



# Annual Report 2023

Chemung County Property Development Corporation

400 East Church St

Elmira, NY 14901

607-654-7487

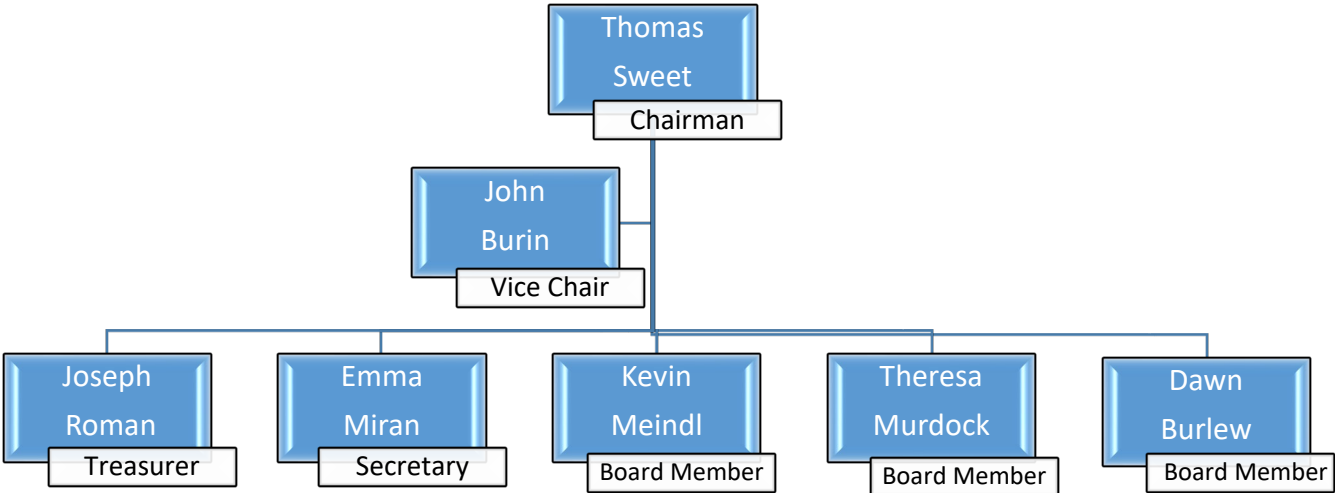
[tdeitrick@arbordevelopment.org](mailto:tdeitrick@arbordevelopment.org)

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

Board of Directors

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Names and Titles



## *Contracted Professional Services*

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*~ Program Administrator*

*Arbor Housing and Development*

*~ Corporation Auditor*

*EFPR Group LLP*

## *Meeting Attendance*

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### ***January 18, 2023***

*Present: John Burin, Jennifer Furman, Emma Miran, Kevin Meindl, Joseph Roman, and Thomas Sweet. Also, present were Terra Deitrick, Elizabeth Hunt, Danielle Kenny, and Douglas Madison, Arbor Housing; Hyder Hussain, Counsel to the Corporation; Mark Margeson, Chairman, Chemung County Legislature; Alison Herman, Associate Planner, Chemung County Planning Dept.; and Mary Rocchi, Recording Secretary.*

### ***February 15, 2023***

*Present: Joseph Roman, Thomas Sweet, Kevin Meindl, Emma Miran, and John Burin. Also, present were Hyder Hussain, Counsel to the Corporation; Alison Herman and Emily Marino, Chemung County Planning Dept.; Terra Deitrick, Danielle Kenny, and Douglas Madison, Arbor Housing; and Mary Rocchi, Recording Secretary.*

### ***March 8, 2023***

*Present: Joseph Roman, John Burin, Kevin Meindl, Thomas Sweet, and Emma Miran. Also, present were Terra Deitrick, Danielle Kenny, and Douglas Madison, Arbor Housing; Hyder Hussain, Counsel to the Corporation; Alison Herman, Chemung County Planning Dept.; and Mary Rocchi, Recording Secretary.*

### ***March 22, 2023***

*Present: Dawn Bulew, John Burin, Emma Miran, Kevin Meindl and Thomas Sweet. Also, present were Terra Deitrick, Danielle Kenny, and Douglas Madison, Arbor Housing; and Mary Rocchi, Recording Secretary.*

**March 22, 2023 (Audit/Finance Committee)**

*Present: John Burin, Dawn Burlew, and Kevin Meindl. Also, present were Terra Deitrick, Douglas Madison, and Danielle Kenny, Arbor Housing; and Mary Rocchi, Recording Secretary.*

