

Eliot Spitzer
Governor



Deborah VanAmerongen
Chairperson

New York State Housing Trust Fund Corporation
Hampton Plaza
38-40 State Street
Albany, NY 12207

**MINUTES OF THE
TWO HUNDRED THIRTY THIRD MEETING
OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION**

Time and Date: 1:30 p.m., March 27, 2007

Location: 38-40 State St., Albany, New York 12207;

Member Present: Deborah VanAmerongen, Patrick Foye and Joseph R. Palozzola

Others in attendance:

Brian E. Lawlor	Chief Executive Officer
David Cabrera	President – OHM
Alan Smith	Vice President – OHM
Richmond McCurnin	Vice President – OHM
Joseph J. Rabito	President OSC
Gail Hammond	Vice President – OSC
Chris Hunsinger	Vice President - OSC
Ellen M. Coyle	Vice President - OCD
Robert Shields	Vice President – OCD
Gary Connor	Counsel
Catherine Johnson	Treasurer
Frank Markowski	Assistant Treasurer
Sean P. Shea	Secretary

Lorrie Pizzola	DHCR
Leslie Adler	DHCR
Daniel Irizarry	DHCR
Alexandra Stanton	Empire State Development Corp.
Timothy Gilchrist	Governor's Office
Lorraine Collins	Division of the Budget

Minutes of the February 26, 2007 meeting of the Members

After full discussion, upon motion made by Mr. Palozzola and second made by Mr. Foye, the minutes of the February 26, 2007 meeting were unanimously adopted.

Appointment of Officers

Mr. Shea presented the resolution to the Members for their consideration.

Highlights:

- Two resolutions were considered, one that was circulated with the notice of meeting for the offices of Chief Executive Officer and Counsel, and the second that was circulated separately for the Office of President of the Office for Small Cities.
- The appointment of Mr. Rabito as president of the Office for Small Cities was made effective April 5, 2007.

After full discussion and upon motion duly made by Mr. Foye, seconded by Mr. Palozzola and unanimously approved, the following motion was adopted:

RESOLVED that the persons listed below are hereby appointed to hold the offices listed after their names for a term consistent with Article V of the By-Laws of the Corporation:

Brian E. Lawlor	Chief Executive Officer
Gary R. Connor	Counsel

After full discussion and upon motion duly made by Mr. Foye, seconded by Mr. Palozzola and unanimously approved, the following motion was adopted:

RESOLVED that Joseph J .Rabito is appointed President of the Office for Small Cities, effective April 5, 2007.

Amendment of By-Laws

Mr. Shea presented the resolution to the Members for their consideration.

Highlights:

After full discussion and upon motion duly made by Mr. Foye, seconded by Mr. Palozzola and unanimously approved, the following motion was adopted:

RESOLVED that the attached By-Laws are adopted by the Members as the By-Laws of the Corporation.

Treasurer's Report

Mr. Markowski presented the report to the Members for their consideration.

Highlights:

- As of February 28, 2007, the Corporation had \$ 2,046,301 in its bank accounts and \$ 116,380,720 in investments.
- There were no vouchers or budget certificates pending on February 28, 2007.
- The auditors will soon commence their fourth audit of the Corporation. They also are the auditors for the HUD Single Audit.

2007-2008 Corporate Budget

Mr. Markowski presented the resolution to the Members for their consideration.

Highlights:

- Items 1, 3 and 4 are new to the budget and are required by the Public Authorities Accountability Act.
- Schedule A-3 includes provisions for the Corporation's technical assistance contracts.
- Schedule BB-4 lays out more specific information on salaries, fringe benefits and non-personal service expenses as required by the Public Authorities Accountability Act.

After full discussion and upon motion duly made by Mr. Foye, seconded by Mr. Palozzola and unanimously approved, the following motion was adopted:

RESOLVED that the annexed budget is hereby adopted, subject to the adoption of the State Budget, as the Corporation's Budget for the fiscal year 2007-2008; and be it further

RESOLVED that the Treasurer or Assistant Treasurer may make such non-material amendments to the budget as necessary for the efficient fiscal management of the Corporation, and may make such other amendments to the budget as necessitated by any subsequent resolution of the Members, and shall report any budget amendments to the Chief Executive Officer as soon as practicable and shall report on at least a quarterly basis on the status of the budget to the Members, and be it further

RESOLVED that the Chief Executive Officer is hereby authorized and directed to file the annexed budget as required by law,

President's Report for the Office of Housing Management:

Mr. Cabrera presented the report to the Members for their consideration.

