

**MINUTES OF THE MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION (“HTFC”)  
HELD ON MARCH 12, 2020 AT 2:10 P.M.**

Locations: New York State Homes and Community Renewal, 641 Lexington Avenue,  
New York, New York  
New York State Homes and Community Renewal, 38-40 State Street,  
Albany, New York

Locations connected by video and phone-conference

**MEMBERS PRESENT:**

RuthAnne Visnauskas, Chairperson  
Holly Leicht, Member

**OTHERS PRESENT:**

Daniel Buyer  
Rebecca Crimmins  
Kimberly Dallas  
Maralyne Fleischman  
Rebecca Koepnick  
Dwight Kwa  
Crystal Loffler  
Paul Lozito  
Betsy Mallow  
Linda Manley  
Stacey Mickle  
Lisa Pagnozzi  
Jason Purvis  
Nanika Shaw  
Lori Shirley  
Heather Spitzberg

There was a quorum with two Members present. Ms. Leicht made a motion to call to order the meeting of the Members of the 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 January 30, 2020.** The minutes were deemed approved.

**The next item on the agenda was a resolution ratifying the authorization of signatory authority for the Office of Finance and Development**

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

Section 1. The Members hereby ratify the designation of Jason Pearson and Arnon Adler to each act as agent of the HTFC and to be an authorized signatory for all activities undertaken by the Office of Finance and Development.

Section 2. This resolution shall be immediately effective.

**The next item on the agenda was a resolution ratifying the authorization of awards under the Homes for Working Families Program and the Community Investment Fund Program for East Lake Commons.**

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

Section 1. The Members hereby ratify the authorization of an HWF Program award up of to \$2,000,000 for East Lake Commons.

Section 2. The Members hereby ratify the authorization of a CIF Program award of up to \$647,550 for East Lake Commons.

Section 3. The Members hereby ratify the authorization of 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 be immediately effective.

**The next item on the agenda was a resolution authorizing the appointment of Lori Shirley as a SEQRA Officer.**

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

Section 1. The Members hereby appoint Lori A. Shirley as a SEQRA Officer.

Section 2. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing the appointment of James McAllister as a SEQRA Officer for the Governor's Office of Storm Recovery.**

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

Section 1. The Members hereby appoint James McAllister as SEQRA

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

**The next item on the agenda was a resolution authorizing the submission of the Administrative and Programmatic Budget to PARIS.** Ms. Mickle presented the proposed budget summarizing the main points contained in the related memo. Chairperson Visnauskas asked for more details about the CDBG and HOME reductions and Ms. Mickle provided additional details.

Ms. Leicht 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, as applicable.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing an increase in a Small Rental Development Initiative – HOME Program award for Interfaith Council for Action.** Mr. Purvis presented the proposed increase summarizing the main points contained in the related memo.

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

Section 1. The Members hereby authorize the increase of \$900,430 in NYS HOME program funding for Clayton Improvement Association's Small Rental Development Initiative (SRDI) award for a new total award of \$3,395,222.

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 2019 New York State HOME Local Program awards.** Mr. Purvis presented the proposed awards summarizing the main points contained in the related memo.

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

Section 1. The Members hereby authorize awards to the following eligible applicants for the HOME Local Program up to the amounts specified below:

<b>Project ID</b>	<b>Awarded Organization</b>	<b>Project Name</b>	<b>Recommended Award</b>
20193080	Home HeadQuarters, Inc.	City of Syracuse Homebuyer Assistance Program	\$400,000
20193062	Catskill Mountain Housing Development Corp. Inc.	Greene County Trailer Replacement	\$600,000
20193087	Ithaca Neighborhood Housing Services, Inc.	Chemung Homeownership Program 2019	\$250,000
20193084	Keuka Housing Council, Inc.	Yates Manufactured HOME Replacement 2019	\$600,000
20193064	Rebuilding Together Saratoga County, Inc.	Rebuilding Together Saratoga Co. 2019 HOME Rehab	\$450,000
20193077	Schoharie County Rural Preservation Corp.	Schoharie County MMRH 2019	\$300,000
20193083	City of Rensselaer	Proud Neighborhoods Initiative	\$420,000
20193055	Bishop Sheen Ecumenical Housing Foundation, Inc.	Sheen Housing Southern Tier HOME 2019-2020	\$450,000
20193074	Housing Action Council, Inc.	Opening Doors to Homeownership III	\$400,000
20193070	City of Little Falls	Revitalize Neighborhoods/Revive Our City Program	\$419,000

