
Troy Community Land Bank Corporation
433 River Street, Suite 5000
Troy, New York 12180
Board of Directors Regular Meeting
Wednesday, November 18, 2015 at 8:30 a.m.

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

2015 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 18th 2015 at 8:36 a.m.
- II. **Roll Call:** Brain Barker noted the Board members that were present – Heather King, David Martin, Dylan Turek, Suzanne Spellen, Cynthia DeDominic, Richard Herrick.
 - a. **Agent and Support:** Also in attendance, Monica Kurzejeski, Chris Brown, Catherine Hedgeman
- III. **Minutes:** Approval of the October 2015 Board of Directors Meeting. Motion to approve by Brian Barker and seconded by David Martin. The October minutes were unanimously approved.
- IV. **Treasurers Report:** In Frank's absence Monica informed the Board that the acquisition of QuickBooks accounting software was in progress. Additionally, a refund check in the amount of \$25.00 had been issued to TCLB for the attempted purchase of 3324 Sixth Avenue. Cynthia motioned to approve the treasurer's report and David seconded, and the November Treasurer's Report was unanimously approved.
- V. **Internal Control Policy:** Cate reviewed the Internal Control Policy highlights with the Board, stressing the New York State Authorities Budget Office requirements for transparency and accountability. David asked for clarification regarding Board approval of any contract exceeding \$10,000. Cynthia motioned to approve the Internal Control Policy and Brian seconded, and the Internal Control Policy was unanimously approved.
- VI. **Disposition Policy:**
- VII. **Committee Reports**
 - a. **Executive Committee:** Reviewed the agenda for the Executive Committee meeting, highlighting the Breathing Lights public arts initiative.
 - b. **Governance Committee:** Did not meet
 - c. **Hiring Committee:** Reviewed Project Manager bid proposals. The Hiring Committee stated that they were currently considering the proposals, and would report their recommendations to the Board.
 - d. **Acquisition/Disposition Committee:** Discussed the possibility and the potential scheduling of open house tours of available properties.
- VIII. **New Business**
 - a. **Project Manager Contract:** Monica reviewed the details of the Project Manager contract outline.
 - b. **North Central Neighborhood Plan:** Monica raised the possibility of hiring a consultant to create a neighborhood master plan for the North Central target area.

- c. **Public Outreach:** Heather raised a concern that the Land Bank should more proactively communicate with the neighborhoods at large, and leaders in the North Central neighborhood in particular.

IX. **Old Business**

- a. **Phase I SHPO Review:** Monica provided the Board with updates; currently waiting on the contractor, Chazen Companies, for review of submitted paperwork.
- b. **Winter Maintenance:** Monica stated that TCLB should investigate contracting a property maintenance company for winterizing and general maintenance of land bank properties. Unity House was mentioned as a potential contractor.
- c. **Junk Removal:** Monica stated that bids for junk removal at 790 River and 822 River were pending.
- d. **Open Houses:** Monica raised the possibility of conducting Open House tours of 790 River and 822 River once the junk removal had been completed.
- e. **Board Member Renewals:** Monica reminded the board that there are two council appointed board member vacancies to fill.

- X. **Adjournment:** Motion to adjourn by Cynthia, seconded by Dylan, unanimously adopted at 9:45 a.m.