



Executive Committee Meeting
November 12, 2025

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 8:40 am by Jamie Magur (JM).
2. **Roll Call:**
 - a. JM called the roll. Jamie Magur (JM), Monica Kurzejeski (MK), Brian Barker (BB), Suzanne Spellin (SS) and Bradley Lewis (BL, TCLB ED), Paul Donnelly (PD, TCLB PM).
3. **Meeting Minutes:** October 10, 2025 meeting minutes were approved 4-0, 1st by BB, 2nd by SS
4. **Discussion Items**
 - a. A & D Committee recommendations
 - i. No discussion/ no meeting was held
 - b. Executive Committee meeting items
 - i. Employee Compensation – Exec. Committee to Review prior to January meeting
 - ii. Time and Attendance policy – EC would like employees to create Time log through Jan for employee for board to get a sense of day-to-day operations. Goal is - PT 20 hours per week.
 - c. Lease for rentals – Lease to be reviewed and proofed. Background checks for potential tenants. Bullet points to be developed for rental services consultant scope to review with full board. The goal for these rentals is to cover grant funding gaps in overhead to keep TCLB in motion and steady.
5. **Old Business**
6. **New Business**
 - a. PD gave project updates.
 - b. BL to send an email to Mayor and City Council about appointments prior to next year and the annual meeting.
7. **Other Business** – Next Executive Committee Meeting will be Thursday, December 11, 2025. *The meeting was later moved to 12.1.1025 after the EC met to accommodate the selection of a vendor.*
8. **Motion to Adjourn**
 - a. **Motion made to adjourn at 9:48 am by BB. 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
October 10, 2025