

**MINUTES OF THE MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION (“HTFC”)  
HELD ON SEPTEMBER 12, 2019 AT 2:12 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,  
                  Albany, New York

Locations connected by video-conference

**MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Daniel Buyer  
Mark Colon  
Nicole Ferreira  
Sean Fitzgerald  
Maralyne Fleischman  
Leora Jontef  
Rebecca Koepnick  
Dwight Kwa  
Crystal Loffler  
Betsy Mallow  
Linda Manley  
Stacey Mickle  
Myles Monaghan  
Daniel Murphy  
Lisa Pagnozzi  
Karen Phillips  
Lorrie Pizzola  
Jason Purvis  
Nanika Shaw  
Lori Shirley  
Heather Spitzberg  
Emily Thompson  
Alfred Walcott  
Cassiah Ward  
Terry Wilber

There was a quorum with three Members present. Ms. Leicht made a motion to call to order the meeting of the Members of the 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 Ms. Leicht.

**The first item on the agenda was the approval of the minutes of the meeting held on July 25, 2019.** The minutes were deemed approved.

**The next item on the agenda was a resolution authorizing execution of grant agreements under the Downtown Revitalization Initiative.** Ms. Loffler presented the proposed award 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 HTFC to execute grant agreements under the DRI program with the awardees and up to the amounts listed below:

<b>DRI Community</b>	<b>Project Name</b>	<b>DRI Award</b>
Albany	Clinton Square Murals	\$71,750
Albany	Affordable Housing at Ida Yarbrough Homes	\$200,000
Amsterdam	Amsterdam Downtown Improvement Fund	\$600,000
Auburn	Unified Arts Campus	\$1,868,974
Auburn	Historic Seward House Museum's Carriage House and Barn Rehabilitation	\$863,925
Auburn	Auburn Public Theater Upgrades	\$700,000
Auburn	Auburn Small Business & Building Improvement Fund	\$600,000
Auburn	Willard Memorial Chapel Renovation	\$267,500
Brooklyn	Downtown Brooklyn Public Art and Placemaking Fund	\$600,000
Central Islip	Islip Commercial Property Improvement Fund	\$600,000
Lockport	Historic Palace Theatre Rehabilitation	\$600,000
Lockport	Small Project Grant Fund	\$629,030
New Rochelle	Park Amenities Installation	\$343,000
Owego	Expand the Ti-Ahwaga Performing Arts Center	\$290,000
Owego	Tioga County Historical Society Museum Expansion	\$673,023
Owego	Owego Key Facade Revitalization	\$475,771
Owego	Business Support & Development Project	\$1,273,990
Penn Yan	Sampson Theater Stabilization & Expansion	\$1,000,000
Penn Yan	Water Street Townhomes	\$300,000
Penn Yan	Milly's Pantry Elevator Project	\$521,200
Penn Yan	Upper-Story Apartments at 126 Main Street	\$150,000

Penn Yan	Building Improvement Fund	\$600,000
Saranac Lake	Trudeau Home Rehabilitation	\$325,000
Saranac Lake	Establish The Carry, an Entrepreneurial Business Center	\$400,000
Saranac Lake	Energize Downtown Matching Grant Fund	\$600,000
<b>Total</b>		<b>\$14,553,163</b>

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 authorizing contracts with local program administrators for the 2019 Lake Ontario-St. Lawrence River Flood Relief and Recovery Program.** Ms. Pizzola presented the proposed award summarizing the main points contained in the related memo. Ms Leicht asked if there was a time frame for applications to be submitted, if there was an estimated time by which funds would be expended, and if there was a maximum amount given per household and Ms. Pizzola and Ms. Levy 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 authorize entering into contracts with Local Program Administrators to administer the 2019 Lake Ontario-St. Lawrence River Flood Relief and Recovery Program for a total of up to \$20 million and subject to the availability of funding.

