

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON APRIL 11, 2019 AT 2:10 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
Alex Valella, representing Kenneth Adams, Member

OTHERS PRESENT:

Edwin Bonilla
Daniel Buyer
Jose Dilan
Nicole Ferreira
Sean Fitzgerald
Leora Jontef
Brooks Kaufman
Rebecca Koepnick
Christopher Leo
Betsy Mallow
Linda Manley
Casey McClellan
Stacey Mickle
Lisa Pagnozzi
Jason Pearson
Jason Purvis
Heather Spitzberg
Chris Tabbanor
Emily Thompson
Kaii Torrence
Grace Woodard
Eu Zambuto-Ting

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. Chairperson Visnauskas made a motion to call to order the meeting of the Members of the Audit and Governance Committees. The motion was seconded by Mr. Valella.

The first item on the agenda was the approval of the minutes of the meeting held on March 7, 2019. The minutes were deemed approved.

The next item on the agenda was a resolution ratifying the written resolution approving the removal of staff of the Internal Audit Department of the Governor's Office of Storm Recovery. Ms. Thompson presented the written resolution summarizing the main points contained in the related memo.

Mr. Valella moved to adopt the resolution which Chairperson Visnauskas seconded, and the following resolution was adopted by the Audit Committee, and Mr. Valella moved to adopt the resolution which Chairperson Visnauskas seconded and the following resolution was adopted:

Section 1. The Members hereby ratify the approval to remove John Scimeme from the position of Internal Auditor of the Internal Audit Department of the Governor's Office of Storm Recovery.

Section 2. This resolution shall be effective immediately.

The next item on the agenda was a resolution approving the appointment of staff of the Internal Audit Department of the Governor's Office of Storm Recovery. Ms. Thompson presented the proposed appointment summarizing the main points contained in the related memo.

Mr. Valella moved to adopt the resolution which Chairperson Visnauskas seconded, and the following resolution was adopted by the Audit Committee, and Mr. Valella moved to adopt the resolution which Chairperson Visnauskas seconded and the following resolution was adopted:

Section 1. The Members hereby approve the appointment of David Price to the position of Director of Internal Audit of the Internal Audit Department of the Governor's Office of Storm Recovery.

Section 2. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving entry into a contract with Caso Document Management, Inc. Mr. Bonilla, Mr. Dilan, Ms. Woodard and Mr. Tabbanor presented the proposed contract summarizing the main points contained in the related memo. Mr. Valella asked whether the project would be completed after the collocation of the HCR office sites, what concerns ITS had raised with the proposed scope of work, what differences exist between the initial phase and the proposed second phase of work, and the cost for the initial phase of work. The various presenters provided additional details in response to the questions.

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

Section 1. The Members hereby authorize HTFC to enter into a contract with CASO Document Management, Inc. for the provision of technology consultant services in the implementation of an electronic records management solution, which contract

is for a three-year term, with an option of two one-year renewals, for a total amount not to exceed \$2,000,000.

Section 2. The Members hereby authorize the President of the Office of Professional Services or another authorized officer of HTFC 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 authorizing administration of the HUD Housing Choice Voucher Section 8 Program for the Town of Jay in Essex County. Ms. Torrence presented the proposed contract summarizing the main points contained in the related memo and clarifying that the Town of Jay administers 42, not 47, vouchers. Chairperson Visnauskas asked if the vouchers were all contained in one building and whether a local administrator would eventually be incorporated. Ms. Torrence provided additional details in response to the questions.

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

Section 1. The Members hereby approve the negotiation of terms and conditions to transfer and assign the Housing Choice Voucher Program with contract and budget authority from the Town of Jay Section 8 Voucher Program to HTFC, effective July 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 authorizing funds under the Community Development Block Grant Program for Economic Development to the Village of Penn Yan for Parker's Grille Inc. Mr. Purvis presented the proposed award of funds summarizing the main points contained in the related memo.

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

Section 1. The Members hereby approve an award of \$226,000 under the CDBG Program to the Village of Penn Yan to assist Parkers Grille Tap House.

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 an award under the Community Development Block Grant Program for Economic Development to the Village of Whitehall for Rail Yard Tap Room. Mr. Purvis presented the proposed award of funds summarizing the main points contained in the related memo.

