

**MINUTES OF THE MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION (“HTFC”)  
HELD ON MARCH 7, 2019 AT 1:30 P.M.**

Locations: New York State Homes and Community Renewal, 415 Madison Avenue,  
New York, New York  
New York State Homes and Community Renewal, 25 Beaver Street,  
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  
Holly Leicht, Member  
Alex Valella, representing Kenneth Adams, Member

**OTHERS PRESENT:**

Daniel Buyer  
Mark Colon  
Sean Fitzgerald  
Maralyne Fleischman  
Gabriella Green  
Brooks Kaufman  
Rebecca Koepnick  
Dina Levy  
Betsy Mallow  
Linda Manley  
Stacey Mickle  
Lisa Pagnozzi  
Jason Purvis  
John Scimeme  
Heather Spitzberg  
Emily Thompson

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

**The first item on the agenda was the approval of the minutes of the meeting held on February 14, 2019.** The minutes were deemed approved.

**The next item on the agenda was a resolution authorizing approval of the annual budget request for State fiscal year 2019-2020.** Ms. Mickle presented the proposed budget request summarizing the main points contained in the related memo.

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

Section 1. The Members hereby adopt the annual budget.

Section 2. The Treasurer or other authorized officer is hereby authorized to publish, file, or report the budget in accordance with the requirements of the Public Authorities Law or other governing regulations, as applicable.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing funding for tenant relocations and entering into a relocation consultant service contract.** Ms. Fleischman presented the proposed funding and contract summarizing the main points contained in the related memo. Mr. Valella asked about the need to get a procurement contract waiver and Ms. Pagnozzi provided additional details. Mr. Valella asked which developers had recommended 3d Development Group and Ms. Fleischman and Mr. Colon provided additional details. Ms. Leicht asked if there were future plans for the Unicorn Apartments site and Ms. Koepnick provided additional details.

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

Section 1. The Members hereby approve entering into a relocation consultant services agreement with 3d Development Group, LLC for a one-year period.

Section 2. The Members hereby approve the disbursement of an amount not to exceed \$106,255, which includes amounts to be paid under the contract with 3d Development Group, LLC, to effectuate the immediate mass relocation of residents to new homes in accordance with the Policy.

Section 3. The Members hereby authorize Mark Colon 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 approving funding to reimburse DHCR for IT consultant service costs for HBITS to maintain the Section 8 Statewide Housing Choice Voucher System.** Mr. Buyer presented the proposed funding request summarizing the main points contained in the related memo.

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

Section 1. The Members hereby authorize the Corporation to utilize the HBITS contractor selected and retained by the DHCR for purposes of maintaining and operating the Corporation's Section 8 Statewide Housing Choice Voucher System.

Section 2. The Members hereby authorize the Corporation to reimburse the DHCR for expenses incurred to retain the HBITS contractor up to \$300,000 until a date no later than June 30, 2021.

Section 3. The Members hereby authorize the President of the Office of Professional Services 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 4. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing entering into a legal services contract with Morris, Manning and Martin, LLP.** Mr. Buyer presented the proposed contract summarizing the main points contained in the related memo.

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

Section 1. The Members hereby authorize the Corporation to enter into a legal services agreement with Morris, Manning and Martin LLP for a three-year period that commenced in March 2018 and will terminate in March 2021.

Section 2. Any Senior Officer as defined by the By-Laws 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 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing CDBG funds to Herkimer County for Tractor Supply Company.** Mr. Purvis presented the proposed award of funds summarizing the main points contained in the related memo.

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

Section 1. The Members hereby approve an award of \$750,000 under the CDBG Program to Herkimer County to assist Tractor Supply Company.

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 CDBG funds to Niagara County for Empire Emergency Apparatus, Inc.** Mr. Purvis presented the proposed award of funds summarizing the main points contained in the related memo.

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

Section 1. The Members hereby approve an award of \$216,000 under the CDBG Program to Niagara County to assist Empire Emergency Apparatus, Inc.

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 CDBG funds to the Village of Saranac Lake for Saranac Lake Resort Owners, LLC.** Mr. Purvis presented the proposed award of funds summarizing the main points contained in the related memo.

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

Section 1. The Members hereby approve an award of \$750,000 under the CDBG Program to the Village of Saranac Lake to assist Saranac Lake Resort Owners, 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 approving the GOSR Internal Audit Department semi-annual audit plan for February 2019 to June 2019.** Mr. Scimeme presented the proposed audit summarizing the main points contained in the related memo. Mr. Valella inquired how many outstanding HUD findings are still being reviewed and requested that Mr. Scimeme provide an email update to the Members.

Ms. Leicht moved to adopt the resolution which Mr. Valella seconded, and the following resolution was adopted by the Board, and Mr. Valella moved to adopt the resolution which Ms. Leicht seconded, and the following resolution was adopted by the Audit and Finance Committees:

Section 1. The Members hereby approve the GOSR Internal Audit Department Plan for February 2019 to June 2019.

Section 2. This resolution shall take effect immediately.

**The next item on the agenda was a resolution approving the documentation and classification of Melone Village II.** Ms. Spitzberg presented the proposal summarizing the main points contained in the related memo.

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

Section 1. The Members hereby accept the SEQRA documentation for Melone Village II 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 item on the agenda was a resolution approving the transfer and assignment of the Town of Eastchester Housing Choice Voucher Program to the Corporation.** Mr. Buyer presented the proposed transfer and assignment summarizing the main points contained in the related memo. Mr. Valella asked about the outstanding Fair Housing Justice Center litigation and Ms. Manley provided additional details as to how it would be managed by the Corporation.

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

Section 1. The Members hereby approve the negotiation of terms and conditions to assign the Housing Choice Voucher Program with contract and budget authority presently being utilized by the Town of Eastchester Section 8 Voucher Program to HTFC, effective April 1, 2019 or at such subsequent time as HUD may establish.

Section 2. The members hereby authorize the President of the Corporation to execute any documents which may be necessary and appropriate to effectuate the transfer and assignment.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution approving a consultant services contract with Guidehouse LLP.** Mr. Buyer presented the proposed contract summarizing the main points contained in the related memo.

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

Section 1. The Members hereby authorize the Corporation to enter into a consultant services agreement with Guidehouse LLP, a disregarded entity of Guidehouse Holdings Corporation, for a two-year period, in an amount not to exceed \$300,000.

Section 2. The President or Vice President of the Office of Housing Preservation or any 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 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 Type 2 projects.**

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

**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 quarterly project status report for the period ended December 31, 2018.**

There being no unfinished business, Ms. Visnauskas moved to adjourn the meeting; Mr. Valella seconded the motion, and the meeting was adjourned at 2:20 p.m.