



**Tioga County Property Development Corporation Meeting  
Audit Committee Phone Conference Meeting Minutes  
Tuesday, 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: Audit Committee member, Patrick Ayres, called the meeting to order at 12:29 p.m. with Mr. Ayres and Mr. Williams attending in-person and Mr. Baratta participating via phone conference with Chair Kelsey being absent.
2. Attendance:
  - a. *Committee Members: Patrick Ayres, Michael Baratta, and George Williams.*
  - b. *Board Members: Martha Sauerbrey, Stuart Yetter, Christina Brown, Lesley Pelotte*
  - c. *Staff: Teresa Saraceno, Cathy Haskell*
  - d. *Excused: Ralph Kelsey (Chair)*
  - e. *Absent: None*
  - f. *Guests: None*

3. **New Business -**

a. **Review of Recommendation to Board of Directors of TCPDC Internal Control Policy –**

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. The Governance and Finance Committees met just prior to this meeting and recommended the newly established Internal Controls Policy to the Board of Directors for Board consideration.

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

**G. Williams/M. Baratta/Carried  
None Opposed  
Abstentions – None**

**A PARTNER OF**

**TEAM TIOGA**

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. The Governance and Finance Committees met just prior to this meeting and recommended the TCPDC Policies and Guidelines to the Board of Directors, as established.

**Motion to recommend the TCPDC Policies and Guidelines to the Board of Directors, as established.**

**G. Williams/M. Baratta/Carried  
None Opposed  
Abstentions – None**

4. **Adjournment** – Mr. Williams motioned to adjourn at 12:30 p.m.

Respectfully submitted,

*Cathy Haskell*