

**MINUTES OF THE MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION (“HTFC”)  
HELD ON JANUARY 25, 2018 AT 12:00 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:**

Nicole Ferreira  
Betsy Mallow  
Linda Manley  
Stacey Mickle  
Diana Nebiolo  
Lisa Pagnozzi  
Jason Purvis

There was a quorum with two 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 December 14, 2017.** The minutes were deemed approved.

**The second item on the agenda was a resolution authorizing New York Main Street technical assistance awards.** Mr. Purvis presented an overview of the five technical assistance awards being recommended.

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

Section 1. The Members hereby authorize awards under the New York Main Street Technical Assistance Program in an amount up to \$20,000 to: PRIDE of Ticonderoga to complete a comprehensive report to include design concepts and guidelines for the downtown target area and to provide reuse designs for up to ten buildings in the Town of Moriah’s hamlet of Port Henry; Montgomery County to complete feasibility

studies and code reviews for a block of buildings along Main Street in St. Johnsville; the Village of Lyndonville to complete a reuse analyses including feasibility studies, schematic building plans and elevations, and cost estimates for key buildings in downtown Lyndonville; the Village of Victor to prepare concept plans and feasibility studies for the redevelopment of key buildings in its Downtown; and the Village of Lakewood to complete a reuse analyses including feasibility studies, schematic building plans, elevations, and cost estimates of key buildings in its Downtown.

Section 2. The Members hereby approve the entering into of regulatory agreements with the applicants, 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 New York Main Street or New York Main Street 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 authorizing awards under the Lake Ontario-St. Lawrence Seaway Flood Relief and Recovery Program to Monroe County and the Town of Newfane.** Mr. Purvis presented Monroe County's two award requests and he recommended a total of \$1,500,000 in NYS General Funds to the County for costs incurred relating to lakeshore repair and protection measures and county infrastructure reconstruction. Further, he presented the recommendation for an award of up to \$500,000 in NYS General Funds to the Town of Newfane to perform a feasibility study and perform design work resulting from the study intended to mitigate future flood damage.

Chairperson Visnauskas asked if these applications are part of applications received by the deadline.

Mr. Purvis affirmed and clarified that these awards were for State funding.

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

Section 1. The Members hereby authorize awards of up to an aggregate of \$1,500,000 in NYS General Funds to Monroe County for costs

incurred relating to lakeshore repair and protection measures and county infrastructure reconstruction.

Section 2. The Members hereby authorize an award of up to \$500,000 in NYS General Funds to the Town of Newfane to perform a feasibility study and perform design work resulting from the study intended to mitigate future flood damage.

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 Community Development Block Grant Program (“CDBG Program”) to the Town of Cortlandville for Royal Motors.** Mr. Purvis presented the recommendation for an award to the Town of Cortlandville for \$100,000 under the CDBG Program for small business assistance to assist Royal Motors in the relocation and expansion of its automotive dealership in the Town. He highlighted that the total project is expected to create six full-time jobs over two years, with four to benefit low- and moderate- income persons.

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 of CDBG Program funds for small business assistance to the Town of Cortlandville in an amount up to \$100,000 to assist Royal Motors in the relocation and expansion of its automotive dealership in the Town.

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 to the City of Cortland for Contento Recycling.** Mr. Purvis presented the recommendation for an award of \$100,000 under the CDBG Program for small business assistance to assist Contento Recycling in the construction and operation of a materials recovery and transfer facility with CDBG funds to be used toward the purchase of machinery and equipment to process the construction and demolition debris. He highlighted that the total project is expected to create four full-time jobs over two years, with three to benefit low- and moderate-income persons.

Chairperson Visnauskas asked for a definition of quonset-style.

Mr. Purvis explained that it was a semi-circular structure.

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 of CDBG Program funds for small business assistance to the City of Cortland in an amount up to \$100,000 to assist Contento Recycling in the construction and operation of a materials recovery and transfer 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 to the Village of Hamilton for FOJO Beans.** Mr. Purvis presented the recommendation for an award to the Village of Hamilton for \$100,000 under the CDBG Program for small business assistance to assist FoJo Beans, LLC with the purchase of furniture, fixtures, and equipment and for use as working capital for expenses needed to expand operations into a pre-existing commercial space located in the Village. He highlighted the various expansion projects and noted that the expansion project is expected to create four full-time jobs over two years, with all four jobs to benefit low- and moderate- income persons.

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 of CDBG Program funds for small business assistance to the Village of Hamilton in an amount up to \$100,000 to assist FoJo Beans, LLC with its expansion.

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 extension of a contract with Enhanced Business Systems.** Ms. Mickle presented the recommendation to extend the contract for the corporation's accounting system vendor. She noted that staff has been satisfied with the services provided over the last several years.

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 Corporation to extend its contract with Enhanced Business Systems for the provision of Accounting System Automation Services for a two year period.

Section 2. The President of the Office of Professional Services, Treasurer, 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. No board actions were taken on the informational items.

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

**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 by the Governor's Office of Storm Recovery.**

**The next item on the agenda was a review of Legal Services Contract with Cohen Mohr.**

There being no unfinished business, Mr. Valella moved to adjourn the meeting; Chairperson Visnauskas seconded the motion, and the meeting was adjourned at 12:30 p.m.