

**TROY COMMUNITY LAND BANK  
RESOLUTION TO ENTER INTO A CONTRACT FOR  
CHIEF FINANCIAL OFFICER AND BOOKEEPING SERVICES  
WITH ALLEN F. MAIKELS, CPA**

A Special 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 202.1 (2020) and all extensions of the order 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 all extensions of the Order, on April 12, 2022 at 8:00 am o’clock local time, 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	YES
Suzanne Spellen	Vice-Chair	YES
Elbert Watson	Treasurer	YES
Brian Barker	Secretary	YES
Andrew Cooper	Member	YES
Jeanette Nicholson	Member	YES
Aaron Lozier	Member	YES
John Carmello	Member	YES
Krystina Marable	Member	YES
Patricia Reilly	Member	YES

**WHEREAS**, the Troy Community Land Bank (“Land Bank”) is in need of Chief Financial Services Officer and outside bookkeeping and accounting services to carry on the day-to-day operations of the Land Bank; and

**WHEREAS**, the Land Bank has received and reviewed a proposal and fee schedule for Chief Financial Services Officer and outside bookkeeping and accounting services from Allen F. Maikels, CPA; and

**WHEREAS**, the Land Bank, through its Executive Director, wishes to accept the proposal and enter into the contract for Chief Financial Services Officer and outside bookkeeping and accounting services attached hereto as “Schedule “A;” and

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

1. The contract for Chief Financial Services Officer and outside bookkeeping and accounting services is approved and awarded to Allen F. Maikels, CPA; and
2. The Executive Director is authorized to execute any and all contract documents for Chief Financial Services Officer and outside bookkeeping and accounting services; and
3. 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	Chair	VOTING <u>YES</u>
Suzanne Spellen	Vice-Chair	VOTING <u>YES</u>
Elbert Watson	Treasurer	VOTING <u>YES</u>
Brian Barker	Secretary	VOTING <u>YES</u>
Andrew Cooper	Member	VOTING <u>YES</u>
Jeanette Nicholson	Member	VOTING <u>YES</u>
Aaron Lozier	Member	VOTING <u>YES</u>
John Carmello	Member	VOTING <u>YES</u>
Krystina Marable	Member	VOTING <u>YES</u>
Patricia Reilly	Member	VOTING <u>YES</u>

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

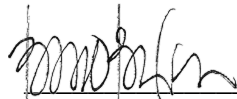
STATE OF NEW YORK )  
 ) SS.:  
 COUNTY OF RENSSELAER )

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 April 12, 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 202.1 (2020) 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); (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 29th day of April, 2022

  
 Brian Barker, Secretary

(SEAL)

**SCHEDULE A**  
**ALLEN F. MAIKELS, CPA**

**PROPOSAL TO PROVIDE  
PROFESSIONAL ACCOUNTING  
SERVICES  
TROY COMMUNITY LAND BANK CORPORATION**

# ALLEN F. MAIKELS, CPA

21 EVERETT ROAD EXT

ALBANY, NY 12205

518-487-4679

518-487-4683 fax

March 28, 2022

Troy Community Land Bank Corporation

Anthony Tozzi, Executive Director

200 Broadway, Suite 701

Troy, NY 12180

Dear Mr. Tozzi:

I want to thank you for giving me the opportunity to submit my proposal for professional accounting services. First, I would like to provide a brief background of my experience to assist you in evaluating my proposal.

## **BACKGROUND**

I am a Certified Public Accountant with over forty year's experience in providing accounting and tax services to local businesses, individual and organizations. I am a former member of the Albany County Industrial Development Agency and the Albany County Airport Authority and serve as the CFO for the Town of Bethlehem Industrial Development Agency.

## **PROPOSED PROFESSIONAL SERVICES**

I will assume the duties of Chief Financial Officer for the Troy Community Land Bank Corporation upon approval by the board. I will maintain the agency's checkbook and pay all approved bills of the agency. In addition, I will invoice for fees as needed, make the bank deposits and maintain the agency's general ledger I would suggest the books be maintained on the QuickBooks accounting program; and will recommend that the Corporation adopt the Chart of Accounts for Land Banks as required by the State Comptroller. I will also work with the agency's outside auditors and assist with the reporting on the PARIS system within the deadlines mandated for the Land Bank. I would be at the monthly board meetings and would also email monthly financial reports to all board members.

**PROPOSED FEE SCHEDULE**

The fee schedule for the personnel to be assigned to this engagement is a monthly retainer of \$2500.00.

I appreciate the opportunity to submit this proposal to provide my professional services to you. I welcome the opportunity to more thoroughly discuss this proposal with you. Please contact me if you have any questions.

Very truly yours,



Allen F. Maikels, CPA  
(518) 487-4679

## **Memorandum of Services**

### **Troy Community Land Bank Corporation and Allen F Maikels, CPA**

#### **Scope of Service:**

##### Duties of the Chief Financial Officer

This part-time position is responsible for all aspects of financial management of the Troy Community Land Bank Corporation and Reporting.

1. Preparing cash disbursements and issuing checks or electronic payments for all debts of the Agency;
2. Preparing any invoices for Agency goods or services;
3. Coordinate payroll services for Agency;
4. Reconciling Agency bank accounts;
5. Maintain the General Ledger and financial reporting for the Agency utilizing the Chart of Accounts mandated for Land Banks;
6. Any other financial reporting necessary for compliance with Agency funding services;
7. Coordinate Audit of Agency records with independent outside auditors;
8. Attend Agency meetings as needed, either in person or remote;



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