



TROY COMMUNITY LAND BANK CORPORATION

200 Broadway, Suite 701

Troy, New York 12180

Executive Committee Meeting

Tuesday, February 9th, 2021

4:30 PM

**This meeting was conducted electronically via Zoom and Telephone
Meeting Recording Link:<https://www.youtube.com/watch?v=xlmjz1Gu5yk>**

I. Call to Order

Chair King called the meeting to order at 4:39.

II. Roll Call

Chair King called for the roll and noted the following attendance.

Present:

Heather King, Chair

Suzanne Spellman, Vice Chair

Brian Barker, Secretary

Also Present:

Kate Hedgeman, Esq.

Tony Tozzi, Committee Staff

A quorum was declared with 3 of 4 committee members present.

III. Executive Session – Attorney-Client privileged meeting

Ms. King made a motion to enter an executive session. Mr. Barker seconded that, the motion passed 3-0.

IV. February Board Meeting Agenda:

A. Executive Director – Executive Director compensation review

Mr. Tozzi is requesting an increase in compensation based on merit. A formal review process will be conducted by the executive committee.

B. Resolution to award a contract: Family Danz/54 Fifth Avenue

A proposal has been submitted by Family Danz to install materials and equipment for \$14,950 in 54 Fifth Ave. A resolution will be proposed to the board to approve this proposal.

C. Resolution to authorize endorsement of Engagement Letter/Bowers & Co

A resolution is needed to reauthorize the new contract. A review of the new hourly rates and potential service changes will need to be conducted.

D. Resolution to reappoint Suzanne Spellen to Board of Directors

A resolution will be needed to reappoint Ms. Spellen to the Board of Directors.

V. Executive Director's Report:

- A. PPP2 forgivable loan
- B. Pioneer construction loan draw
- C. Enterprise Community disbursement
- D. Organizational sustainability consultant

No proposal has been submitted yet. The service contract with SEAT provides grant writing and grant research. An organizational sustainability plan was suggested to help TCLB survive without AG funding. A cost estimate and subcontract has been requested from the committee.

E. Property maintenance and management RFP

A contract renewal needs to be done with Tripp. They will need to rebid for this contract.

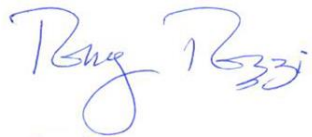
F. Real Estate Broker RFP

Two firms responded to the RFP. Both had worked with the land bank previously. The committee decided to take a private vote on how to move forward.

VI. Adjourn Meeting

A motion to adjourn was made by Mr. Barker. Ms. Spellen seconded the motion, passing 3-0. The meeting was adjourned at 5:33 PM.

Respectively Submitted,

A handwritten signature in blue ink, appearing to read "Tony Tozzi". The signature is stylized with a large, looping initial "T" and a cursive "Tozzi".

Tony Tozzi,
Executive Director