**April 24, 2023**

*Present: John Burin, Thomas Sweet, Emma Miran, and Joseph Roman. Also, present were Terra Deitrick, Douglas Madison, and Danielle Kenny, Arbor Housing; Alison Herman, Chemung County Planning Dept.; and Mary Rocchi, Recording Secretary.*

**May 17, 2023**

*Present: John Burin, Kevin Meindl, Theresa Murdock, and Thomas Sweet. Also, present were Terra Deitrick, Douglas Madison, and Danielle Kenny, Arbor Housing; Hyder Hussain, Counsel to the Corporation; Alison Herman, Chemung County Planning Dept.; Mary Rocchi, Recording Secretary.*

**June 21, 2023**

*Present: John Burin, Kevin Meindl, Emma Miran, Theresa Murdock, Thomas Sweet, and Joseph Roman. Also, present were Terra Deitrick, Douglas Madison, and Danielle Kenny, Arbor Housing; Hyder Hussain, Counsel to the Corporation; and Mary Rocchi, Recording Secretary.*

**July 19, 2023**

*Present: John Burin, Theresa Murdock, Joseph Roman, Thomas Sweet, and Emma Miran. Also, present were Terra Deitrick and Douglas Madison, Arbor Housing; Alison Herman, Chemung County Planning Dept.; and Mary Rocchi, Recording Secretary.*

**August 16, 2023**

*Present: Thomas Sweet, Emma Miran, Theresa Murdock, and John Burin. Also, present were Elizabeth Hunt and Douglas Madison, Arbor Housing; Alison Herman, Chemung County Planning Dept.; and Mary Rocchi, Recording Secretary.*

**September 20, 2023**

*Present: Emma Miran, Thomas Sweet, Kevin Meindl, Theresa Murdock, Joseph Roman, and John Burin. Also, present were Terra Deitrick, Elizabeth Hunt, and Douglas Madison, Arbor Housing; Hyder Hussain and Mark Raniewicz, Counsel to the Corporation; and Mary Rocchi, Recording Secretary.*

**October 18, 2023**

*Present: Emma Miran, Kevin Meindl, Theresa Murdock, Joseph Roman, Thomas Sweet. Also, present were Terra Deitrick, Danielle Kenny, and Douglas Madison, Arbor Housing; Alison Herman, Chemung County Planning Dept.; and Mary Rocchi, Recording Secretary.*

**November 15, 2023**

*Present: John Burin, Emma Miran, Kevin Meindl, Theresa Murdock, and Thomas Sweet. Also, present were Elizabeth Hunt, Danielle Kenny, and Doug Madison, Arbor Housing; Emily Barrett and Carnell Parks, Habitat for Humanity; and Mary Rocchi, Recording Secretary.*

**December 20, 2023**

*Present: John Burin, Kevin Meindl, Emma Miran, Theresa Murdock, Joseph Roman, and Thomas Sweet. Also, present were Terra Deitrick and Douglas Madison, Arbor Housing; Hyder Hussain, Counsel to the Corporation; Alison Herman, Chemung County Planning Dept.; and Mary Rocchi, Recording Secretary.*

**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**

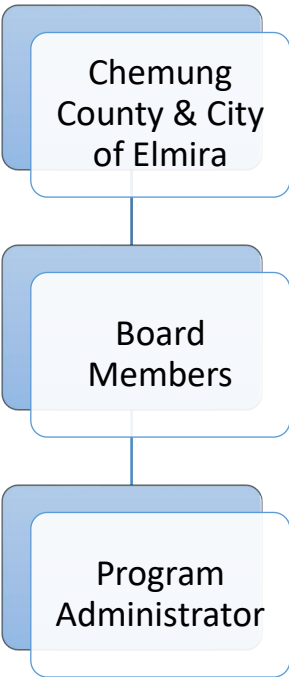
*Board Evaluations*

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**Appendix B**

*Corporation Organization Chart*

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*Reporting to the City of Elmira and the County of Chemung*

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Representatives from both the City and the County are involved in the Chemung County Property Development Corporation meetings. Communication is on a regular basis and both parties provide input towards the annual report.

## Mission Statement & Measurement Report

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The Chemung County Property Development Corporation's mission is "To acquire and return vacant, abandoned, and/or tax delinquent properties within the City of Elmira and Chemung County to uses that support community revitalization, sustained economic development and improvement of the financial condition of the City and County."

See Appendix E for Measurement Report.

