



June 2024 Board Meeting  
June 21, 2024

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

## MEETING MINUTES

### 1. Call to Order

- a. The June 2024 meeting of the board of directors was called to order at 8:35am by Ms. Spellen.

### 2. Roll Call

- a. Ms. Spellen called the roll. Suzanne Spellen (SS), Brian Barker (BB), Andrew Cooper (AC), Catherine Hedgeman (CH, TCLB Counsel, via phone), Jamie Magur (JM), and Brad Lewis (BL, TCLB ED)
- b. The following guests also attended: Rev. Charles Burke, Amy LaFountain, Derek Foster, James Ciccarello.

### 3. Meeting Minutes: AC motioned to approve minutes, BB second. Board approved.

### 4. Old Business

- a. Our bookkeeper has been contacted for updating financial records from 2023. Entering the backlog of financial transactions with the correct expense allocations is needed. Pronexus (who work for the City of Troy) was recommended by the City to the TCLB for bookkeeping and for PARIS report filing. CH is sending contact info to TCLB.

**May Update:** No response to date from bookkeeper. Attendees discussed having a thorough review of 2022, 2023 and 2024 records in QuickBooks to prepare for audit and PARIS report filing.

**June Update:** BL is continuing to review financial records and update files accordingly for entering into QuickBooks. BL will assemble financial info and engage Bonadio for the TCLB financial audit in preparation for PARIS filing.

**Status: Open.**

- b. SS has reported that SEAT has almost completed what they are contracted to complete on 791 River. SS, BB & JM will be making a site visit on Friday to review status of work. (Post Meeting Note: Plumbing is delayed and punchlist work is ongoing, an additional gypsum board layer is required on the first floor ceiling for fire separation and to secure a Certificate of Occupancy from the City.)

**May Update:** BB suggested meeting with SEAT ASAP to address work to secure CO. Post Meeting Update: SEAT is working to complete plumbing and additional gypsum board work. **Status: Closed**

**June Update:** Plumbing fixture installation, sprinkler system test, electrical inspection is ongoing. The City will issue a CO for the housing units once completed. Quality Glass has been engaged to repair the broken storefront glass. No kitchen appliances will be installed in the units except for the dishwashers. There are no CO contingencies required for the commercial space. **Status: Open.**

- c. SS noted that a \$300/year service is available to monitor website and work with our website designer to maintain and improve the website. Attendees agreed that this is desirable.

**May Update:** SS reported that Tangent Web services is under contract to maintain the TCLB website and that we have a proposal from Deb Jackson to develop the new website design. Website re-design is almost completed, Deb Jackson will keep website current and Tangent will handle the transition once completed. TCLB meeting minutes will be updated on the website once completed. **Status: Closed**

## 5. New Business

- a. Façade improvement program is progressing with 11 homes and 2 commercial properties. TAP is administering the program on behalf of TCLB.
- b. BL is pursuing the LBI Round 1 and 2 funds and has had positive conversations with HCR to secure and process the funding in place for TCLB. A total of \$1.7M in funds is available to TCLB for its mission and to be reimbursed for previously unreimbursed expenditures in keeping with its budget line items.
- c. Motion was made to give BL as ED access to the TCLB Capcom/Broadview Accounts. BB motioned, JM seconded, and motion passed unanimously.
- d. BL suggested hiring a part-time project manager to manage the TCLB properties and allow the ED to tend to administrative and strategic tasks for the TCLB. Board discussed the getting employment and worker compensations insurances in place prior.
- e. Motion was made to disengage from Legacy Contractors and take properties back due to non-action of the applicants. JM motioned, BB seconded, motion passed unanimously. TCLB will issue a letter to the Contractors and take the properties back.
- f. New City of Troy board appointments are in progress. TCLB is also submitting candidates to the City at City's request.
- g. Board discussed the need to have a conversation with TCLB's realtor to re-market properties.

## 6. Adjournment

- a. Meeting adjourned at 9:46am. Motion to adjourn by SS. Seconded by BB. Motion passed. Board entered into executive session after adjournment.

## 5. Next Meeting

- a. Next meeting will take place on Wednesday, July 17, 2024 at 8:30 AM at the Troy City Hall, 433 River Street in the Planning Department's conference room.

These minutes reflect our understanding of the business transacted and the decisions made at this meeting. Please provide corrections or additions to our office within (14) days of the date indicated below. **Note: *Items italicized happened after the meeting and are included for clarification purposes.***

Recorded by,

A handwritten signature in black ink, appearing to read "Brian L. Barker". The signature is fluid and cursive, with a prominent initial "B".

Brian L. Barker, Secretary  
**June 22, 2024**