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

Section 1. The Members hereby approve an award of \$102,000 under the CDBG Program to the Village of Whitehall to assist Roma of Whitehall, LLC dba Rail Yard Tap Room and Family Restaurant.

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 an award under the Community Development Block Grant Program for Economic Development to the City of Olean for HK Olean Hotel, LLC. Mr. Purvis presented the proposed award of funds summarizing the main points contained in the related memo. Chairperson Visnauskas asked whether 72 or 29 full-time equivalent jobs would be created and Mr. Purvis confirmed that it was 72 full-time equivalent jobs. Chairperson Visnauskas also asked why the Hampton Inn needed funding and Mr. Purvis provided additional details in response.

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

Section 1. The Members hereby approve an award of \$416,000 under the CDBG Program to the City of Olean to assist HK Olean Hotel, LLC (Hampton Inn).

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 consolidation of awards for Home Headquarters. Mr. Purvis presented the proposed consolidation summarizing the main

points contained in the related memo.

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

Section 1. The Members hereby authorize the consolidation of the two awards detailed above under SHARS ID 20173024 in the aggregate amount of \$3,960,000.

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 as applicable, and upon such terms and conditions as set forth by 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 increase to a New York Main Street Technical Assistance Contract for MARK Project, Inc. Mr. Purvis presented the proposal summarizing the main points contained in the related memo. Chairperson Visnauskas asked why they needed an increase in funding and Mr. Purvis provided additional details in response.

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

Section 1. The Members hereby authorize an award under the NYMS Technical Assistance Program to Mark Project, Inc. to complete a feasibility study for future use and prepare architectural renderings for the Fleischmanns Theatre located at 932 Main Street in Fleischmanns and to support engineering and architectural studies for the reuse of the historic Kirkside of Roxbury as an innovative hospitality training center and incubator in an amount up to \$20,000.

Section 2. The Members hereby approve the entering into of regulatory agreements with the applicant, 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 or NYMS Technical Assistance Program guidelines, as applicable.

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

The next item on the agenda was a resolution approving an award under the Rural and Urban Community Investment Funds for Ingersoll Senior Residences. Mr. Pearson presented the proposed award summarizing the main points contained in the related memo and clarifying that the units set aside for seniors at least 62 years of age, will be for those earning 60%, not 80%, of the area median income. Chairperson Visnauskas asked what a cyber center is and Mr. Pearson provided additional details in response.

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

Section 1. The Members hereby authorize an urban CIF award in an amount up to \$1,000,000 for the buildout of the SAGE Center at Ingersoll Senior Residences.

Section 2. The Members hereby authorize any officer of the Office of Finance and Development or any Senior Officer as defined by the Bylaws 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 award under the Rural and Urban Community Investment Funds for WNY Rural Preservation (C3PO). Ms. Jontef presented the proposed award summarizing the main points contained in the related memo. Chairperson Visnauskas inquired as to the sources of capital funding and Ms. Jontef provided additional details in response. Mr. Valella asked whether the environmental concerns had all been addressed and Ms. Jontef provided additional details in response.

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

Section 1. The Members hereby authorize a CIF award in an amount up to \$12,554,160 to WNY Rural Preservation LP for the project known as WNY Rural Preservation (C3PO).

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 increase in a HOME Award to Chemung Crossing. Mr. Fitzgerald presented the proposed award summarizing the main points contained in the related memo.

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

Section 1. The Members hereby approve an increase of funds under the HOME Program for Chemung Crossing in an amount up to \$240,881.

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

Section 3. The Members hereby authorize any officer in the Office of Finance and Development or Senior Officer as defined in the By-Laws of HTFC to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall be effective 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 review of SEQRA Determinations of the Governor's Office Storm Recovery

The next item on the agenda was a review of the Memorandum of Agreement with Natural Heritage Trust.

There being no unfinished business, Ms. Visnauskas moved to adjourn the Audit and Governance Committee meeting, which Mr. Valella seconded and Chairperson Visnauskas moved to adjourn the Board meeting, which Mr. Vallela seconded, and the meeting was adjourned at 2:40 p.m.