

**MINUTES OF THE MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION (“HTFC”)  
HELD ON JULY 17, 2018 AT 4:00 P.M.**

Locations: New York State Homes and Community Renewal, 641 Lexington Avenue, 4<sup>th</sup> Floor  
New York, New York  
New York State Homes and Community Renewal, 38-40 State Street,  
Commissioner’s Conference Room, Albany, New York

Locations connected by video-conference

**MEMBERS PRESENT:**

RuthAnne Visnauskas, Chairperson  
Alex Valella, representing Kenneth Adams, Member

**OTHERS PRESENT:**

Linda Donahue  
Nicole Ferreira  
Sean Fitzgerald  
Daniel Greene  
Hillary Gunther  
Linda Manley  
Stacey Mickle  
Jason Purvis  
John Scimeme  
Emily Thompson  
Eu Ting-Zambuto

There was a quorum with two Members present. Chairperson Visnauskas made a motion to call to order the meeting of the Members of HTFC. The motion was seconded by Mr. Valella.

**The first item on the agenda was the approval of the minutes of the meeting held on June 27, 2018.** The minutes were deemed approved.

**The next item on the agenda was a resolution authorizing the adoption of the Governor’s Office of Storm Recovery internal audit plan and a discussion of the scope of work of the internal audit department.** Mr. Scimeme presented the plan, submitted semi-annually, and discussed current audit projects and pending reports.

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

Section 1. The Members hereby approve the Governor's Office of Storm Recovery Internal Audit Department Plan for June 2018 to December 2018.

Section 2. This resolution shall take effect immediately.

**The next item on the agenda was a resolution approving the transfer of New York Rising Buyouts & Acquisitions Program real properties.** Ms. Gunther presented the item. The Members discussed the uses and recipients of the transferred properties.

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

Section 1. The Members hereby issue a written determination that there is no reasonable alternative to the proposed transfer for no compensation that would achieve the same purpose of such transfer and approve the transfer of twenty-seven (27) properties to five recipients in Suffolk County, including the Lot Next Door program in the Village of Lindenhurst, Shore Park Estates Homeowner's Association in the Village of Lindenhurst, The Trustees of the Freeholders and Commonality of the Town of Southampton, the Town of Brookhaven, and the Village of Patchogue, for no monetary value, effective June 9, 2017.

Section 2. The Members hereby issue a written determination that there is no reasonable alternative to the proposed transfer for no compensation that would achieve the same purpose of such transfer and approve the transfer of 166 properties to five recipients in Suffolk County and Richmond County, including the Staten Island Youth Soccer League, the Town of Babylon, Veterans of Foreign Wars, the Village of Lindenhurst, and the Village of Patchogue, for no monetary value.

Section 3. The Members hereby authorize the Executive Team of the Governor's Office of Storm Recovery or any Senior Officer of HTFC or agent authorized by the Members to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution, effective June 9, 2017.

**The next item on the agenda was a resolution authorizing an award under the Rural Community Investment Fund Program for Nassau Senior Housing.** Mr. Fitzgerald presented the award recommendation and the Members considered the recommendation.

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

Section 1. The Members hereby authorize an award of up to \$517,524 under the CIF Program to Rouse RPC, Inc. for Nassau Senior Housing.

Section 2. The Members hereby provide that this resolution will lapse 360 days after the effective date of this resolution if a closing on all sources of construction financing sufficient to complete the project has not occurred.

Section 3. The Members hereby authorize any officer of the Office of Finance and Development or any Senior Officer as defined by the By-Laws 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 award under the Lake Ontario Food Relief and Recovery Program to the Village of Sodus Point.** Mr. Purvis introduced the recommendation and the Members considered the award.

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

Section 1. The Members hereby authorize awards under the Flood Relief and Recovery Program to the Village of Sodus Point in an amount up to \$469,572 for lakeshore and village infrastructure repair and reconstruction.

Section 2. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer, 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 performance based incentives (“PBI”) awards under the HOME Program.** Mr. Purvis introduced the recommendation for approval of six NYS HOME Local Program PBI awards totaling \$1,545,000. The Members considered the awards.

