**MINUTES OF THE MEETING OF THE MEMBERS OF THE**

**HOUSING TRUST FUND CORPORATION (“HTFC”)**

**HELD ON JANUARY 30, 2020 AT 2:45 P.M.**

Locations: New York State Homes and Community Renewal, 641 Lexington Avenue,

New York, New York

New York State Homes and Community Renewal, 38-40 State Street,

Albany, New York

Locations connected by video and phone-conference

MEMBERS PRESENT:

RuthAnne Visnauskas, Chairperson

Alex Valella, representing Kenneth Adams, Member

Holly Leicht, Member

OTHERS PRESENT:

Rachel Bruce

Daniel Buyer

Mark Colon

Rebecca Koepnick

Dwight Kwa

Crystal Loffler

Sara Malkoukian

Betsy Mallow

Stacey Mickle

Diana Nebiolo

Lisa Pagnozzi

Jason Purvis

Nanika Shaw

Heather Spitzberg

Melina Stratos

There was a quorum with three Members present. Mr. Valella made a motion to call to order the meeting of the Members of the HTFC. The motion was seconded by Ms. Leicht.

**The first item on the agenda was the approval of the minutes of the meeting held on December 12, 2019**. The minutes were deemed approved.

**The next item on the agenda was a resolution ratifying the authorization of awards under the New York Main Street Program.**

Mr. Valella moved to adopt the resolution; Ms. Leicht seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby ratify the authorization of awards under the NYMS Program to the following applicants and in the amounts identified:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant** | **Project Name** | **Activity Type** | **Project City** | **Region** | | **Recommended Award** |
| Livingston County Development Corporation | American Hotel Reuse Analysis | Technical Assistance Project | Lima | Finger Lakes | | $20,000 |
| Franklin County Local Development Corporation | Malone Technical Assistance Project | Technical Assistance Project | Malone | North Country | | $20,000 |
| City of Canandaigua | Downtown Canandaigua Feasibility Analysis | Technical Assistance Project | Canandaigua | Finger Lakes | | $20,000 |
| Orange County Arts Council, Inc. | PS 6 Center for Film and Television | Renovation Project | Newburgh | Mid-Hudson | | $500,000 |
| Village of Lyndonville | Lyndonville Gateway Anchor Revitalization | Renovation Project | Lyndonville | Finger Lakes | | $500,000 |
| MARK Project, Inc. | Margaretville NYMS Technical Assistance Project | Technical Assistance Project | Margaretville | Southern Tier | | $20,000 |
| Ancram Opera House Theater, Inc. | Ancram Main Street Technical Assistance | Technical Assistance Project | Ancram | Capital District | | $13,015 |
| Village of Endicott | Endicott NYMS 2019 | Renovation Project | Endicott | Southern Tier | | $350,000 |
| Village of Perry | South Main Street Anchor Revitalization | Renovation Project | Perry | Finger Lakes | | $300,000 |
| Village of Ossining | 200 Main Street Stabilization | Renovation Project | Ossining | Mid-Hudson | | $467,300 |
| Greater Mohawk Valley Land Bank Corporation | Palatine Bridge - Stone Lodge Anchor | Technical Assistance Project | Palatine Bridge | Mohawk Valley | | $20,000 |
| Village of Waterloo | 1 West Main Redevelopment Project | Renovation Project | Waterloo | Finger Lakes | | $500,000 |
| Catskill Mountain Housing Development Corporation | Catskill Main Street Phase Two | Renovation Project | Catskill | Capital District | | $250,000 |
| Community Progress, Inc. | Elmira Heights 14th Street NYMS 2019 | Renovation Project | Elmira Heights | Southern Tier | | $127,925 |
| Elmira Downtown Development, Inc | Chemung Valley History Musuem | Technical Assistance Project | Elmira | Southern Tier | | $20,000 |
| Town of Burns | Canaseraga Four Corners NYMS Program | Renovation Project | Canaseraga | Western New York | | $308,000 |
| HomeFront Development Corporation | Village of Cambridge NYMS | Renovation Project | Cambridge | Capital District | | $251,147 |
| City of Batavia | Revitalize Downtown Batavia | Renovation Project | Batavia | Finger Lakes | | $300,000 |
| Village of Spring Valley | Downtown Spring Valley Design Guidelines Initiative | Technical Assistance Project | Spring Valley | Mid-Hudson | | $20,000 |
| City of Gloversville | Gloversville Main Street Anchor Project | Renovation Project | Gloversville | Mohawk Valley | | $500,000 |
| Mohawk Valley Collective, Inc. | MVC Cultural Heritage Rehabilitation and Net Zero Energy | Renovation Project | Fort Plain | Mohawk Valley | | $500,000 |
| Ticonderoga Revitalization Alliance, Inc. | Downtown Ticonderoga Vision Project and Feasibility Study | Technical Assistance Project | Ticonderoga | North Country | | $20,000 |
| University District Community Development Association, Inc. | Main Street Revitalization 2019 | Renovation Project | Buffalo | Western New York | | $326,196 |
| Family Services, Inc. | Family Partnership Center Community Facilities Restoration Project | Renovation Project | Poughkeepsie | Mid-Hudson | | $490,000 |
| Village of Phoenix | Phoenix NYMS 2 Project | Renovation Project | Phoenix | Central New York | | $290,000 |
| Tioga County | Owego North Avenue Revitalization Program | Renovation Project | Owego | Southern Tier | | $250,000 |
| **Total** | | | | | **$6,383,583** | |