20193069	Rural Housing Opportunities Corporation	RHOC HOMEfirst 2019	\$450,000
20193057	Friends of the North Country, Inc.	Franklin County MMHRP 2019	\$600,000
20193067	Oswego Housing Development Council, Inc.	Opportunities of Opening Doors in Oswego County	\$177,000
20193066	Cattaraugus Community Action, Inc.	Housing Opportunities Program VI	\$450,000
20193061	Allegany County Community Opportunity and Rural Development, Inc.	ACCORD HOME LPA - 2019	\$200,000
<b>Total</b>			<b>\$6,166,000</b>

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, and upon such terms and conditions as set forth by HOME Local 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 2019 New York State CDBG Housing Program awards.** Mr. Purvis presented the proposed awards summarizing the main points contained in the related memo.

Section 1. The Members hereby approve an award under the CDBG Program for housing activities with the following applicants and up to the amounts listed below:

Project #	Applicant	Project Name	Recommended Award
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20WS350-19	County of Allegany	Allegany County Well and Septic - 2019	\$400,000
32HR338-19	City of Amsterdam	City of Amsterdam CDBG Housing Rehab 2019	\$500,000
37HR368-19	Town of Andover	Town of Andover Severely Substandard Housing Program #2	\$500,000
60HR344-19	Town of AuSable	Town of AuSable MMHR 2019	\$500,000
199HR348-19	County of Cattaraugus	Cattaraugus County MHRI 2019-3	\$600,000
225WS337-19	County of Chemung	Chemung County Septic & Well Program 2020	\$198,000
227HO341-19	County of Chenango	Chenango County Home Ownership Program IX	\$350,000
250HR369-19	County of Clinton	Clinton Co. Home Purchase 2020	\$400,000
285HR362-19	City of Cortland	City of Cortland Income Property Program 2019	\$500,000
337HR356-19	Village of Dryden	Village of Dryden Rehabilitation Program 2019	\$500,000

369HR372-19	Town of Ellington	Town of Ellington Trailer Replacement Program 2019	\$499,000
382HR365-19	County of Essex	Essex County Mobile Home Replacement Program	\$470,780
418HR345-19	Town of Franklin	Town of Franklin Housing Rehabilitation 2019	\$450,000
458HR346-19	Town of Gilboa	Town of Gilboa MHR 2019	\$500,000
462HR340-19	City of Gloversville	City of Gloversville CDBG Housing Rehabilitation 2019	\$500,000
552HR357-19	City of Hornell	City of Hornell Housing Rehabilitation	\$500,000
580HR364-19	Town of Jefferson	Town of Jefferson MHR 2019	\$500,000
636HR353-19	County of Lewis	Lewis County MHR Program	\$510,000
975HO349-19	County of Rensselaer	Rensselaer County Homeownership 11	\$200,000

1042HR342-19	County of Schoharie	Schoharie County Housing Rehabilitation 2019	\$400,000
1076HR373-19	Village of Silver Creek	Village of Silver Creek Rehab Program 2019	\$493,000
1086HR366-19	Town of Solon	Town of Solon Housing Rehab 2019	\$500,000
1106HR363-19	County of St Lawrence	Countywide Housing Rehabilitation Program Round #3	\$440,000
1115HR339-19	County of Steuben	Steuben County Well & Septic Program 2020	\$500,000
1162HR360-19	Town of Unadilla	Town of Unadilla Housing Rehabilitation Program 2019	\$500,000
1205HR359-19	Town of Waterloo	Town of Waterloo Town Housing Rehabilitation 2019	\$310,000
1238HR374-19	Town of Westfield	Village of Westfield Housing Rehab Program	\$493,000
<b>Total</b>			<b>\$10,087,510</b>



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 program guidelines.