Highlights:

- The 2006 Annual Compliance Review entrance meeting took place on March 20. HUD stated it was one of the best meetings so far.
- Relationship meetings with HUD's Multifamily HUBS and CGI are being continued. They serve to identify systemic or strategic issues.
- HUD's plan to assign about 75 contracts to the Corporation that have been previously administered by traditional contract administrators is proceeding as planned.

President's Report for the Office of Community Development

Mr. Shields presented the report to the Members for their consideration.

Highlights:

- Mr. Shields summarized the written reports.

- A request for proposals was published March 26 for technical assistance. The Office expects to ask Members for authority to contract at the June meeting.
- Mr. Shields distributed and summarized a report on the 2007 unified funding round.

Homes for Working Families Award to 937 Broadway LLC

Mr. Shields presented the resolution to the Members for their consideration.

Highlights:

- Mr. Shields presented a short summary of the proposal.

After full discussion and upon motion duly made by Mr. Foye, seconded by Mr. Palozzola and unanimously approved, the following motion was adopted:

RESOLVED that the President of the Office of Community Development or other authorized officer of the Corporation be, and hereby is, authorized and directed, upon satisfactory compliance with any pre-contract conditions as are required by statute or regulation, to enter into award and regulatory agreements under the Homes for Working Families Program with the applicant listed below in the amount listed below and upon such terms and conditions as are set forth in the annexed briefing report:

937 Broadway LLC	20060633	\$ 1,490,000
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Rural Area Revitalization Projects Awards to Eligible Applicants

Mr. Shields presented the resolution to the Members for their consideration.

Highlights:

- Mr. Shields summarized the four projects before the Members for consideration.

After full discussion and upon motion duly made by Mr. Foye, seconded by Mr. Palozzola and unanimously approved, the following motion was adopted:

RESOLVED that the President of the Office of Community Development or other authorized officer of the Corporation be, and hereby is, authorized and directed, upon satisfactory compliance with any pre-contract conditions as are required by statute or regulation, to enter into award and

regulatory agreements under the Rural Area Revitalization Projects Program with the applicants listed below in the amounts listed below and upon such terms and conditions as are set forth in the annexed briefing reports:

Frontier Housing Corporation	20040409	\$ 100,000
Steuben Churchpeople Against Poverty, Inc.	20040412	\$ 98,000
Core Area Preservation Company, Inc.	20070006	\$ 100,000
Core Area Preservation Company, Inc.	20070007	\$ 100,000

Memorandum of Understanding with the Office of Parks, Recreation and Historic Preservation

Ms. Coyle presented the resolution to the Members for their consideration.

Highlights:

- The Corporation has entered into this agreement on an annual basis since 1988.

RESOLVED that the President of the Office of Community Development be, and hereby is, authorized and directed to enter into a memorandum of understanding with the Office of Parks, Recreation and Historic Preservation and the Natural Heritage Trust for the purpose of expediting review of projects funded by the Corporation for an amount not to exceed \$ 88,889.

Construction Monitoring, Environmental and Consulting Engineering/ Architectural Service Contracts

Ms. Coyle presented the resolution to the Members for their consideration.

Highlights:

- Ms. Coyle summarized the work to be performed under the contracts.
- The consultant engineering and architectural services usually are for checking proposals with questionable cost estimates.
- This is the third of four allowed renewals.
- The amount requested has increased by \$ 60,000 to pay for the increased work load.

- **About 36% of the funds go to MBE/WBE firms.**

After full discussion and upon motion duly made by Mr. Foye, seconded by Mr. Palozzola and unanimously approved, the following motion was adopted:

RESOLVED that the President of the Office of Community Development be, and hereby is, authorized and directed to negotiate and enter into contracts with the contractors listed below, the aggregate amount of all contracts not to exceed \$ 960,000 for terms to expire March 31, 2008, consistent with the Request for Proposals and the attachment to this resolution, subject to the adoption of the Corporation's Budget for fiscal year 2007-2008 which projects funding for this purpose.

Construction Monitoring Services

**Clough Harbour & Associates, LLP
EMJ Construction Consultants, NA, Inc.
HAKS Engineers, PC
L.J. Gonzer Associates
Merritt & Harris, Inc..
Munoz Engineering, P.C.
Octagon Builders
Promatech, Inc.
Prudent Engineering, LLP
tasmithassociates, inc.**

Engineering and Architectural Services

**HAKS Engineering, PC
L.J. Gonzer Associates
Robert Traynham Coles, Architect, PC**

Environmental Review Services

**C.T. Male Associates, PC
Crawford & Associates, Engineering, P.C**

**L.J. Gonzer Associates
Wendel Duchscherer Architects and Engineers,
PC**

New York Main Street Technical Assistance Contracts

Mr. Shields presented the resolution to the Members for their consideration.

