



# TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Governance Committee Meeting  
Wednesday, May 31, 2023, at 3:30 p.m.  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

## MINUTES

1. Call to Order – Chairman Yetter called the meeting to order at 3:35 PM
2. Attendance
  - Present: S. Yetter, S. Zubalsky-Peer
  - Absent/Excused: D. Astorina
  - Board Chair: R. Kelsey
  - Invited Guests: B. Woodburn, K. Warfle, L. Pelotte
3. New Business
  - a. New Board Member Discussion

The Governance Committee discussed board member attendance requirements and a recent vacancy created due to a retiring board member. Potential candidates and the criteria required to fill this position were also reviewed. R. Kelsey has been reviewing a list of elected official candidates from the Waverly, Barton and Spencer areas since the Board does not currently have representation from those areas. Ms. Woodburn noted that all at-large positions are filled, so the opening needs to be filled by an elected official or someone from a county agency. Mr. Yetter agreed to reach out to potential candidates to gauge their interest in serving on the TCPDC Board.
  - b. Annual Evaluation of Land Bank Director

Ms. Woodburn asked the committee whether the evaluation form should be submitted to the whole board or just the governance committee. The evaluation needs to be done before July to be part of her overall review. All agreed to make a recommendation to the board to complete the evaluation. Upon board approval, Ms. Woodburn will send the evaluation form to all board members to complete and return to Mr. Yetter, who will summarize results and discuss them with the Director of Economic Development & Planning.
4. Adjournment – Mr. Yetter adjourned the meeting at 3:52 PM.

Respectfully Submitted,  
Karen Warfle, OSII  
Tioga County Economic Development and Planning