

**RESOLUTION AUTHORIZING THE CREATION OF A PAID PROJECT AND
PLANNING INTERNSHIP POSITION**

A regular meeting of the Troy Community Land Bank Corporation (the “TCLB”) was convened in public session at City Hall, 433 River Street, fifth floor, Troy, New York 12180 in the City of Troy, Rensselaer County, New York on January 21st, 2026 at 8:30 a.m. o’clock local time.

The meeting was called to order by the Chair of TCLB and, upon roll being called, the following members of the TCLB were:

DIRECTORS PRESENT :

Board Member	Title	Present (Y/N)
Jamie Magur (JM)	Chair	Y
Suzanne Spellen (SS)	Vice-Chair	Y
Monica Kurzejeski (MK)	Treasurer	Y
Brian Barker (BB)	Secretary	Y
Bob Connolly (BC)	Member	N
Andrew Cooper (AC)	Member	Y
Seamus Donnelly (SD)	Member	N
Brian Sano (BS)	Member	N
Tamara DeMartino (TD)	Member	Y
Kim Ashe-McPherson (KA)	Member	Y

LAND BANK STAFF/COUNSEL PRESENT INCLUDED THE FOLLOWING:

Name	Title
Brad Lewis	Chief Executive Officer/Executive Director
Paul Donnelly	Director of Operations
Michelle Marinello	Counsel

The following resolution was offered by MK, seconded by TD, to wit:

WHEREAS, the Troy Community Land Bank is anticipating potential project awards from New York State Homes and Community Renewal for residential rehabilitation, Cross-Mod, and owner-occupied improvement projects, and

WHEREAS, these projects are not yet approved and would require environmental documentation, contractor coordination, planning engagement, and administrative support in order to begin implementation promptly if awarded, and

WHEREAS, adding administrative capacity during the spring and summer period will increase the quality, consistency, and controls of program execution by improving documentation, communication, and compliance functions prior to award, and

WHEREAS, certain pre development, documentation, and administrative tasks can be completed earlier and in parallel through the addition of project support, reducing bottlenecks during the implementation phase if projects are awarded, and

WHEREAS, a paid part time internship provides a cost-effective method to build temporary capacity without

committing to full time staffing prior to confirmation of project volume,

NOW THEREFORE, BE IT RESOLVED, that the Board authorizes the creation of a paid Project and Planning Internship position for the spring and summer 2026 period at up to twenty hours per week, and

RESOLVED, that compensation shall be at no less than minimum wage and that total cost including employer payroll taxes and workers compensation shall not exceed \$9,000, and

RESOLVED, that the Executive Director is authorized to recruit, select, and hire the intern and to execute all necessary onboarding and payroll actions for the duration of the internship, and

RESOLVED, that the Executive Director shall provide the Board with a summary of deliverables and a recommendation regarding continuation or modification of the position at the conclusion of the internship term.

CERTIFICATION

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Board Member	Vote
Jamie Magur	Y
Suzanne Spellen	Y
Monica Kurzejeski	Y
Brian Barker	Y
Bob Connolly	—
Andrew Cooper	Y
Seamus Donnelly	—
Brian Sano	—
Tamara DeMartino	Y
Kim Ashe-McPherson	Y

The foregoing Resolution was thereupon declared duly adopted, meeting the requirements of the Land Bank's bylaws requiring a majority of the Board approving this resolution.

STATE OF NEW YORK)
) SS.:
COUNTY OF RENSSELAER)

I, the undersigned Secretary of the TROY COMMUNITY LAND BANK CORPORATION DOES HEREBY CERTIFY, that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Land Bank, including the Resolution contained therein, held on January 21st, 2026 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Land Bank had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meeting Law; (D) there was a quorum of the members of the Land Bank present throughout said meeting; and (E) Pursuant to the Land Bank Bylaws, a majority of the Board has voted to approve this resolution.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

21st IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Land Bank this day of JANUARY, 2026.



Brian Barker, Secretary (SEAL)