



**STEBEN COUNTY LAND BANK CORPORATION**

3 EAST PULTENEY SQUARE  
BATH, NY 14810  
PHONE: (607) 664-2245  
FAX: (607) 664-2282  
[www.steubenny.org/lanibank](http://www.steubenny.org/lanibank)

SCOTT J. VAN ETTEN  
CHAIRMAN

AMY R. DLUGOS  
EXECUTIVE DIRECTOR

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# Annual Report 2018

607-664-2245

[adlugos@steubencountyny.gov](mailto:adlugos@steubencountyny.gov)

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## **Board of Directors**

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### **Officers:**

Scott J. VanEtten, Chairman  
Joseph J. Hauryski, Vice-Chairman  
Patrick F. Donnelly, Treasurer  
John Buckley, Secretary

### **Members:**

Mark Ryckman, Board Member  
William vonHagn, Board Member  
Jack Wheeler, Board Member

### **Committees:**

Audit/Finance: Donnelly, Chairman; Ryckman, Vice-Chairman; VanEtten  
Governance: Wheeler, Chairman; Hauryski; Vice-Chairman; Buckley

## **Contracted County Support Staff**

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Mitchell Alger, Executive Director, Deputy County Manager, resigned effective January 11, 2019  
Amy Dlugos, Interim Executive Director, effective January 11, 2019  
Jennifer Prossick, Legal Counsel, Deputy County Attorney

## **Contracted Professional Services**

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Management Services  
Arbor Housing and Development

Corporation Auditor  
The Bonadio Group

Legal Counsel – Real Estate Transactions (conflicts)  
Jeffrey Squires, Esq.

Insurance Services  
Rose & Kiernan (through August)  
Cool Insuring Agency, Inc.

## Meeting Attendance

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- January 3, 2018 – Regular Meeting

PRESENT: Joseph J. Hauryski, Chairman, Steuben County Legislature Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance William vonHagn, Mayor, Village of Bath OTHERS: Mitchell Alger, Steuben County Deputy County Manager/SCLBC Executive Director Robin K. Lattimer, Legislator, District 3 Kelly H. Fitzpatrick, Legislator, District 3 Jennifer Prossick, Steuben County Deputy County Attorney Jeanne Glass, Arbor Development Danielle Paladino, Arbor Development Carol A. Ferratella, Legislator, District 13 Hilda T. Lando, Legislator, District 2 ABSENT: Scott J. Van Etten, Legislator, District 13 Mark Ryckman, Corning City Manager Hornell Representative

- February 13, 2018 – Regular Meeting

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance William vonHagn, Mayor, Village of Bath OTHERS: Mitchell Alger, Steuben County Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben County Deputy County Attorney Jeanne Glass, Arbor Development Danielle Paladino, Arbor Development Carol A. Ferratella, Steuben County Legislator – District 13 John V. Malter, Steuben County Legislator – District 4 ABSENT: Joseph J. Hauryski, Steuben County Legislature Chairman – District 8 Mark Ryckman, Corning City Manager Hornell Representative

- March 7, 2018 – Regular Meeting

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Joseph J. Hauryski, Steuben County Legislature Chairman – District 8 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance Mark Ryckman, Corning City Manager John Buckley, Hornell City Mayor OTHERS: Mitchell Alger, Steuben County Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben County Deputy County Attorney Jeanne Glass, Arbor Development Danielle Paladino, Arbor Development Carol A. Ferratella, Steuben County Legislator – District 13 Hilda T. Lando, Steuben County Legislator – District 2 Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance Mary Perham ABSENT: William vonHagn, Mayor, Village of Bath

- April 4, 2018 – Regular Meeting

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance Mark Ryckman, Corning City Manager John Buckley, Hornell City Mayor Bill vonHagn, Mayor, Village of Bath OTHERS: Mitchell Alger, Steuben County Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben County Deputy County Attorney Jeanne Glass, Arbor Development Danielle Paladino, Arbor Development Rocco Soda, Arbor Development Carol A. Ferratella, Steuben County Legislator – District 13 Hilda T. Lando, Steuben County Legislature – District 2 Robert V. Nichols, Steuben County Legislature – District 11 Thomas J. Ryan, Steuben County Legislature – District 9 Jeff Smith, The Leader

- May 8, 2018 - Regular Meeting

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance Bill vonHagn, Mayor, Village of Bath OTHERS: Mitchell Alger, Steuben County Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben County Deputy County Attorney Jeanne Glass, Arbor Development Rocco Soda, Arbor Development Carol A. Ferratella, Steuben County Legislator – District 13 Hilda T. Lando, Steuben County Legislature – District 2 Robin K. Lattimer, Steuben County Legislature – District 3 Mary Perham ABSENT: Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8 John Buckley, Hornell City Mayor Mark Ryckman, Corning City Manager

- July 2, 2018 - Regular Meeting

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance Bill vonHagn, Mayor, Village of Bath John Buckley, Mayor, City of Hornell OTHERS: Mitchell Alger, Steuben Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben Deputy County Attorney Jeanne Glass, Arbor Development Danielle Paladino, Arbor Development Rocco Soda, Arbor Development Kelly H. Fitzpatrick, Steuben County Legislator – District 3 K. Michael Hanna, Steuben County Legislator – District 5 Hilda T. Lando, Steuben County Legislator – District 2 Steven P. Maio, Steuben County Legislator – District 2 Aaron I. Mullen, Steuben County Legislator – District 7 Frederick G. Potter, Steuben County Legislator – District 10 Mary Perham ABSENT: Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8 Mark Ryckman, Corning City Mayor

- August 6, 2018 - Regular Meeting

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance Bill vonHagn, Mayor, Village of Bath John Buckley, Mayor, City of Hornell OTHERS: Mitchell Alger, Steuben Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben Deputy County Attorney Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance Jeanne Glass, Arbor Development Danielle Paladino, Arbor Development Rocco Soda, Arbor Development Kelly H. Fitzpatrick, Steuben County Legislator – District 3 Frederick G. Potter, Steuben County Legislator – District 10 Mary Perham ABSENT: Mark Ryckman, Corning City Mayor

- September 10, 2018 - Regular Meeting

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance Bill von Hagn, Mayor, Village of Bath John Buckley, Mayor, City of Hornell OTHERS: Mitchell Alger, Steuben Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben Deputy County Attorney Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance Jeanne Glass, Arbor Development Danielle Paladino, Arbor Development Kelly H. Fitzpatrick, Steuben County Legislator – District 3 Hilda T. Lando, Steuben County Legislator – District 2 Mary Perham ABSENT: Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8 Mark Ryckman, Corning City Mayor

- October 3, 2018 - Regular Meeting

PRESENT: Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance Bill von Hagn, Mayor, Village of Bath OTHERS: Mitchell Alger, Steuben Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben Deputy County Attorney Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance Jeanne Glass, Arbor Development Carol A. Ferratella, Steuben County Legislator – District 13 Hilda T. Lando, Steuben County Legislator – District 2 Frederick G. Potter, Steuben County Legislator – District 10 Mary Perham ABSENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Mark Ryckman, Corning City Mayor John Buckley, Mayor, City of Hornell

- November 5, 2018 - Regular Meeting

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance Bill von Hagn, Mayor, Village of Bath John Buckley, Mayor, City of Hornell OTHERS: Mitchell Alger, Steuben Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben Deputy County Attorney Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance Jeanne Glass, Arbor Development Danielle Kenny, Arbor Development Doug Madison, Arbor Development Carol A. Ferratella, Steuben County Legislator – District 13 Hilda T. Lando, Steuben County Legislator – District 2 Steven P. Maio, Steuben County Legislator – District 2 Mary Perham ABSENT: Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8 Mark Ryckman, Corning City Mayor

- December 5, 2018 - Regular Meeting

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13 Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8 Jack K. Wheeler, Steuben County Manager Pat Donnelly, Steuben County Commissioner of Finance Bill von Hagn, Mayor, Village of Bath OTHERS: Mitchell Alger, Steuben Deputy County Manager/SCLBC Executive Director Jennifer Prossick, Steuben Deputy County Attorney Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance Jeanne Glass, Arbor Development Carol A. Ferratella, Steuben County Legislator – District 13 Kelly H. Fitzpatrick, Steuben County Legislator – District 3 K. Michael Hanna, Steuben County Legislator – District 5 Hilda T. Lando, Steuben County Legislator – District 2 Robin K. Lattimer, Steuben County Legislator – District 3 John V. Malter, Steuben County Legislator – District 4 Frederick G. Potter, Steuben County Legislator – District 10 ABSENT: John Buckley, Mayor, City of Hornell Mark Ryckman, Corning City Mayor

### **Compensation Schedule**

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The land bank does not have any employees therefore no compensation is reported.

### **Board Member Biographies**

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Appendix A

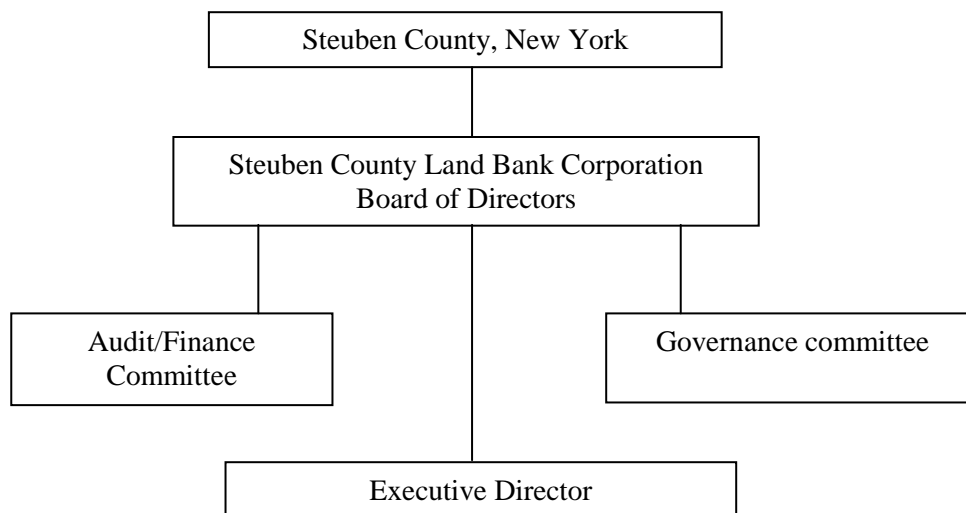
### **Board Evaluations**

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Board evaluations were not completed in 2018. Evaluation Form is located in Appendix B

### **Corporation Organization Chart**

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**Reporting to Steuben County, NY**

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Land bank board members include the Chairman of the Steuben County Legislature, an additional County Legislator, the Steuben County Manager who is the County’s Chief Executive Officer, and the Steuben County Commissioner of Finance. Communication is on a regular basis and various county officials regularly attend board meetings.

**Mission Statement & Measurement Report**

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The Steuben County Land Bank Corporation is to be a collaborative effort with various municipalities within the County to create a county-wide, state-designated land bank to acquire, control, manage and return to taxable status certain vacant or improved, strategically-selected residential and commercial real properties within the said County. Such real property may be acquired through a variety of means, including purchases or donations from the following sources: county tax foreclosure, bank foreclosure process or donations received from other entities, municipalities or persons. The Steuben County Land Bank Corporation (SCLBC) seeks to minimize the negative impacts that substandard properties and structures have on communities, hopefully stabilizing neighborhoods and the streets within them.

See Appendix E for Measurement Report.

**Corporate Purpose**

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As Contained within Steuben County Land Banks Articles of Incorporation:

The purposes for which the Corporation is to be formed and operated, are exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, to combat community deterioration by facilitating the return of vacant, abandoned, and tax-delinquent properties to productive use in order to eliminate the harms and liabilities caused by such properties, and lessen the burden of government and act in the public interest. In furtherance of said purposes, the Corporation’s powers shall include all powers and duties granted land bank corporations as set forth in Article 16 of the Not-For-Profit Corporation Law of the State of New York, as it may be amended from time-to-time, which powers are incorporated herein by reference as if fully stated herein, and shall also include:

- (a) any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof, but not for the pecuniary profit or financial gain of its members, directors, officers or any private person.
- (b) In general, to perform any and all acts and things, and exercise any and all powers which may now or hereafter be lawful for the Corporation to do or exercise under and pursuant to the laws of the State of New York for the purpose of accomplishing any of the foregoing purposes of the Corporation.

The Corporation’s public objective and mission, which the Corporation’s purpose will achieve, includes the lessening of the burdens of government by undertaking, promoting, and facilitating the return of vacant, abandoned, and tax-delinquent properties to productive use in order to eliminate the harms and liabilities caused by such properties and to combat community deterioration in Steuben County, New York, that will include real estate development and management, real estate project finance, and other community-based economic and human services development activities permissible under the Not-For-Profit Corporation Law.

**Legislation that Forms the Statutory Basis of the Corporation**

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Article 16 of the Not-for-Profit Corporation Law of the State of New York Appendix H  
Appendix J Memorandum of Understanding Between SCLB and Arbor Housing and Development

**Bylaws**

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## Conflict of Interest Policy

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## Units or Subsidiaries of the Corporation

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The Corporation had no units or subsidiaries in fiscal year 2018.

## Operations Summary

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### Summary

- Land Bank has seven (7) board members
- The Land Bank has a contract with Steuben County to provide an Executive Director and Legal Counsel
- The Corporation hired Arbor Housing and Development to manage land bank projects.
  - Evaluate homes from the tax foreclosure list or other foreclosures
  - Determine scope of work
  - Create budgets for each property
  - Manage renovation and demolition projects
  - Sell vacant land or renovated homes
  - Present updates to the board
  - Maintain financial record keeping
- The land bank acquired 3 homes in 2018. Two homes were chosen to be demolished and one single-family home was selected to be renovated.

