

**RES 26.13 AUTHORIZING THE CREATION OF A FACILITIES AND CONSTRUCTION
SPECIALIST POSITION**

A regular meeting of the Troy Community Land Bank Corporation (the "TCLB") was convened in public session at City Hall, 871 River Street, fifth floor, Troy, New York 12180 in the City of Troy, Rensselaer County, New York on June 15, 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 | Chair | Y |
| Suzanne Spellen | Vice-Chair | Y |
| Monica Kurzejeski | Treasurer | Y |
| Brian Barker | Secretary | Y |
| Bob Connolly | Member | - |
| Andrew Cooper | Member | Y |
| Seamus Donnelly | Member | - |
| Brian Sano | Member | Y |
| Tamara DeMartino | Member | - |
| Kim Ashe McPherson | Member | X |

LAND BANK STAFF/COUNSEL PRESENT INCLUDED THE FOLLOWING:

| Name | Title |
|--------------------|--|
| Brad Lewis | Chief Executive Officer/Executive Director |
| Paul Donnelly | Project Manager |
| Michelle Marinello | Counsel |

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

WHEREAS, the Troy Community Land Bank Corporation (the "Land Bank") continues to expand its portfolio of residential rental units, rehabilitation projects, and vacant properties requiring maintenance, oversight, and redevelopment activities; and

WHEREAS, the Land Bank currently owns and manages residential rental properties, has recently acquired additional vacant buildings for future redevelopment, and anticipates an increased volume of construction, rehabilitation, and property management activities during 2026 and beyond; and

WHEREAS, the Land Bank has been awarded funding for a homeowner repair program expected to generate numerous construction projects requiring site visits, contractor coordination, scope development, cost estimating, and project oversight; and

WHEREAS, the Board of Directors recognizes the need for dedicated staff capacity to assist with

facilities maintenance, tenant service requests, property inspections, construction coordination, contractor procurement, and project implementation; and

WHEREAS, the Executive Director has recommended the creation of a Facilities and Construction Specialist position to support the Land Bank's operational, maintenance, and construction management activities;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TROY COMMUNITY LAND BANK AS FOLLOWS:

1. The Board hereby authorizes the creation of a Facilities and Construction Specialist position.
2. The Facilities and Construction Specialist shall perform duties including, but not limited to:
 - a. Responding to and coordinating tenant maintenance requests;
 - b. Performing routine maintenance and minor repairs at Land Bank owned properties;
 - c. Conducting property inspections and documenting existing conditions;
 - d. Assisting with the management of rehabilitation and construction projects;
 - e. Obtaining contractor quotes and proposals;
 - f. Coordinating contractors, vendors, and project activities;
 - g. Assisting with scope development, cost estimating, and construction oversight; and
 - h. Supporting redevelopment activities at newly acquired vacant properties and other Land Bank assets.
3. The Executive Director is authorized to recruit, hire, supervise, and evaluate the Facilities and Construction Specialist.
4. The Facilities and Construction Specialist shall work a variable schedule based upon organizational needs and available funding.
5. Compensation for the position shall not exceed Thirty-Five Dollars (\$35.00) per hour and shall be subject to budget availability.
6. The Executive Director is authorized to take all actions necessary to implement this Resolution.
7. This Resolution shall take effect immediately.

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 | Y |
| Tamara DeMartino | - |
| 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.

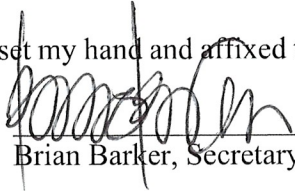
STATE OF NEW YORK)
) SS.:
COUNTY OF RENSSELAER)

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 **June 15, 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.

15th IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Land Bank this day of JUNE, 2026.



Brian Barker, Secretary (SEAL)

MEMORANDUM OF SUPPORT

6/14/2026

RE: Creation of a Part Time Facilities and Construction Specialist Position

The Troy Community Land Bank's operational responsibilities have expanded significantly over the last year. In addition to property redevelopment activities, the organization now owns and manages residential rental units, has launched a Home Repair Program, and recently acquired additional vacant buildings that will require stabilization, maintenance, and redevelopment planning.

As the organization has grown, staff have increasingly been required to address maintenance and facilities related issues that are not efficiently handled through outside contractors alone. Recent examples include installing a basement handrail at 871 River Street, installing a fire extinguisher to satisfy insurance requirements, painting trim around the front entry, and regularly addressing litter, debris, and general site maintenance concerns at Land Bank properties.

These tasks are often too small to efficiently procure through a contractor, yet they still require staff time and attention. As the Land Bank's portfolio grows, the volume of these responsibilities is expected to increase.

In addition to maintenance activities, the Land Bank is preparing to administer approximately up to forty Home Repair Program projects throughout the City of Troy. These projects will require site visits, scope development, contractor outreach, quote collection, project coordination, and construction oversight. The Land Bank is also beginning redevelopment planning and project management activities on three recently acquired vacant buildings while continuing work on existing rehabilitation projects.

The proposed Facilities and Construction Specialist position will provide additional field capacity to support the Land Bank's growing workload. Responsibilities will include responding to tenant maintenance requests, performing minor repairs, maintaining Land Bank properties, conducting site inspections, obtaining contractor quotes, coordinating construction activities, and assisting with project oversight.

The position is expected to improve response times, reduce reliance on outside contractors for small maintenance tasks, provide additional oversight of rehabilitation projects, and allow existing staff to focus on project development, grant administration, financial management, and organizational operations.

For these reasons, staff recommends the creation of a part time Facilities and Construction Specialist position at a rate not to exceed \$35.00 per hour. At 20 hours a week, it would be a maximum budget ask of \$36,400.

Brad Lewis

Executive Director

Troy Community Land Bank