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**Troy Community Land Bank Corporation**

433 River Street, Suite 5000

Troy, New York 12180

Board of Directors Regular Meeting

Wednesday, February 17 2016 at 8:30 a.m.

433 River Street, Suite 5000, Troy, New York 2180

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**2016 Meeting Minutes**

- I. **Call to Order:** Heather King, Chairman, called this meeting of the Troy Community Land Bank (TCLB) Corporation Board of Directors meeting to order November 18<sup>th</sup> 2015 at 8:36 a.m.
- II. **Roll Call:** Heather noted the Board members that were present – Heather King, David Martin, Dylan Turek, Richard Herrick, Brian Barker, John Carmello, Frank Sarratori
  - a. Absent: Cynthia DeDominick, Suzanne Spellen
  - b. Agent and Support: Chris Brown, Catherine Hedgeman
- III. **Minutes:** Approval of the January 2016 Board of Directors Meeting. Motion to approve by Frank Sarratori and seconded by David Martin. The January minutes were unanimously approved.
- IV. **President's Report:** Heather King explained a SONYMA/NYS Homes and Community Renewal program in which the Land Bank would play a part. The Land Bank's main role would be in the delivery of clear titles.
- V. **Treasurers Report:** Frank Sarratori delivered and reviewed a revised balance sheet for 2015 end of year. He also stated that he would confirm with Pioneer that the correct agents were listed for each account.
- VI. **Resolution Authorizing the Troy Community Land Bank to Enter Into a Contract for Auditing and Tax Services:** Frank Sarratori informed the board that Marvin & Co., as respondents to the auditing/tax firm RFP, had been selected as the winning firm. Richard Herrick made a motion to amend the resolution to include the date on which Marvin & Co. had submitted its proposal. Frank Sarratori made a motion to pass the resolution as amended per Richard's suggestion; Richard seconded. The resolution was unanimously approved.
- VII. **Resolution Authorizing the Acting Agents of the Troy Community Land Bank to Submit a Grant Application for the Choice Neighborhoods Program:** Chris Brown gave an overview of the Choice Neighborhood matching requirement, and provided the matching funds/services spreadsheet from the grant application. Chris answered questions regarding the disbursement and potential use(s) of the awarded funds. Motion to approve by David Martin, seconded by Frank Sarratori. The resolution was unanimously approved.
- VIII. **Resolution Authorizing the Troy Community Land Bank to Enter Into a Contract for Real Property Maintenance Services with Unity House, Inc.:** Catherine Hedgeman stated that as the quote for these services was below \$15,000, there was no need for an RFP as per Procurement Policy guidelines. Heather King discussed the \$5,000 threshold in Article XXIII of the NYS Land Bank Act. Catherine Hedgeman stated that the Acting Executive Director discretionary threshold was a "moving target", and that the Procurement Policy would be revisited. Richard Herrick motioned that the threshold language on page one be amended from \$15,000 to \$7,500 as per Article XXIII. Brian Barker made a motion to pass the

resolution, Richard Herrick seconded. The resolution was approved (note: Frank Sarratori abstained).

**IX. Old Business**

- a. **Demolition RFP:** City Engineer Andy Donovan is finalizing a list of demolition candidates to be included in an RFP; estimated RFP posting date is March 21. The demo candidate list has been revised due to concerns with adjoining properties. Richard Herrick asked why the Land Bank is not soliciting its own bids. Catherine Hedgeman explained that the City/Land Bank demolition MOU was a part of the Land Bank's formative grant application. Catherine also mentioned that the Land Bank could enter into a co-development agreement following the demolitions.
- b. **Board Member Term Updates:** Heather King stated that Council President Mantello would have board member appointments ready for the March Council meeting. Heather also reiterated that there were two outstanding mayoral appointments.
- c. **TAP, Inc. Assessments:** Chris Brown stated that the Fall 2015 TAP, Inc. assessments and recommendations were being reviewed. A renovation RFP will be issued by mid-2<sup>nd</sup> quarter.

**X. New Business**

- a. **RFP for Executive Director:** Heather King stated that the hiring committee had created a job description, and that the RFP was very nearly ready to post. Catherine Hedgeman mentioned that instead of "part time" the RFP should just include expected hours worked. Catherine further stressed that the Land Bank should issue a press release and strongly market the job opening.
- b. **Website/Marketing:** Dylan Turek stated that the Land Bank needed to acquire professional services for its branding, marketing and website strategies. Dylan mentioned that he had reached out to three potential partners. Chris Brown presented a brand identity design that had been already been prepared.
- c. **Board Self-Evaluations:** Heather King mentioned that the board self-evaluations are due to the Authorities Budget Office by the end of March, but requested that they be submitted to the Governance Committee by the end of February.

**XI. Committee Reports**

- a. **Executive Committee:** Met to set agenda
- b. **All other committees:** Did not meet

**XII. Adjournment:** Motion to adjourn by David Martin, seconded by Brian Barker, unanimously adopted at 9:38 a.m.