

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON NOVEMBER 19, 2020 AT 11:03 A.M.
BY TELECONFERENCE**

MEMBERS PRESENT:

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

Mr. Dwight Kwa 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. Chairperson Visnauskas made a motion to call to order the meeting of the Members of the HTFC. The motion was seconded by Ms. Leicht.

The first item on the agenda was the approval of the minutes of the meeting held on October 15, 2020. The minutes were deemed approved.

The next item on the agenda was a resolution authorizing the fourth amendment of contracts for the NY COVID-19 Rent Relief Program. Mr. Daniel Buyer presented the proposed amendment summarizing the main points contained in the related memo. Ms. Betsy Mallow noted that the bridge loan has already been authorized by the Division of Budget. Mr. Kwa asked for Chairperson Visnauskas’ vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Mr. Kwa asked for Ms. Leicht’s vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Mr. Kwa 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 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 \$8,500,000, for a one-year period, with one-year optional 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. The Members hereby authorize the advance of up to \$1 million in corporate resources to be used to make rent payments to landlords of eligible applicants and to be reimbursed upon draw down and disburse funds budgeted for the Act.

Section 4. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing the award of Rural and Community Investment Funds for Clifford Avenue. Ms. Julie Behrens presented the proposed award summarizing the main points contained in the related memo. Mr. Kwa asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Mr. Kwa asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Mr. Kwa 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 \$450,000 for the project known as Clifford Avenue.

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 approving the SEQR documentation and classification of La Plaza de Virginia and Clifford Avenue. Ms. Lori Shirley presented the proposed documentation and classification summarizing the main points contained in the related memo. Mr. Valella noted that the HTFC process for approving SEQR decisions by board action may be a helpful process for the NYS Housing Finance Agency as well. Mr. Kwa asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Mr. Kwa asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Mr. Kwa 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 accept the SEQRA documentation for Le Plaza de Virginia and hereby adopt the recommendation that this project be classified as an unlisted action with a negative declaration under SEQRA.

Section 2. The Members hereby accept the SEQRA documentation for Clifford Avenue and hereby adopt the recommendation that this project be classified as an unlisted action with a negative declaration under SEQRA.

Section 3. 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 4. This resolution shall take effect immediately.

The next item on the agenda was a resolution ratifying the award of Section 8 Project Based Vouchers. Mr. Daniel Buyer presented the proposed ratification of the previously issued written authorization summarizing the main points contained in the related memo. Mr. Kwa asked for Chairperson Visnauskas’ vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Mr. Kwa asked for Ms. Leicht’s vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Mr. Kwa 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 the awards of contracts for PBV set forth below, and as further detailed in the related memorandum.

Property Name (Track 1)	Developer	PBV Award	Portfolio	Special categories	Municipality	County
Garvies Point	Georgica Green	8	DHCR/HTFC	Low poverty census tract	Glen Cove	Nassau
Owego Gardens	Edgemere	8	HFA	Low poverty census tract	Owego	Tioga
Kingsley	Smith and Henzy	53	HFA	Low poverty census tract, supportive housing	White Plains	Westchester
Highgarden Tower	Georgica Green	8	HFA	Low poverty census tract	New Rochelle	Westchester
4519 WPR	Doe Fund	8	DHCR/HTFC	Low poverty census tract	Bronx	Bronx
62 Main Street	Wilder Balder Partners	8	HFA		Tarrytown	Westchester
Property Name (Track 2)	Developer	PBV Award	Portfolio	Special categories	Municipality	County
2264 Morris Ave	Bronx Pro Group	14	HFA	Homeless, Supportive housing	Bronx	Bronx
Whitney Young	Reliant Realty	48	DHCR/HTFC	Homeless, veteran	Yonkers	Westchester
Son house	Providence Housing Development	9	DHCR/HTFC	Homeless, Supportive housing	Rochester	Monroe

Lynn's Place	YWCA Rochester	11	DHCR/HTFC	Homeless, Supportive housing	Rochester	Monroe
100 North Madison/Madison Place	CRM Rental Management	27	HFA	Veteran preference	Rome	Oneida
The Mill at Saugerties	Jobcor	9	HFA	Low poverty census, supportive housing, senior	Saugerties	Ulster
Lander Street	Pathstone	25	DHCR/HTFC		Newburg	Orange
Property Name (Track 3)	Developer	PBV Award	Portfolio	Special categories	Municipality	County
Mill Street	RECAP	7	DHCR/HTFC	Homeless preference	Middletown	Orange

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 a contract with Caso Document Management, Inc. for electronic records management services. Ms. Mallow presented the proposed amendment summarizing the main points contained in the related memo. Mr. Valella asked whether CASO has been sub-contracting services with SDVOBs and Ms. Mallow provided additional details. Mr. Kwa asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Mr. Kwa asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Mr. Kwa 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 existing contract with CASO Document Management, Inc. for the provision of technology consultant services to expand the conversion of additional records to an electronic format, which contract, as amended, shall have a total not to exceed amount of \$2,250,000.

Section 2. The Members hereby authorize the President of the Office of Professional Services or another authorized officer of HTFC 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 remaining item was an informational item and did not require board action:

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

There being no unfinished business, Mr. Kwa asked for Chairperson Visnauskas' vote with respect to adjourning the meeting and Chairperson Visnauskas approved. Mr. Kwa asked for Ms. Leicht's vote with respect to adjourning the meeting and Ms. Leicht approved. Mr. Kwa asked for Mr. Valella's vote with respect to adjourning the meeting and Mr. Valella approved, and the meeting was adjourned at 11:27 a.m.