

ULSTER COUNTY HOUSING DEVELOPMENT CORPORATION
MINUTES

August 19, 2020 3:00 pm

A meeting of the Ulster County Housing Development Corporation was held at 3:00p.m., Wednesday, August 19, 2020 Legislative Chambers, 6th Floor, Ulster County Office Building, 244 Fair Street, Kingston, NY.

The following members were present.

Evelyn Wright
Kenneth Ronk
David Donaldson
Dennis Doyle

No members were absent.

Additional attendees:

Hayes Clement
Clinton G Johnson
Amie Johnson
Joyce Heetzler
Natalie Michael

The meeting was called to order by David Donaldson 3:01 P.M.

Motion: David Donaldson seconded by Kenneth Ronk motioned to approve Evelyn Wright as the acting Chair.

Vote: The motion was adopted unanimously.

Motion: Kenneth Ronk seconded by David Donaldson to approve Dennis Doyle as acting secretary.

Vote: The motion was adopted unanimously.

Motion: Kenneth Ronk seconded by David Donaldson moved to accept the certificate of incorporation and by-laws.

Vote: The motion was adopted unanimously.

Motion: David Donaldson seconded by Kenneth Ronk motioned to accept the by-laws.

Vote: The motion was adopted unanimously.

Motion: Dennis Doyle seconded by David Donaldson moved to adjourn at 3:03pm.

Vote: The motion was adopted unanimously.

ULSTER COUNTY HOUSING DEVELOPMENT CORPORATION
MINUTES

August 19, 2020 3:00 pm

A meeting of the Board of Directors of the Ulster County Housing Development Corporation was held at 3:15 p.m., Wednesday, August 19, 2020 Legislative Chambers, 6th Floor, Ulster County Office Building, 244 Fair Street, Kingston, NY.

The following members were present.

Evelyn Wright
Kenneth Ronk
David Donaldson
Dennis Doyle

No members were absent.

Additional attendees:

Hayes Clement
Clinton G Johnson
Amie Johnson
Joyce Heetzler
Natalie Michael

The organizational meeting of the Board of Directors was called to order by Evelyn Wright at 3:15 PM.

RESOLUTION

ORGANIZATIONAL RESOLUTION CALLED BY EVELYN WRIGHT, ACTING CHAIR OF THE ULSTER COUNTY HOUSING DEVELOPMENT CORPORATION ADOPT THE CERTIFICATE OF INCORPORATION AND BY-LAWS.

Motion: Kenneth Ronk seconded by David Donaldson moved to adopt certificate of incorporation and by-laws.

Vote: Adopted unanimously.

Motion: David Donaldson seconded by Kenneth Ronk moved to adopt the by-laws.

Vote: Adopted unanimously.

Motion: David Donaldson seconded by Kenneth Ronk moved to adjourn.

Vote: Adopted unanimously.

Meeting adjourned at 3:18pm.

ULSTER COUNTY HOUSING DEVELOPMENT CORPORATION
MINUTES

August 19, 2020 3:00 pm

A meeting of the Board of Directors of the Ulster County Housing Development Corporation was held at 3:20 p.m., Wednesday, August 19, 2020 Legislative Chambers, 6th Floor, Ulster County Office Building, 244 Fair Street, Kingston, NY.

The following members were present.

Evelyn Wright
Kenneth Ronk
David Donaldson
Dennis Doyle
Hayes Clement

No members were absent.

Additional attendees:

Clinton G Johnson
Amie Johnson
Joyce Heetzler
Natalie Michael

The meeting of the Housing Development Corporation was called to order by Evelyn Wright at 3:22 PM.

Evelyn Wright resigns as Acting Chair.

Dennis Doyle resigns as Acting Secretary.

RESOLUTION No. 1

ORGANIZATIONAL RESOLUTION OF THE APPOINTED DIRECTORS OF THE ULSTER COUNTY HOUSING DEVELOPMENT CORPORATION ADOPTING CERTAIN POLICIES, STANDARDS AND PROCEDURES RELATING TO ITS ORGANIZATION AND IN CONNECTION WITH THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED BY CHAPTER 506 OF THE LAWS OF 2009 OF THE STATE OF NEW YORK.

