

**David A. Paterson**  
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 FORTY FIRST MEETING  
OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION**

**Time and Date: 1:30 p.m., February 5, 2008**

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

**Members Present: Deborah VanAmerongen, Karen Hunter and Jennifer McCormick.**

**Others in attendance:**

<b>Brian E. Lawlor</b>	<b>Chief Executive Officer</b>
<b>Alan Smith</b>	<b>Vice President - OHM</b>
<b>Joseph J. Rabito</b>	<b>President OFSC</b>
<b>Chris Hunsinger</b>	<b>Vice President – OFSC</b>
<b>Gail Hammond</b>	<b>Vice President - OFSC</b>
<b>Gary Hallock</b>	<b>President – OCD</b>
<b>Sean Fitzgerald</b>	<b>Vice President - OCD</b>
<b>Robert Shields</b>	<b>Vice President – OCD</b>
<b>Gary R. Connor</b>	<b>Counsel</b>
<b>Catherine Johnson</b>	<b>Treasurer</b>
<b>Frank Markowski</b>	<b>Assistant Treasurer</b>
<b>Sean P. Shea</b>	<b>Secretary</b>
<b>Lorrie Pizzola</b>	<b>DHCR</b>

**Robert Shields**

**DHCR**

**Leslie Adler**

**DHCR**

**David Cabrera participated from 25 Beaver St., New York, New York.**

**Minutes of the December 18, 2007 meetings of the Members**

**Highlights:**

- **Mr. Shea asked that the minutes of the December 18, 2007 meeting be amended to correct the wording of the last paragraph under the SEQRA for the Office of Community Development heading located on page 10 to read as follows:**

**Ms. Adler reported that a bidders' conference was held December 6 for the Green Building Consultant RFP with about 25 prospective bidders in attendance. The Corporation expects to have several consultants available for the 2008 funding round.**

**After full discussion, upon motion made by Ms. Hunter and second made by Ms. McCormick, the minutes of the December 18, 2007 meeting, as amended, were unanimously adopted.**

**Treasurer's Report**

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

**Highlights:**

- **As of December 31, 2007, the Corporation had \$ 751,123 in its bank accounts and \$ 130,420,601 in investments.**
- **There were no budget certificates or vouchers pending as of December 31, 2007.**
- **In response to the sub-prime mortgage crisis, upon consultation with, and the recommendation of, the Corporation's Investment Agent and Custodian, the State Treasurer, the Corporation has discontinued its investments in commercial paper and is converting its present holdings to treasury bills as they come due.**

**President's Report for the Office of Community Development**

**Mr. Hallock presented the report to the Members for their consideration.**

**Highlights:**

- **Mr. Hallock noted the projects that closed since the last meeting.**

- Ms. VanAmerongen announced that a transition is going to be implemented in the near future in which the New York Main Street Program will be shifted to the Office for Small Cities which will be reconstituted as the Office of Community Renewal. It is anticipated this will promote a synergy between the programs.

**Rural Areas Revitalization Award to Rural Sullivan Housing Corporation**

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

**Highlights:**

- Mr. Hallock presented a summary of the proposed award.

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick 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 applicant listed below in the amount listed below and upon such terms and conditions as are set forth in the annexed briefing report:

**Rural Sullivan Housing Corporation                      20070124      \$ 100,000**

**Housing Trust Fund Seed Money Award to Chazy Senior Housing Development Company, Inc.**

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

**Highlights:**

- Mr. Hallock presented a summary of the proposed award.