Acquisition Method	Total
Tax Foreclosure- County	3

- The Land Bank sold one rehabilitated single-family home in 2018 (deed filed January 2019). The Land Bank acquired the property in the 2017 (County Tax Foreclosure).
- The Bonadio Group auditing company will audit the land bank. The report will be available on at [www.steubencony.org/landbank](http://www.steubencony.org/landbank)

## Programs & Incentives

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The Corporation acquires properties, performs environmental assessments, and determines the best course of action for the property. The current Land Bank programs include rehabilitating a single-family home and marketing a single-family home and two vacant lots ready for redevelopment.

Eighty percent (80%) of future sales of properties must go to qualified recipients. Qualified program participants include those making less than or equal to 100% of the Area Median Income.

## Accomplishments

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- In 2018, the Land Bank sold one rehabilitated home, and placed another rehabilitated home and two building lots on the market.
- The corporation acquired 1 property from the 2018 tax foreclosure list that will be rehabilitated and placed on the market in 2019.

## Assessment of the Effectiveness of Internal Control Structure and Procedures

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At year end assessing the progress and accomplishments of the corporation will help determine the path of the upcoming year. Monthly board meetings are used to approve dispositions and acquisitions.

## Material Changes in Operations and Programs

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No changes to operations or programs in 2018.

## Steuben County Land Bank Project Detail

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The Land Bank acquired 1 home from the 2018 County tax foreclosure list.

Address	Property Description	Project Type	Transaction Type	Transaction Date	Sales Price
148 Terry St., Hornell NY	Residential	Rehab	Acquisition	08/07/2018	\$8,574

## Financial Report

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For full financial details visit [www.steubencony.org/landbank](http://www.steubencony.org/landbank)

### Net Position

Assets	\$371,248
Liabilities	(20,468)
Total net position	\$350,780
Operating revenue	\$255,350
Operating Expenses	(318,855)
Change in net position	(63,535)
Net position at beginning of year	\$126,486
Net position at end of year	\$350,780

## Appendix A

### Steuben County Land Bank Corporation Board Member Biographies

**Scott VanEtten, Chairman:** Mr. VanEtten is in his 12th year on the County Legislature. Prior to that, he served 16 years as a Town Supervisor. He has an MBA in Operations Management and retired after a 30+ year professional career in corporate accounting & business management roles.

**Joseph J. Hauryski, Vice –Chairman:** Mr. Hauryski has been a Steuben County Legislator since 2008 and has been its Chairman since December 2010. Mr. Hauryski is also Secretary for the Steuben Rural Electric Cooperative and sits on the Steuben County Industrial Development Agency’s Board of Directors and the Southern Tier Central Regional Planning and Development Board. Upon graduating from Ohio State University, Mr. Hauryski spent 32 years working for the U.S. Department of Agriculture.

**Patrick Donnelly, Treasurer:** Mr. Donnelly has served as the Steuben County Commissioner of Finance since 2013 following the adoption of the Steuben Charter. Prior to the Charter, Mr. Donnelly was elected Steuben County Treasurer, taking office January 2011. A former member of the Steuben County Legislature, Mr. Donnelly was elected Chairman in 2010. Mr. Donnelly was employed 32 years in various management and executive positions by a community bank, eventually serving as President and also as Chairman of the Board of Directors. Mr. Donnelly is a graduate of Haverling (Bath) Central School and Corning Community College.

**John J. Buckley, Secretary:** Mr. Buckley is the current mayor of the City of Hornell beginning his term of office on January 2, 2018. Prior to holding the office of Mayor, Mr. Buckley served as City Alderman for eight years and was the Deputy Mayor for four of those years. Mayor Buckley first got involved in Hornell government while serving on the City of Hornell Zoning Board of Appeals

**Mark L. Ryckman:** Mark L. Ryckman was appointed to the position of Corning City Manager in June 1997 and has been instrumental in efforts to improve the city’s housing stock. Mr. Ryckman also serves as Treasurer of the Corning Intown District Management Association (Gaffer District), a downtown revitalization organization. Mr. Ryckman holds a Bachelor’s Degree in Public Management and a Master of Public Administration (MPA) both from the University of Maine. He also holds a Certificate in Fundraising Management from Indiana University. He is a past president of the New York State City/County Management Association. In 2018, he received a career achievement award from the Department of Public Administration at Binghamton University.

**Jack K. Wheeler:** Jack K. Wheeler serves as the Steuben County Manager, a position he has held since June 2015. In this role, he is Chief Executive Officer, responsible for daily oversight and management of county operations. Prior to assuming this position, he was Deputy Manager for Steuben County for seven years. Before returning to his native county in 2008, Jack served as a Security Consultant with IBM Global Business Services, Public Sector in Washington, DC. He has earned degrees in Business Administration from SUNY Geneseo and a Master of Public Administration from James Madison University.

**William von Hagn:** Mr. von Hagn has served as the the Mayor of the Village of Bath since 2013. Previously, Mr. von Hagn was a Village Trustee. Mr. von Hagn is retired following a 31 year career with Corning Inc.

Appendix B  
Board Evaluation Form

**Steuben County Land Bank Corporation**  
**Confidential Evaluation of Board Performance**

<b>Criteria</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>
Board members have a shared understanding of the mission and purpose of the Authority.				
The policies, practices and decisions of the Board are always consistent with this mission.				
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.				
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these				
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.				
The decisions made by Board members are arrived at through independent judgement and deliberation, free of political influence, pressure or self-interest.				
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.				
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.				
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.				
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.				
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.				
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.				
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.				
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance				
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.				
Board members demonstrate leadership and vision and work respectfully with each other.				

Date Completed \_\_\_\_\_

**Appendix C**  
**Corporate By-Laws**

**By-Laws**

**OF**

**STEBEN COUNTY LAND BANK CORPORATION**

**ARTICLE I - THE CORPORATION**

**SECTION 1. - NAME.**

The Corporation shall be known as “Steuben County Land Bank Corporation.”

**SECTION 2. - OFFICES.**

The principal office of the Corporation shall be located in Steuben County, New York (the “County”). The Corporation may also have offices at such other places within the State of New York as the Board of Directors may from time to time determine or the activities of the Corporation may require.

**SECTION 3. - PURPOSES.**

The Corporation shall have such purposes as are now or hereafter set forth in its Certificate of Incorporation.

**ARTICLE II - MEMBERSHIP**

**SECTION 1. - COMPOSITION OF MEMBERSHIP.**

The initial Member of the Corporation shall be the County of Steuben, which from time to time shall appoint voting members of the Board of Directors of the Corporation.

**SECTION 2. - RIGHTS AND POWERS OF THE MEMBERS.**

The Members shall have and exercise all the rights and powers of corporate membership created by the laws of the State of New York, the Certificate of Incorporation and the By-laws of the Corporation.

**ARTICLE III - BOARD OF DIRECTORS**

**SECTION 1. - POWER OF BOARD OF DIRECTORS.**

The Corporation shall be managed by its Board of Directors, which shall establish all general policies governing its operations. The Board of Directors shall have and exercise all the rights and powers of a board of directors of a land bank as provided by the laws of the State of New York, the Certificate of Incorporation and the By-laws of the Corporation.

**SECTION 2. - NUMBER, ELECTION AND TERM OF DIRECTORS.**

- (a) The Board of Directors shall consist of seven (7) members.
- (b) The members of the Board of Directors shall serve for an initial term ending December 31, 2017.
- (c) After the initial term, the Chairman of the Steuben County Legislature shall appoint members of the Board of Directors that shall serve two (2) year terms.
- (d) The members of the Board of Directors can serve consecutive terms and there are no limits on consecutive terms.
- (e) Each member shall be a public officer of a municipality within Steuben County and their membership shall be conditioned upon holding the public office.

(f) A “Municipal Representative” of the Board of Directors shall be appointed by the Chairman of the County Legislature and confirmed by a majority vote of the Steuben County Legislature as well as the governing board of the Municipal Representative’s municipality consenting to his/her appointment.

### SECTION 3. - RESIGNATIONS AND REMOVAL OF DIRECTORS.

(a) Any Director of the Corporation may resign at any time by giving written notice to the Clerk of the Steuben County Legislature. Such resignation shall take effect at the time specified therein or, if no time is specified, then on delivery. Acceptance of the resignation shall not be necessary to make it effective.

(b) Any Director may be removed from the Board with or without cause by the affirmative vote of the Steuben County Legislature.

### SECTION 4. - VACANCIES.

Vacancies occurring for any reason shall be filled by the Chairman of the Steuben County Legislature, subject to confirmation by the Steuben County Legislature as soon as practicable. A Director elected to fill a vacancy caused by resignation, death, disability or removal shall hold office for the unexpired term of his or her predecessor in office and until a successor is elected and takes office.

### SECTION 5. - ANNUAL AND REGULAR MEETINGS OF THE CORPORATION.

The Board of Directors shall hold an annual meeting of the Corporation within six months after the end of each fiscal year at a convenient time and place designated by the Board. At the annual meeting, the Board shall select annually from among themselves a Chairman, a Vice-Chairman, a Secretary, a Treasurer, and such other officers as the board may determine, receive the annual report and transact such other business as may properly come before the meeting. Regular meetings of the Board of Directors shall be held at such times and places as shall be fixed by the Board. Written notice shall be mailed (via regular mail or electronic mail) or delivered to all members of the Board prior to each meeting.

### SECTION 6. - ANNUAL REPORT.

At the annual meeting of the Corporation, the Chairman and Treasurer shall present an annual report showing in appropriate detail the following information:

- (a) A complete verified or audited financial statement of the Corporation for the fiscal year immediately preceding the date of the report showing the assets and liabilities, principal changes in assets and liabilities, revenue, receipts, expenses and disbursements of the Corporation; and
- (b) A summary of the activities of the Corporation during the preceding year.

The annual report shall be filed with the minutes of the annual meeting.

### SECTION 7. - SPECIAL MEETINGS AND NOTICE.

Special meetings of the Board of Directors may be called at any time by the Chairman or a majority of the entire Board of Directors of the Corporation. Written notice shall be mailed (via regular mail or electronic mail) or delivered to each Director of the Corporation prior to the meeting. Said notice shall state the purposes, time and place of the special meeting and that no business other than that specified in the notice may be transacted.

### SECTION 8. - WAIVERS OF NOTICE.

Notice of a meeting need not be given to any Director who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to him or her.

### SECTION 9. - PLACE OF MEETINGS.

The Board of Directors may hold its meetings at such place or places within or outside the State of New York as the voting Directors may from time to time by resolution determine.

**SECTION 10. – OPEN MEETINGS**

To the extent required by law, the Corporation shall comply with the Open Meetings Law of the State of New York, as set forth within Article 7 of the Public Officers Law.

**SECTION 11. – FREEDOM OF INFORMATION**

To the extent required by law, the Corporation shall comply with the Freedom of Information Law of the State of New York, as set forth within Article 6 of the Public Officers Law.

**SECTION 12. - QUORUM AND ADJOURNED MEETINGS.**

(a) A majority of the entire Board of Directors shall constitute a quorum for the transaction of business at meetings of the Board. When a quorum is once present to organize a meeting, it shall not be broken by the subsequent withdrawal of any Director(s).

(b) A majority of the Directors present, whether or not a quorum is present, may adjourn any Board meeting to another time and place. If a quorum is present at the adjourned meeting, any business may be transacted that might have been transacted on the original date of the meeting. Notice of the adjourned meeting shall be given to all Directors.

**SECTION 13. - ACTION BY THE BOARD OF DIRECTORS.**

Any corporate action to be taken by the Board of Directors means action at a meeting of the Board. Each Director shall have one vote regarding any corporate action to be taken by the Board. Except as otherwise provided by law, the Certificate of Incorporation, or these By-laws, the vote of a majority of the Directors present at the time of the vote at a duly convened meeting at which a quorum is present shall be the act of the Board of Directors and all references to actions of the Board of Directors herein and in the Certificate of Incorporation shall mean the affirmative vote of a majority of the Directors present at the time of the vote at a duly convened meeting at which a quorum is present.

**SECTION 14. - ORGANIZATION.**

At each meeting of the Board of Directors, the Chairman shall preside. The Secretary, or, in his or her absence, a person chosen by a majority of the Directors present, shall keep complete and accurate minutes of the meeting.

**SECTION 15. - ATTENDANCE AT MEETINGS.**

Attendance at each meeting of the Board shall be recorded by the Secretary in the minutes thereof. The Clerk of the Steuben County Legislature shall receive notification of the failure of a member of the Board of Directors to attend three consecutive regular meetings of the Board, unless such absence is for good cause and is excused by the Chairman.

**SECTION 16. - COMPENSATION.**

The Directors shall serve without compensation. All Directors may be reimbursed for reasonable expenses incurred in the performance of corporate duties.

**SECTION 17. - PROPERTY RIGHTS.**

No Director of the corporation shall, by reason of that position, have any rights to or interest in the property or assets of the Corporation.

**ARTICLE IV - COMMITTEES**

**SECTION 1. - STANDING COMMITTEES.**

(a) The Standing Committees of the Board shall be as described in subparagraph (b) below. Except as otherwise provided by these By-laws, each Standing Committee shall consist of at least three Directors. No Standing Committee shall have authority as to the following matters:

- (i) The submission to the Members of any action requiring its approval;

- (ii) The filling of vacancies in the Board of Directors;
- (iii) The amendment or repeal of these By-laws or the adoption of new By-laws; or
- (iv) The amendment or repeal of any resolution of the Board which by its terms is not so amendable or repealable.

(b) Until changed by amendment of these By-laws, the Corporation shall have Audit, Finance, and Governance Standing Committees comprised of independent members, as required by PAAA.

#### **SECTION 2. - SPECIAL COMMITTEES.**

The Board of Directors, by resolution adopted by a majority of the entire Board of Directors, may create Special Committees, which shall have only the powers specifically delegated to them and shall in no case have powers which are not authorized for Standing Committees. The members of Special Committees shall be appointed by the Chairman of the Steuben County Land Bank Corporation Board from among the Directors, with the approval of the Steuben County Land Bank Board of Directors.