Section 2. The Members hereby ratify the approval to enter into regulatory agreements with the applicants, upon their satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such terms and conditions as set forth in the NYMS Program guidelines.

Section 3. The Members hereby ratify the authorization of the President of the Office of Community Renewal or another authorized officer of HTFC, subject to the provisions of this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall be immediately effective.

**The next item on the agenda was a resolution ratifying the authorization of awards under the Community Development Block Grant Program.**

Mr. Valella moved to adopt the resolution; Ms. Leicht seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby ratify the authorization of awards in the total amount of $20,222,621 under the CDBG Program from the Consolidated Funding Application allocation to the following applicants and up to the amounts identified below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant** | **Activity Type** | **County** | **REDC** | **Recommended** |
| Village of Afton | Community Planning | Chenango | Southern Tier | $40,000 |
| Village of Tannersville | Community Planning | Greene | Capital District | $50,000 |
| Village of Richmondville | Community Planning | Schoharie | Mohawk Valley | $45,000 |
| Village of Portville | Community Planning | Cattaraugus | Western New York | $50,000 |
| Cortland County | Community Planning | Cortland | Central New York | $50,000 |
| Village of Bath | Community Planning | Steuben | Southern Tier | $50,000 |
| Town of Cherry Creek | Community Planning | Chautauqua | Western New York | $30,000 |
| Town of Cameron | Community Planning | Steuben | Southern Tier | $23,750 |
| Town of Granville | Community Planning | Washington | Capital District | $50,000 |
| Village of Wellsburg | Community Planning | Chemung | Southern Tier | $50,000 |
| Village of New Square | Community Planning | Rockland | Mid-Hudson | $50,000 |
| Otsego County | Microenterprise | Otsego | Mohawk Valley | $200,000 |
| Town of Massena | Microenterprise | St. Lawrence | North Country | $200,000 |
| Herkimer County | Microenterprise | Herkimer | Mohawk Valley | $200,000 |
| City of Watervliet | Microenterprise | Albany | Capital District | $200,000 |
| City of North Tonawanda | Microenterprise | Niagara | Western New York | $200,000 |
| City of Geneva | Microenterprise | Ontario | Finger Lakes | $200,000 |
| City of Peekskill | Microenterprise | Westchester | Mid-Hudson | $200,000 |
| Schoharie County | Microenterprise | Schoharie | Mohawk Valley | $150,000 |
| Allegany County | Microenterprise | Allegany | Western New York | $200,000 |
| Niagara County | Microenterprise | Niagara | Western New York | $200,000 |
| Oneida County | Microenterprise | Oneida | Mohawk Valley | $200,000 |
| Village of Massena | Public Facilities | St. Lawrence | North Country | $300,000 |
| Town of Allegany | Public Facilities | Cattaraugus | Western New York | $287,000 |
| Village of Perry | Public Facilities | Wyoming | Finger Lakes | $300,000 |
| City of Port Jervis | Public Facilities | Orange | Mid-Hudson | $300,000 |
| Town of Moriah | Public Facilities | Essex | North Country | $299,850 |
| Town of Jasper | Public Sewer | Steuben | Southern Tier | $832,850 |
| Village of Wellsville | Public Sewer | Allegany | Western New York | $1,000,000 |
| Village of Cobleskill | Public Sewer | Schoharie | Mohawk Valley | $1,000,000 |
| Town of Ripley | Public Sewer | Chautauqua | Western New York | $748,736 |