ELECTION OF OFFICERS OF BOARD OF DIRECTORS

Motion: David Donaldson seconded by Dennis Doyle nominate Evelyn Wright as Chairman of the Board of Directors of Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

Motion: Kenneth Ronk seconded by Hayes Clement nominate David Donaldson as Vice Chairman of the Board of Directors for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

Motion: David Donaldson seconded by Hayes Clement nominate Kenneth Ronk as Treasurer of the Board of Directors for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

Motion: Hayes Clement seconded by David Donaldson nominate Dennis Doyle as Secretary of the Board of Directors for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

ELECTION OF CORPORATE OFFICERS

Motion: Kenneth Ronk seconded by David Donaldson nominate Evelyn Wright as President of the Corporate Officers for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

Motion: David Donaldson seconded by Evelyn Wright nominate Kenneth Ronk as Treasurer of the Corporate Officers for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

Motion: Kenneth Ronk seconded by David Donaldson nominate Dennis Doyle as Secretary of the Corporate Officers for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

PROFESSIONAL SERVICES

Motion: Kenneth Ronk seconded by David Donaldson moved to select Bank of Greene County as the official bank for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

Motion: Kenneth Ronk seconded by David Donaldson moved to select UHY as auditing firm for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

Motion: Kenneth Ronk seconded by David Donaldson moved to nominate Clinton G. Johnson as official council for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

EXECUTION AND ACKNOWLEDGEMENTS

Motion: Kenneth Ronk seconded by Dennis Doyle move to adopt policies and procedures in Resolution No. 1 and its attachments en masse.

Vote: Motion adopted unanimously.

COMMITTEES

Kenneth Ronk, Dennis Doyle and Hayes Clement volunteer to serve on the Finance Committee.

David Donaldson, Evelyn Wright, and Hayes Clement volunteer to serve on the Governance Committee.

Dennis Doyle, Kenneth Ronk, Hayes Clement volunteer to serve on the Audit Committee.

FOIL OFFICER

Motion: Kenneth Ronk seconded by Dennis Doyle move to nominate Evelyn Wright as the Foil Officer for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

CONTRACTING OFFICER

Motion: Kenneth Ronk seconded by Hayes Clement move to nominate Evelyn Wright as the Contracting Officer for the Ulster County Housing Development Corporation.

Vote: Motion adopted unanimously.

RESOLUTION No. 2

ORGANIZATIONAL RESOLUTION OF THE APPOINTED DIRECTORS OF THE ULSTER COUNTY HOUSING DEVELOPMENT CORPORATION ADOPTING A RESOLUTION FOR THE PROVISION OF TECHNICAL AND ADMINISTRATIVE SERVICES.

Motion: Dennis Doyle seconded by Kenneth Ronk move to adopt Resolution #2.

Vote: Adopted unanimously.

RESOLUTION No. 3

ORGANIZATIONAL RESOLUTION OF THE APPOINTED DIRECTORS OF THE ULSTER COUNTY HOUSING DEVELOPMENT CORPORATION ADOPTING A RESOLUTION AUTHORIZING THE REVIEW OF THE RESPONSES FROM THE COUNTY'S SOQ #UC20-030 REQUEST FOR DEVELOPER QUALIFICATIONS AND SITE CONCEPTS FOR AFFORDABLE MIXED-INCOME HOUSING DEVELOPMENT FOR THE PROPERTY LOCATED AT GOLDEN HILL

Motion: Kenneth Ronk seconded by Dennis Doyle move to adopt Resolution #3.

Discussion: Dennis Doyle reminds directors not to contact the applicants. Follow same rules that apply at the county level for RFPs. Make sure information is kept internally and with the Board at this point in time. Start thinking about when the Board will make recommendations. There is no indication or SOQ's on how scoring should be done. SOQ is broad. If someone requests a scoring sheet than Dennis Doyle can develop a scoring sheet but it is recommended that the scoring sheets should reflect the recommendations or goals of the county expressed in the SOQ. Also compare information in relation to what the applicants are going to pay the county. Some will have payments related to percentage or developer's fees and/or appraised value of the property. Review the concept plan. Once you have all the information it can be reviewed. David Donaldson asked if there are different ways of scoring. Dennis Doyle offers to prepare a draft evaluation matrix, and suggests interviewing two or more proposers as a second step. Kenneth Ronk agrees with bringing applicants in for interview. Ken asked what the timeline would be for the review process. Evelyn Wright suggests all determining what the criteria is important to the Board and develop an evaluation sheet based on the Board's suggestions.

Vote: Resolution No. 3 adopted unanimously.

NEW BUSINESS

Discussion: Director Doyle will entertain Director Clement, and Director Ronk for tour of the site.

Motion: Kenneth Ronk seconded by David Donaldson to adjourn.

Vote: Motion approved unanimously.

Motion to adjourn Meeting adjourned at 4:00 pm.