#### **SECTION 3. - MEETINGS.**

Meetings of committees shall be held at such times and places as shall be fixed by the respective committee chairmen, or by vote of a majority of all of the members of the committee. Written notice shall be mailed (via regular mail or electronic mail) or delivered to all members of the committee prior to each meeting. Written minutes of the proceedings shall be kept at all committee meetings and shall be submitted at the next meeting of the Board.

#### **SECTION 4. - QUORUM.**

Unless otherwise provided by resolution of the Board of Directors, a majority of all of the members of a committee shall constitute a quorum for the transaction of business.

#### **SECTION 5. - MANNER OF ACTING.**

Any corporate action to be taken by a committee shall mean such action to be taken at a meeting of the committee. Action shall be taken by majority vote of those present at a meeting.

### **ARTICLE V – OFFICERS**

#### **SECTION 1. - CHAIRMAN; VICE-CHAIRMAN; OTHER OFFICERS.**

The Corporation shall have a Chairman, a Vice-Chairman, a Treasurer, and a Secretary and other officers and assistant officers as the Board of Directors may determine. The offices of Chairman and Secretary shall not be held by the same person. The officers shall have such duties as may be prescribed by these By-laws and the Board of Directors.

#### **SECTION 2. - TERMS OF OFFICERS.**

The officers shall be elected by a majority vote of the entire Board of Directors upon the creation of Corporation and thereafter at its annual meeting. Unless a shorter term is provided in the resolution of the Board electing such officer, the term of office of each officer shall extend for one year after his or her election and until a successor is elected or appointed and qualified. Officers shall be eligible to serve an unlimited number of consecutive terms.

#### **SECTION 3. - ADDITIONAL OFFICERS.**

Additional officers may be elected for such period, have such authority and perform such duties, either in an administrative or subordinate capacity, as the Board of Directors may from time to time determine.

#### **SECTION 4. - REMOVAL OF OFFICERS.**

Any officer may be removed by vote of the Directors, with or without cause, at any time, provided there is a quorum of not less than a majority of the entire Board of Directors present at the meeting at which such action is taken.

#### SECTION 5. - RESIGNATION.

Any officer may resign at any time by giving written notice to the Board of Directors, the Chairman or the Secretary. Any such resignation shall take effect at the time specified therein, or, if no time is specified, then on delivery. Acceptance of the resignation shall not be necessary to make it effective.

#### SECTION 6. - VACANCIES.

A vacancy in any office of the Corporation shall be filled by the majority vote of the entire Board of Directors.

#### SECTION 7. – CHAIRMAN AND VICE-CHAIRMAN.

The Chairman shall be the chief executive officer of the Corporation and shall generally supervise all its affairs. The Chairman shall perform such other duties as may be assigned to him or her from time to time by the Board of Directors. The Vice-Chairman shall perform the duties of the Chairman in the latter's absence or inability to perform, and such other duties as may be assigned to him or her from time to time by the Board of Directors.

#### SECTION 8. - SECRETARY.

It shall be the duty of the Secretary to supervise the preparation of minutes of all meetings of the Members and the Board of Directors and its committees, the giving of all notices required to be given by the Corporation, and the keeping of a current list of the Corporation's Members, Directors and officers and their residence addresses. The Secretary shall be responsible for supervising the preparation and maintenance of the books and records of the Corporation. The Secretary shall attend to such correspondence as may be assigned to him or her and perform all the duties customarily incidental to that office and such other duties as may be assigned to him or her by the Board of Directors or the Chairman. From time to time, the Board of Directors may employ or contract with an Assistant Secretary to whom the Board of Directors may designate certain duties of the Secretary and other such duties as may be assigned to him or her.

#### SECTION 9. - TREASURER.

It shall be the duty of the Treasurer, as Chief Financial Officer of the Corporation, to oversee the financial affairs of the Corporation, report at each regular meeting of the Board of Directors, and participate in preparing the annual report of the Corporation and the filing of all required tax returns and other regulatory reports. The Treasurer shall perform such other duties as may be assigned to him or her by the Board of Directors or the Chairman. From time to time, the Board of Directors may employ or contract with an appointed Assistant Treasurer to whom the Board of Directors may designate certain duties of the Treasurer and other such duties as may be assigned to him or her.

### **ARTICLE VI - CONTRACTS, CHECKS, DRAFTS AND BANK ACCOUNTS**

#### SECTION 1. - EXECUTION OF CONTRACTS.

The Board of Directors, except as these By-laws and Article 16 of New York Non-Profit Corporation Law otherwise provide, may authorize any officer or officers, agent or agents, employee or employees, in the name of and on behalf of the Corporation, to enter into any contract or execute and deliver any instrument, and such authority may be general or confined to specific instances; but, unless so authorized by the Board of Directors, or expressly authorized by these By-laws, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable pecuniary in any amount for any purpose.

#### SECTION 2. - LOANS.

No loans shall be contracted on behalf of the Corporation unless specifically authorized by the Board of Directors.

**SECTION 3. - CHECKS, DRAFTS, ETC.**

All checks, drafts and other orders for the payment of money out of the funds of the Corporation, and all notes or other evidences of indebtedness of the Corporation, must be signed on behalf of the Corporation by the Chairman or the Treasurer.

**SECTION 4. - DEPOSITS.**

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Treasurer may recommend and the Board of Directors approves.

**SECTION 5. - INVESTMENTS.**

The Board of Directors may authorize the Corporation to contract with an investment advisor and custodian to manage its investments in accordance with an investment policy established by the Board.

**ARTICLE VII - GENERAL**

**SECTION 1. - SEAL.**

The corporate seal shall have inscribed thereon the name of the Corporation, the year of its organization, and the words "Corporate Seal, New York." The seal may be used by causing it or a facsimile thereof to be impressed or affixed or otherwise reproduced.

**SECTION 2. - BOOKS AND RECORDS.**

There shall be kept by the Corporation (1) correct and complete books and records of account, (2) minutes and statements of written action by the Members, (3) minutes of the proceedings of the Board of Directors and its committees, (4) a current list of the Members, Directors and officers of the Corporation and their residence addresses, (5) a copy of the Certificate of Incorporation, and (6) a copy of these By-laws.

**SECTION 3. - INDEMNIFICATION.**

The Corporation shall indemnify each Member, each Director, each officer, and, to the extent authorized by the Board of Directors, each other person authorized to act for the Corporation or on its behalf, to the full extent to which indemnification is permitted under the Not-For-Profit Corporation Law.

**SECTION 4. - INTERESTED DIRECTORS AND OFFICERS.**

The Board of Directors may adopt a policy regarding conflicts of interest which shall apply to all directors and officers.

**ARTICLE VIII - FISCAL YEAR**

The fiscal year of the Corporation shall commence on the first day of January of each calendar year and end on the last day of December.

**ARTICLE IX - RULES OF ORDER AND BYLAW CHANGES**

**SECTION 1. - RULES OF ORDER.**

Meetings of the Members and the Board of Directors and its committees shall be governed by Robert's Rules of Order, except in cases otherwise provided for by these By-laws.

**SECTION 2. - BYLAW CHANGES.**

These By-laws may be amended, repealed or adopted only by a majority of the entire Board of Directors of the Corporation.

Conflict of Interest Policy

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**STEBEN COUNTY LAND BANK CORPORATION  
CONFLICT OF INTEREST POLICY**

**Conflicts of Interest:** A conflict of interest is a situation in which the financial, familial, or personal interests of a director, employee, or contractor come into actual or perceived conflict with their duties and responsibilities with the Steuben County Land Bank Corporation (the "Land Bank"). Perceived conflicts of interest are situations where there is the appearance that a board member, employee, and/or contractor can personally benefit from actions or decisions made in their official capacity, or where a board member, employee, or contractor may be influenced to act in a manner that does not represent the best interests of the Land Bank. The perception of a conflict may occur if circumstances would suggest to a reasonable person that a board member, employee, and/or contractor may have a conflict. The appearance of a conflict and an actual conflict should be treated in the same manner for the purposes of this policy.

Board members, employees, and contractors must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust. While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest typically arises whenever a director, employee, or contractor has or will have:

- A financial or personal interest in any person, firm, corporation or association that has or will have a transaction, agreement or any other arrangement in which the Land Bank participates.
- The ability to use his or her position, confidential information or the assets of the Land Bank, to his or her personal advantage.
- Solicited or accepted a gift of any amount under circumstance in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any action on his/her part.
- Any other circumstance that may or appear to make it difficult for the board member, employee, or contractor to exercise independent judgment and properly exercise his or her official duties.

Section 73 and Section 74 of the Public Officers Law also applies to directors, officers, and employees of the land bank per Section 1605 of Not for Profit Corporation Law. If inconsistencies between this policy and the aforementioned Law exist, the latter takes precedence.

**PROCEDURES**

**Duty to Disclose:** All material facts related to the conflicts of interest (including the nature of the interest and information about the conflicting transaction) shall be disclosed in good faith and in writing to, when reasonably feasible, the Governance Committee, otherwise to the directors at a meeting of the directors. Such written disclosure shall be made part of the official record of the proceedings of the Land Bank.

**Determining Whether a Conflict of Interest Exists:** The Governance Committee or the directors, as applicable, shall advise the individual who appears to have a conflict of interest how to proceed. The Governance Committee or the directors of the Land Bank, as applicable, should

seek guidance from counsel or New York State agencies, such as the Authorities Budget Office, State Inspector General or the Joint Commission on Public Ethics (JCOPE) when dealing with cases where they are unsure of what to do.

**Recusal and Abstention:** No board member, employee, or contractor may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any organization in which he or she is deemed to have an interest. Board members, employees, and contractors must recuse themselves from deliberations, votes, or internal discussion on matters relating to any organization, entity or individual where their impartiality in the deliberation or vote might be reasonably questioned, and are prohibited from attempting to influence other board members, employees, or contractors in the deliberation and voting on the matter.

**Records of Conflicts of Interest:** The minutes of the Land Bank's meetings during which a perceived or actual conflict of interest is disclosed or discussed shall reflect the name of the interested person, the nature of the conflict, and a description of how the conflict was resolved.

**Reporting of Violations:** Board members, employees, and contractors should promptly report any violations of this policy.

**Penalties:** Any director, employee, or contractor that fails to comply with this policy may be penalized in the manner provided for in law, rules and regulations.

Appendix E

**Mission Statement and Measurement Report**

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The Steuben County Land Bank Corporation is to be a collaborative effort with various municipalities within the County to create a county-wide, state-designated land bank to acquire, control, manage and return to taxable status certain vacant or improved, strategically-selected residential and commercial real properties within the said County. Such real property may be acquired through a variety of means, including purchases or donations from the following sources: county tax foreclosure, bank foreclosure process or donations received from other entities, municipalities or persons. The Steuben County Land Bank Corporation (SCLBC) seeks to minimize the negative impacts that substandard properties and structures have on communities, hopefully stabilizing neighborhoods and the streets within them.

Steuben County Land Bank Corporation Organized: Filed w/NYS DOS March 27, 2017

Mission Statement - Measurement Report 2018

Organize, Manage & Control Certain Properties:

		<u>Status/Comments</u>
Parcels	5	2 Titles acquired in 2017; 3 Titles acquired 2018
Rehabilitated	3	Two completed and placed on the market. (One sold December 2018.) One to be rehabilitated in 2019.
Demolished	2	Two completed and lots placed on market.
Return to Taxable Status:		
Parcels	1	One parcel sold December 2018 with deed filed January 17, 2019. Anticipate the remaining four parcels to return to taxable status in 2019.

**Appendix F**

**Four – year Financial Plan**

**Not available.**

**Appendix G**

**Properties Acquired by or Disposed of by the Corporation**

<b>Property Inventory</b>									
<b>Municipality</b>	<b>Parcel Address</b>	<b>Date Acquired</b>	<b>Structure Type</b>	<b>Purchase Price</b>	<b>Planned Event</b>	<b>Sold (Y/N)</b>	<b>Sale Price</b>	<b>Date of Sale</b>	<b>Purchaser</b>
Corning City	161 Kingsbury Ave.	11/15/2017	Single-family Res	10,318.00	Rehab	N			
Corning City	232 Onondaga St.	12/15/2017	Single-family Res	29,985.00	Rehab	Y	178,750.00	Deed Filed 01/17/19	Austin
Hornell City	23 Wells St.	01/08/2018	Single-family Res	5,228.00	Demo	N			
Bath Village	137 E. Washington St.	02/21/2018	Single-family Res	14,942.00	Demo	N			
Hornell City	148 Terry St.	08/07/2018	Single-family Res	8,574.00	Rehab	N			

**Appendix H**  
**NYS Not for Profit Law Article 16**

McKinney's Consolidated Laws of New York Not-For-Profit  
Corporation Law  
Chapter 35 Of the Consolidated Laws Article 16. Land Banks

**→ § 1600. Short title**

This article shall be known and may be cited as the “land bank act”.

**→ § 1601. Legislative intent**

The legislature finds and declares that New York's communities are important to the social and economic vitality of the state. Whether urban, suburban, or rural, many communities are struggling to cope with vacant, abandoned, and tax-delinquent properties.

There exists a crisis in many cities and their metro areas caused by disinvestment in real property and resulting in a significant amount of vacant and abandoned property. For example, Cornell Cooperative Extension Association of Erie county estimates that the city of Buffalo has thirteen thousand vacant parcels, four thousand vacant structures and an estimated twenty-two thousand two hundred ninety vacant residential units. This condition of vacant and abandoned property represents lost revenue to local governments and large costs ranging from demolition, effects of safety hazards and spreading deterioration of neighborhoods including resulting mortgage foreclosures.

