



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

Finance Committee Meeting Minutes

Monday, July 27, 2020 9:00 AM

Meeting was conducted electronically via Zoom and Telephone conferencing.

Video Meeting Link: <https://www.youtube.com/watch?v=yFWdglKVuHw>

I. Call to Order

Committee Chair Nichols called the meeting to order at 9:02AM.

II. Roll Call

Ms. Nichols conducted roll call, and noted the following attendance:

Present:

Ms. Sharon Nichols, Committee Chair

Mr. John Carmello, Committee member

Ms. Kate Hedgeman, Esq., Counsel

Mr. Tony Tozzi, Committee staff

Absent

Mr. John Cubit, Committee member

Ms. Nichols declared assembled.

III. Approval of Minutes

Ms. Nichols requested a motion to approve the May 2020 committee meeting minutes. Mr. Carmello made a motion to accept the minutes as drafted. Ms. Nichols seconded the motion. Ms. Nichols called the vote which was unanimously approved.

IV. Review Year to Date Financial Statements (through June 30)

Financial statements were sent to all committee members. Treasurer Nichols reported that cash is low. At the end of June there was \$33,000 available. Last year total funding was at \$471,000 and this year the total was \$229,000. The difference between last year's funding and this year's funding are the private property donations and properties that were sold last year by this time. Covid-19 has impacted the progress on current projects. This year TCLB has been completely reliant on grant funding.

V. Cash Flow Spreadsheet

Mr. Tozzi reported that there is \$12,000 in checking and \$4,000 in payroll. Three bills are due the first of August, hazard and liability insurance, the insurance loan payment, and legal fees. TCLB is able to cover these bills. Mr. Tozzi's computer is old and frequently shuts off resulting in the loss of data which included the quarterly expense report. There is money in the budget for a computer and Mr. Tozzi will replace the old computer.

VI. Discuss Cash Flow & Next Grant Disbursement

Mr. Tozzi reported that a disbursement request was sent to Enterprise for \$209,000. This disbursement will cover the second and third quarter expenses for 2020. If funds from Enterprise are delayed there is a line of credit available at Pioneer Bank that can possibly be used. There are two properties that the Acquisition and Dispositions Committee will be submitting in August to the board for approval to sell. The sale of these two properties, 24 McClelland Avenue which will sell for \$80,000 and 3325 Sixth Avenue which will sell for \$18,500 will improve cash flow.

Mr. Tozzi stated he will ask the SEAT Center to help TCLB identify grant opportunities. He has contacted other land banks to inquire about what they do to supplement grand funding. Land banks similar in size to TCLB have been rehabbing residential properties and selling to individuals they believe would steward the property well as opposed to selling to the highest bidder. Mr. Tozzi will also reach out to a previous grant writer to find out if there are any available grants and to ask for assistance with the writing of those possible grants.

The committee has agreed that TCLB should employ a more aggressive approach to seeking out grants which would include consistent searches several times a year. Another suggestion was to investigate less traditional grant funding streams. Ms. Hedgeman suggested that TCLB may want to consider holding a strategic planning meeting to expand the organization's way of doing business to possibly include more rehabbing of properties and assembling parcels for larger property sales similar to the Beacon project. Ms. Hedgeman shared that the Neighbors to Neighbors grant may be an opportunity that TCLB can pursue in the immediate future. Ms. Nichols also added the idea of reaching out to banks to inquire about foreclosed properties for donations is another possible option.

VII. Financial Issues/Delays Related to Projects in Process

The 11 Winnie Avenue property is progressing on time. The 3229 Sixth Avenue has a roofing issue that needs to be assessed to determine what work needs to be done. The 3325 Fifth Avenue property is 98% complete.

The 791 River Street property is consistently behind schedule which has caused TCLB and Enterprise to be concerned. Ms. Hedgeman suggested that the contract be revised to include the latest timeline and have the contractor sign to increase accountability. If there are more delays, TCLB will require contractor to submit documentation explaining the delay which will include identifying what supplies are delayed and what company is causing the delay. The revised contract will also include language that indicates contractor may lose money if the timeline is not met.

An RFP needs to be created and sent out for the demolition project for 7 Park Avenue. The plan is to have the RFP sent out this quarter so that the demolition can begin in the following quarter. Another RFP is needed for the 899 River Street property. There is \$40,000 to improve the appearance of this property to make it more appealing for an owner occupant.

The 103 Ferry Street property is on the market for sale, this will also improve cash flow. Mr. Tozzi received interest for this property and will follow up to verify interest. The SEAT Center will take the lead and operate as the general contractor for the 54 Fifth Avenue property. In the original contract, SEAT Center would have received cash advances to work on this project. The SEAT Center has asked that the contract reflect a typical general contractor agreement where they will submit for payment after the

work has been complete. Ms. Hedgeman has amended the contract and the board will review and approve it at the next board meeting. The revised contract will be more beneficial for TCLB's cash flow.

TCLB will look to recover 785, 836, and 822 River Street properties. The owners have not followed through with contract agreements. TCLB has received interest in these three properties and Mr. Tozzi believes they will not be on the market for very long once they have been recovered.

VIII. Update Regarding Change in Accounting Consultants

TCLB now uses Bowers & Company for accounting needs. They were able to assist Mr. Tozzi with reporting requirements and were easy to work with.

IX. Discuss 990 Exemption Status

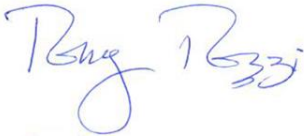
This item will be discussed at the next meeting.

X. Adjourn Meeting

Ms. Nichols requested a motion to adjourn. Mr. Carmello made the motion, which was seconded by Ms. Nichols and unanimously passed.

Ms. Nichols declared the meeting adjourned at 10:05AM.

Respectively Submitted,

A handwritten signature in blue ink that reads "Tony Tozzi". The signature is written in a cursive style with a large, looped initial "T".

Tony Tozzi,
Executive Director

(Initial draft prepared by Khamali Brown/SEAT)