

**ANNUAL HOUSEKEEPING RESOLUTION APPROVING  
APPOINTMENTS AND ADMINISTRATIVE MATTERS OF  
THE LAND BANK**

At a Regular Meeting of the Troy Community Land Bank Corporation (the “TCLB”) was convened pursuant to and was in all respects duly held pursuant to Governor’s Executive Order Chapter 1, Laws of 2022 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed; and due notice of the time and place of said meeting was duly given in accordance with the Governor’s Executive Order 202.1 (2020) and as extended through April 15, 2022 by further Executive Order on March 30, 2022 at 6 PM local time.

The meeting was called to order by the Chair of TCLB and, upon roll being called, the following members of the Agency were:

**PRESENT:**

Heather King	Chair	_____
Suzanne Spellen	Vice-Chair	_____
Elbert Watson	Treasurer	_____
Brian Barker	Secretary	_____
Andrew Cooper	Member	_____
Jeanette Nicholson	Member	_____
Aaron Lozier	Member	_____
John Carmello	Member	_____
Krystina Marable	Member	_____
Patricia Reilly	Member	_____

WHEREAS, Troy Community Land Bank (the “Land Bank”) is authorized and empowered by the provisions of Article 16 of the New York State Not-For-Profit Law (the “Enabling Act”);

WHEREAS, under Section 1607 of the Act, the Land Bank has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, the members of the Land Bank desire to make certain appointments and approve certain administrative matters;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TROY COMMUNITY LAND BANK, AS FOLLOWS:

Section 1. The Land Bank hereby takes the following actions:

(A) Approves the appointments and the administrative matters described in Schedule A attached hereto.

(B) Approves, ratifies and confirms the policies described in Schedule B and contained in the Land Bank's Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED** by the Troy Community Land Bank Corporation that:

1. The Land Bank hereby authorizes the Chairman, General Counsel and the Chief Executive Officer to take all steps necessary to implement the matters described in Schedule A attached; and
2. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Heather King	VOTING
Suzanne Spellen	VOTING
Elbert Watson	VOTING
Brian Barker	VOTING
Andrew Cooper	VOTING
Jeanette Nicholson	VOTING
Aaron Lozier	VOTING
John Carmello	VOTING
Krystina Marable	VOTING
Patricia Reilly	VOTING

The foregoing Resolution was thereupon declared duly adopted unanimously meeting the requirements of the TCLB bylaws requiring a majority of the Board approving this resolution.

## SCHEDULE A

### Confirmation of Regular Land Bank Meeting Schedule

**Third Wednesday of the month at 8:30am**

#### Board of Directors

Heather King	Chair
Suzanne Spellen	Vice-Chair
Elbert Watson	Member
Brian Barker	Secretary
Andrew Cooper	Member
Jeanette Nicholson	Member
Aaron Lozier	Member
John Carmello	Member
Krystina Marable	Member
Patricia Riley	Member

### Appointment of Chief Executive Officer to the Land Bank

**Anthony Tozzi, Executive Director**

### Appointment of Accounting Firm of the Land Bank

**Bonadaio Group**

### Appointment of Land Bank Counsel

**Catherine M. Hedgeman, Esq.  
Hedgeman Law Firm**

### Appointments to the Executive Committee

Heather King, Chair  
Suzanne Spellen, Vice-Chair  
Brian Barker, Secretary  
Elbert Watson, Treasurer

### Appointments to Governance Committee

Heather King

John Carmello  
Andrew Cooper

Appointments to Audit Committee

Heather King, Chair  
Andrew Cooper  
Catherine M. Hedgeman, Esq.

Appointments to Finance Committee

Elbert Watson, Chair  
Heather King  
John Carmello

Appointments to Marketing Committee

Suzanne Spellman, Chair  
Andrew Cooper  
Jeanette Nicholson

Appointments to Acquisition and Disposition Committee

Brian Barker, Chair  
Heather King  
Jeanette Nicholson

Approval and Confirmation of Land Bank Policies

See Schedule A Attached Listing Land Bank Policies

Appointment of Contract/Procurement Officer

**Anthony Tozzi, Executive Director**

Appointment of Investment and FOIL Officer

**Anthony Tozzi, Executive Director**

## SCHEDULE A

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STATE OF NEW YORK )  
 ) SS.:  
COUNTY OF RENSSELAER )

I, the undersigned Secretary of the TROY COMMUNITY LAND BANK CORPORATION DOES HEREBY CERTIFY, that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Land Bank, including the Resolution contained therein, held on March 30, 2022 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Land Bank had due notice of said meeting; (B) said meeting was in all respects duly held pursuant to Governor's Executive Order Chapter 1 Laws of 2022 permits the board to consider the use of telephone conferencing, "to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed; and due notice of the time and place of said meeting was duly given in accordance with the Governor's Executive Chapter 1 Laws of 2022; (D) there was a quorum of the members of the Land Bank present throughout said meeting; and (E) Pursuant to the Land Bank Bylaws, a majority of the Board has voted to approve this resolution.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Land Bank this \_\_\_\_ day of March, 2022

Secretary

(SEAL)