The need exists to strengthen and revitalize the economy of the state and its local units of government by solving the problems of vacant and abandoned property in a coordinated manner and to foster the development of such property and promote economic growth. Such problems may include multiple taxing jurisdictions lacking common policies, ineffective property inspection, code enforcement and property rehabilitation support, lengthy and/or inadequate foreclosure proceedings and lack of coordination and resources to support economic revitalization.

There is an overriding public need to confront the problems caused by vacant, abandoned and tax-delinquent properties through the creation of new tools to be available to communities throughout New York enabling them to turn vacant spaces into vibrant places.

Land banks are one of the tools that can be utilized by communities to facilitate the return of vacant, abandoned, and tax-delinquent properties to productive use. The primary focus of land bank operations is the acquisition of real property that is tax delinquent, tax foreclosed, vacant, abandoned, and the use of tools authorized in this article to eliminate the harms and liabilities caused by such properties.

**→ § 1602. Definitions**

The following words and phrases when used in this article shall have the meanings given to them in this section unless the context clearly indicates otherwise:

- (a) “board of directors” or “board” shall mean the board of directors of a land bank;
- (b) “land bank” shall mean a land bank established as a type C not-for-profit corporation under this chapter and in accordance with the provisions of this article and pursuant to this article;

Statutory Text as of 6.18.12

- (c) “foreclosing governmental unit” shall mean “tax district” as defined in subdivision six of section eleven hundred two of the real property tax law;
- (d) “municipality” shall mean a city, village, town or county other than a county located wholly within a city;
- (e) “school district” shall mean a school district as defined under the education law; and
- (f) “real property” shall mean lands, lands under water, structures and any and all easements, air rights, franchises and incorporeal

hereditaments and every estate and right therein, legal and equitable, including terms for years and liens by way of judgment, mortgage or otherwise, and any and all fixtures and improvements located thereon.

**→ § 1603. Creation and existence**

(a) Any foreclosing governmental unit may create a land bank by the adoption of a local law, ordinance, or resolution as appropriate to such foreclosing governmental unit which action specifies the following:

- (1) the name of the land bank;
- (2) the number of members of the board of directors, which shall consist of an odd number of members, and shall be not less than five members nor more than eleven members;
- (3) the initial individuals to serve as members of the board of directors, and the length of terms for which they are to serve;
- (4) the qualifications, manner of selection or appointment, and terms of office of members of the board; and
- (5) the articles of incorporation for the land bank, which shall be filed with the secretary of state in accordance with the procedures set forth in this chapter.

(b) Two or more foreclosing governmental units may enter into an intergovernmental cooperation agreement which creates a single land bank to act on behalf of such foreclosing governmental units, which agreement shall be authorized by and be in accordance with the provisions of paragraph (a) of this section. Such intergovernmental agreement shall include provisions for dissolution of such land bank.

(c) Any foreclosing governmental units and any municipality may enter into an intergovernmental cooperation agreement which creates a single land bank to act on behalf of such foreclosing governmental unit or units and municipality, which agreement shall be authorized by and be in accordance with the provisions of paragraph (a) of this section. Such intergovernmental agreement shall include provisions for dissolution of such land bank.

(d) Except when a land bank is created pursuant to paragraph (b) or (c) of this section, in the event a county creates a land bank, such land bank shall have the power to acquire real property only in those portions of such county located outside of the geographical boundaries of any other land bank created by any other foreclosing governmental unit located partially or entirely within such county.

(e) A school district may participate in a land bank pursuant to an intergovernmental cooperation agreement with the foreclosing governmental unit or units that create the land bank, which agreement shall specify the membership, if any, of such school district on the board of directors of the land bank, or the actions of the land bank which are subject to approval by the school district.

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(f) Each land bank created pursuant to this act shall be a type C not-for-profit corporation, and shall have permanent and perpetual duration until terminated and dissolved in accordance with the provisions of section sixteen hundred thirteen of this article.

(g) Nothing in this article shall be construed to authorize the existence of more than ten land banks located in the state at one time, provided further that each foreclosing governmental unit or units proposing to create a land bank shall submit such local law, ordinance or resolution as required by paragraph (a) of this section, to the urban development corporation, for its review and approval. The creation of a land bank shall be conditioned upon approval of the urban development corporation.

(h) The office of the state comptroller shall have the authority to audit any land bank pursuant to this article.

**→ § 1604. Applicability of New York law**

This article shall apply only to land banks created pursuant to this article.

**→ § 1605. Board of directors**

(a)(1) The initial size of the board shall be determined in accordance with section sixteen hundred three of this article. Unless restricted by the actions or agreements specified in section sixteen hundred three of this article, the provisions of this section shall apply.

(2) The size of the board may be adjusted in accordance with by-laws of the land bank.

(b) In the event that a land bank is created pursuant to an intergovernmental agreement in accordance with section sixteen hundred three of this article, such intergovernmental cooperation agreement shall specify matters identified in paragraph (a) of section sixteen hundred three of this article; provided, however, that each foreclosing governmental unit shall have at least one appointment to the board.

(c) Any public officer shall be eligible to serve as a board member and the acceptance of the appointment shall neither terminate nor impair such public office. For purposes of this section, "public officer" shall mean a person who is elected to a municipal office. Any municipal employee or appointed officer shall be eligible to serve as a board member.

(d) The members of the board of directors shall select annually from among themselves a chairman, a vice-chairman, a treasurer, and such other officers as the board may determine, and shall establish their duties as may be regulated by rules adopted by the board.

(e) The board shall establish rules and requirements relative to the attendance and participation of members in its meetings, regular or special. Such rules and regulations may prescribe a procedure whereby, should any member fail to comply with such rules and regulations, such member may be disqualified and removed automatically from office by no less than a majority vote of the remaining members of the board, and that member's position shall be vacant as of the first day of the next calendar month. Any person removed under the provisions of this paragraph shall be ineligible for reappointment to the board, unless such reappointment is confirmed unanimously by the board.

(f) A vacancy on the board shall be filled in the same manner as the original appointment.

(g) Board members shall serve without compensation, shall have the power to organize and reorganize the execu-

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tive, administrative, clerical, and other departments of the land bank and to fix the duties, powers, and compensation of all employees, agents, and consultants of the land bank. The board may reimburse any member for expenses actually incurred in the performance of duties on behalf of the land bank.

(h) The board shall meet in regular session according to a schedule adopted by the board, and also shall meet in special session as convened by the chairman or upon written notice signed by a majority of the members.

(i) A majority of the members of the board, not including vacancies, shall constitute a quorum for the conduct of business. All actions of the board shall be approved by the affirmative vote of a majority of the members of that board present and voting; provided, however, no action of the board shall be authorized on the following matters unless approved by a majority of the total board membership:

(1) adoption of by-laws and other rules and regulations for conduct of the land bank's business;

(2) hiring or firing of any employee or contractor of the land bank. This function may, by majority vote of the total board membership, be delegated to a specified officer or committee of the land bank, under such terms and conditions, and to the extent, that the board may specify;

(3) the incurring of debt;

(4) adoption or amendment of the annual budget; and

(5) sale, lease, encumbrance, or alienation of real property, improvements, or personal property.

(j) Members of a board shall not be liable personally on the bonds or other obligations of the land bank, and the rights of creditors

shall be solely against such land bank.

(k) Vote by proxy shall not be permitted. Any member may request a recorded vote on any resolution or action of the land bank.

(l) Each director, officer and employee shall be a state officer or employee for the purposes of sections seventy-three and seventy-four of the public officers law.

**→ § 1606. Staff**

A land bank may employ a secretary, an executive director, its own counsel and legal staff, and such technical experts, and such other agents and employees, permanent or temporary, as it may require, and may determine the qualifications and fix the compensation and benefits of such persons. A land bank may also enter into contracts and agreements with municipalities for staffing services to be provided to the land bank by municipalities or agencies or departments thereof, or for a land bank to provide such staffing services to municipalities or agencies or departments thereof.

**→ § 1607. Powers**

(a) A land bank shall constitute a type C not-for-profit corporation under New York law, which powers shall include all powers necessary to carry out and effectuate the purposes and provisions of this article, including the following powers in addition to those herein otherwise granted:

(1) adopt, amend, and repeal bylaws for the regulation of its affairs and the conduct of its business;

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(2) sue and be sued in its own name and plead and be impleaded in all civil actions, including, but not limited to, actions to clear title to property of the land bank;

(3) to adopt a seal and to alter the same at pleasure;

(4) to make contracts, give guarantees and incur liabilities, borrow money at such rates of interest as the land bank may determine;

(5) to issue negotiable revenue bonds and notes according to the provisions of this article;

(6) to procure insurance or guarantees from the state of New York or federal government of the payments of any debts or parts thereof incurred by the land bank, and to pay premiums in connection therewith;

(7) to enter into contracts and other instruments necessary to the performance of its duties and the exercise of its powers, including, but not limited to, intergovernmental agreements under section one hundred nineteen-o of the general municipal law for the joint exercise of powers under this article;

(8) to enter into contracts and other instruments necessary to the performance of functions by the land bank on behalf of municipalities or agencies or departments of municipalities, or the performance by municipalities or agencies or departments of municipalities of functions on behalf of the land bank;

(9) to make and execute contracts and other instruments necessary to the exercise of the powers of the land bank; and any contract or instrument when signed by the chairman or vice-chairman of the land bank, or by an authorized use of their facsimile signatures, and by the secretary or assistant secretary, or, treasurer or assistant treasurer of the land bank, or by an authorized use of their facsimile signatures, shall be held to have been properly executed for and on its behalf;

(10) to procure insurance against losses in connection with the real property, assets, or activities of the land bank;

(11) to invest money of the land bank, at the discretion of the board of directors, in instruments, obligations, securities, or property determined proper by the board of directors, and name and use depositories for its money;

(12) to enter into contracts for the management of, the collection of rent from, or the sale of real property of the land bank;

(13) to design, develop, construct, demolish, reconstruct, rehabilitate, renovate, relocate, and otherwise improve real property or rights

or interests in real property;

(14) to fix, charge, and collect rents, fees and charges for the use of real property of the land bank and for services provided by the land bank;

(15) to grant or acquire a license, easement, lease (as lessor and as lessee), or option with respect to real property of the land bank;

(16) to enter into partnership, joint ventures, and other collaborative relationships with municipalities and other public and private entities for the ownership, management, development, and disposition of real property;

(17) to inventory vacant, abandoned and tax foreclosed properties;

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(18) to develop a redevelopment plan to be approved by the foreclosing governmental unit or units;

(19) to be subject to municipal building codes and zoning laws;

(20) to enter in agreements with a foreclosing governmental unit for the distribution of revenues to the foreclosing governmental unit and school district; and

(21) to do all other things necessary to achieve the objectives and purposes of the land bank or other laws that relate to the purposes and responsibility of the land bank.

(b) A land bank shall neither possess nor exercise the power of eminent domain.

#### → § 1608. Acquisition of property

(a) The real property of a land bank and its income and operations are exempt from all taxation by the state of New York and by any of its political subdivisions.

(b) The land bank may acquire real property or interests in real property by gift, devise, transfer, exchange, foreclosure, purchase, or otherwise on terms and conditions and in a manner the land bank considers proper.

(c) The land bank may acquire real property by purchase contracts, lease purchase agreements, installment sales contracts, land contracts, and may accept transfers from municipalities upon such terms and conditions as agreed to by the land bank and the municipality. Notwithstanding any other law to the contrary, any municipality may transfer to the land bank real property and interests in real property of the municipality on such terms and conditions and according to such procedures as determined by the municipality.

(d) The land bank shall maintain all of its real property in accordance with the laws and ordinances of the jurisdiction in which the real property is located.

(e) The land bank shall not own or hold real property located outside the jurisdictional boundaries of the foreclosing governmental unit or units which created the land bank; provided, however, that a land bank may be granted authority pursuant to an intergovernmental cooperation agreement with another municipality to manage and maintain real property located within the jurisdiction of such other municipality.

(f) Notwithstanding any other provision of law to the contrary, any municipality may convey to a land bank real property and interests in real property on such terms and conditions, form and substance of consideration, and procedures, all as determined by the transferring municipality in its discretion.

(g) The acquisition of real property by a land bank pursuant to the provisions of this article, from entities other than political subdivisions, shall be limited to real property that is tax delinquent, tax foreclosed, vacant or abandoned; provided, however, that a land bank shall have authority to enter into agreements to purchase other real property consistent with an approved redevelopment plan.

(h) The land bank shall maintain and make available for public review and inspection a complete inventory of all property received by the land bank. Such inventory shall include: the location of the parcel; the purchase price, if any, for each parcel received; the

current value assigned to the property for purposes of real property taxation; the amount, if any, owed to the locality for real property taxation; the identity of the transferor; and any conditions or restrictions applicable to the property.

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(i) All parcels received by the land bank shall be listed on the received inventory established pursuant to paragraph (h) of this section within one week of acquisition and shall remain in such inventory for one week prior to disposition.

(j) Failure to comply with the requirements in paragraphs (h) and (i) of this section with regard to any particular parcel shall cause such acquisition by the land bank to be null and void.

#### → § 1609. Disposition of property

(a) The land bank shall hold in its own name all real property acquired by the land bank irrespective of the identity of the transferor of such property.

(b) The land bank shall maintain and make available for public review and inspection a complete inventory of all real property dispositions by the land bank. Such inventory shall include a complete copy of the sales contract including all terms and conditions including, but not limited to, any form of compensation received by the land bank or any other party which is not included within the sale price.

(c) The land bank shall determine and set forth in policies and procedures of the board of directors the general terms and conditions for consideration to be received by the land bank for the transfer of real property and interests in real property, which consideration may take the form of monetary payments and secured financial obligations, covenants and conditions related to the present and future use of the property, contractual commitments of the transferee, and such other forms of consideration as are consistent with state and local law.