Highlights:

- This is part of a five year effort to reach out to educate and enable potential applicants so that they may be able to participate in this new program.
- The New York State Rural Housing Coalition, Inc. is expected to assist the Corporation in organizing a conference for program participants.

After full discussion and upon motion duly made by Mr. Palozzola, seconded by Mr. Foye and unanimously approved, the following motion was adopted:

RESOLVED that the President of the Office of Community Development be, and hereby is, authorized and directed to negotiate and enter into contracts with the contractors listed below, the aggregate amount of all contracts not to exceed \$ 400,000 for terms to expire March 31, 2008, consistent with the Request for Proposals and the attachment to this resolution:

Direct Case-By-Case Assistance

Neighborhood Preservation Coalition of New York State, Inc.

Local Initiatives Support Corporation

Business Districts, Inc.

New York Main Street Group

Group Training

Neighborhood Preservation Coalition of New York State, Inc.

New York Main Street Group

Peer-To-Peer Training

New York State Rural Housing Coalition, Inc.

SEQRA

Ms. Adler presented the resolution to the Members for their consideration.

Highlights:

- **Ms. Adler provided a summary of the proposed determinations and actions.**
- **Mr. Shea asked that the resolution be corrected to cite the correct SHARS number of the first project (20050662).**

After full discussion and upon motion duly made by Mr. Foye, seconded by Mr. Palozzola and unanimously approved, the following motion was adopted:

RESOLVED that the Corporation accepts the report of the SEQRA Committee attached hereto conditional upon the satisfactory resolution of any adverse condition identified therein; and be it further

RESOLVED that the Corporation classified the following projects in accordance with the right column:

Hamburg Development Corp.	20050662	Type II
Douglaston Development, LLC	20060040	Unlisted
Hudson Avenue Housing Assoc.	20060133	Unlisted

and be it further

RESOLVED that for the following projects, the determinations as listed in the right hand column be made and that no further action is required:

Douglaston Development, LLC	20060040	Neg. Declaration
Hudson Avenue Housing Assoc.	20060133	Neg. Declaration

and be it further

RESOLVED that for the following projects no further action is required:

Hamburg Development Corp.	20050662
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and be it further

RESOLVED that the SEQRA Officer for the Office of Community Development, or the President for the Office of Community Development in

the SEQRA Officer's absence, is authorized and directed to implement the determinations of the Corporation as made above.

President's Report for the Governor's Office for Small Cities

Ms. Hammond presented the report to the Members for their consideration.

Highlights:

- A contract with the County of Broome for an increase of \$ 499,500 in disaster-relief has been sent out for execution.
- April 9 is the deadline for this year's funding round.
- The Office participated in the Adirondack Park Local Government Day Conference. Participants indicated a preference for more peer-to-peer opportunities.

Community Development Block Grant Small Cities Awards to Eligible Applicants

Mr. Hunsinger presented the resolution to the Members for their consideration.

Highlights:

- HUD now requires the disclosure of the type of health insurance coverage to be provided by applicants.
- Mr. Hunsinger presented a summary of each of the proposed awards.

After full discussion and upon motion duly made by Mr. Foye, seconded by Mr. Palozzola and unanimously approved, the following motion was adopted:

Resolved that the President of the Governor's Office of Small Cities or other authorized officer of the Corporation be, and hereby is, authorized and directed, upon satisfactory compliance with any pre-contract conditions as are required by the statute or regulation, to enter into award and regulatory agreements under the Community Development Block Grant Small Cities Program with the applicant listed below in the amount listed below and upon such terms and conditions as are set forth in the annexed briefing report:

Economic Development

County of Chemung (60 new low and moderate income positions – 100

total new positions; 225ED565-07 \$ 750,000

Town of Glenville (70 new low and moderate income positions – 98

total new positions) 461ED556-07 \$ 750,000

City of Port Jervis (36 new low and moderate income positions – 40

total new positions) 38ED543-07 \$ 316,000

There being no further business, the meeting adjourned upon the motion of Mr. Foye which was seconded by Mr. Palozzola and unanimously approved.

Dated: March 27, 2007

Sean P. Shea, Secretary