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

Section 1. The Members hereby authorize PBI awards with contract addendums under the HOME Local Program to the following eligible HOME Local Program Administrators up to the amounts specified below:

Local Program Administrator	Activity	SHARS ID	PBI Amount	Original Award Amount	Extension
City of Cortland	Homeowner Housing Rehabilitation	20153120	\$200,000	\$304,000	14 months
Community Progress Inc.	Homeowner Housing Rehabilitation	20153122	\$168,000	\$400,000	14 months
Albany County Rural Housing Alliance, Inc.	Homebuyer Acquisition	20153105	\$252,000	\$360,000	14 months
Homefront Development Corp.	Homeowner Housing Rehabilitation	20153083	\$200,000	\$400,000	14 months
Pride of Ticonderoga Inc.	Homeowner Housing Rehabilitation	20153088	\$200,000	\$400,000	14 months
Habitat for Humanity		20153113	\$525,000	\$600,000	24 months
<b>TOTAL</b>			<b>\$1,545,000</b>		

Section 2. The Members hereby authorize the entering into of regulatory agreements with the applicants, upon their satisfactory compliance with any pre-contract conditions as required by statute or regulations, and upon such terms and conditions as set forth by HOME Local Program guidelines.

Section 3. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer of HTFC 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 award under the Community Development Block Grant (“CDBG”) Program for economic development to the City of North Tonawanda for Woodcock Brewing.** Mr. Purvis presented the award recommendation.



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

Section 1. The Members hereby authorize an award of CDBG Program funds for economic development to the City of North Tonawanda in an amount up to \$516,000 to assist Woodcock Brothers Brewing Company in the renovation of a new brewing facility and restaurant.

Section 2. The Members hereby authorize HTFC to enter into a regulatory agreement with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such terms and conditions as set forth in the program guidelines.

Section 3. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer, 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 take effect immediately.

**The next item on the agenda was a resolution authorizing an award under the CDBG Program for small business assistance to the Town of Meredith for Mac's Brew Tavern.** Mr. Purvis presented the award recommendation.

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

Section 1. The Members hereby authorize an award of CDBG Program funds for small business assistance to the Town of Meredith in an amount up to \$81,000 to assist Mac's Brew Tavern, LLC in opening a new restaurant and brew pub.

Section 2. The Members hereby authorize HTFC to enter into regulatory agreements with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such terms and conditions as set forth in the program guidelines.

Section 3. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer, 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 take effect immediately.

**The next item on the agenda was a resolution authorizing an award under the CDBG Program for economic development to the Town of Newport for Herkimer Diamond Mines.** Mr. Purvis presented the award recommendation.

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

Section 1. The Members hereby authorize an award of CDBG Program funds for economic development to the Town of Newport in an amount up to \$240,000 funds to assist Herkimer Diamond Mines KOA Resort in the renovation and rebuilding of their resort.

Section 2. The Members hereby authorize HTFC to enter into a regulatory agreement with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such terms and conditions as set forth in the program guidelines.

Section 3. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer, 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 take effect immediately.

**The next item on the agenda was a resolution approving board and committees self-evaluations.** Ms. Manley provided the Members with the aggregated board and committee self-evaluations under separate cover.

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

Section 1. The Members hereby determine that after analyzing and discussing the aggregate results of the evaluation, there is not a need for the board/governance committee/audit committee to improve its performance, amend its practices or procedures, or clarify its expectations of board members.

Section 2. The Members hereby authorize the filing of the aggregated evaluation results with the Authorities Budget Office by HTFC staff.

**The next item on the agenda was a resolution approving the amended bylaws.** The Members discussed the proposed changes. After discussion, this item was tabled for a review of current officers and existing authority.

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

**The next item on the agenda was a review of SEQR concur summaries.**

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

**The next item on the agenda was a review of SEQRA determinations for projects under the Governor's Office of Storm Recovery.**

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

**The next item on the agenda was a review of the utilization of funds from the Empire State Relief Fund.**

There being no unfinished business, Chairperson Visnauskas moved to adjourn the meeting; Mr. Valella seconded the motion, and the meeting was adjourned at 4:30 p.m.