(d) The land bank may convey, exchange, sell, transfer, lease as lessor, grant, release and demise, pledge any and all interests in, upon or to real property of the land bank.

(e) A foreclosing governmental unit may, in its local law, resolution or ordinance creating a land bank, or, in the case of multiple foreclosing governmental units creating a single land bank in the applicable intergovernmental cooperation agreement, establish a hierarchical ranking of priorities for the use of real property conveyed by a land bank including but not limited to:

(1) use for purely public spaces and places;

(2) use for affordable housing;

(3) use for retail, commercial and industrial activities;

(4) use as wildlife conservation areas; and

(5) such other uses and in such hierarchical order as determined by the foreclosing governmental unit or units.

(f) A foreclosing governmental unit may, in its local law, resolution or ordinance creating a land bank, or, in the case of multiple foreclosing governmental units creating a single land bank in the applicable intergovernmental cooperation agreement, require that any particular form of disposition of real property, or any disposition of real property located within specified jurisdictions, be subject to specified voting and approval requirements of the board of directors. Except and unless restricted or constrained in this manner, the board of directors may delegate to officers and employees the authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property by the land bank.

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(g) All property dispositions shall be listed on the property disposition inventory established pursuant to paragraph (b) of this section within one week of disposition. Such records shall remain available for public inspection in the property disposition inventory indefinitely.

(h) Failure to comply with the requirements in paragraph (g) of this section shall subject the land bank to a civil penalty of one hundred dollars per violation up to a maximum of ten thousand dollars for each parcel, recoverable in an action brought by the attorney general or

district attorney. The attorney general or district attorney may also seek rescission of the real property transaction.

→ § 1610. **Financing of land bank operations**

(a) A land bank may receive funding through grants and loans from the foreclosing governmental unit or units which created the land bank, from other municipalities, from the state of New York, from the federal government, and from other public and private sources.

(b) A land bank may receive and retain payments for services rendered, for rents and leasehold payments received, for consideration for disposition of real and personal property, for proceeds of insurance coverage for losses incurred, for income from investments, and for any other asset and activity lawfully permitted to a land bank under this article.

(c) Upon the adoption of a local law, ordinance, or resolution by municipality, school district or any taxing district, fifty percent of the real property taxes collected on any specific parcel of real property identified by such municipality, school district or any taxing jurisdiction may be remitted to the land bank, in accordance with procedures established by regulations promulgated by the department of taxation and finance. Such allocation of real property tax revenues shall commence with the first taxable year following the date of conveyance and shall continue for a period of five years.

→ § 1611. **Borrowing and issuance of bonds**

(a) A land bank shall have power to issue bonds for any of its corporate purposes, the principal and interest of which are payable from its revenues generally. Any of such bonds may be secured by a pledge of any revenues, including grants or contributions from the state of New York, the federal government, or any agency, and instrumentality thereof, or by a mortgage of any property of the land bank.

(b) The bonds issued by a land bank are hereby declared to have all the qualities of negotiable instruments under New York state law.

(c) The bonds of a land bank created under the provisions of this article and the income therefrom shall at all times be free from taxation for the state of New York or local purposes under any provision of New York law.

(d) Bonds issued by the land bank shall be authorized by resolution of the board and shall be limited obligations of the land bank; the principal and interest, costs of issuance, and other costs incidental thereto shall be payable solely from the income and revenue derived from the sale, lease, or other disposition of the assets of the land bank. In the discretion of the land bank, the bonds may be additionally secured by mortgage or other security device covering all or part of the project from which the revenues so pledged may be derived. Any refunding bonds issued shall be payable from any source described above or from the investment of any of the proceeds of the refunding bonds and shall not constitute an indebtedness or pledge of the general credit of any foreclosing governmental unit or municipality within the meaning of any constitutional or statutory limitation of indebtedness and shall contain a recital

Statutory Text as of 6.18.12

to that effect. Bonds of the land bank shall be issued in such form, shall be in such denominations, shall bear interest, shall mature in such manner, and be executed by one or more members of the board as provided in the resolution authorizing the issuance thereof. Such bonds may be subject to redemption at the option of and in the manner determined by the board in the resolution authorizing the issuance thereof.

(e) Bonds issued by the land bank shall be issued, sold, and delivered in accordance with the terms and provisions of a resolution adopted by the board. The board may sell such bonds in such manner, either at public or at private sale, and for such price as it may determine to be in the best interests of the land bank. The resolution issuing bonds shall be published in a newspaper of general circulation within the jurisdiction of the landbank.

(f) Neither the members of a land bank nor any person executing the bonds shall be liable personally on any such bonds by reason of the issuance thereof. Such bonds or other obligations of a land bank shall not be a debt of any municipality or of the state of New York, and shall so state on their face, nor shall any municipality or the state of New York nor any revenues or any property of any municipality or of the state of New York be liable therefor.

→ § 1612. **Public records and public meetings**

(a) The board shall cause minutes and a record to be kept of all its proceedings. Except as otherwise provided in this section, the land bank shall be subject to the open meetings law and the freedom of information law.

(b) A land bank shall hold a public hearing prior to financing or issuance of bonds. The land bank shall schedule and hold a public hearing and solicit public comment. After the conclusion of the public hearing and comments, the land bank shall consider the results of the public hearing and comments with respect to the proposed actions. Such consideration by the land bank shall include the accommodation of the public interest with respect to such actions; if such accommodation is deemed in the best interest of the community proposed actions shall include such accommodation.

(c) In addition to any other report required by this chapter, the land bank, through its chairperson, shall annually deliver, in oral and written form, a report to the municipality. Such report shall be presented by March fifteenth of each year to the governing body or board of the municipality. The report shall describe in detail the projects undertaken by the land bank during the past year, the monies expended by the land bank during the past year, and the administrative activities of the land bank during the past year. At the conclusion of the report, the chairperson of the land bank shall be prepared to answer the questions of the municipality with respect to the projects undertaken by the authority during the past year, the monies expended by the municipality during the past year, and the administrative activities of the municipality during the past year.

#### → § 1613. Dissolution of land bank

A land bank may be dissolved as a type C not-for-profit corporation sixty calendar days after an affirmative resolution approved by two-thirds of the membership of the board of directors. Sixty calendar days advance written notice of consideration of a resolution of dissolution shall be given to the foreclosing governmental unit or units that created the land bank, shall be published in a local newspaper of general circulation, and shall be sent certified mail to the trustee of any outstanding bonds of the land bank. Upon dissolution of the land bank all real property, personal property and other assets of the land bank shall become the assets of the foreclosing governmental unit or units that created the land bank. In the event that two or more foreclosing governmental units create a land bank in accordance with section sixteen hundred three of this article, the withdrawal of one or more foreclosing governmental units shall not result in the dissolution of the land bank unless the intergovernmental agreement so provides, and there is no foreclosing governmental unit that desires to continue the existence of the land bank.

#### → § 1614. Conflicts of interest

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No member of the board or employee of a land bank shall acquire any interest, direct or indirect, in real property of the land bank, in any real property to be acquired by the land bank, or in any real property to be acquired from the land bank. No member of the board or employee of a land bank shall have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used by a land bank. The board may adopt supplemental rules and regulations addressing potential conflicts of interest and ethical guidelines for members of the board and land bank employees.

#### → § 1615. Construction, intent and scope

The provisions of this article shall be construed liberally to effectuate the legislative intent and the purposes as complete and independent authorization for the performance of each and every act and thing authorized by this article, and all powers granted shall be broadly interpreted to effectuate the intent and purposes and not as a limitation of powers. Except as otherwise expressly set forth in this article, in the exercise of its powers and duties under this article and its powers relating to property held by the land bank, the land bank shall have complete control as fully and completely as if it represented a private property owner and shall not be subject to restrictions imposed by the charter, ordinances, or resolutions of a local unit of government.

#### → § 1616. Delinquent property tax enforcement

The municipality may enter into a contract to sell some or all of the delinquent tax liens held by it to a land bank, subject to the following conditions:

(a) The consideration to be paid may be more or less than the face amount of the tax liens sold.

(b) Property owners shall be given at least thirty days advance notice of such sale in the same form and manner as is provided by subdivision two of section eleven hundred ninety of the real property tax law. Failure to provide such notice or the failure of the addressee to receive the same shall not in any way affect the validity of any sale of a tax lien or tax liens or the validity of the taxes or interest prescribed by law with respect thereto.

(c) The municipality shall set the terms and conditions of the contract of sale.

(d) The land bank must thirty days prior to the commencement of any foreclosure action provide to the municipality a list of liens to be foreclosed. The municipality may, at its sole option and discretion, repurchase a lien or liens on the foreclosure list from the land bank. The repurchase price shall be the amount of the lien or liens plus any accrued interest and collection fees incurred by the land bank. The land bank shall provide the foreclosure list to the municipality, along with the applicable repurchase price of each lien, by certified mail, and the municipality shall have thirty days from receipt to notify the land bank of its option to purchase one or more of the liens. If the municipality opts to purchase the lien, it shall provide payment within thirty days of receipt of the repurchase price of said lien or liens. If the municipality shall fail to opt to repurchase the lien or liens the land bank shall have the right to commence a foreclosure action immediately.

(e) The sale of a tax lien pursuant to this article shall not operate to shorten the otherwise applicable redemption period or change the otherwise applicable interest rate.

(f) Upon the expiration of the redemption period prescribed by law, the purchaser of a delinquent tax lien, or its successors or assigns, may foreclose the lien as in an action to foreclose a mortgage as provided in section eleven hundred ninety-four of the real property tax law. The procedure in such action shall be the procedure prescribed by article thirteen of the real property actions and proceedings law for the foreclosure of mortgages. At any time following the commencement of an action to foreclose a lien, the amount required to redeem the lien, or the amount received upon sale of a property, shall include reasonable and necessary collection costs, attorneys' fees, legal costs, allowances, and disbursements.

(g) The provisions of title five of article eleven of the real property tax law shall apply so far as is practicable to a contract for the sale of tax liens pursuant to this article.

(h) If the court orders a public sale pursuant to section eleven hundred thirty-six of the real property tax law, and the purchaser of the property is the land bank, then the form, substance, and timing of the land bank's payment of the sales price may be according to such agreement as is mutually acceptable to the plaintiff and the land bank. The obligation of the land bank to perform in accordance with such agreement shall be deemed to be in full satisfaction of the tax claim which was the basis for the judgment.

(i) Notwithstanding any other provision of law to the contrary, in the event that no municipality elects to tender a bid at a judicially ordered sale pursuant to the provisions of section eleven hundred thirty-six of the real property tax law, the land bank may tender a bid at such sale in an amount equal to the total amount of all municipal claims and liens which were the basis for the judgment. In the event of such tender by the land bank the property shall be deemed sold to the land bank regardless of any bids by any other third parties. The bid of the land bank shall be paid as to its form, substance, and timing according to such agreement as is mutually acceptable to the plaintiff and the land bank. The obligation of the land bank to perform in accordance with such agreement shall be deemed to be in full satisfaction of the municipal claim which was the basis for the judgment. The land bank, as purchaser at such sale shall take and forever thereafter have, an absolute title to the property sold, free and discharged of all tax and municipal claims, liens, mortgages, charges and estates of whatsoever kind. The deed to the land bank shall be executed, acknowledged and delivered within thirty days of the sale.

## → § 1617. Contracts

(a) The land bank may, in its discretion, assign contracts for supervision and coordination to the successful bidder for any subdivision of work for which the land bank receives bids. Any construction, demolition, renovation and reconstruction contract awarded by the land bank shall contain such other terms and conditions as the land bank may deem desirable. The land bank shall not award any construction, demolition, renovation and reconstruction contract greater than ten thousand dollars except to the lowest bidder who, in its opinion, is qualified to perform the work required and who is responsible and reliable. The land bank may, however, reject any or all bids or waive any in- formality in a bid if it believes that the public interest will be promoted thereby. The land bank may reject any bid, if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the bidder justifies such rejection in view of the work to be performed.

(b) For the purposes of article fifteen-A of the executive law only, the land bank shall be deemed a state agency as that term is used in such article, and all contracts for procurement, design, construction, services and materials shall be deemed state contracts within the meaning of that term as set forth in such article.

Appendix I  
Articles of Incorporation

INSTR#: 6816 04/10/2017 CORPORATION Image: 1 of 8



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**CERTIFICATE OF INCORPORATION  
OF  
STEUBEN COUNTY LAND BANK CORPORATION**

A Not-For-Profit Land Bank Corporation  
under Article 16 of the Not-For-Profit  
Corporation Law of the State of New York

**THE UNDERSIGNED**, being over the age of eighteen years, for the purpose of forming a not-for-profit land bank corporation pursuant to Article 16 of the Not-For-Profit Corporation Law of the State of New York, hereby certifies as follows:

**FIRST:** The name of the corporation shall be Steuben County Land Bank Corporation (hereinafter referred to as the "Corporation").

**SECOND:** The Corporation will be a corporation as defined in subparagraph (a)(5) of Section 102 of the Not-For-Profit Corporation Law of the State of New York and, as provided in Section 1603(f) of the Not-For-Profit Corporation Law, will be a Type Charitable Corporation as defined in Section 201 of the Not-For-Profit Corporation Law. The Corporation shall be a public instrumentality of and supporting organization for, but separate and apart from Steuben County, New York (the "County").

**THIRD:** The purposes for which the Corporation is to be formed and operated, are exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, to combat community deterioration by facilitating the return of vacant, abandoned, and tax-delinquent properties to productive use in order to eliminate the harms and liabilities caused by such properties, and lessen the burden of government and act in the public interest. In furtherance of said purposes, the Corporation's powers shall include all powers and duties granted land bank corporations as set forth in Article 16 of the Not-For-Profit Corporation Law of the State of New York, as it may be amended from time-to-time, which powers are incorporated herein by reference as if fully stated herein, and shall also include:

(a) any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof, but not for the pecuniary profit or financial gain of its members, directors, officers or any private person.

