

**Ulster County
Housing Development Corporation
Meeting Minutes**

DATE & TIME: September 19, 2023

LOCATION: 244 Fair Street, 6th Floor, County Exec Conference Room, Kingston, NY

CHAIRPERSON:

PRESENT: Dylan Doyle, Director, Ulster County Planning
Susan Koppenhaver, Director, Ulster County Office for the Aging,
Legislator John Gavaris,
Legislator Kevin A. Roberts

ABSENT:

QUORUM PRESENT: Yes

OTHER ATTENDEES: Phil Erner, Ulster County Legislator
March Gallagher, Ulster County Comptroller
Rebecca Rojer, County Executive's Office (Recording Minutes)
James LaValle, UC Attorney's Office
Dylan Taft, candidate for Independent Member

Counsel James LaValle, in the absence of the Chair, called the September 19th Meeting of the Ulster County HDC to order at 3:43 pm.

I. Signing of Conflict-of-Interest Forms

- a. Comptroller Gallagher inquired about the source of the Conflict-of-Interest form. Dennis Doyle responded that the form was adopted as a policy of the UCHDC in 2020 and should be posted on the website. Comptroller Gallagher noted that Conflict of Interest form is not listed on the "Policies" section of the Ulster County HDC website.
- b. Legislator Roberts inquired in the Conflict-of-Interest form relates only to the Golden Hill Property or more generally. Counsel informed it applies more generally.
- c. Legislators Roberts and Gavaris to consult Minority Counsel before signing. The other members signed the forms.
- d. Legislator Erner requested a blank copy of the Conflict-of-Interest form for review. No copy was available but one will be sent to the Legislator after the meeting.

II. Signing of Oaths of Office

- a. Dennis Doyle did not have an ID on him so will sign later; all other appointed members signed.

III. Election of Independent Director

- a. Dennis Doyle moves to appoint Dylan Taft to the Independent Member.
- b. Susan Koppenhaver seconds.
- c. Discussion:
 - i. Legislator Gavaris requested more information about the role of the Independent Member and the structure of the organization more broadly. Dennis Doyle explained the basic structure of the board and the nature of the business before the Corporation.
 - 1. Legislation that created the Corporation allows the Corporation to take title to the site. Discussion of appraisal (\$1,850,000).
 - 2. Discussion of the nature of the independent director
 - 3. Comptroller Gallagher reads section of by-laws clarifying the process of selecting an independent director.
 - ii. Discussion of whether to vote on Mr. Taft or to postpone.
- d. Mr. Doyle notes that there is resolution on the floor which has been seconded. Due to concern of the Directors on the Legislature, he withdraws the motion.
- e. Agreement to meet with Mr. Taft but postpone vote until next meeting for procedural reasons.
 - i. Attendees introduce themselves.
 - ii. Dylan Taft explains his background.
 - 1. Started business in 2008; full-time realtor since 2004.
 - 2. Discussion of experience with affordable housing, commercial real estate, background in the area, and available time to serve on board.
 - iii. Legislator Gavaris explains the delay in the vote is due to the process, nothing personal.
- f. Defer election of Officers, and
- g. Agreement to vote on the Independent Director on September 26.
 - i. Legislator Roberts notes he will be out of town Sept 23 – October 15, but has no opposition to the candidate, nor to vote being held in his absence.

IV. Public Comments

- a. Comptroller Gallagher recommends:
 - i. All future agendas should have Public Comment period
 - ii. All policies be disclosed, including conflict of interest
 - iii. All meetings noticed, including sole member meetings
 - iv. If minutes cannot be approved in a timely matter, draft minutes should be posted immediately.
 - v. Concerned not seen an Annual Report or Financial Status
- b. Mr. Doyle responds:
 - i. Agrees completely. Organization has not seen any funds. Plan to do an almost instantaneous hand-off. Next meeting would include approval of bank; asked that Finance Department assigns someone to the board.
- c. Legislator Gavaris requests to use the library for future meetings.

- d. Legislator Roberts describes an email from Legislator Maloney to Mr. Doyle with questions about the Developer, including an inquiry about a solar facilities grant the County applied for, and received, which is only available for affordable housing.
 - e. Discussion of solar facilities grant, with Mr. Doyle providing details.
 - i. Grant amount of ~\$1.6million, with 50% match, for solar at the Golden Hill project. The Developer has agreed to provide the match and will in turn receive \$800,000 in solar credits. Agreement that no credits would go to Developer until the facility exists.
 - 1. Agreement to recoup legislative cost associated with that grant.
 - 2. County as the recipient of the grant has the responsibility to meet all the conditions of the grant. But County agreed to transfer the credits to the Developer.
 - a. Legislator Gavaris: Solar credits help the project become more affordable; helps to offset the costs of the project which then lowers the cost to the tenants.
 - ii. Mr. Doyle explains that there is a financial gap in this project and the credit would help offset the gap.
 - 1. Hard to determine the exact size of gap; there are multiple sources of funding (HHAP, ESHAI, Federal Home Loan Bank) and variable expenses. Gap is roughly \$3- 6million (informal numbers).
 - 2. Construction cannot begin until the gap is filled.
 - 3. Explanation of some of the cost increases, including a traffic signal at the intersection of Golden Hill Dr and Rt 32 that the City of Kingston has made a requirement for site approval, and a gat promised to the residents of Glen St. Traffic signal costs have recently skyrocketed – \$380k spent on a recent signal project. The County is responsible for the signal, but there is a proposal to share the cost of the signal with the developer.
 - iii. Mr. Doyle noted additional details about the project:
 - 1. Current plan calls for 164 Unit with an average affordability of 60% AMI, ranging from 30-80%.
 - 2. 90% of Design complete. City of Kingston Planning Board has just reapproved project; the # of EV chargers meets the city code.
 - 3. Project includes a 4000 sq ft community building, which includes a day care that would be open to the community at large as well as residents, to be managed by Family of Woodstock. The building would also host other indoor activities.
 - f. Ms. Koppenhaver notes that the old minutes refer to required training, and inquires what that training entails. Mr. Doyle answers that the minutes refer to compliance training.
 - i. D Compliance training.
- V. Leg Gavaris: Motion to adjourn, KR seconds. Motion carried unanimously.

**Motion to Adjourn at 4:36 PM was made by John Gavaris,
Seconded by Kevin Roberts.
All were in favor.**

September 26 next meeting to vote on independent member.