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 Community Development Block Grant Economic Development funds for the City of Cortland for New York Hemp Oil.** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo. Ms. Manley noted that she had researched the usage of funds to confirm compliance with law.

Ms. Leicht 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 \$570,000 under the CDBG Program to the City of Cortland to assist New York Hemp Oil.

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 Community Development Block Grant Economic Development funds for the Town of Ellicott for Arktura.** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo.

Ms. Leicht 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 the Town of Ellicott to assist Arktura, 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 authorizing Community Development Block Grant Economic Development funds for Livingston County for Old Stumpblower Cider Works.** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo.

Ms. Leicht 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 \$100,000 under the CDBG Program to Livingston County to assist Old Stumpblower Cider Works, 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 authorizing Community Development Block Grant Economic Development funds for the Village of Middleburgh for Kaskazini Kitchen.** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo.

Ms. Leicht 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 \$100,000 under the CDBG Program to The Village of Middleburgh to assist Kaskazini Kitchen.

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 Community Development Block Grant Economic Development funds for Schoharie County for Wayward Lane.** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo.

Ms. Leicht 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 \$75,000 under the CDBG Program to Schoharie County to assist Wayward Lane Brewing, 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 authorizing Entry into a Legal Contract with Sive Paget for Section 8 Services.** Ms. Manley and Mr. Buyer presented the proposed contract summarizing the main points contained in the related memo.

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

Section 1. The Agencies' Members and Directors hereby the authorize the Agencies to add the law firm, Sive Paget, to their prequalified list of law firms for legal matters other than those pertaining to municipal finance transactions.

Section 2. The HFA, SONYMA and AHC Members and Directors hereby authorize the Agencies to enter into a legal services agreement with Sive Paget for a one-year period.

Section 3. The HTFC Members hereby authorize HTFC to enter into a legal services agreement with Sive Paget for a one-year period.

Section 4. The President and Chief Executive Officer, or another designated Senior Officer of the Agencies, is hereby authorized, subject to this resolution, to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution, in accordance with the memorandum accompanying this resolution.

Section 5. The designated Senior Officer of HTFC is hereby authorized, subject to this resolution, to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution, in accordance with the memorandum accompanying this resolution.

Section 6. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing the extension of a contract with Armand.** Ms. Shaw presented the proposed contract extension summarizing the main points contained in the related memo. Ms. Manley noted that for this and the following proposed GOSR contract extensions that she has spoken with GOSR staff to confirm details pertaining to the extension of each contract.

Ms. Leicht 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 Armand Corporation for a nine (9) month period without a new competitive award process.

Section 2. The Members hereby authorize the GOSR Procurement Officer, HCR Procurement Officer, or another officer or authorized agent 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 extension of a contract with Hill International.** Ms. Shaw presented the proposed contract extension summarizing the main points contained in the related memo. Ms. Leicht asked whether this contract extension will allow for all work to be completed and Ms. Shaw responded.

Ms. Leicht 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 Hill International, Inc. for a nine (9) month period without a new competitive award process.

Section 2. The Members hereby authorize the GOSR Procurement Officer, HCR Procurement Officer, or another officer or authorized agent 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 extension of a contract with Mckissack and Mckissack.** Ms. Shaw presented the proposed contract extension summarizing the main points contained in the related memo. Ms. Leicht asked whether this contract extension will allow for all work to be completed and Mr. Lozito responded.

