



July 2024 Board Meeting  
July 25, 2024

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

## MEETING MINUTES

### 1. Call to Order:

- a. The July 2024 meeting of the TCLB board of directors was called to order at 8:32am 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: Scott Regan, Troy resident.

### 3. Meeting Minutes: Motion made by AC to approve the June 2024 minutes. SS seconded. Motion passed unanimously.

### 4. Executive Director's Report:

- a. BL reported on his attendance at the recent NYS LB annual symposium in Oswego. He participated in presentations on LB Law, insurance, doing business with municipalities, etc. Next year's symposium will be held in Buffalo. The NYS LB association holds monthly zoom meetings.
- b. BL reported that Bonadio is close to being engaged for 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; typically by March/April.
- c. BL noted that board and committee meetings should be live streamed and the board discussed purchasing livestreaming equipment for a maximum of \$1,000. **Motion made by AC to shop for and purchase this equipment. JM seconded, Motion passed unanimously.**
- d. BL noted that all meeting agendas and meeting minutes are being posted to the TCLB website as required as records organized and consolidated.

### 5. Financial Report:

- a. BL noted presented the Jan-May financials. He noted that LBI funding was received with an approximate 2 week turnaround from application.

### 6. Old Business:

- a. BL discussed and recommended to the board that TCLB hire Paul Donnelly as a PT project manager. **Motion made by BB o approve this hire. JM seconded. Motion passed unanimously.**
- b. BL noted that two city council board appointments are up for vote at the next City council meeting.
- c. BL noted that progress is being made at 791 River Street to complete plumbing work by SEAT through Johnstone. This is the last remaining item to

secure a Certificate of Occupancy from the City and list the property for sale.

- d. BL reported that he has been seeking a new bookkeeper for the TCLB. He expects to bring a proposal for review to the July Board meeting. Board discussed giving approval for a 2 month trial bookkeeper as soon as possible with a cap of \$1500. **Motion made by BB to approve two month trial for bookkeeper. Seconded by SS. Motion passed unanimously.**

## 7. New Business

- a. Motion was made to give BL as ED to obtain access to the TCLB NY Credit Union account(s). **Motion made by JM to approve access to Northern NY Credit Union. SS seconded. Motion passed unanimously.**
- c. BL reported a city code violation re: overgrowth at 3230 6<sup>th</sup> Avenue. BL recommended approval of a \$7500 budget for property maintenance to clear the violation and improve other TCLB properties. **Motion made by BB to approve \$7500 property maintenance budget. JM seconded. Motion passed unanimously.**
- d. BL recommended a \$3,000 total budget for interior trash removal on TCLB properties as needed. **Motion made by JM to approve \$3,000 trash removal budget. BB seconded. Motion passed unanimously.**
- e. BL recommended \$500 purchase budget for a new office printer and paper. **Motion made by BB to approve \$500 office supply budget. AC seconded. Motion passed unanimously.**
- f. Board discussed the possibility of creating future shovel ready LB projects.
- g. Mr. Regan expressed concerns about potential future board members. The board listened and thanked Mr. Regan for expressing his concerns.

## 8. Adjournment

- a. Meeting adjourned at 10:29am. Motion made to adjourn by AC. Seconded by BB. Motion passed unanimously.

## 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,



Brian L. Barker, Secretary  
July 25, 2024