(b) In general, to perform any and all acts and things, and exercise any and all powers which may now or hereafter be lawful for the Corporation to do or exercise under and pursuant to the laws of the State of New York for the purpose of accomplishing any of the foregoing purposes of the Corporation.

**FOURTH:** The Corporation's public objective and mission, which the Corporation's purpose will achieve, includes the lessening of the burdens of government by undertaking, promoting, and facilitating the return of vacant, abandoned, and tax-delinquent properties to productive use in order to eliminate the harms and liabilities caused by such properties and to combat community deterioration in Steuben County, New York, that will include real estate development and management, real estate project finance, and other community-based economic and human services development activities permissible under the Not-For-Profit Corporation Law.

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FIFTH: The operations of the Corporation will be principally conducted within the territory of the County.

SIXTH: (a) All income and earnings of the Corporation shall be used exclusively for its corporate purposes with the intent being that all income and earnings will be expended or deposited in appropriate reserves for corporate purposes;

(b) The property of the Corporation is irrevocably dedicated to charitable purposes.

SEVENTH: (a) The Corporation shall not attempt to influence legislation by propaganda or otherwise, or participate in or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office.

(b) The Corporation shall not engage in any activities not permitted to be carried on by an organization exempt from federal income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder.

EIGHTH: In the event of the dissolution of the Corporation or the winding up of its affairs, the Board of Directors shall, after paying or making provision for the payment of all debts and liabilities of the Corporation of whatsoever kind or nature, distribute all of the remaining assets and property of the Corporation to the County as set forth in Section 1613 of the Not-for-Profit Corporation Law.

NINTH: The office of the Corporation shall be located in the County of Steuben, New York.

TENTH: The types or classes of Membership in the Corporation and the number of Members of the Corporation shall be described in the By-laws. The initial Members of the Corporation shall be identified in the By-laws.

ELEVENTH: The Corporation shall be initially managed by seven directors, who shall be appointed by the Chairman of the Steuben County Board of Legislators, subject to confirmation by the Steuben County Legislature. All Directors must either be a resident of or employed in Steuben County. Any subsequent increase or decrease in the size of the Steuben County Land Bank Board of Directors will require the approval of the Steuben County Board of Legislators, and shall be in accordance with Article 16 of the Not-For-Profit Corporation Law of the State of New York.

TWELFTH: The names and addresses of the initial Directors of the Corporation will be as follows:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Joe Hauryski	Chairman of the Legislature	3 E. Pulteney Sq. Bath, NY 14810
Scott Van Etten	Chairman of the Finance Committee	3 E. Pulteney Sq. Bath, NY 14810
Jack Wheeler	County Manager	3 E. Pulteney Sq. Bath, NY 14810
Patrick Donnelly	Commissioner of Finance	3 E. Pulteney Sq. Bath, NY 14810
William Von Hagn	Mayor, Village of Bath	110 Liberty St., Ste 104 Bath, NY 14810

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Shawn Hogan	Mayor of Hornell	82 Main St., PO Box 627 Hornell NY 14843
Mark Ryckman	Corning City Manager	500 Civic Center Plaza Corning, New York 14830

THIRTEENTH: The duration of the Corporation shall be perpetual.

FOURTEENTH: The Corporation shall indemnify each Member, each Director, each officer, and, to the extent authorized by the Board of Directors, each other person authorized to act for the Corporation or on its behalf, to the full extent to which indemnification is permitted under the Not-For-Profit Corporation Law.

FIFTEENTH: The Secretary of New York State is designated as agent of the Corporation upon whom process against it may be served. The post office address to which the Secretary of State shall mail a copy of any process against the Corporation served upon him is as follows: Steuben County Department of Law, 3East Pulteney Square, Bath, NY 14810.

SIXTEENTH: The By-laws of the Corporation may be adopted, amended or repealed by a majority of the voting Directors of the Corporation.

SEVENTEENTH: The Corporation will not do any of the following:

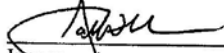
(a) Without the affirmative vote of the Steuben County Board of Legislators, increase or decrease the number of Members of the Corporation or increase or decrease the number of Directors of the Corporation.

(b) Without the affirmative vote of a majority of the voting Directors of the Corporation and all of the Corporation's Members, (i) dissolve or liquidate, in whole or in part, or institute proceedings to be adjudicated bankrupt or insolvent, (ii) consent to the institution of bankruptcy or insolvency proceedings against it, (iii) file a petition seeking or consenting to reorganization or relief under any applicable federal or state law relating to bankruptcy or insolvency, (iv) consent to the appointment of a receiver, liquidator, assignee, trustee, sequestrator or other similar official of the Corporation or a substantial part of its property, (v) make a general assignment for the benefit of creditors, (vi) admit in writing its inability to pay its debts generally as they become due or (vii) take any corporate action in furtherance of the actions set forth in clauses (i) through (vi) of this paragraph.

(c) Without the affirmative vote of all of the Directors of the Corporation and all of the Corporation's Members, merge or consolidate with any other corporation, company or entity or, except to the extent contemplated by paragraph THIRD hereof, sell all or substantially all of its assets or acquire all or substantially all of the assets or capital stock or other ownership interest of any other corporation, company or entity.

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IN WITNESS WHEREOF, this certificate has been subscribed this 17<sup>th</sup> day of November, 2016.



\_\_\_\_\_  
Incorporator  
Jack K. Wheeler  
County Manager  
3 East Pulteney Square  
Bath, New York 14810

**Appendix J.**  
**Management Services Agreement with Arbor Housing & Development**

**AGREEMENT**

**THIS AGREEMENT** made effective the 11<sup>th</sup> day of July, 2017 by and between the **STEUBEN COUNTY LAND BANK CORPORATION** (hereinafter "Land Bank"), a Domestic Not-For Profit Corporation and **ARBOR HOUSING AND DEVELOPMENT**, a Domestic Not-For-Profit Corporation with offices at 26 Bridge St, Corning, NY 14830 (hereinafter "Agent").

**WITNESSETH:**

WHEREAS, the Land Bank has sought to procure Management Services; and

WHEREAS, the Land Bank and Agent are desirous of entering into an agreement for said purpose, and

WHEREAS, the Agent has the knowledge, skills, and experience necessary to perform these services,

**NOW THEREFORE**, in consideration of the mutual promises and covenants hereinafter contained the parties agree as follows:

1. **SCOPE OF WORK.** Agent will provide administrative support for the Land Bank, as set forth in this Section, below, and as set forth in the grant application (Exhibit A), Request for Proposals (RFP) (Exhibit B), and Agent's RFP response (Exhibit C)-with each Exhibit (A,B, and C) attached hereto and made a part hereof as if set forth herein in full:
  - A. **Board Support:** Agent will provide administrative support to the Land Bank including scheduling, meeting room space, and general clerical assistance.
  - B. **Financial Record Keeping:** Agent will provide financial record keeping for the Land Bank and shall provide Steuben with periodic financial reports as directed by the Board.
  - C. **Planning/Policy Assistance:** Agent will provide the board with general planning and policy assistance to determine program needs and prioritize the use of resources.
  - D. **Outreach and Technical Assistance:** Agent will provide technical assistance to Land Bank, home owners, developers and contractors interested in participating in residential improvement programs and financing opportunities. This assistance may take the form of outreach, training sessions, consultations, referrals, to the appropriate agencies or service providers.
  - E. **Project Development and Program Management:** Agent will execute the work plan described in the grant application in collaboration with Land Bank. Additionally, Agent will facilitate discussions among property owners, developers, and investors to improve properties in the target areas. Agent will determine and administer the financial assistance provided in accordance with guidelines established by the grant.
  - F. **Construction, Demolition, and Rehabilitation Oversight:** Agent will manage, coordinate, and facilitate the construction, demolition, and rehabilitation efforts of the grant on behalf of Land Bank. This may include, but is not limited to working with contractors, performing inspections of construction / demolition progress, ensuring proper testing is performed, selecting contractors, identifying potential properties for the land bank to acquire, sales/disposition of properties, and other grant requirements.
  - G. **General Management and Related Work:** Agent will perform general management on behalf of Land Bank. Agent will also perform related work not contemplated or enumerated herein on behalf of Land Bank, as there may be additional work unknown to either party during the production of this agreement, but required under the grant.

H. Receipt and payment of funds of the Land Bank: Agent acknowledges that it will not place any funds of or due to the Land Bank with its own, and will promptly surrender any receipts to the Land Bank so that such funds may be deposited in the Land Bank's bank account in an authorized depository and under the exclusive control of the duly authorized officer(s) of the Land Bank.

2. **TERM.** The term shall be two (2) years, running concurrently with the term of the grant award and can be renewed for up to five (5) years with both parties' consent in writing.

3. **CONSIDERATION.** Consideration shall not exceed \$31,000 per year. Invoices shall be submitted to the County Manager's Office in order for payment to be processed. Payments shall be made on a quarterly basis in equal installments of \$7,750 per quarter.

4. **INSURANCE.** The Agent agrees to maintain insurance as specified by attached Appendix "A" and shall provide the Steuben County Risk Manager with a certificate of insurance naming the Land Bank as an additional insured for purposes of coverage on a direct, primary, and non-contributory basis. All certificates of insurance shall provide that the Land Bank be given thirty (30) days notice of any intent to cancel coverage. Self-employed persons must carry such Worker's Compensation coverage as directed by the Steuben County Risk Manager.

5. **COMPLIANCE WITH RULES, REGULATIONS AND LAWS.** It is mutually agreed that all rules, regulations and laws pertaining hereto shall be deemed to be part of this Agreement, and anything contained herein that may be in whole or in part inconsistent therewith shall be deemed to be hereby amended and modified to comply with such legislation, rules, regulations and laws, for and during such time the same shall be in effect, but at no other time. If any provision contained herein is found now or during the life of this Agreement to be null and void, in whole or in part as a matter of law, then said clause or part hereof shall be deemed to be severed and deleted from this Agreement leaving all other clauses or parts thereof in full force and effect. It is further agreed that there shall be no gap in the coverage or applicability of said remaining clauses or parts thereof.

The Agent agrees to comply with the Federal Commercial Drivers License Drug and Alcohol Testing Program requirements set forth in 49 CFR Parts 40 and 382.

**In acceptance of this Agreement, the Agent covenants and certifies that he will comply in all respects with all Federal, State, County or other Municipal Law which pertains hereto regarding work on, matters of employment, length of hours, workers' compensation and human rights.**

6. **CONFIDENTIALITY.** Information relating to individuals who may receive services pursuant to this Agreement shall be confidential and maintained and used only for the purposes intended under this Agreement, in accordance with any applicable State or Federal laws, rules and regulations. The Agent specifically covenants and certifies that it will comply in all respects with the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the HIPAA Privacy Rule and the HIPAA Security Rule with respect to the Protected Health Information ("PHI") of clients of the County. For purposes of HIPAA, the Agent shall be referred to as a "Business Associate."

7. **CONFLICT OF INTERESTS.** The Agent hereby stipulates and certifies that there is no member of the Land Bank or employee forbidden by law to be interested in the Agreement directly or indirectly, who will benefit therefrom or who is a party thereto.

8. **LICENSES.** The Agent hereby agrees that he will obtain, at his own expense, all licenses or permits necessary for this work, if any are necessary prior to the commencement of said work and shall be solely responsible for paying any and all fines or penalties incurred as a result of any improper or unlicensed services.

9. **INDEPENDENT CONTRACTOR STATUS.** The Agent covenants and agrees that he will conduct himself consistent with his status, said status being that of an independent contractor and that himself, his employees or agents will neither hold themselves out as, nor claim to be an officer or employee of the Land Bank, for such purposes as, but not limited to, Workers' Compensation coverage, Unemployment Insurance Benefits, Social Security or Retirement membership or credit. The Agent shall have exclusive responsibility for the means, manner, and methods of performing its obligations under this Agreement. For sole purposes of the HIPAA Privacy Rule, the Agent shall be considered a Business Associate.

10. **HOLD HARMLESS.** The Agent shall at all times defend, indemnify and hold harmless the Land Bank and its employees from any and all claims, damages or judgments or for the defense or payment thereof, based on any claim, action or cause of action whatsoever, including any action for libel, slander, or personal injury, or any affiliated claims, by reason of any act or failure to properly act on the part of Agent and in particular as may arise from the performance under this contract. Such obligation to the Land Bank shall not be construed to negate, abridge or reduce other rights of indemnity which would otherwise exist. This provision shall supersede any other provision in this Agreement deemed to be in conflict, unless specifically stated otherwise.

11. **SET-OFF RIGHTS.** The Land Bank shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the Land Bank's option to withhold for the purposes of set-off any money due to the Agent under this Agreement up to any amounts due and owing to the County with regard to any contract with any County department, office or agency.

12. **AUDIT.** The Agent shall take such action, if applicable and as necessary and appropriate, to comply with the provisions of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200. In any event, the Agent shall provide the County with appropriate documentation should the County wish to conduct an audit relative to the expenditure of the funds pursuant to this Agreement.

13. **RECORDS.** The Agent shall submit to Land Bank upon request such schedule of quantities and costs, progress schedules, payrolls, reports, estimates, records, and other data that the Land Bank may request concerning work performed or to be performed under this Agreement. All books and records of the Agent shall be available upon request for inspection and/or audit by the Land Bank during the time hereof and for a period of six (6) years hereafter.

14. **EXAMINATION OF BUDGET AND APPROPRIATION OF FUNDS.** It is expressly understood by and between the parties that any and all payments made pursuant to the within contract may not be in an amount in excess of the sum appropriated therefore in the Budget. The Agent specifically acknowledges his responsibility to examine the Budget to assure himself that the within contract price complies with the amount appropriated therefore. The within contract shall be unenforceable, unless approved by a roll call vote of the Land Bank Board of Directors, should the contract price exceed the amount appropriated for the object purpose of the contract. The contract shall be deemed executory only to the extent of money available to the Land Bank for the performance of the terms hereof and the Land Bank beyond monies available thereof shall incur no liability on account for the purpose thereof.

