

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON SEPTEMBER 10, 2020 AT 2:03 P.M.
BY TELECONFERENCE**

MEMBERS PRESENT:

RuthAnne Visnauskas, Chairperson
Holly Leicht, Member
Alejandra Valella, Member

Ms. Linda Manley explained the circumstances necessitating and authorizing the meeting to be held by teleconference and the procedures to be used to register the votes of the Members.

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 Chairperson Visnauskas.

The first item on the agenda was the approval of the minutes of the meeting held on July 14, 2020. The minutes were deemed approved.

The next item on the agenda was a resolution ratifying the authorization of funds and entry into contracts for the NY COVID-19 Rent Relief Program. Rebecca Koepnick noted that a request would be made to the Members in the near future requesting the Members authorize an additional increase in the contract amount. Ms. Leicht asked about the performance of the program and Mr. Valella asked why additional funds were necessary. Ms. Koepnick provided additional details in response. Ms. Manley asked for Chairperson Visnauskas’ vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht’s vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella’s vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby ratify the authorization of an amendment to the emergency personal services contracts necessary to implement COVIDRRP with the LiRO Group, under contract terms previously approved but in an aggregate amount not to exceed \$5 million.

Section 2. The Members hereby ratify the authorization of the President of the Office of Housing Preservation or any Senior Officer as defined by HTFC’s By-Laws or any HCR employee 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 Federal Housing Trust Fund awards for various projects. Mr. Brett Hebner presented the proposed awards summarizing

the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. Contingent upon completion of the Subgrant Agreement, the Members hereby approve authorization of Federal HTF funds up to \$8,380,000 for the projects identified below.

Project ID	Awardee	Project Name	County	Region	Program(s)	Award Amount(s)	Residential Units
20190350	Depaul Properties, Inc.	Lock 7 Apartments	Oswego	Central NY	FHTF	\$3,280,000	80
20190359	Troy Rehabilitation and Improvement Program	Hillside Views Neighborhood Revitalization	Rensselaer	Capital Region	FHTF	\$2,600,000	51
20190361	Hispanos Unidos De Buffalo, Inc.	La Plaza de Virginia	Erie	Western NY	FHTF	\$1,400,000	46
20190385	Rochester Management, Inc.	Zion Hill Senior Apartments	Monroe	Finger Lakes	FHTF	\$1,100,000	45

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 approve entry into 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 4. The Members hereby ratify the authorization of 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 5. This resolution shall be effective immediately.

The next item on the agenda was a resolution authorizing a Rural and Community Investment Fund award for The Renaissance at Lincoln Park. Ms. Rebecca Crimmins presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

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 The Renaissance at Lincoln Park.

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 a Rural and Urban Community Investment Fund award for 178 Warburton at the Ridgeway. Ms. Crimmins presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize a CIF award in an amount up to \$680,000 for the project known as 178 Warburton at the Ridgeway.

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 a Homes for Working Family Award for Owego Gardens II. Ms. Shirley Murillo presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize an award of up to \$2,608,241 under the HWF Program for Owego Gardens II.

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 the renaming and replenishment of the fund established under the Policy for Use of Funds to Preserve HTFC Assisted Projects Imperiled by Disaster or Other Circumstances Beyond the Project's Ability to Remedy. Ms. Maralyne Fleischman presented the proposed actions summarizing the main points contained in the related memo. Chairperson Visnauskas asked how much money was currently in the fund and Ms. Stacey Mickle provided additional details. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve the inclusion into the HTFC's annual budget for the 2020/21, 2021/2022, and 2022/2023 fiscal years, the allocation of \$100,000 per annum from corporate resources, pending availability of resources, for purposes of funding the Policy, with any unused balances carried over at the end of the fiscal year and with funding added to bring the available balance to \$100,000,.

Section 2. The Members hereby authorize renaming the Policy, the "HTFC Imperiled Project Policy."

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing entering into contracts for Fair Housing Testing Services. Ms. Nadya Salcedo presented the proposed contracts summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The HTFC Members hereby approve utilizing the Budgeted Amount for entering into contracts with Legal Assistance of Western New York, Housing Opportunities Made Equal, Inc., Fair Housing Justice Center, CNY Fair Housing, Long Island Housing Services, Inc., and Westchester Residential Opportunities, each for an 18-month period, in an aggregate amount not to exceed \$250,000 for total life-to-date aggregate expenditures among the six Fair Housing Organizations.

Section 2. The Members hereby authorize 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 the amendment of the name of a prior New York State HOME Local Program Small Rental Development Initiative awardee. Ms. Crystal Loffler presented the proposed amendment summarizing the main points contained in the related memo. Ms. Leicht asked if the change was simply administrative and Mr. Valella asked whether this could be done without board action. Ms. Loffler and Ms. Manley provided additional details in response. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize amending the name of the Award recipient from the "Saratoga Springs Housing Authority" to its wholly owned single purpose limited liability company "SSHA SRDI, LLC" in which Saratoga Springs Housing Authority is the sole managing member.

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 the reallocation of Downtown Revitalization Initiative funds to Schuyler County Partnership for Economic Development. Ms. Loffler presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize HTFC to apply the reallocated DRI funds and amend and increase the existing SCOPED grant agreement by \$250,000.

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 Community Development Block Grant Economic Development funds for the Village of Kiryas Joel for Kiryas Joel Poultry Inc.. Ms. Loffler presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve an award of \$300,000 under the CDBG Program to the Village of Kiryas Joel to assist Kiryas Joel Poultry, 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 Community Development Block Grant Economic Development funds for the City of North Tonawanda for El Gringo Mexican Cantina LLC. Ms. Loffler presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve an award of \$255,000 under the CDBG Program to City of North Tonawanda to assist El Gringo Mexican Cantina, 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 Town of Summit, Sauvage Beverages LLC. Ms. Loffler presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve an award of \$100,000 under the CDBG Program to Town of Summit to assist Sauvage Beverages, 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 a Homes for Working Families Program Award for Wellington Woods. Ms. Crimmins presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson

Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize an award of up to \$3,750,000 under the HWF Program for Wellington Woods.

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 remaining item was an informational item and did not require board action:

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

There being no unfinished business, Ms. Leicht moved to adjourn the Board meeting, Chairperson Visnauskas seconded the motion, and Mr. Valella concurred, and the meeting was adjourned at 2:46 p.m.