

**MINUTES OF THE 282<sup>ND</sup> MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION  
HELD ON NOVEMBER 9, 2011 AT 1 P.M. AT  
641 LEXINGTON AVENUE  
NEW YORK, NEW YORK 10022**

Locations: 641 Lexington Avenue, New York, NY 10022 and  
State Capitol Building, Room 131, Albany, NY 12209  
\*locations connected by video-conference

**MEMBERS PRESENT:**

Darryl C. Towns, Chairman  
Jennifer McCormick, Member

**OTHER PARTICIPANTS:**

Michael Skrebutenas	President, OHP
Marian Zucker	President, OFD
Matthew Nelson	President, OCR
Sean Fitzgerald	Vice President, OFD
Gary R. Connor	Counsel
Frank Markowski	Assistant Treasurer
Eu Ting	Secretary

**The first item on the HTFC agenda was the approval of the Minutes of the 281<sup>st</sup> Members' Meeting held on September 15, 2011.** The Minutes of the 281<sup>st</sup> Members' Meeting were unanimously approved.

**The second item on the HTFC agenda was a resolution appointing Matthew L. Nelson as President of the Office of Community Renewal.** Mr. Connor presented this item. Upon motion of Ms. McCormick and second of Mr. Towns, the following resolution was adopted:

Section 1. Matthew L. Nelson is hereby appointed President of the Office of Community Renewal for a term consistent with Article 5 of HTFC's By-Laws.

Section 2. This resolution shall take effect immediately.

**The third item on the HTFC agenda was a resolution confirming action taken by the Members without a meeting approving awards from the Home Investment Partnerships and Low Income Housing Trust Fund Programs under the HCR 2011 Unified Funding rounds.** Ms. Ting presented this item and indicated that the Members passed a resolution on

September 19, 2011 in writing in accordance with HTFC's by-laws to approve awards from the "Home Investment Partnerships" and "Low Income Housing Trust Fund" Programs under the 2011 Unified Funding round to eligible applicants. In order for the resolution to maintain its effectiveness pursuant to the By-Laws, the action required confirmation at a duly held meeting.

After full discussion and upon motion made by Mr. Towns and seconded by Ms. McCormick, the following resolution was adopted:

Section 1. The Members hereby confirm the resolution approved in writing on September 19, 2011, awarding funds from "Home Investment Partnerships" and "Low Income Housing Trust Fund" Programs to the eligible applicants listed below, in the amount listed below and the entering into of regulatory agreements with each such eligible applicant:

<b>Name of Eligible Applicant</b>	<b>SHARS No.</b>	<b>Amount of Award</b>
Albany Housing Authority	20116075	\$6,149,273
Alfred Housing Committee, Inc.	20116024	\$1,851,688
Belmont Housing Resources for WNY, Inc.	20116074	\$1,380,000
Southern Tier Environments For Living, Inc.	20116086	\$1,349,726
St. John Fruit Belt Community Development	20116091	\$2,400,000
Liberty Affordable Housing, Inc.	20116041	\$1,365,141
Dunn Development Corp.	20116034	\$2,200,000
Habitat for Humanity – New York City, Inc.	20116084	\$670,859
Providence Housing Development Corporation	20116030	\$1,857,492
Providence Housing Development Corporation	20116053	\$5,883,143
Housing Visions Consultants, Inc.	20116050	\$2,400,000
Lakewood Development LLC	20116018	\$2,370,269
Cazenovia Recovery Systems, Inc.	20116044	\$1,785,000
Warwick Properties, Inc.	20116052	\$1,800,000
RGC-SRE Oswego Acquisitions, LLC	20116020	\$1,500,000
Ithaca Neighborhood Housing Services, Inc.	20116048	\$1,825,781
Chappaqua Station, LLC	20116078	\$2,250,000
The Richman Group Development Corporation	20116095	\$2,400,000

Section 2. The Members hereby confirm the resolution authorizing the Corporation's President of the Office of Finance and Development, or another authorized officer of the Corporation, subject to the provisions of the resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of the resolution.

Section 3. This resolution shall take effect immediately.

**The fourth item on the HTFC agenda was a resolution authorizing an amendment to an existing contract with Empire Justice Center to account for travel expenses.** Ms. Ting presented this item and indicated that there was a pre-existing contract with Empire Justice Center for training services and that an amendment was sought to account for travel expenses. Mr. Nelson clarified that the additional funds being requested were made available from the HTFC.

