



May 2024 Board Meeting
May 15, 2024

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

MEETING MINUTES

1. Call to Order

- a. The May 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 (EW), Elbert Watson (EW), Andrew Cooper (AC), Catherine Hedgeman (CH, TCLB Counsel, via phone), Jamie Magur (JM, absent), and Brad Lewis (BL, TCLB ED candidate)

3. Meeting Minutes: EW motion to approve minutes, AC second. Board approved.

4. Old Business

- a. SS noted that TCLB has conducted interviews for a new ED for the TCLB.

May Update: Brad Lewis was selected by the hiring committee as a candidate for Executive Director. **Status: Closed.**

- b. Finances were discussed. EW continues with paying TCLB bills. TCLB is current with paying invoices. EW noted that TCLB is receiving trash removal bills from the City. CM noted that the TCLB should be exempt from these bills by statute and will send a letter to the City to explain.

May Update: A placard will be placed in the alley of TCLB properties with TCLB contact info for City's reference. **Status: Closed.**

There is ~\$68K in the Pioneer account and Mr. Watson is paying TCLB bills. There is ~\$37K in the ARPA fund account. It was discussed that the LBI has funds available to TCLB for reimbursing administrative expenses.

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. CM 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. **Status: Open.**

- c. The City called TCLB to report that 3360 6th Avenue had squatters. TCLB is addressing.

May Update: The situation with squatters has been addressed. **Status: Closed.**

- d. 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: Open.**

- e. TCLB will need to move from its location on Broadway. EW noted that there is space available in the TRIP offices on River Street and that he will confirm the space's availability to the TCLB.

May Update: EW has secured a lease agreement for TCLB with TRIP. Arrangements will be made to move office to new location. Rent will be \$410/month. Post Meeting Note: TCLB move to new River Street location has been accomplished. **Status: Closed.**

- f. CM mentioned that an inspection of 103 Ferry is required prior to sale. JM is available for a walkthrough. CM to arrange the walkthrough time.

May Update: Yet to arrange inspection. **Status: Open.**

- g. 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. **Status: Open.**

5. New Business

- a. **Resolution Appointing Brad Lewis as the new Executive Director of the TCLB:**
BL presented his vision and qualifications for the TCLB mission. Attendees discussed the need for accountability of time, earning trust while moving forward in the mission, re-establishing the board and day-to-day operations of TCLB, thoroughly overhauling our bookkeeping and funding application processes and re-building a solid foundation for the future.

SS motioned to approve, BB seconded, Motion passed 3-1, Y-SS, BB, AC N-EW)

- b. Attendees discussed setting-up email system for the board, volunteer days and community outreach.
- c. Attendees discussed Joseph's House (JH) proposal for the land banked River Street properties to possibly build apartments for families experiencing homelessness. JH needs to formally apply for each parcel desired. TCLB would need to 'unbank' the properties, then open up to public for applications. All applications would be considered and TCLB would exercise due diligence and necessary contingencies for all applications.

6. Adjournment

- a. Meeting adjourned at 9:48am. Motion to adjourn by BB. Seconded by SS. Motion passed. Board entered into executive session after adjournment.

5. Next Meeting

- a. Next meeting will take place on Friday, June 21, 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,



Brian L. Barker, Secretary
May 15, 2024