## Corporate Purpose

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As Contained within CCPDC's Articles of Incorporation

The purpose for which the Corporation is to be formed and operated are exclusively for charitable purposes as a Land Bank, 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 to land bank corporations as set forth in Article 16 of 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 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 the County of Chemung, that will include real estate development and management, real estate project and finance and other community-based economic and human services development activities permissible under the Not-for-Profit Corporation Law. The Corporation may contract with other foreclosing governmental units within the County of Chemung to achieve these purposes on terms agreeable to the corporation.

## 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

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## **Appendix H**

Memorandum of Understanding between CCPDC and Arbor Housing and Development

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## **Appendix J**

Bylaws- Amended 5/16/2018; Revised 5/20/2019.

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## **Appendix C**

Code of Ethics

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## **Appendix D**

Units or Subsidiaries of the Corporation

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The Corporation had no units or subsidiaries in the fiscal year 2023.

Annual Investment Report

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The Chemung County Property Development Corporation currently does not own any investments and therefore does not have investment guidelines, policies, and procedures.

Operations Summary

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Summary 2023

- Land Bank has seven (7) board members.
  - The Board shall consist of seven (7) members. The Board may add or subtract members, upon duly adopted resolution, provided that the Board remains an odd number of members, not less than five (5) nor more than nine (9), and provided that all members above five (5) be qualified and jointly appointed by the Chemung County Executive and the Mayor of the City of Elmira. Each Member shall serve a three (3) year term and continue to hold office until his or her successor is appointed and has been elected and qualified. Each member shall serve without compensation. Vacancies on the Board occurring otherwise than by expiration of term shall be filled for the unexpired term. The members of the Board shall be appointed as follows:



- (a) The Director of Chemung County Real Property Tax Services (and/or the Chemung County Treasurer), appointed by the Chemung County Executive.
- (b) One (1) member of the Chemung County Industrial Development Agency, appointed by the Executive Director thereof.
- (c) One (1) member from the Chemung County Legislature, appointed by the Chairperson thereof.
- (d) One (1) member appointed by the Mayor of the City of Elmira and confirmed by the Elmira City Council.
- (e) One (1) Member from the Chemung County Planning Department or City of Elmira Community Development, appointed jointly by the Chemung County Executive and the Mayor of the City of Elmira.
- (f) Two (2) at-large Members appointed jointly by the Chemung County Executive and Mayor of the City of Elmira, with an initial term that expired December 31, 2020, and three-year terms thereafter (5/16/2018 Amendment).
- The Corporation hired Arbor Housing and Development to administer the land bank and
  - Evaluate and select homes from the tax foreclosure list.
  - Determine scope of work.
  - Create budgets for each property.
  - Monitor renovation and demolition progress.
  - Work with a real estate agent to sell renovated homes.
  - Present updates to the board.
  - Maintain financial record keeping.
- The land bank acquired 5 properties in 2023. All 5 properties were single family homes. 1 was slated for renovations and the other 4 were slated for the demolition of unsafe structures.

Acquisition Method	Total
Tax Foreclosure - County	5

- The Land Bank had 1 sale during 2023.
  - 525 W 1<sup>st</sup> St. Elmira, NY, Single Family Residential \$119,900

All offers are brought to the board to be reviewed and approved. Proceeds from the sales of the properties totaled \$119,900.

- EFPR auditing company will audit the land bank. The report will be available at [www.chemunglandbank.com](http://www.chemunglandbank.com)

The Corporation acquires properties, performs environmental assessments, and determines the best course of action for the property. The current Land Bank programs include the acquisition of properties, environmental, demolition and rehabilitation of property. The Chemung County Land Bank, in 2023, took a whole home approach to property rehabs.

Depending on the source of funding, there may be income restrictions where the home needs to be sold to an income qualified buyer at 80% or below AMI with the deed restriction.

### Accomplishments

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- In 2023 the Land Bank continued their administrative contract with Arbor Housing and Development to administer the Chemung County Land Bank program.
- The corporation acquired 5 properties in 2023.
- The corporation sold 1 property in 2023.

### 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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Jennifer Furman resigned, and Theresa Murdock became a board member.

### CCPDC Project Detail

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See Appendix G for description of acquisition(s) and disposition(s). The Corporation acquired 5 properties and disposed of 1 property.

### Financial Report

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For full financial details visit [www.chemunglandbank.com](http://www.chemunglandbank.com) and/or see attached 2023 Chemung County Property Development Corporation Audit. **Appendix K**

Assets	\$167,170
Liabilities	(\$94,706)
Total Net Position	\$72,464
Operating Revenue	\$260,782
Operating Expenses	(\$658,365)
Change in net position	(\$397,583)
Net position at beginning of year	\$470,047
Net position at end of year	\$72,464