**The preceding clause shall not apply to contracts for provision of services where the State of New York or the U.S. Government mandates the payment and/or amount thereof.**

The Agent agrees that the Land Bank shall have no liability under this Contract to the Agent or to anyone else beyond funds appropriated and available for this contract.

15. **ASSIGNABILITY.** This contract may not be assigned, transferred, conveyed, sublet or disposed of without the previous consent, in writing, of the Land Bank. To the extent assignment is granted in accordance with the terms of this paragraph, this Agreement shall be binding on the parties, their successors, heirs, and assigns.

16. **AMENDMENTS.** No waiver, modification, or amendment of this Agreement or any part thereof shall be valid unless in writing and duly executed by the parties hereto. A waiver of any breach hereof shall not prevent a forfeiture for any succeeding breach.

17. **ENTIRE AGREEMENT.** This Agreement contains the sole and entire Agreement between the parties relating to the services provided hereunder and shall supersede any and all other Agreements between the parties. Any other statements or representations made by either party are void and have no force or effect. Agreement shall be governed by the laws of the State of New York and any claims brought hereunder shall be brought in and under the jurisdiction of the State of New York.

18. **TERMINATION.** Land Bank may terminate this agreement at any time upon 60 days written notice.

Notices

Any notices required or desired by the parties shall be sent by registered or certified mail to:

**Steuben County Land Bank**

Mitchell M. Alger  
Deputy County Manager  
3 East Pulteney Square  
Bath, NY 4810 Arbor

**Agent**

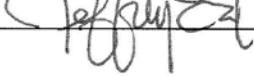
Jeffrey E. Eaton  
Chief Executive Officer  
26 Bridge St  
Corning, NY 14830

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year first above written.

**STEUBEN COUNTY LAND BANK**

BY:   
Scott J. Van Etten  
Steuben County Land Bank, Chairman of the Board of Directors

**AGENT**

BY:   
Jeffrey E. Eaton

Dated: 7/11/17

Dated: 7/6/2017

STATE OF NEW YORK  
COUNTY OF STEUBEN) ss:

On this 11 day of July, 2017 before me, the undersigned, personally appeared Scott VanEtten to me known, who being by me duly sworn, did depose and say that he/she resides in Coenong, New York; that he/she is the Chairman of the Landbank of the County of Steuben described in and which executed the above instrument; and that he/she signed his/her name thereto by order of the Steuben County Legislature.

Yvonne Erway  
Notary Public

**YVONNE ERWAY**  
**NOTARY PUBLIC #01ER6153706**  
**State of NY, County of Steuben**  
**My commission expires October 16, 2018**

STATE OF NEW YORK  
COUNTY OF STEUBEN) ss:

On the 6<sup>th</sup> day of July in the year 2017 before me, the undersigned, personally appeared Jeffrey E. Eaton, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Missy A. Rupik  
Notary Public

Missy A. Rupik  
Notary Public - State of New York  
No. 01RU6280645  
Qualified in Chemung County  
My Commission Expires 5/6/21

## Appendix A

### STEUBEN COUNTY STANDARD INSURANCE REQUIREMENTS

Prior to commencement of work, delivery of services, acquisition of merchandise or equipment a Certificate of Insurance and a policy endorsement covering items A, B & C must be delivered to the County Department responsible for the agreement, and to the County Risk Manager. A Certificate of insurance may be used to show coverage only.

**ITEMS:**

- A. Steuben County, 3 East Pulteney Square, Bath, N.Y. 14810 shall be named as an additional insured (for the purposes of coverage but not the payment of premium).
- B. **ACKNOWLEDGEMENT:** The insurance companies providing coverage acknowledge that the named insured is entering into a contract with Steuben County in which the named insured agrees to defend, hold harmless, and indemnify the County, its officials, employees and agents against all claims resulting from work performed, material handled and services rendered. The contractual liability coverage evidenced will cover the liability assumed under the County-Contractor agreement.
- C. Prior to non-renewal, cancellation or a change of converge on this policy, at least thirty (30) days advance written notice shall be given to Steuben County Risk Manager at Steuben County Offices, 3 Pulteney Square East, Bath, N.Y. 14810

**Workers' Compensation Coverage will be required for anyone doing any kind of work for Steuben County. This includes self-employed individuals. The Steuben County Risk Manager may waive this requirement. Proof of Workers' Compensation Coverage must be submitted on NYS Workers' Compensation Board Approved Forms.**

#### MINIMUM COVERAGES AND LIMITS ARE

TYPE OF CONTRACT	COVERAGES REQUIRED	LIMITS REQUIRED
PROFESSIONAL SERVICES	PROFESSIONAL LIABILITY	MINIMUM \$1,000,000
	AUTO LIABILITY TO INCLUDE: OWNED, HIRED & NON OWNED	MINIMUM \$1,000,000
	WORKERS' COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY
CONSTRUCTION & MAINTENANCE	COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES & OPERATIONS, PRODUCTS & COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, BROAD FORM PROPERTY DAMAGE, (XCU HAZARDS)	MINIMUM \$1,000,000
	AUTO LIABILITY TO INCLUDE: OWNED, HIRED, & NON OWNED	MINIMUM \$1,000,000
	WORKERS' COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY
ACQUISITION OF SUPPLIES OR EQUIPMENT	COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PRODUCTS & COMPLETED OPERATIONS, CONTRACTUAL, BROAD FORM PROPERTY	MINIMUM \$1,000,000
	WORKERS' COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY
COUNTY PROPERTY USED BY OTHERS	COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES & OPERATIONS, PRODUCTS & COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, PERSONAL INJURY, LIQUOR LEGAL LIABILITY	MINIMUM \$1,000,000
	AUTO LIABILITY TO INCLUDE: OWNED, HIRED, & NON OWNED	MINIMUM \$1,000,000
	WORKERS' COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY
CONCESSIONAIRE SERVICES LIVERY SERVICES MUNICIPAL AGREEMENTS	COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES & OPERATIONS, PRODUCTS & COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, PERSONAL INJURY, LIQUOR	MINIMUM \$1,000,000
	AUTO LIABILITY TO INCLUDE: OWNED, HIRED, & NON OWNED	MINIMUM \$1,000,000
	WORKERS' COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY

Bid specifications, particular contracts, leases or agreements may require increased limits and or additional coverages. If there are questions please contact the Steuben County Risk Manager 607-664-2104.

**Appendix K**  
**2018 Financial Audit**

**STEUBEN COUNTY  
LAND BANK CORPORATION**

**Financial Statements  
As of December 31, 2018 and 2017  
Together with  
Independent Auditor's Report**

**Bonadio & Co., LLP**  
Certified Public Accountants

**STEBEN COUNTY LAND BANK CORPORATION**

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**INDEPENDENT AUDITOR'S REPORT**

February 28, 2019

To the Board of Directors of  
Steuben County Land Bank Corporation

**Report on the Financial Statements**

We have audited the accompanying financial statements of the Steuben County Land Bank Corporation (the Corporation), as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

171 Sully's Trail  
Pittsford, New York 14534  
p (585) 381-1000  
f (585) 381-3131

[www.bonadio.com](http://www.bonadio.com)

(Continued)

## INDEPENDENT AUDITOR'S REPORT

(Continued)

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Corporation as of December 31, 2018 and 2017, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 28, 2019 on our consideration of the Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control over financial reporting and compliance.

Bonadio & Co., LLP

## **STEBEN COUNTY LAND BANK CORPORATION**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS (Unaudited)**

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This section of the Steuben County Land Bank Corporation (the Corporation), annual financial report presents discussion and analysis of the Corporation's financial performance during the fiscal years ending December 31, 2018 and 2017. Please read it in conjunction with the Corporation's financial statements and accompanying notes.

#### **GENERAL INFORMATION**

This Corporation was incorporated in 2016 to address the problems with vacant, abandoned, or tax delinquent property in the County of Steuben, New York (the County) with the intent to return the properties to productive use. Operations commenced in 2017.

#### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual financial report consists of two parts: this section, the Management's Discussion and Analysis (MD&A) and the basic financial statements. The Corporation is a self-supporting entity and follows business-type activity reporting; accordingly, the financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Business-type activity statements offer short-term and long-term financial information about the activities and operations of the Corporation. This annual report consists of the financial statements and notes to those statements. The Statements of Net Position, Statements of Revenue, Expenses and Changes in Net Position, the Statements of Cash Flows and related notes provide a detailed look at the specific financial activities of the Corporation and generally provide an indication of the Company's financial health. The Statements of Net Position include all of the Corporation's assets and liabilities, using the accrual basis of accounting. The Statements of Revenue, Expenses and Changes in Net Position report all of the revenues and expenses during the time period indicated. The Statements of Cash Flows report the cash provided and used by operating activities, as well as other cash sources such as investment income and cash payments for debt.

#### **FINANCIAL HIGHLIGHTS**

- The Corporation's total net position at December 31, 2018 and 2017 was \$350,780 and \$126,486, respectively.
- Total current assets at December 31, 2018 and 2017 were \$371,248 and \$151,630, respectively. Current assets were comprised of cash, inventory and prepaid insurance.
- Total current liabilities at December 31, 2018 and 2017 were \$20,468 and \$25,144, respectively. Current liabilities were comprised of advanced grant funds which have not yet been expended. The Corporation has provided reasonable assurance that these funds will be used.
- Operating revenues for the year ended December 31, 2018 were \$255,350 and consisting of income from the sale of rehabilitated property and in-kind services provided by the County. Operating revenues for the year ended December 31, 2017 were \$14,918, and consisted of in-kind services provided by the County.
- Operating expenses for the years ended December 31, 2018 and 2017 were \$318,885 and \$40,761, respectively.
- Operating loss for the years ended December 31, 2018 and 2017 was \$63,535 and \$25,843, respectively.

## FINANCIAL ANALYSIS OF THE CORPORATION

Below is an analysis of the assets, liabilities, revenues and expenses of the Corporation.

### Summary of Assets, Liabilities, and Net Position

	<u>2018</u>	<u>2017</u>
Current assets	\$ 371,248	\$ 151,630
Current liabilities	<u>20,468</u>	<u>25,144</u>
Total Net position - unrestricted	<u>\$ 350,780</u>	<u>\$ 126,486</u>

#### Current Assets

Current assets at December 31, 2018 were comprised of cash from a state provided grant and the sale of rehabilitated property, inventory, and prepaid expense for 2019 insurance premiums.

Current assets at December 31, 2017 were comprised of cash from a state provided grant and government contributions, inventory, and prepaid expense for 2018 insurance premiums.

#### Inventory

As of December 31, 2018, inventory consists of four properties. The Corporation acquired one new property during the year and sold one property that was included in inventory at December 31, 2017. Thus, inventory at December 31, 2017 also consisted of four properties. Management intends to complete either demolition or rehabilitation of these properties and then sell them.

#### Capital Assets

As of December 31, 2018 and 2017, the Corporation did not possess any capital assets.

#### Current Liabilities

Current liabilities are comprised of advanced grant funds on a grant award from the Local Initiatives Support Corporation (LISC) in the amount of \$500,000 that have been received but not yet spent for their designated purpose. As of December 31, 2018, \$385,583 has been received from LISC and \$365,115 has been spent to date. As of December 31, 2017, \$102,473 had been received from LISC and \$77,329 was spent to date.

#### Budget

For 2018, the Corporation budgeted total revenues of \$492,500 of which \$250,000 related to the grant award from the Local Initiatives Support Corporation (LISC) grant and \$166,000 to sales of properties. The Corporation does not currently prepare a budget estimate for in-kind items. One property was sold in 2018, for approximately \$11,000 greater than the amount budgeted.

For 2017, the Corporation budgeted total revenues of \$158,000 of which \$75,000 related to municipal subsidy grants and \$83,000 to sales of properties. In-kind transactions were not budgeted and the LISC grant award was not included in the operating budget. No properties were sold in 2017.

The Corporation budgeted \$383,000 of expenses for the year ending December 31, 2018. The largest budgeted line items were \$95,000 for renovation costs, \$50,000 for property acquisition, and a contingency amount of \$50,000. The budget did not include any value related to in-kind services.

The Corporation budgeted \$66,500 of expenses for the year ending December 31, 2017, which included a contingency amount of \$25,000. The budget did not include any value related to in-kind services.

## FINANCIAL ANALYSIS OF THE CORPORATION (Continued)

### Summary of Revenues, Expenses, and Change in Net Position

	<u>2018</u>	<u>2017</u>
OPERATING REVENUES:		
Sale of property	\$ 177,422	\$ -
In-Kind revenue	<u>77,928</u>	<u>14,918</u>
Total operating revenues	<u>255,350</u>	<u>14,918</u>
OPERATING EXPENSES:		
Cost of sales	157,759	-
Property maintenance	15,267	50
Management fees	31,000	15,500
Insurance	27,931	7,928
Professional services	7,000	1,000
General and administrative expenses	2,000	1,365
In-Kind expense	<u>77,928</u>	<u>14,918</u>
Total operating expenses	<u>318,885</u>	<u>40,761</u>
Operating loss	<u>(63,535)</u>	<u>(25,843)</u>
NON-OPERATING REVENUE		
Grant and government subsidy revenue	287,786	152,329
Interest income	<u>43</u>	<u>-</u>
Total non-operating revenue	<u>287,829</u>	<u>152,329</u>
CHANGE IN NET POSITION	224,294	126,486
NET POSITION - beginning of year	<u>126,486</u>	<u>-</u>
NET POSITION - end of year	<u>\$ 350,780</u>	<u>\$ 126,486</u>

#### Operating Revenues

During 2018, operating revenue was comprised of revenue from the sale of property and services rendered in-kind. Operating revenue in 2017 was comprised of services rendered in-kind.