After full discussion and upon motion made by Mr. Towns and seconded by Ms. McCormick, the following resolution was adopted:

Section 1. The Members hereby approve an amendment of the Contract with Empire Justice Center to increase the contracted amount up to \$10,000 for travel expenses associated with the statewide training schedule which will be funded from the 2010-2011 Foreclosure Prevention fund.

Section 2. The Members hereby authorize the President of the Office of Community Renewal, Vice President of the Office of Community Renewal, or other authorized officer 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 fifth item on the HTFC agenda was a resolution authorizing an award under the Tax Credit Assistance Program (“TCAP”) for the South End Neighborhood project.** Mr. Fitzgerald presented this item and indicated that the replacement of HOME funds previously awarded to Southend Associates II in connection with an affordable housing project with TCAP funds would enable the HTFC to fully expend any remaining TCAP income prior to the expenditure deadline in February 2012.

After full discussion and upon motion made by Mr. Towns and seconded by Ms. McCormick, the following resolution was adopted:

Section 1. The Members hereby approve the replacement of up to \$1.3 million in unused HOME Program funds for the South End Project with available TCAP funds.

Section 2. The HTFC’s President of the Office of Finance and Development or another authorized officer of the HTFC, is hereby authorized, 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 HTFC agenda was a resolution approving the engagement of Rural Ulster Preservation Company (“RUPCO”) as the Local Administrator of the Greene County Housing Choice Voucher Program.** Mr. Skrebutenas presented this item and indicated that this resolution sought to authorize the engagement of RUPCO as the local administrator of the Housing Choice Voucher Program in Green County, effective January 1, 2012. The current local administrator for the Housing Choice Voucher Program is withdrawing from its role and RUPCO is qualified to effectively and efficiently administer the Housing Choice Voucher Program.

After full discussion and upon motion of Mr. Towns and second of Ms. McCormick, the following resolution was adopted:

Section 1. The Members hereby approve the engagement of RUPCO as the local administrator of the Voucher Program in Greene County, effective January 1, 2012.

Section 2. The Members hereby authorize the President of the Office of Housing Preservation or other authorized officer of the HTFC to negotiate and enter into such agreements with RUPCO and prepare and execute such documents as appropriate to and consistent with the terms and conditions as are set forth in the annexed briefing report, and take such other actions as may be necessary and appropriate to effectuate the establishment of RUPCO as the Local Administrator of the Voucher Program in Greene County.

Section 3. This resolution shall take effect immediately.

**The next item on the HTFC agenda was a resolution accepting SEQRA documentation and classification of projects.** Mr. Connor presented this item and indicated that the SEQRA staff has reviewed the Putnam Avenue Project and has recommended that the project be classified as UNLISTED with a NEGATIVE DECLARATION under SEQRA.

After full discussion and upon motion made by Mr. Towns and seconded by Ms. McCormick, the following resolution was adopted:

Section 1. The Members hereby accept the SEQRA documentation including the SEQRA Control Letter, Short Environmental Assessment Form, and Negative Declaration Notice of Determination of Non-Significance, conditional upon the satisfactory resolution of any adverse conditions identified therein.

Section 2. The Members hereby adopt the recommendation that the Project be classified as UNLISTED with a NEGATIVE DECLARATION pursuant to SEQRA.

Section 3. The Members hereby authorize HTFC to execute any documents in accordance with the applicable provisions of law.

Section 4. This resolution shall take effect immediately.

**The next item on the HTFC agenda was a resolution confirming action taken by the Members without a meeting approving fifteen awards from the Community Development Block Grant Program.** Ms. Ting presented this item and indicated that the Members previously passed a resolution in writing in accordance with HTFC's by-laws to approve awards from the Community Development Block Grant Program to eligible applicants. In order for the resolution to maintain its effectiveness pursuant to the By-Laws, the action required confirmation at a duly held meeting.

After full discussion and upon motion made by Mr. Towns and seconded by Ms. McCormick, the following resolution was adopted:

Section 1. The Members hereby confirm the annexed resolution approving the awarding of Community Development Block Grant Program funds by resolution dated October 25, 2011 and October 26, 2011.