| City of Hudson | Public Sewer | Columbia | Capital District | $750,000 |
| Village of Saranac Lake | Public Sewer | Essex | North Country | $930,000 |
| Town of Horseheads | Public Sewer | Chemung | Southern Tier | $1,000,000 |
| Town of Moriah | Public Sewer | Essex | North Country | $750,000 |
| Town of Wawarsing | Public Sewer | Ulster | Mid-Hudson | $750,000 |
| Village of Corinth | Public Sewer | Saratoga | Capital District | $729,000 |
| Village of Gouverneur | Public Sewer | St. Lawrence | North Country | $750,000 |
| Village of Remsen | Public Sewer | Oneida | Mohawk Valley | $375,000 |
| Village of South Corning | Public Sewer | Steuben | Southern Tier | $1,000,000 |
| Village of Montour Falls | Public Sewer | Schuyler | Southern Tier | $750,000 |
| City of Hornell | Public Sewer | Steuben | Southern Tier | $567,000 |
| Village of Hancock | Public Sewer | Delaware | Southern Tier | $745,000 |
| Town of Hancock | Public Water | Delaware | Southern Tier | $749,875 |
| Village of Hudson Falls | Public Water | Washington | Capital District | $750,000 |
| Village of South Glens Falls | Public Water | Saratoga | Capital District | $919,560 |
| Village of Cleveland | Public Water | Oswego | Central New York | $1,000,000 |

Section 2. The Members hereby ratify the approval to enter into regulatory agreements with the applicants, upon their satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such terms and conditions as set forth in the CDBG Program guidelines.

Section 3. The Members hereby ratify the authorization of the President of the Office of Community Renewal or another authorized officer of HTFC, subject to the provisions of this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall be immediately effective.

**The next item on the agenda was a resolution authorizing the allocation of surplus Rural Rental Assistance Program funds.** Mr. Buyer presented the allocation of funds summarizing the main points contained in the related memo.

Mr. Valella moved to adopt the resolution; Ms. Leicht seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby authorize a one-time investment of up to $4 million in energy upgrades and health and safety repairs in RRAP properties through the P+ Initiative.

Section 2. The Members hereby authorize the allocation of funds for up to 400 additional units to receive rental assistance through RRAP.

Section 3. The Members hereby authorize the President or Vice President of the Office of Housing Preservation or any Senior Officer to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing an increased award for the Village of Westbury Downtown Revitalization Initiative.** Ms. Loffler presented the proposed award increase summarizing the main points contained in the related memo.

Mr. Valella moved to adopt the resolution; Ms. Leicht seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby authorize an increase of the DRI award in an amount up to $576,900 to the Village of Westbury for its Recreation & Community Center and Westbury Arts Council Space projects.

Section 2. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer of HTFC to execute any documents or contract amendments which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing an award of CDBG Economic Development Funds to the Town of Wheatfield for Barge Brewing Company.** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo.

Mr. Valella moved to adopt the resolution; Ms. Leicht seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby approve an award of $266,000 under the CDBG Program to the Town of Wheatfield to assist Barge Brewing Company, LLC.

