

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON DECEMBER 10, 2020 AT 2:04 P.M.
BY TELECONFERENCE**

MEMBERS PRESENT:

RuthAnne Visnauskas, Chairperson
Holly Leicht, Member
Alejandro 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 Audit Committee of the HTFC. The motion was seconded by Chairperson Visnauskas, and Mr. Valella concurred. Ms. Leicht made a motion to call to order the meeting of the Governance Committee of the HTFC. The motion was seconded by Mr. Valella, and Chairperson Visnauskas concurred. Mr. Valella made a motion to call to order the meeting of the Members of the HTFC. The motion was seconded by Ms. Leicht, and Chairperson Visnauskas concurred.

The first item on the agenda was the approval of the minutes of the meeting held on November 19, 2020. The minutes were deemed approved.

The next item on the agenda was a resolution authorizing the Budget and Financial Plan for the Authorities Budget Office reporting (PARIS). Ms. Stacey Mickle presented the plan summarizing the main points. Ms. Manley asked for Chairperson Visnauskas’ vote as a member of the Audit Committee and as a member of the Board 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 as a member of the Audit Committee and as a member of the Board and Ms. Leicht approved. Ms. Manley asked for Mr. Valella’s vote with respect to the adoption and passage of the resolution as a member of the Audit Committee and as a member of the Board and Mr. Valella approved.

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.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing an award of CDBG Economic Development funds for the Village of Arcade for Prestolite Electric. Mr. Scott LaMountain 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 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 \$285,000 under the CDBG Program to the Village of Arcade to assist Prestolite Electric, 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 an award increase of CDBG Public Infrastructure funds for the Village of Canaseraga. Mr. Charles Phillion presented the proposed award increase 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 increased award of CDBG Program public infrastructure funds to the Village of Canaseraga of \$169,800, for an aggregate award not to exceed \$714,800.

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 an award of CDBG Economic Development funds for Chautauqua County for Webb Hospitality Group. Mr. Scott LaMountain presented the proposed award summarizing the main points contained in the related memo. Chairperson Visnauskas asked about the primary location of the project, the cost

of the project, and towards which aspect of the project CDBG funds would be applied and Mr. LaMountain 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 an award of \$450,000 under the CDBG Program to Chautauqua County to assist Webb Hospitality Group, 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 City of Amsterdam for Joe's Family Incorporated. 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 \$25,000 under the CDBG Program to the City of Amsterdam to assist Joe's Family Incorporated.

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 Herkimer County for HPK Industries. 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 \$450,000 under the CDBG Program to Herkimer County to assist HPK Industries, 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 Madison County for Pelco Component Technologies. 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 \$224,000 under the CDBG Program to Madison County to assist STK Electronics, Inc. dba Pelco Component Technologies

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 JFLR Enterprises. 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 \$570,000 under the CDBG Program to the City of North Tonawanda to assist JFLR Enterprises, 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 an award increase of CDBG Housing Related Funds for the Village of Whitehall. Mr. Philion presented the proposed award increase 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 increased award of CDBG Program funds for housing related activities to the Village of Whitehall of \$95,000, for an aggregate award not to exceed \$500,000.

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 contract with BST & Company for independent auditor services. Ms. Mickle presented the proposed contract. Ms. Manley asked for Chairperson Visnauskas' vote as a member of the Audit Committee and as a member of the Board 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 as a member of the Audit Committee and as a member of the Board and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution as a member of the Audit Committee and as a member of the Board and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve the Committee's continued retention of BST & Co. as HTFC's Independent Auditor for an additional one-year term in a total contract amount not to exceed \$281,000 (an increase to the value of the contract by \$48,000).

Section 2. The Treasurer or another authorized officer of HTFC is hereby authorized 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 award of Section 8 Project Based Vouchers and designation of an authorized signatory. Mr. Daniel Buyer presented the proposed award and signatory authorization summarizing the main points contained in the related memo. Chairperson Visnauskis noted that she was glad PBVs are being reutilized from other projects which do not need them. 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 the awards of contracts for Project-Based Vouchers set forth below, and as further detailed in the related memorandum.