Section 2. This resolution shall take effect immediately.

The annexed resolution referenced provided:

Section 1. The Members hereby approve the awarding of Program funds in the amounts set forth above (\$516,000 to the Town of Bethlehem; \$300,000 to Columbia County; \$375,000 to the Village of Groton; \$255,000 to Jefferson County; \$200,000 to the City of Lockport; \$466,000 to the City of Oswego; \$165,000 to the City of Port Jervis; \$150,000 to Schoharie County on behalf of the Town of Sharon; \$750,000 to Schoharie County; \$185,000 to Sullivan County; \$355,000 to the City of Watervliet; \$375,000 to the Town of Willsboro; \$110,000 to Wyoming County) to the Town of Bethlehem, Columbia County, the Village of Groton, Jefferson County, the City of Lockport, the City of Oswego, the City of Port Jervis, Schoharie County on behalf of the Town of Sharon, Schoharie County, Sullivan County, the City of Watervliet, the Town of Willsboro, and Wyoming County, and 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 annexed briefing reports.

Section 2. The Corporation's President of the Office of Community Renewal or another authorized officer of the Corporation, is hereby authorized, 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 HTFC agenda was a resolution authorizing the assignment of the Village of Pelham Bay Housing Choice Voucher Program to HTFC to manage.** Ms. Ting presented this item and indicated that the transfer of the 150-unit voucher program from the Village of Pelham Bay Housing Choice Voucher Program to the HTFC would streamline financial and program management processes and procedures and is in the interest of all communities served.

After full discussion and upon motion made by Mr. Towns and seconded by Ms. McCormick, the following resolution was adopted:

Section 1. The Members hereby approve the transfer and assignment of the Housing Choice Voucher Program contract and budget authority from the Village of Pelham to HTFC, effective February 1, 2012 or at such subsequent time as HUD may establish.

Section 2. The members hereby authorize HTFC 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 was an informational item containing a list** of projects classified as Type 2 actions under SEQRA. There were no questions or comments on the informational item.

**The next item was an informational item containing a list** of projects where the SEQRA Officer has concurred with the findings of another agency assuming the Lead Agency status in a coordinated SEQRA review. There were no questions or comments on the informational item.

**The next item was an informational item setting forth the Annual Goal Plan for the participation of minority and women-owned business.** There were no questions or comments on the informational item.

**The next item on the HTFC agenda was the Treasurer's Report.** Mr. Markowski presented the Treasurer's Report as of September 30, 2011. Additionally, Mr. Markowski reported that the corporation's portion of the single audit resulted in four findings. The first two findings related to the Home Program and involved sub-recipient monitoring. Mr. Markowski indicated that this year should be the last year that these ongoing findings appear as new

procedures have been adopted by the Office of Community Renewal. The third finding also involved sub-recipient monitoring of local administrators in Section 8 HCV programming, which the HTFC believes should not be reported. The fourth finding related to reporting to HUD. Mr. Markowski indicated that HTFC hoped to mitigate this finding and that it was not expected to appear in the future. There were no questions on the Treasurer's Report.

**The next item on the HTFC agenda was a resolution confirming Community Development Block Grant awards for three projects.** Mr. Nelson presented this item and requested awards under the Community Development Block Grant program be made to the City of Hornell in the amount of \$450,000 for the expansion project of TTA Systems, to Chenango County in the amount of \$1,000,000 for the expansion project of Agro Farma, Inc., and to the City of Hornell in the amount of \$150,000 for the expansion project of Electrical Power worX Corp.

After full discussion and upon motion made by Mr. Towns and seconded by Ms. McCormick, the following resolution was adopted:

Section 1. The Members hereby approve the awarding of Program funds to the City of Hornell in the amount of \$450,000 for the expansion project of TTA Systems, Chenango County in the amount of \$1,000,000 for the expansion project of Agro Farma, Inc., and the City of Hornell in the amount of \$150,000 for the expansion project of Electrical Power worX Corp., and 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 annexed briefing reports.

Section 2. The Corporation's President of the Office of Community Development or another authorized officer of the Corporation, is hereby authorized, 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.

There being no further business, the meeting was adjourned upon a motion made by Mr. Towns and seconded by Ms. McCormick and unanimously approved.

Dated: November 9, 2011

/s/ Eu Ting  
Secretary