

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON DECEMBER 13, 2018 AT 1:00 P.M.**

Locations: New York State Homes and Community Renewal, 641 Lexington Avenue, 4th Floor
New York, New York
New York State Homes and Community Renewal, 38-40 State Street,
Commissioner’s Conference Room, Albany, New York
New York State Homes and Community Renewal, 25 Beaver Street,
New York, New York

Locations connected by video-conference

MEMBERS PRESENT:

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

OTHERS PRESENT:

Mark Colon
Tameika Edwards
Sean Fitzgerald
Maralyne Fleischman
Wanda Graham
Hillary Gunther
Savitry Kola
Linda Manley
Sharon McLelland
Stacey Mickle
Lisa Pagnozzi
Jason Purvis

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 November 8, 2018. The minutes were deemed approved.

The next item on the agenda was a resolution authorizing an amendment to the internal audit charter for the Governor’s Office of Storm Recovery. Ms. Gunther presented the proposed amendment summarizing the main points contained in the related memo. Mr. Valella asked that a change be made to the amendment. Ms. Manley recommended that the amendment be approved subject to the incorporation of the change to the amendment.

Mr. Valella moved to adopt the resolution; Chairperson Visnauskas seconded the motion,

and the following resolution was adopted:

Section 1. The Members hereby adopt the Second Amendment to the Internal Audit Department Charter.

Section 2. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing an amendment to the Policy for Use of Emergency Funds to Preserve an HTFC Assisted Project Imperiled by Disaster or Other Circumstances beyond the Project's Ability to Remedy. Mr Colon presented the proposed amendment 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 emergency requests for HTFC funds not in excess of \$50,000 can be granted by the President of the Office of Housing Management with the consent of HTFC's Chief Strategy Officer of Portfolio Preservation prior to submission to the HTFC Board.

Section 2. The President of the Office of Housing Preservation or 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 a transfer of funds to the Preservation Initiative Program and award for Northfolk. Mr. Colon presented the proposed transfer and 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 authorize the transfer of \$634,511 of corporate funds to the PIP.

Section 2. The Members hereby approve an award of up to \$1,299,799 to North Fork Housing Alliance, Inc., as the developer for the Greenport Revitalization Project.

Section 3. The Members hereby authorize the President or Vice Presidents of the Office of Housing Preservation 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 Program for Economic Development to the Village of Penn Yan for Parkers Grille Tap House. Mr. Purvis 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 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 Ontario County for Real Eats America, Inc. Mr. Purvis 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 award of \$750,000 under the CDBG Program to Ontario County to assist Real Eats America, 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 an award increase under the Community Development Block Grant Program for housing activities to Clinton County. Mr. Purvis presented the proposed award increase 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 additional award increase under the CDBG Program for housing activities to Clinton County in the amount of \$41,523.

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 a low-income Housing Trust Fund Program award to Melone Village II. 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 authorize an HTF award in an amount up to \$4,583,315 to AHA Development Corporation for Melone Village II.

Section 2. The Members hereby provide that this authorization will lapse 365 days after the effective date of this resolution if a closing on all sources of construction financing necessary 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 a Supportive Housing Opportunity Program award to Austin 147 and LaRosa Villas. 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 authorize SHOP awards to the applicants in the up to the amounts identified as follows:

SHARS ID	Project Name	Applicant	SHOP Amount	County
20186006	Austin 147	Dunn Development Corp.	\$8,530,000	Bronx
20186011	LaRosa Villas	DePaul Properties Incorporated	\$5,054,188	Genesee

Section 2. The Members hereby provide that this authorization will lapse 365 days after the effective date of this resolution if a closing on all sources of construction financing necessary 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 a budget and financial plan for the Authority's budget office reporting. Ms. Mickle presented the proposed budget and financial plan 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 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.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving the MWBE Goal Plan. Ms. Graham presented the proposed goal plan 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, as amended, was adopted:

Section 1. The Members hereby approve the 2019-2020 Minority and Women Business Enterprise Program Master Goal Plan.

Section 2. The Members hereby authorize the Director of Fair Housing and Equal Opportunity/Office of Economic Opportunity and Partnership Development or her designated staff or any officer to submit the Master Goal Plan to the Division of Minority and Women's Business Development.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving the Service-Disabled Veteran-Owned Business Goal Plan. Ms. Graham presented the proposed goal plan 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 the Service-Disabled Veteran-Owned Business Program Master Goal Plan for fiscal year 2019-2020.

Section 2. The Members hereby authorize the Director of the Office of Economic Opportunity and Partnership Development or her designated staff to submit, publish, and administer the Goal Plan in accordance with the requirements of the State Executive Law and relevant regulations.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving depository services contracts. Ms. Pagnozzi presented the proposed contracts 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. Authorization to enter into contracts, on an as-needed basis, with US Bank and Wells Fargo for the provision of depository services is hereby approved by the HTFC's Members.

Section 2. The Members hereby authorize the General Counsel or another Officer of HTFC, subject to the provisions of this resolution, 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 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 expenditure under the Policy for Use of Emergency Funds to Preserve HTFC Assisted Project Imperiled by Disaster or Other Circumstances beyond the Project's Ability to Remedy.

The next item on the agenda was a review of Clampett Industries LLC d/b/a EMG Contract.

The next item on the agenda was a review of SaxBST LLP Contract.

The next item on the agenda was a review of Elation Systems Inc. Contract.

There being no unfinished business, Chairperson Visnauskas moved to adjourn the meeting; Mr. Valella seconded the motion, and the meeting was adjourned at 1:50 p.m.