<u>Property Name</u>	<u>Developer</u>	<u>PBV Award</u>	<u>Portfolio</u>	<u>Special Categories</u>	<u>Municipality</u>	<u>County</u>
Vermont Manor	YWCA Rochester	7	DHCR/HTFC	Homeless, supportive housing	Rochester	Monroe
Bay Street Senior	The Arker Companies	24	DHCR/HTFC	Supportive housing	Staten Island	Richmond
Livingston Manor (Sherwood Heights)	Two Plus Four	9	DHCR/HTFC	Low poverty census tract, supportive housing	Livingston Manor	Sullivan
Youngblood Senior	Rockland Housing Action Coalition	10	DHCR/HTFC	Elder housing (supportive)	Spring Valley	Rockland

Section 2. The Members hereby authorize the President of the Office of Housing Preservation, 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, including but not limited to entering into any agreements necessary to carry out these awards, including the execution of Housing Assistance

Payment Contracts.

Section 3. The Members hereby authorize the President of the Office of Housing Preservation, any Senior Officer as defined by HTFC's By-Laws or any HCR employee authorized by HTFC's Board to execute documents as described in Section 2 above, to reduce, cancel, or otherwise modify awards made to the above listed awardees as necessary to ensure compliance with federal or state regulations.

Section 4. The Members hereby designate Connie Bruno act as agent of the HTFC and to be an authorized signatory for activities undertaken by the Office of Finance and Development related to the HTFC's administration of Section 8 Project-Based Vouchers.

Section 5. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving the goal plan regarding the MWBE Program. Ms. Tameika Edwards presented the proposed plan summarizing the main points contained in the related memo. Chairperson Visnauskis noted the continued success of the program, and Ms. Manley noted Ms. Edwards and Ms. Flanders efforts in the aftermath of Ms. Graham's retirement. Ms. Manley asked separately for Chairperson Visnauskas' votes as a member of the Governance Committee and as a member of the Board with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked separately for Ms. Leicht's votes with respect to the adoption and passage of the resolution as a member of the Governance Committee and as a member of the Board and Ms. Leicht approved. Ms. Manley asked separately for Mr. Valella's votes with respect to the adoption and passage of the resolution as a member of the Governance Committee and as a member of the Board and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve the 2021-2022 Minority and Women Business Enterprise Program Master Goal Plan.

Section 2. The Members hereby authorize the Director of Fair Housing and Equal Opportunity/Office of Economic Opportunity and Partnership Development or her designated staff or any officer to submit the Master Goal Plan to the Division of Minority and Women's Business Development.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving the goal plan regarding the SDVOB Program. Ms. Tameika Edwards presented the proposed plan summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote as a member of the Governance Committee and as a member of the Board 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 as a member of the Governance Committee and as a member of the Board and Ms. Leicht approved. Ms. Manley

asked for Mr. Valella's vote with respect to the adoption and passage of the resolution as a member of the Governance Committee and as a member of the Board and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve the Service-Disabled Veteran-Owned Business Program Master Goal Plan for fiscal year 2021-2022.

Section 2. The Members hereby authorize the Director of the Office of Economic Opportunity and Partnership Development or her designated staff to submit, publish, and administer the Goal Plan in accordance with the requirements of the State Executive Law and relevant regulations.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing the designation of authorized signatory. Ms. Nicole Ferreira presented the proposed signatory authorization. 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 designate Brett Hebner to 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 authorizing the disbursement of funds and entry into contracts for the New York COVID-19 Rent Relief Program as a 5th amendment to the LiRo contract. Mr. Buyer presented the proposed amendment to the existing contract. 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 \$12 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 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. Manley asked for the votes of Chairperson Visnauskas, Ms. Leicht and Mr. Valella with respect to adjourning the meetings of the Audit Committee, Governance Committee and members of the Board, and the meeting was adjourned at 2:54 p.m.