



August 2024 Board Meeting
August 21, 2024

TROY COMMUNITY
LAND BANK CORPORATION
415 River Street, Suite 1
Troy, New York 12180

MEETING MINUTES

1. **Call to Order:**

The August 2024 meeting of the TCLB board of directors was called to order at 8:32am by Acting Chair Spellen.

2. **Roll Call:**

AC Spellen called the roll. Present: Suzanne Spellen, Andrew Cooper, Jamie Magur, Brian Sano
Excused: Brian Barker, Monica Kurzejeski, Seamus Donnelly (just appointed by mayor)
Support Staff: Brad Lewis, ED, Catherine Hedgeman, counsel, Paul Donnolly, PM.

3. **Meeting Minutes:** ED Lewis noted Johnson Electric, not Johnstone on the July minutes. Chair noted roll call errors regarding Lewis, Hedgeman and Donnelly as staff, not members. Cooper noticed next meeting listed in error as July, not August. **Motion to approve minutes with corrections by Cooper, seconded by Sano. Motion passed unanimously.**

4. **Financial Report:**

Capital Cooperative Bookkeeping prepared financials. Reconciliation documentation presented for this June, July for the Pioneer account. Broadview account w/ ARPA funds, no movement last month. Gas expense for Lewis attending NYS Landbank meeting in Oswego. Profit and loss documents and balance sheet presented. LBI expenses for near future presented. LBI grants reconciliation to be presented in future to keep track of expenditures.

Accounting expenses discussed. Prices higher than originally planned, but most expenses due to cleaning up our books. **Motion to approve CCB quote – Magur, Second – Sano. All in favor, motion passed.**

5. **Executive Director's Report:**

ED Lewis reported that Bonadio is working on the 2023 financial audit. Once completed CH will file the PARIS Report. With the 2023 financial records up to date, financial audits and PARIS reporting will be able to proceed on schedule moving forward: for March/April. Once info is complete, including property list, Counsel and ED will be able to complete and upload PARIS.

ED noted that all meeting agendas and meeting minutes are being posted to the TCLB website as required as records organized and consolidated. We are closer to compliance. New website to debut shortly.

791 River Street: According to city, original contractor D'Adamo did not get a sprinkler permit or file sprinkler plan with the city. Meanwhile all walls closed up. We must hire a sprinkler installer to design the system already in place, which may involve opening some walls to find pipes, checking if enough sprinkler heads, pipes the right size, pressure test, etc. etc. so that he can map the system and can then get a permit, which will allow the city to inspect and approve.

Sprinkler contractor, Matthew's Sprinkler System, suggested by Magur, contacted original installer. The plan is to hire them to inspect the site, get the floor plans and meet with original installer and plot out the system, thus starting the permit and inspection process with the city. Ballpark figure \$2500-\$3000.

Counsel has documents from the lawsuit with D'Adamo, inspections not done, as work took place during COVID. TAP has a set of plans and other info, but there are no sprinkler plans. City FOI'd to provide permits, but no reply. TAP to be resource for proceeding.

Motion to allocate up to \$5000 for drawings, test, and permit for sprinkler system hiring Matthew's Sprinklers – Magur. Second – Cooper. All in favor, Motion passed.

Electric should be done, ED to make sure sticker on panel. Sticky residue on windows mostly removed.

Neighborhood Meetings – ED to meet with neighborhood organizations to introduce TCLB and its. First meeting - Downtown, Oct. meeting coming up. Handouts to be developed for distribution with help of Deb Jackson, graphic artist. **Motion to appropriate up to \$5000 for marketing designs and materials – Magur. Second – Cooper. All in favor, motion passed.**

Best in Housing Award – marketing opportunity for LB to work with neighborhoods to choose people doing outstanding or important preservation, renovations, investing in our neighborhoods, etc. ED suggests working with Mt Ida Preservation Hall. Perhaps ceremony at Mt. Ida with awards, recognition, etc.

6. **LBI 2: PM Donnelly report:** For funding, there are 14 items we have to have for each project in order to be funded by LBI/Housing Trust Fund Corp. (HTFC) List includes historical, cultural resources, flood zoning, lead paint, radon, wetlands, agriculture, hazmat, etc. Good news that for all our properties, we have met all criteria except hazmat. We wanted to use Russ Reeves, but he is not qualified for hazmat. Several qualified

local companies suggested which could possibly work within our budget. TCLB just needs a simple statement of compliance, as per HTFC exact specifications to fulfill these mandates.

PM and ED have been researching and think the figure of \$750 per building is an estimate to work with in determining budget. They are meeting someone after meeting who may work for half that amount. 9 projects up for consideration, 6 already approved by SHPO. All projects active.

Report by PM on individual buildings.

Discussion of TCLB standards of work for rehab. HCR has their own standards. Once we get approval on the environmental, we can begin to work on the project. Counsel to provide past documents.

Old Business

7. **Appointment of new board members** – Lansingburgh School system may have appointment. Magur to speak with Troy School System, John Carmello, to ask about new appointment. Discussion of possibility of eliminating school board appointees

Mayor to appoint two more members. ED to check back with Mayor Mantello again.

8. **Website Design** – general approval of design, need to upload archived materials
9. **Property maintenance** - scope of work for several properties, report on 871 River, 32 Glen, 79 Park Ave. **Motion to approve quotes from Trae's Lawn Care (\$3050) – Magur, Second – Sano. All in favor, passed.**

Motion to adjourn – Cooper, Second – Magur. All in favor, passed.

Minutes prepared by Suzanne Spellen

