H. Hussain suggested meeting prior to the next land bank meeting which is being considered for March 23rd. The committee agreed to March 17th at 3:30 pm via Zoom. J. Roman thanked E. Miran for serving as Governance Chair.

The meeting adjourned at 9:30 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary