

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON SEPTEMBER 6, 2018 AT 3:00 P.M.**

Locations: New York State Homes and Community Renewal, 641 Lexington Avenue, 5th 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
Holly Leicht, Member

OTHERS PRESENT:

Dan Buyer *connected by phone conference
Mark Colon
Sean Fitzgerald
Hillary Gunther
Chris Leo
Betsy Mallow *connected by phone conference
Linda Manley
Stacey Mickle
Diana Nebiolo *connected by phone conference
Lisa Pagnozzi
Karen Phillips
Jason Purvis
Heather Spitzberg
Melina Stratos
Eu Ting-Zambuto
Rachel Wieder

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

The first item on the agenda was the approval of the minutes of the meeting held on July 17, 2018. The minutes were deemed approved.

The next item on the agenda was a resolution approving an amendment to the bylaws. Ms. Manley introduced the proposed amendments which included deletions of obsolete

positions, the addition of the position of Chief Strategy Officer of Portfolio Preservation; updates to the provisions for signature authority which will streamline designations and make authority consistent by giving each program officer signature authority over their own program office; and updates to the procedures to require a resolution approved in writing to be ratified by board action at the next open meeting to maintain its effectiveness.

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

Section 1. The Members hereby adopt the amended bylaws.

Section 2. This resolution shall take effect immediately

The next item on the agenda was a resolution appointing the Chief Strategy Officer of Portfolio Preservation. Chairperson Visnauskas presented the recommendation for Becky Koepnick to be appointed as Chief Strategy Officer of Portfolio Preservation.

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

Section 1. Rebecca (Becky) Koepnick is hereby appointed to hold the office of Chief Strategy Officer of Portfolio Preservation for a term consistent with the By-Laws of HTFC.

Section 2. This resolution shall be effective immediately.

The next item on the agenda was a resolution approving the administration of the Hoosick Falls Buyout Program. Ms. Wieder presented the program and the recommendation that HTFC administer the program and suballocate funds to the Village of Hoosick Falls.

The Members discussed the program and asked questions including whether the funds allocated would cover the entire cost of the purchase of 13 properties, what the purpose of the properties will be, and whether the homes are currently occupied.

Ms. Wieder responded that the homes will be demolished and that the cost to acquire the 13 properties is contingent on various factors such as whether asbestos remediation will be necessary, and she indicated that the mayor has set aside various budgets for various scenarios. She added that homeowners are currently occupying the properties and that the mayor is working with the homeowners.

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

Section 1. The Members hereby authorize HTFC to administer the Hoosick Falls Home Buyout Program and enter into a grant agreement with the Village of Hoosick Falls to allocate the State and Municipal Facilities Program funding accordingly.

Section 2. The Members hereby authorize the President of the Office of Single Family and Community Development or any Senior Officer of HTFC as defined by the bylaws to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving an extension of an agreement with New York State Technology Enterprise Corporation (“NYSTEC”) for the Housing Choice Voucher Program System Request for Proposals. Mr. Buyer presented the recommendation to extend HTFC’s agreement with NYSTEC.

The Members considered the recommendation. Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby authorize a contract with NYSTEC for Consultant Services in connection with the development of an RFP to develop and maintain a new database application to replace Statewide Housing Choice Voucher System.

Section 2. The Members hereby authorize the President or Vice President of the Office of Housing Preservation or any Senior Officer as defined by HTFC’s By-Laws 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 approving an extension of an agreement with Steven Winters Associates for energy benchmarking services. Mr. Colon presented on this item.

The Members considered the recommendation. Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby authorize an amendment to the contract with Steven Winters Associates for benchmarking services to extend the term until May 31, 2019.

Section 2. The Members hereby authorize the President of the Office of Housing Preservation or any authorized officer as defined by HTFC's By-Laws 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 an award under the Rural and Urban Community Investment Fund Program ("CIF Program") to the Boys & Girls Club of Schenectady. Mr. Fitzgerald presented the recommendation for up to \$3,000,000 to the Boys & Girls Clubs of Schenectady. He highlighted that the Boys & Girls Clubs of Schenectady has secured commitments for \$8 million and will have approximately \$3 million in hand at construction closing. HTFC will be coming in as a permanent source of financing.

In response to whether there was an existing Boys & Girls Club facility, Mr. Fitzgerald responded that their former space required substantial rehabilitation which was supported by the corporation.

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

Section 1. The Members hereby authorize an urban CIF Program award in an amount up to \$3,000,000 to the Boys & Girls Clubs of Schenectady, Inc. for the new construction of a community service facility in Schenectady, NY.

Section 2. The Members hereby provide that this authorization 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 CIF Program for 23 North. Mr. Fitzgerald described the project and indicated that the increased CIF recommendation, which will replace a previously authorized Low-Income Housing Trust Fund Program award, is based on a need to increase 9% Low Income Housing Credits pricing.

Mr. Leo added that there are significant additional investments to this project from other programs including programs under the Office of Community Renewal and other agencies of the State.

Ms. Leicht initiated a discussion on the possible expansion of current term sheet restrictions. Mr. Fitzgerald noted that award maximums are set based on the corporation's desire to assist many projects.

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

Section 1. The Members hereby authorize an additional CIF Program award of up to \$1,837,000, totaling up to \$3,790,897 for 23 North.

Section 2. The Members hereby revoke the HTF Program award authorized on May 8, 2018 for 23 North.

Section 3. 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 4. 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 5. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing an award under the CIF Program for Northview Apartments. Mr. Fitzgerald presented the award recommendation for the project.

The Members considered the recommendation. Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby authorize a rural CIF award in an amount up to \$960,000 for the rehabilitation of Northview Apartments.

Section 2. The Members hereby provide that this authorization 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 Community Development Block Grant Program (“CDBG Program”) for economic development to the Town of Oneonta for Custom Electronics. Mr. Purvis presented the award recommendation.

The Members considered the recommendation. Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby authorize an award of CDBG Program funds for economic development to the Town of Oneonta in an amount up to \$750,000 funds to assist Custom Electronics with the expansion of its operations in the Town.

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 economic development to the City of Oneonta for Nick's Diner on Chestnut. Mr. Purvis presented the award recommendation.

The Members considered the recommendation. Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby authorize an award of CDBG Program funds for economic development to the City of Oneonta in an amount up to \$230,000 funds to assist Nick's Diner on Chestnut to establish its operations.

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 economic development to Montgomery County for Dollar General. Mr. Purvis presented the award recommendation.

The Members considered the recommendation. Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby authorize an award of CDBG Program funds for economic development to Montgomery County in an amount up to \$750,000 to assist Dollar General Distribution Northeast, LLC to establish operations at a distribution center located in the Town of Florida.

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 City of Johnstown for Evolution Recycling. Mr. Purvis presented the award recommendation.

The Members considered the recommendation. Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby authorize an award of CDBG Program funds for small business assistance to the City of Johnstown in an amount up to \$81,480 to assist Evolution Recycling in the expansion of its current facility.

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 Columbia County for Hudson Valley Creamery. Mr. Purvis presented the recommendation.

The Members considered the recommendation. Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby authorize an award of CDBG Program funds for economic development to Columbia County in an amount up to \$375,000 to assist Hudson Valley Creamery, LLC to expand its operations at its existing facility located in the Town of Livingston.

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 awards under the Downtown Revitalization Initiative Round 2. Mr. Purvis presented the program. He described the process of project selection and presented the award recommendations.

Ms. Manley acknowledged one of the projects and noted the impact of the grant.

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

Section 1. The Members hereby authorize HTFC to administer DRI funds and authorize awards up to the amount as follows:

DRI Community	Contracting Entity	Project Name	Project Description	DRI Award
Batavia	Batavia Development Corp	Create a Building Improvement Fund	Support downtown building improvements by creating a Building Improvement Fund that will provide grants to assist downtown property owners to undertake both interior and exterior renovations. Building improvements will enhance the aesthetics and livability of the downtown core and provide opportunities for new entrepreneurs to establish their businesses.	\$ 600,000
Bronx	Andrew Freeman Home Cultural Center and Mid-Bronx Senior Citizens Council	Expand the Andrew Freedman Home Cultural Art Center	Renovate the Andrew Freedman Home Cultural Art Center to accommodate theater, visual arts, music, dance, and other art productions, and space for workforce development and after-school programming. Refurbish and enhance the outdoor areas to increase public awareness of programming inside the historic center.	\$ 1,720,000
Bronx	Bronx Overall Economic Development Corp.	Create a Business Improvement Fund	Create a Business Improvement Fund available to business owners and property owners to fund façade and storefront improvements, upper-floor renovations, and development of full-service restaurants and cafés along the DRI area's major commercial corridors.	\$ 1,000,000
Bronx	Pregones Theater / Puerto Rican Traveling Theater	Enable Construction of a New Pregones Theater Space	Demolish the existing, out-of-code, wood-frame house at 571 Walton Avenue to enable the Pregones/Puerto Rican Traveling Theater (PRTT) to develop a modern facility that will serve as an organizational headquarters and house artist rehearsal, studio, and performance space.	\$ 260,000
Cortland	City of Cortland	Create a Building Owner/ Business Startup Loan and Grant Fund	Create a revolving loan and grant fund that will assist property owners to renovate and upgrade commercial and residential buildings in the downtown. Improvements may include sign and façade improvements, upper story housing restoration, and commercial space renovation, with an emphasis on projects that reduce the city's environmental footprint. The fund may also assist new businesses with start-up costs such as marketing and fit-out of commercial space.	\$ 600,000
Hudson	Hudson Housing Authority	Construct Mixed-Use and Mixed-Income Housing on State Street	Develop a vacant parcel of land on State Street for mixed-use and mixed-income housing. The project will include retail and community space on the first floor and approximately 40-units of mixed-income rental housing targeting incomes between 30% and 120% of Area Median Income (AMI).	\$ 800,000
Kingston	City of Kingston	Establish a Stockade Business District Small Grants and Loans Program	Provide financial assistance in the form of small grants and loans for targeted improvements throughout the downtown, including facade improvements for buildings in the Stockade Business District; support for new and expanding businesses; and rehabilitation of downtown residential properties.	\$ 600,000

