



Executive Committee Meeting
December 13, 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 8:30am by Jamie Magur (JM).

2. Roll Call:

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

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

4. Building RFP Review:

- a. 785 River Street – Debris RFP: 3 bids received, 1 deemed qualified. Recommended award to Silver Crest.
- b. 3229 6th Avenue – Back Deck RFP: 3 bids received, 3 deemed qualified. Recommended award to M.A. Schafer, low bidder.
- c. 3230 6th Avenue – Back Deck RFP: 3 bids received, 3 deemed qualified. Recommended award to M.A. Schafer, low bidder.
- d. 32 Glen Avenue – Cast Foundation RFP: 2 bids received, 2 deemed qualified. Recommended award to Connelly, low bidder.
- e. 3209 7th Avenue – Joists RFP: 2 bids received. 2 deemed qualified. Discussion by committee about the completeness of the low bid to cover the scope of work. PD and BL will review with bidders to confirm understanding of scope and make recommendation at next board meeting.
- f. All recommended bids will be presented to the board for final acceptance.

5. Services RFP Review:

- a. Bids for Legal Services are due 12/13. Executive will review and recommend to board for January 2025 meeting for vote.
- b. Bids for Auditing & Insurance RFPs are due 12/16. Audit Committee will review and recommend to board for January 2025 meeting

6. Board Meeting Agenda

- a. 17 Park Avenue – Roof Complete. Can remove red X.
- b. 3215 6th Avenue – Listing for sale.
- c. PARIS reporting – BL needs full administrative permission to file report.

7. Old Business

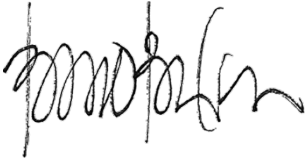
- a. New TCLB Website to go live on January 1st.
- b. ARPA Funds Façade Program: BL explained that the façade program was not listed in original ARPA funding plan and cannot be funded through ARPA as originally intended. TCLB ARPA funds can only be expended on TCLB owned properties. TAP was contracted to administer the façade program and has received applications from the community. BL and JM will explore the possibility of executing the façade program through other community partners. There is ~\$137K of remaining ARPA funds. ~\$100K of ARPA funding has been earmarked for the completion of 791 River Street. There is ~\$37K left to spend.
- c. 791 River is listed for sale and is awaiting purchase applications.

8. Adjournment

- a. **Motion made to adjourn at 9:22am 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
December 13, 2024