

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON OCTOBER 15, 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 September 10, 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. 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 Mr. Valella’s vote with respect to the adoption and passage of the resolution and Mr. Valella approved. Ms. Manley asked for Ms. Leicht’s vote with respect to the adoption and passage of the resolution and Ms. Leicht 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 \$7 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 the amendment of contracts for the NY COVID-19 Rent Relief Program. Ms. Rebecca Koepnick presented the proposed amendment 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 Mr. Valella’s vote with respect to the

adoption and passage of the resolution and Mr. Valella approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht 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 \$8 million, for a one-year period, with one-year optional renewals.

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 entering into a contract for Section 8 Housing Choice Voucher administration in Cattaraugus County. Ms. Rebecca Koepnick presented the proposed contract 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 Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved.

The following resolution was adopted:

Section 1. The Members hereby authorize entry into a Section 8 Housing Choice Voucher Local Administration Services contract with Cahutauqua Opportunities for Cattaraugus County, for a one-year period, with optional one-year renewals.

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 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 Community Development Block Grant Economic Development Funds for the Town of Batavia for HP Hood, LLC. Mr. Scott LaMountain 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 Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

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

The following resolution was adopted:

Section 1. The Members hereby approve an award of \$750,000 under the CDBG Program to the Town of Batavia to assist HP Hood, 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 Batavia for Upstate Niagara Cooperative Inc. Mr. Scott LaMountain 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 Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved.

The following resolution was adopted:

Section 1. The Members hereby approve an award of \$750,000 under the CDBG Program to the Town of Batavia to assist Upstate Niagara Cooperative, 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 remaining items were informational items 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.

The last item on the agenda was a review of the disbursement of funds under the Imperiled Project Policy.

There being no unfinished business, Ms. Manley asked for Chairperson Visnauskas' vote with respect to adjourning the meeting and Chairperson Visnauskas approved. Ms. Manley asked

for Mr. Valella's vote with respect to adjourning the meeting and Mr. Valella approved. Ms. Manley asked for Ms. Leicht's vote with respect to adjourning the meeting and Ms. Leicht approved, and the meeting was adjourned at 2:17 p.m.