Ms. Leicht 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 McKissack & McKissack for a nine (9) month period without a new competitive award process.

Section 2. The Members hereby authorize the GOSR Procurement Officer, HCR Procurement Officer, or another officer or authorized agent 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 extension of a contract with M.J. Engineering.** Ms. Shaw presented the proposed contract extension summarizing the main points contained in the related memo. Chairperson Visnauskas asked whether a RFP had been done for these services and when the contract expires if a new provider would be selected and Ms. Dallas replied.

Ms. Leicht 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 M.J. Engineering and Land Surveying, P.C. for a one-year period without a new competitive award process.

Section 2. The Members hereby authorize the GOSR Procurement Officer, HCR Procurement Officer, or another officer or authorized agent 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 extension of a contract with Tectonic Engineering and Surveying Consultants.** Ms. Shaw presented the proposed contract extension summarizing the main points contained in the related memo. Ms. Leicht asked whether this contract extension will allow for all work to be completed and Ms. Shaw responded.

Ms. Leicht 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 Tectonic Engineering & Surveying Consultants for a nine (9) month period without a new competitive award process.

Section 2. The Members hereby authorize the GOSR Procurement Officer, HCR Procurement Officer, or another officer or authorized agent 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 extension of a contract with Dewberry Engineering.** Ms. Shaw presented the proposed contract extension summarizing the main points contained in the related memo.

Ms. Leicht 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 Dewberry Engineers, Inc. for a nine (9) month period without a new competitive award process.

Section 2. The Members hereby authorize the GOSR Procurement Officer, HCR Procurement Officer, or another officer or authorized agent 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 of Imperiled Project Funds for Red Mill Apartments.** Ms. Fleischman presented the proposed award of funds summarizing the main points contained in the related memo.

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

Section 1. The Members hereby approve disbursement of funds in the amount of \$44,901.61 for reimbursement of taxes and pre-development costs to OFC subject to the conditions described herein above in connection with Red Mill and in accordance with the Policy.

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

**The next item on the agenda was a resolution authorizing the transfer of Housing Choice Vouchers allocated to the Village of Island Park to the Housing Trust Fund Corporation.** Mr. Buyer presented the proposed transfer summarizing the main points contained in the related memo. Chairperson Visnauskas asked if this and the following transfer involved all of the HCVs administered by the village and Ms. Leicht asked if the concern for the village is a capacity issue. Mr. Buyer provided details in response.

Ms. Leicht 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 Village of Island Park Section 8 Voucher Program to HTFC, effective July 1, 2020 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 the transfer of Housing Choice Vouchers allocated to the Village of Farmingdale to the Housing Trust Fund Corporation.** Mr. Buyer presented the proposed transfer summarizing the main points contained in the related memo.

Ms. Leicht 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 Village of Farmingdale Section 8 Voucher Program to HTFC, effective July 1, 2020 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 entering into a contract for Housing Choice Voucher services.** Mr. Buyer presented the proposed contract summarizing the main points contained in the related memo. Chairperson Visnauskas asked if the hired person will work on site in one of the offices and Mr. Buyer provided additional detail.

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

Section 1. The Members hereby authorize the President of the Office of Housing Preservation or his designee to negotiate and execute a contract, or other documents which may be necessary and appropriate to effectuate the purposes of this resolution, in order to retain a qualified firm to provide temporary technical consultant services for up to two years and in an amount not to exceed \$360,000.

Section 2. 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 an annual review of the Morris Manning and Martin contract for Section 8 Services.**

**The next item on the agenda was an annual review of the Guidehouse Holdings Contract for Section 8 Services.**

**The next item on the agenda was a review of the SEQRA Type 2 Actions.**

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

**The last item was a review of SEQRA Determinations under the Governor's Office of Storm Recovery.**

There being no unfinished business, Chairperson Visnauskas moved to adjourn the Board meeting, Ms. Leicht seconded the motion, and the meeting was adjourned at 3:00 p.m.