



Executive Committee Meeting  
November 11, 2024

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

## MEETING MINUTES

### 1. Call to Order:

- a. The TCLB Executive Committee meeting of the TCLB was called to order at 8:32am by Jamie Magur (JM).

### 2. Roll Call:

- a. JM called the roll. Suzanne Spellens (SS), Brian Barker (BB), Andrew Cooper (AC), Matt Chauvin (MC, TCLB Acting Counsel), Brian Sano (BS), , Monica Kurkejeski (MK) and Bradley Lewis (BL, TCLB ED), Paul Donnelly (PD, TCLB PM)

### 3. Meeting Minutes: No Executive Committee minutes for review.

### 4. Roof RFP Results:

- a. PD reported that all of the roof proposals came in under budget with Silver Crest being the low bidder. BL noted that the LBI funds window expires on 12/1. The Executive Committee gave permission to act on the low bid and present to the Board for confirmation.

### 5. Legal Services RFP:

- a. BL confirmed Cate Hedgeman's resignation as TCLB counsel. Matt Chauvin has been retained as interim counsel for November and December until a permanent counsel has been contracted.
- b. BL has prepared an RFP for legal services. The Executive Committee gave permission to act on this RFP and present to the Board for confirmation.

### 6. Adjournment

- a. **Motion made to adjourn at 9:33am by MK. Seconded by SS. Motion passed unanimously.**

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  
November 11, 2024