#### Operating Expenses

Operating expenses in 2018 were primarily comprised of costs of sales, management fees, insurance premiums and services rendered in-kind. Operating expenses in 2017 were primarily comprised of management fees, insurance premiums, and in-kind services.

#### Operating Results

The Corporation had an operating loss of \$63,535 for the year ended December 31, 2018 and \$25,843 for the year ended December 31, 2017.

#### REQUEST FOR INFORMATION

This financial report is designed to provide the reader with a general overview of the Corporation's finances. Questions concerning any information provided in this report or requests for additional financial information should be addressed to the Steuben Land Bank Corporation - Steuben County Office Building, 3 East Pulteney Square, Bath, NY 14810.

**STEBEN COUNTY LAND BANK CORPORATION**

**STATEMENTS OF NET POSITION  
DECEMBER 31, 2018 AND 2017**

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
CURRENT ASSETS:		
Cash	\$ 175,716	\$ 48,027
Restricted cash	20,468	25,144
Inventory	155,526	61,779
Prepaid expenses	<u>19,538</u>	<u>16,680</u>
Total current assets	<u>371,248</u>	<u>151,630</u>
Total assets	<u>371,248</u>	<u>151,630</u>
<b>LIABILITIES</b>		
CURRENT LIABILITIES:		
Grant and government subsidy revenue advance	<u>20,468</u>	<u>25,144</u>
Total liabilities	<u>20,468</u>	<u>25,144</u>
<b>NET POSITION</b>		
Unrestricted	<u>350,780</u>	<u>126,486</u>
Total net position	<u>\$ 350,780</u>	<u>\$ 126,486</u>

The accompanying notes are an integral part of these statements.

**STEBEN COUNTY LAND BANK CORPORATION**

**STATEMENTS OF REVENUES, EXPENSES AND CHANGE IN NET POSITION  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017**

	<u>2018</u>	<u>2017</u>
<b>OPERATING REVENUES:</b>		
Sale of property	\$ 177,422	\$ -
In-Kind revenue	<u>77,928</u>	<u>14,918</u>
 Total operating revenues	 <u>255,350</u>	 <u>14,918</u>
<b>OPERATING EXPENSES:</b>		
Cost of sales	157,759	-
Property maintenance	15,267	50
Management fees	31,000	15,500
Insurance	27,931	7,928
Professional services	7,000	1,000
General and administrative expenses	2,000	1,365
In-Kind expense	<u>77,928</u>	<u>14,918</u>
 Total operating expenses	 <u>318,885</u>	 <u>40,761</u>
 Operating loss	 <u>(63,535)</u>	 <u>(25,843)</u>
<b>NON-OPERATING REVENUE</b>		
Grant and government subsidy revenue	287,786	152,329
Interest income	<u>43</u>	<u>-</u>
 Total non-operating revenue	 <u>287,829</u>	 <u>152,329</u>
 CHANGE IN NET POSITION	 224,294	 126,486
 NET POSITION - beginning of year	 <u>126,486</u>	 <u>-</u>
 NET POSITION - end of year	 <u>\$ 350,780</u>	 <u>\$ 126,486</u>

The accompanying notes are an integral part of these statements.

**STEBEN COUNTY LAND BANK CORPORATION**

**STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017**

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash received from sale of property	\$ 177,422	\$ -
Cash paid for inventory	(251,506)	(61,779)
Cash paid for property maintenance	(15,267)	(50)
Cash paid for management fees	(31,000)	(15,500)
Cash paid for insurance	(30,789)	(24,608)
Cash paid for professional services	(7,000)	(1,000)
Cash paid for general and administrative expenses	<u>(2,000)</u>	<u>(1,365)</u>
Net cash from operating activities	<u>(160,140)</u>	<u>(104,302)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Cash received from grants and government subsidies	283,110	177,473
Cash received from interest	<u>43</u>	<u>-</u>
Net cash from investing activities	<u>283,153</u>	<u>177,473</u>
<b>CHANGE IN CASH</b>	123,013	73,171
CASH - beginning of year	<u>73,171</u>	<u>-</u>
CASH - end of year	<u>\$ 196,184</u>	<u>\$ 73,171</u>
<b>RECONCILIATION OF CASH TO THE STATEMENT OF NET POSITION:</b>		
Cash	\$ 175,716	\$ 48,027
Restricted cash	<u>20,468</u>	<u>25,144</u>
Total	<u>\$ 196,184</u>	<u>\$ 73,171</u>
<b>RECONCILIATION OF OPERATING LOSS TO CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Operating loss	\$ (63,535)	\$ (25,843)
Adjustments to reconcile operating loss to net cash flow from operating activities:		
Changes in:		
Inventory	(93,747)	(61,779)
Prepaid expenses	<u>(2,858)</u>	<u>(16,680)</u>
Net cash from operating activities	<u>\$ (160,140)</u>	<u>\$ (104,302)</u>

The accompanying notes are an integral part of these statements.

## STEBEN COUNTY LAND BANK CORPORATION

### NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2018 and 2017

---

#### 1. ORGANIZATION

The Steuben County Land Bank Corporation (the Corporation), was formed in 2016 to assist communities within the County of Steuben, New York (the County) in addressing the issues of blight caused by vacant, abandoned, condemned and foreclosed properties. Operations commenced in 2017. The Corporation endeavors to reverse the trend of declining property values and further deterioration of Steuben County's housing and commercial stock by stabilizing neighborhoods, encouraging private investment and improving the quality of life for Steuben County residents.

The Corporation was formed with the County as its sole member. However, due to the immateriality of the Corporation to the County, it is not presented as a blended component unit.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### **Basis of Presentation**

The basic financial statements of the Corporation have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) for governments as prescribed by the Governmental Accounting Standards Board (GASB), which is the primary standard-setting body for establishing governmental accounting and financial principles.

##### **Measurement Focus and Basis of Accounting**

The Corporation operates as a proprietary fund. Proprietary funds utilize an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources (whether current or noncurrent) associated with their activities are reported. Fund equity is classified as net position.

The Corporation utilizes the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or an economic asset is used.

##### **Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

##### **Income Tax Status**

The Corporation was organized as a not-for-profit corporation under the laws of the State of New York, and submitted an Application for Recognition of Exempt Status to the Internal Revenue Service with respect to Section 501(c)(3) of the Internal Revenue Code.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **Inventory**

Inventory consists of vacant, abandoned, or tax delinquent property in the County purchased by the Corporation or donated by the County. Inventory is valued at the lower of cost or market. Market value is defined as estimated selling price, not to be in excess of assessed value. Cost includes but is not limited to, property purchase cost, appraisal, inspection and recording fees, renovation costs and professional services.

### **Prepaid Expenses**

Prepaid expenses at December 31, 2018 and 2017 were comprised of amounts paid for insurance policies for the subsequent fiscal year.

### **Grant and Government Subsidy Revenue Advance**

Grant advances consist of grant and government subsidy revenue amounts received for which the definition of earned has not been met. Such amounts are reflected as a liability until the amount is deemed earned and then recognized as revenue.

### **Operating and Non-operating Revenues and Expenses**

As a business-type activity, the Corporation distinguishes operating revenues and expenses from non-operating items. Operating revenues are comprised of receipts from the sale of property, donation of property, and in-kind services from the County. Operating expenses generally result from the acquisition, demolition and renovation of properties, and general and administrative expenses in accordance with the Corporation's mission. Non-operating revenues consist of grants or subsidies received.

### **Net Position**

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. The Corporation did not have net investment in capital assets at December 31, 2018 and 2017.
- b. Restricted net position - net position with constraints placed on their use either by (1) external groups such as creditors or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. The Corporation did not have restricted net position at December 31, 2018 and 2017.
- c. Unrestricted net position - all other net position that does not meet the definition of net investment in capital assets or restricted net position.

It is the Corporation's policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

**3. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS**

The Corporation's investment policies are governed by State statutes. Monies must be deposited in Federal Deposit Insurance Corporation (FDIC) insured commercial banks or trust companies located within and authorized to do business in New York State (NYS). Collateral is required for deposits and certificates of deposit not covered by FDIC insurance. Obligations that may be pledged as collateral are those identified in NYS General Municipal Law, Section 10 and outlined in the NYS Comptroller's Financial Management Guide.

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a failure of a depository financial institution, the reporting entity may not recover its deposits. At December 31, 2018 and 2017, all of the Corporation's deposits were insured in full by FDIC.

**4. CONCENTRATIONS OF CREDIT RISK**

The Corporation receives significant support from certain governmental entities. The primary source of funding is through a grant award from Local Initiatives Support Corporation (LISC). Funding from LISC comprised 56% of revenue for the year ended December 31, 2018 and 46% of revenue for the year ended December 31, 2017.

**5. AGREEMENT WITH ARBOR HOUSING AND DEVELOPMENT**

In July 2017, the Corporation entered into an agreement with Arbor Housing and Development (the Agent) wherein the Agent will provide services including program management related to administering the grant award received from LISC, as well as construction, demolition and rehabilitation oversight. The agreement is in effect for an initial period of two years and can be renewed up to five years. The Corporation will pay the Agent \$31,000 annually for these services. Management fees paid related to this agreement were \$31,000 and \$15,500 for the years ended December 31, 2018 and 2017, respectively.

**6. AGREEMENT WITH COUNTY OF STEUBEN, NEW YORK**

The Corporation has an agreement with the County wherein the County provides legal, managerial and demolition services. The total value of these in-kind services provided by the County were \$77,928 for the year ended December 31, 2018 and \$14,918 for the year ended December 31, 2017 and are recorded as in-kind operating revenue and expenses.

**7. SUBSEQUENT EVENT**

The New York State Attorney General's Office selected Enterprise Community Partners, Inc. (Enterprise) to manage the award of grant funding from the Attorney General's Office to various New York State land banks. The Corporation has accepted a grant from Enterprise for \$550,000 to aid in property acquisition, demolition, and rehabilitation.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

February 28, 2019

To the Board of Directors of  
Steuben County Land Bank Corporation:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Steuben County Land Bank Corporation (the Corporation), as of and for the year ended December 31, 2018, and the related notes to the financial statements, and have issued our report thereon dated February 28, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Corporation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

171 Sully's Trail  
Pittsford, New York 14534  
p (585) 381-1000  
f (585) 381-3131

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(Continued)

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

(Continued)

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Bonadio & Co., LLP*

February 28, 2019

To the Members of the Audit Committee  
Steuben County Land Bank Corporation:

We have audited the financial statements of Steuben County Land Bank Corporation (the Corporation), for the year ended December 31, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated January 4, 2019. Professional standards also require that we communicate to you the following information related to our audit.

#### **SIGNIFICANT AUDIT FINDINGS**

##### **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Corporation are described in Note 2 to the financial statements. No new account policies were adopted and the application of existing policies was not changed during 2018.

We noted no transactions entered into by the Corporation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Valuation of inventory
- Valuation of in-kind services

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

##### **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

**Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no misstatements identified during our audit.

**Disagreements with Management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

**Management Representations**

We have requested certain representations from management that are included in the management representation letter dated February 28, 2019.

**Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Corporation's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

**Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Corporation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Matters**

We applied certain limited procedures to management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

**Restriction on Use**

This information is intended solely for the use of the Board of Directors and management of Steuben County Land Bank Corporation and is not intended to be, and should not be used by anyone other than these specified parties.

*Bonadio & Co., LLP*

February 28, 2019

Patrick Donnelly, Treasurer  
Steuben County Land Bank Corporation  
c/o Steuben County Office Building  
3 East Pulteney Square  
Bath, NY 14810

Dear Patrick,

Land Bank Corporations, which are authorized under the Not-for-Profit Corporation Law, fall under the Public Authorities Accountability Act (PAAA) and Public Authorities Reform Act (PARA) definition if they are affiliated with, sponsored by, or created by a municipal government.

One of the specific requirements of the PAL is Section 2925, subdivision 6 that indicates:

"Each corporation shall annually prepare and approve an investment report which shall include the investment guidelines, as specified in subdivision three of this section, amendments to such guidelines since the last investment report, an explanation of the investment guidelines and amendments, the results of the annual independent audit, the investment income record of the corporation and a list of the total fees, commissions, or other charges paid to each investment banker, broker, dealer, agent, dealer and adviser rendering investment associated services to the corporation since the last investment report. Such investment report may be a part of any other annual report that the corporation is required to make."

In discussions with the ABO, they have indicated that the annual financial statement audit does not satisfy the requirement above. Furthermore, the requirement extends to not only investments in the conventional sense, but all funds available for deposit in the organization, except for traditional checking and savings type deposits, or trustee directed investments in association with bond issuances. Certificates of deposits would qualify as investments under the regulations.

The complexity of the audit is based primarily on the nature of the organization's investments. Organizations with certificates of deposit or other non-complex investments may be able satisfy the requirements by having an agreed-upon procedures review of its investment policy performed to ensure that the organization is in compliance with said policy.

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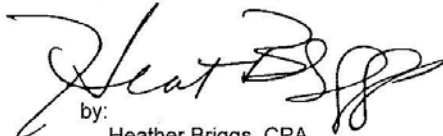
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Since the Steuben County Land Bank Corporation does not have investments that meet the criteria as defined above, there is no filing requirement for December 31, 2018.

We can assist you with the requirements of this legislation and provide the reports required to satisfy the objectives, going forward. As necessary, we can perform these concurrently with our annual financial statement audits at an estimated hour basis. Please contact me to discuss the specifics of your needs.

Very truly yours,

BONADIO & CO., LLP

A handwritten signature in black ink, appearing to read "Heather Briggs", written in a cursive style.

by:

Heather Briggs, CPA  
Principal