After full discussion and upon motion duly made by Ms. McCormick, seconded by Ms. Hunter 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 a seed money award agreement, for seed money award expenses only, with the applicant listed below for the amount listed below and upon such terms and conditions as are set forth in the annexed briefing report:

**Chazy Senior Housing Development**

**Company, Inc.**

**20070512    \$ 28,882**

**Construction Monitoring, Environmental and Consulting Engineering /  
Architectural Services Contracts with Selected Applicants**

**Mr. Hallock presented the resolution to the Members for their consideration.**

**Highlights:**

- **This will be the fourth and final extension of contracts permitted under the 2003 request for proposals for construction monitoring, environmental review and consulting engineering/architectural services.**
- **The proposed resolution would authorize an increase of \$ 25,000 from the present year.**

**After full discussion and upon motion duly made by Ms. McCormick, seconded by Ms. Hunter 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 \$ 985,000 for terms to expire March 31, 2009, consistent with the Request for Proposals and the attachment to this resolution, subject to the adoption of the Corporation's Budget for fiscal year 2008-2009 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**

**Green Building Consulting Contracts with Selected Applicants**

**Mr. Hallock presented the resolution to the Members for their consideration.**

**Highlights:**

- **Mr. Hallock presented a summary of the need for technical assistance for both the staff and applicants in order to promote green buildings.**
- **Staff is recommending four applicants out of the eleven who applied under a request for proposals issued for this purpose.**

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick 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 \$ 265,000 for terms to expire March 31, 2009, consistent with the Request for Proposals and the attachment to this resolution, subject to the adoption of the Corporation's Budget for fiscal year 2008-2009 which projects funding for this purpose.

**Taitem Engineering, P.C.**

**Dorgan Architecture & Planning**

**Stantec Consulting Services Inc.**

**RobsonWoese, Inc.**

**Memorandum of Understanding with the Office of Parks, Recreation and Historic Preservation and the Natural Heritage Trust**

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

**Highlights:**

- **The Corporation has entered into an annual memorandum of understanding with the Office of Parks, Recreation and Historic Preservation and the Natural Heritage Trust in order to expedite its services for projects funded by the Corporation.**

After full discussion and upon motion duly made by Ms. McCormick, seconded by Ms. Hunter 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 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 for a term to expire March 31, 2009, subject to the adoption of the Corporation's Budget for fiscal year 2008-2009 which projects funding for this purpose.

**SEQRA for the Office of Community Development**

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

**Highlights:**

- Mr. Hallock provided a summary of the proposed determination and action.

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick 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:

**Citizen's Opportunity for Development**

**and Equality, Inc.**

**20070015    Type II**

**and be it further**

**RESOLVED** that for the following project no further action is required:

**Citizen's Opportunity for Development and Equality, Inc. 20070015**

**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 Office for Small Cities**

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

**Highlights:**

- Mr. Rabito summarized the President's report for the Members.

- The 2008 CDBG allocation for New York for 2008 is \$47,463,887. The Office for Small Cities had estimated it to be \$ 48,000,000.
- Mr. Rabito gave a summary of the financial status of the funds under his administration.
- The Corporation’s staff anticipates that there will be seven projects to be considered at the next meeting.

**Community Development Block Grant Small Cities Program awards to eligible applicants.**

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

**Highlights:**

- Mr. Rabito provided a summary of the proposed award.

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick and unanimously approved, the following motion was adopted:

Resolved that the President of the Office for 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 applicants listed below in the amounts listed below and upon such terms and conditions as are set forth in the annexed briefing reports:

**Economic Development**

County of Greene (50 new low and moderate income positions – 50 total new positions)	477ED606-07	\$ 750,000
County of Montgomery (135 new positions; 356 retained positions)	748ED597-08	\$ 750,000
County of Putnam (51 new low and moderate income positions – 100 total new positions)	960ED624-08	\$ 750,000

**President's Report for the Office of Housing Management:**

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

**Highlights:**

- **HUD assigned 60 additional project based Section 8 contracts. This transfer will increase the number of contracts administered by the Corporation to 990 covering 91,324 units.**
- **An informational conference call was held for interested owners and agents to discuss how the contracts would be administered.**

**There being no further business, the meeting adjourned upon the motion of Ms. McCormick which was seconded by Ms. Hunter and unanimously approved.**

**Dated: February 5, 2008**

---

**Sean P. Shea, Secretary**