Section 2. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer of HTFC, subject to the provisions of this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing the extension of a contract with Enhanced Business Systems**. Ms. Mickle presented the proposed contract extension summarizing the main points contained in the related memo. Mr. Valella asked whether the proprietary nature of the EBS platform may create problems in the event EBS went out of business and also asked why the HTFC does not use a non-proprietary system. Chairperson Visnauskas asked if the HTFC would eventually stop using the EBS platform in context of a larger ongoing system overhaul. Ms. Mickle provided additional detail in response to each question.

Mr. Valella moved to adopt the resolution; Ms. Leicht seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby authorize the Corporation to extend its contract with EBS for the provision of Accounting System Automation Services for a two year period.

Section 2. Affirmative concurrence is hereby provided by the Board for the determination not to enter into a new competitive award process at this time in connection with the services provided by EBS with the understanding that such determination will result in the continued retention of the EBS contract exceeding five years in duration without a new competitive selection process being conducted, as indicated in the memorandum accompanying this resolution.

Section 3. The designated Senior Officer of the Corporation is hereby authorized, subject to this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing entry into contracts with firms for Davis Bacon Services**. Ms. Pagnozzi presented the proposed panel of contract firms summarizing the main points contained in the related memo. Mr. Valella asked whether Clampett Industries and Bureau Veritas were effectively the same party and Ms. Pagnozzi provided additional details.

Mr. Valella moved to adopt the resolution; Ms. Leicht seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby authorize the Corporation to enter into contracts with Firms on the Corporation’s Panel for the provision of Davis Bacon Services, on an “as-needed” basis, for up to a seven year period and up to an amount not to exceed $1,120,000 for total expenditures among all firms on the Panel for the period commencing June 2015 and ending January 2022.

Section 2. Affirmative concurrence is hereby provided by the Boards for the determination not to enter into new competitive award processes at this time in connection to the Davis Bacon Services provided by firms on HTFC’s Panel with the understanding that such determination will result in the continued retention of firms under Davis Bacon Services contracts exceeding five years in duration without a new competitive selection process being conducted, as indicated in the memorandum accompanying this resolution.

Section 3. The Chief Executive Officer, or another designated Senior Officer of the Corporation, is hereby authorized, subject to this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing the documentation and classification of Canalside Mobile Home Park.** Ms. Spitzberg presented the proposed documentation and classification summarizing the main points contained in the related memo.

Mr. Valella moved to adopt the resolution; Ms. Leicht seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby accept the SEQRA documentation for Canalside Mobile Home Park and hereby adopt the recommendation that this project be classified as an unlisted action with a negative declaration under SEQRA.

Section 2. The Members hereby authorize HTFC’s SEQRA Officer or any authorized agent or officer to execute any documents in accordance with the applicable provisions of law to effectuate the purpose of this resolution.

Section 3. This resolution shall take effect immediately.

**The next nine items on the agenda were resolutions proposing contract extensions for firms providing services to the Governor’s Office of Storm Recovery.** Ms. Shaw presented the proposed extensions summarizing the main points contained in the related memos. Mr. Valella and Ms. Leicht proposed that GOSR complete the currently ongoing competitive RFP process and bring the proposed contract awards before the HTFC Board at a future meeting when the RFP process has been completed. Chairperson Visnauskas noted that the contracts currently in place are effective through March 2020. Chairperson Visnauskas asked whether it was expected that some of the proposed 12-month contract extensions may need to be further extended beyond the 12-month term and Ms. Shaw answered affirmatively. No resolutions were adopted.

The remainder of the items were informational items and did not require board action.

**The next item on the agenda was a review of the SEQRA Type 2 Actions.**

**The next item on the agenda was a review of authorized contracts under the Governor’s Office of Storm Recovery.**

**The last item was a review of SEQRA Determinations under the Governor’s Office of Storm Recovery.**

There being no unfinished business, Chairperson Visnauskas moved to adjourn the Board meeting, Ms. Leicht seconded the motion, and the meeting was adjourned at 3:07 p.m.