

**Troy Community Land Bank Corporation**  
**433 River Street, Suite 5000, Troy, New York 12180**  
**Phone 518.279.7412**

**Minutes**

**Troy Community Land Bank Corporation**

**BOARD OF DIRECTORS MEETING**

**Wednesday, December 16, 2015, 8:30 a.m.**  
**Troy City Hall Conference Room, 433 River Street, 5<sup>th</sup> Floor, Troy, NY 12180**

**I. Call to Order:** Heather King, Chairman, called this meeting of the Troy Community Land Bank Corporation Board of Directors meeting to order at 8:34 a.m.

**II. Roll Call:** Board Members Present – John Carmello, Suzanne Spellen, Richard Herrick, Heather King, Frank Sarratori, Dylan Turek, David Martin.  
Board Members Absent: Brian Barker, Cynthia DeDominic,

**Agent and Support:** Monica Kurzejeski, Chris Brown.

**III. Minutes:** Approval of minutes from November 18, 2015 Board of Directors Meeting. Approved by David Martin and seconded by Suzanne Spellen at 8:37 a.m.

**IV. Treasurer's Report**

Frank Sarratori presented the Treasurer's Report and David Martin approved the Treasurer's Report, and Suzanne Spellen seconded it at 8:39 a.m.

**V. Old Business**

**Land Bank Audit** - OAG sent auditor yesterday (12/15) will be coming back to make a recommendation later in the year. Reviewed procurement policy, other controls and procedures, and toured Land Bank owned properties. Expected follow up likely in March.

**Update on Repairs and Maintenance** – Chris Brown informed the board that East-Side contractors will be performing roof-repairs to 49 Adams Street and 822 River Street this week. All scheduled cleanouts will occur by the end of the first week in January, 2016.

Monica informed the board that we are considering a partnership with Unity House to perform commercial cleaning and property maintenance services to the Land Bank. We are discussing the possibility of earmarking 3322 and 3320 to be candidates for Re-habitat with future owner-occupants. Monica and Chris were working on the contracts – Cate advised to review

public authority law to make sure all necessary documentation and contract terms are consistent and agreeable.

**Update on In-Rem Properties** – Land Bank has acquired 3319 River Street from the City of Troy. Dylan and Chris met with Bob from Coldwell Banker to tour an REO candidate on 4<sup>th</sup> Street in South Troy. Deed for 48 Ida street has been filed and we have added the property to our insurance plan. Next steps include preparing BID's for basement work and partial demolition of rear second-floor enclosed porch.

**Board Member Term Updates** – Monica provided an update on renewal of updated terms and appointment of new members. Due to a delay by exiting council members, candidates will be introduced in January: Joe Fama, and Barbara Higbee. David Martin is on the list to be re-appointed by the City Council. Mayor appointees are expected to be officially reappointed via letter prior to the end of his term.

**Available Grants Update** – Monica and Chris updated the board on the availability of a competitive grant for neighborhood planning and implementation. This grant would include the redevelopment of Martin Luther King 2 Public Housing as well as additional new construction and rehabilitation of existing housing. Troy Housing Authority would be logical partner on the application.

**Committee Updates:**

- Executive Committee: Set agenda via conference call
- Acquisition and Disposition Committee: Did not meet
- Governance Committee: Did not meet
- Hiring Committee: Did not meet

Heather King makes a motion to enter Executive Session – Frank Saratorri seconds the motion at 9:20 am.

Board returns from executive session at 9:48am.

Frank Saratorri makes a motion to elect the Chairperson, Heather King, as acting agent on behalf of the TCLB to begin January 1<sup>st</sup> until such time as the decision is made towards further staffing. David Martin Seconds the motion at 9:48.

**Adjournment-** Heather King made a motion to adjourn at 9:49 and was Frank Saratorri seconds the motion.