

**RESOLUTION Authorization to Establish and Implement Owner Occupied  
Repair Program  
HCR SHARS 20260024**

A regular meeting of the Troy Community Land Bank Corporation (the "Land Bank") was convened in public session at TCLB Offices, 871 River Street, Suite 1, Troy, New York 12180 in the City of Troy, Rensselaer County, New York on 4/15, 2026 at 8:30 a.m. o'clock local time.

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

**PRESENT:**

Jaime Magur	Chair	✓
Suzanne Spellen	Vice-Chair	✓
Monica Kurzejeski	Treasurer	✓
Brian Barker	Secretary	✓
Andrew Cooper	Member	✓
Tamara Demartino	Member	✓
Brian Sano	Member	X
Bob Connolly	Member	✓
Seamus Donnelly	Member	X
Kim Ashe-McPherson	Member	✓

**AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:**

Michelle Marinello	Agency Counsel
Brad Lewis	Executive Director
Paul Donnelly	Director of Operations

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

**RESOLUTION Authorization to Establish and Implement Owner Occupied Repair Program**

**WHEREAS**, the Troy Community Land Bank has been awarded funding under the New York State Homes and Community Renewal Small Housing Assistance Repair Services Program, identified as SHARS 20260024; and

**WHEREAS**, the Troy Community Land Bank will serve as the Local Program Administrator for the implementation of an Owner-Occupied Repair Program in accordance with the requirements of New York State Homes and Community Renewal and Housing Trust Fund Corporation; and

**WHEREAS**, the Troy Community Land Bank has prepared an Administrative Plan to guide the development and operation of the program, recognizing that such plan may require modification to align with state requirements and practical implementation considerations;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby authorizes the establishment of an Owner-Occupied Repair Program and accepts the Administrative Plan as a guiding framework for implementation; and

**BE IT FURTHER RESOLVED**, that the Executive Director is hereby authorized to develop, refine, and implement the policies, procedures, and program structure necessary to carry out the program in compliance with all applicable requirements of New York State Homes and Community Renewal and the Housing Trust Fund Corporation; and

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to modify program design, administrative procedures, and implementation details as necessary to respond to guidance from HCR, ensure compliance, and

achieve effective program delivery, provided that such modifications are consistent with the intent of the program and reported to the Board as appropriate; and

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to take all actions necessary to implement and administer the program, including but not limited to:

- Establishing application intake, eligibility, and prioritization procedures
- Conducting outreach and marketing
- Developing scopes of work and project budgets
- Procuring contractors and overseeing construction
- Executing participant and contractor agreements
- Managing environmental review and compliance processes
- Processing disbursements and managing program funds
- Maintaining documentation and reporting

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to execute all program related documents, certifications, and agreements necessary to implement and administer the program; and

**BE IT FURTHER RESOLVED**, that this authorization shall remain in effect for the duration of the SHARS 20260024 grant term unless modified or rescinded by the Board.

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

Jaime Magur	Chair	Y
Suzanne Spellen	Vice-Chair	Y
Monica Kurzejeski	Treasurer	Y
Brian Barker	Secretary	Y
Andrew Cooper	Member	Y
Tamara Demartino	Member	Y
Brian Sano	Member	-
Bob Connolly	Member	Y
Seamus Donnelly	Member	-
Kim Ashe-McPherson	Member	A

The foregoing Resolution was thereupon duly adopted.

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

I, the undersigned, Brian Barker, Secretary of the Troy Community Land Bank Corporation, DO HEREBY CERTIFY:

That I have compared the foregoing extract of the minutes of the meeting of the Troy Community Land Bank Corporation including the resolution contained therein, held on the **15<sup>th</sup> day of April 2026**, with the original thereof on file in the office of the Troy Community Land Bank Corporation, and that the same is a true and correct copy of the proceedings of the Troy Community Land Bank Corporation and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Troy Community Land Bank Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice and the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the Troy Community Land Bank Corporation present throughout said meeting.

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 modified.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Troy Community Land Bank Corporation this 15<sup>th</sup> day of APRIL, 2026.



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Brian Barker, Secretary