Olean	Olean Business Development Corp.	Create a Downtown Revitalization & Rehabilitation Fund	Establish a matching grant fund to encourage and support investment in downtown properties. Funds could be used for façade renovations and interior renovations, including upper floor housing renovations or conversions and first floor retain improvements.	\$ 600,000
Rome	Capitol Arts Complex	Renovate the Capitol Theatre	Complete Phase II of exterior and interior renovations at the historic Capitol Theatre. Examples of improvements include the façade restoration, purchase and installation of a new marquee sign, seating refurbishment, and HVAC, electrical, and plumbing upgrades.	\$ 2,500,000
Rome	City of Rome	Create an Adaptive Reuse, Business Assistance, and Public Art Fund	Establish a grant fund to leverage private investment in buildings to facilitate business retention, expansion, and adaptive reuse. Grants may be used for capital improvements and interior/exterior renovations. Grants will also be available to incorporate public art in the downtown.	\$ 470,000
Rome	Rome Up & Running, 4 Elements Studio, Cornell Rust to Green	Improve the REACH Center Arts Incubator	Renovate the REACH Center at 201-211 West Dominick Street to provide 28,000 sq. ft. of collaborative creative arts space on the upper floor, and 10,000 sq. ft. of flexible rental maker space on the ground floor. Improvements will also be made to the façade.	\$ 250,000
Watertown	ACR Health	Community Café and Grocery Initiative	Build-out and outfit the Community Café and Grocery at 138 Court Street, the site of the Court Street Commons redevelopment project. The project will support the local food and farm-to-table movements and augment community health and nutrition programming.	\$ 149,568
Watertown	Jefferson County Historical Society	Jefferson County Historical Society Museum Modernization	Make improvements to the Jefferson County Historical Society Museum building and exhibit space, including the installation of an elevator for improved access and exhibit rotation, development new interactive exhibits utilizing tablets and touch screens, and installation a new HVAC system to help preserve artifacts and remove a roadblock to museum accreditation.	\$ 506,600
Watertown	Watertown LDC	Small Business Revolving Loan and Grant Fund	Create a fund to provide matching grants to property owners for downtown façade improvements and to support small businesses. The program will enhance the downtown and help attract small business owners to Public Square.	\$ 600,000
Watertown	City of Watertown	Coordinated Public Art Installations	Partner with local arts organizations to conceptualize and develop a cohesive group of sculpture projects to be installed in a manner which highlights pedestrian paths throughout the downtown and waterfront area.	\$ 155,000
Watkins Glen	SCOPED	Revitalize 15 North Franklin Street with Mixed-Uses	Renovate vacant filling station and repair shop at 15 North Franklin Street for commercial and residential uses. Improvements will include facade and roof renovations, interior improvements, and landscaping of this strategic northern gateway site.	\$ 287,500
Watkins Glen	Ithaca Neighborhood Housing Services	Develop a New Mixed-Income Housing and Childcare Center	Create new mixed-income housing and a childcare center development on a vacant site owned by the Watkins Glen Housing Authority. Forty-two apartment units and a 5,000-square foot daycare center will be designed to fit into the existing character of the neighborhood.	\$ 500,000

Watkins Glen	SCOPED	Transform Multiple Buildings and Sites in the DRI Area	Renovate multiple properties to improve building façades, increase upper story long-term housing, improve or expand commercial space, and support new businesses. A local entity will administer the program, providing five property owners with matching funds of up to 50%.	\$ 1,039,585
Watkins Glen	SCOPED	Create Downtown Revitalization Fund	Create a fund to support small businesses and building owners to improve the built environment in the DRI area with competitive matching grants. Eligible activities include façade improvements; conversion of vacant upper-floor space to residential units; business expansion; and other site improvements.	\$ 350,000
			Total	\$ 12,988,253

Section 2. 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 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving the SEQRA documentation and classification of projects. Ms. Spitzberg presented the six projects and her environmental review findings and recommendations.

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

Section 1. The Members hereby accept the SEQRA documentation for Hillside North Phase I, Perry Knitting Mill Apartments, 23 North, Cigar Factory Apartments, Grant Street Apartments, and 1585 Hertel Avenue and hereby adopt the recommendation that each 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 item on the agenda was a resolution approving the transfer of New York Rising Buyouts & Acquisitions Program Properties. Ms. Gunther presented that she was seeking the Board's approval to transfer fifty-three properties to three recipients in Suffolk County, including the Town of Brookhaven, The Friends of the Pickman-Remmer Wetlands, and the Village of Suffern, for no monetary value. Ms. Gunther noted that the board memo includes a summary of the properties and details as the supporting documents submitted to the Members are voluminous.

Ms. Leicht asked if these would be preserved as open space and Ms. Gunther affirmed.

Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously 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 fifty-three (53) properties to recipients in Suffolk County, including the Town of Brookhaven, Friends of the Pickman-Remmer Wetlands, and the Village of Suffern.

Section 2. 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.

Section 3. This resolution shall take effect immediately.

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

The next item on the agenda was a review of SEQRA 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 report on the status of multifamily projects.

There being no unfinished business, Ms. Leicht moved to adjourn the meeting; Mr. Valella seconded the motion, and the meeting was adjourned at 3:30 p.m.