



TROY COMMUNITY LAND BANK CORPORATION
200 Broadway, Suite 701
Troy, New York 12180

BOARD OF DIRECTORS

MINUTES

The Troy Community Land Bank Corporation conducted Board of Directors Meeting on
December 16, 2020 at 8:30 AM

This meeting was recorded and uploaded to YouTube at the following link:

<https://www.youtube.com/watch?v=7wtuyxHdZRQ&t=415s>

- I. **Call to Order**
 - Meeting called to order by Chair Heather King at 8:02 AM
- II. **Roll Call**
 - Chair King called the roll and noted the following Directors and others in attendance:
 - Heather King, Chair
 - Suzanne Spellen, Vice Chair
 - Brian Barker, Secretary
 - Jeanette Nicholson, Director
 - John Cubit, Director
 - John Carmello, Director
 - Andrew Cooper, Director
 - Patricia Reilly, Director
 - Krystina Marable, Director
 - Other meeting attendees included:
 - Kate Hedgeman, Esq.; Board Counsel
 - Tony Tozzi, Executive Director
 - Elbert Watson, public attendee
 - Chair King declared a quorum assembled
- III. **Review of November regular meeting minutes**
 - Mr. Tozzi noted that meeting minutes were not yet drafted, therefore no action was taken
- IV. **Resolution – Agreement term extension**
 - Mr. Tozzi explained that property maintenance services have been performed under contract by TRIP and that the term of the existing agreement has expired. He also stated that pursuant to procurement requirements, such services must be selected via an RFP process and that he had not yet prepared an RFP, and that he requested that TRIP submit a temporary extension to the existing agreement to retain

services and provide time to proceed through the RFP process.

- Director Cooper asked if rates would remain the same and Mr. Tozzi replied that he believed they do.
- Director Cooper motioned to approve the temporary extension. The motion was seconded by Secretary Barker, and was unanimously passed 9-0

V. **Community Liaison – Report**

- Mr. Tozzi reported that, following a final interview by SEAT that he and Director Cooper participated in, SEAT offered the position to Roberta Singleton. Mr. Tozzi stated that Ms. Singleton will be an employee of SEAT, but providing services to TCLB to fulfill the requirements of the Enterprise Community Round 4.2 Community Liaison and related initiative deliverables.
- No action was needed or taken.

VI. **Committee Reports**

- Mr. Tozzi reported that the Finance Committee met on December 15th.
- Mr. Barker reported that the A&D Committee met on December 8th.
- Mr. Tozzi noted that the Executive Committee did not meet in December due to an inability to assemble a quorum.

VII. **Executive Session**

- Attorney Hedgeman requested that the Board enter into Executive Session to conduct an attorney-client privileged meeting.
- Secretary Barker motioned to enter into Executive Session, which was seconded by Chair King and unanimously passed. The Board entered into Executive Session at 8:38 AM
- The Board exited the Executive Session meeting to return to normal session at 9:21 AM and noted that no action was taken during the Executive Session meeting.

VIII. **Adjournment**

- Director Cooper motioned to adjourn the meeting, which was seconded by Vice Chair Spellens and unanimously passed.
- Chair King declared the meeting adjourned at 9:25 AM

Respectfully Submitted,



Anthony Tozzi,
Executive Director