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

**The next item on the agenda was a resolution authorizing the extension of the energy benchmarking services contract with Steven Winter Associates, Inc.** Ms. Phillips presented the proposed contract summarizing the main points contained in the related memo. Mr. Valella asked for more detail about changing the RFP to an RFI and vendors capable of meeting the RFI requirements and Ms. Phillips 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 HTFC Members hereby approve an amendment to the consultant services contract with SWA for the provision of energy benchmarking services until August 31, 2020 in a total contract amount not to exceed \$150,000.

Section 2. The Members hereby authorize the President of the Office of Housing Preservation or any Senior Officer as defined by HTFC's By-Laws, or any person authorized by HTFC's Board, 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 entering into a contract for information technology legal services.** Mr. Buyer presented the proposed contracts summarizing the main points contained in the related memo. Mr. Valella asked why a panel with both of the proposed law firms was not created instead of requesting a delegation of authority to enter into a contract with one of the proposed law firms and Ms. Pagnozzi 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 authorize the Corporation to enter into a legal services contract with either H&K or Venable, on an as-needed basis, for a two-year period.

Section 2. The Members hereby authorize the 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 purpose of this resolution.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing entering into insurance consultant contracts with Insurance Advisers LLC and Sullivan-Hernandez Agency, Inc.** Mr. Murphy presented the proposed contracts summarizing the main points contained in the related memo. Mr. Valella asked if the vendors bid at the same prices for the HTFC as for the NYSHFA and Mr. Murphy provided additional details.

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

Section 1. The HTFC Members hereby approve contracts with Insurance Advisers and Sullivan for the provision of Consultant Services for a five-year period.

Section 2. The Members hereby authorize the President of the Office of Housing Preservation or any Senior Officer as defined by HTFC's By-Laws, or any person authorized by HTFC's Board, 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 an award under the Homes For Working Families Fund Program for St. Bernard's Park Apartments.** Mr. Monaghan presented the proposed award 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 an award of up to \$1,070,000 under the HWF Program for St. Bernard's Park Apartments.

Section 2. The Members hereby authorize the President or Vice President of the Office of Finance and Development or any authorized officer 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 Investment Fund Program for 201 Ellicott Street.** Mr. Monaghan presented the proposed award summarizing the main points contained in the related memo. Ms. Leicht asked if the award would be utilized solely for fitting out the supermarket and if Braymiller was a chain store and Mr. Monaghan 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 authorize a CIF award in an amount up to \$2,000,000 for the project known as 201 Ellicott Street 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 Investment Fund Program for Dayspring Campus.** Ms. Jontef presented the

proposed award 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 a CIF award in an amount up to \$2,000,000 for the project known as Dayspring Campus.

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 documentation and classification of Kelberman at Sunset, Eastern Gardens Rehabilitation, Atlas Heights, Alberta Place Apartments, and LaFrance Apartments.** Ms. Spitzberg presented the documentation and proposed classification 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 the Kelberman Center, Eastern Gardens, Atlas Heights, Alberta Place, and LaFrance Apartments 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 authorizing an award under the Public Housing Preservation Program for Eastern Garden Rehabilitation.** Mr. Fitzgerald presented the award summarizing the main points contained in the related memo. Ms. Leicht asked for more details about which areas and homes would involve new construction versus rehabilitation and Mr. Fitzgerald 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 an award of funds under the PHP Program for Eastern Garden Rehabilitation in an amount up to \$2,363,901.

Section 2. The Members hereby approve a decrease of funds under the HTF Program for Eastern Garden Rehabilitation in an amount up to \$2,363,901.

Section 3. 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 4. The Members hereby approve the entering into of a regulatory agreement with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and consistent with such terms and conditions as set forth by program guidelines.

Section 5. 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 6. 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 the SEQRA Type 2 Projects.**

**The next item on the agenda was a review of the SEQRA Concur Actions.**

**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 authorized contracts under the Governor's Office of Storm Recovery.**

**The last item on the agenda was a review of the NY Rising Buyout and Acquisition Program under the Governor's Office of Storm Recovery.**

There being no unfinished business, Ms. Leicht moved to adjourn the Audit and Governance Committee meeting and the Board meeting, which Mr. Valella seconded, and the meeting was adjourned at 2:53 p.m.