

Ilion Housing Authority
Board Meeting
December 15, 2015

Commission Members

Steven Lachacz, Chairperson	Joyce Sanchez, Commissioner
Brian Murray, Vice Chairperson	Beverlyan Tutty, Commissioner
Orlo Burch, Treasurer	Margery Murray, Resident Commissioner
Mark Rose, Counsel	Cindy Kennedy, Resident Commissioner
Jeffrey McTiernan, Executive Director/Secretary	Fred Hartmann, Village Trustee

1. Call to Order.

Chairperson Lachacz called the Board Meeting of the Ilion Housing Authority to order at 5:00 PM in the Ilion Housing Authority Office at London Towers.

2. Roll Call.

Commissioners Burch, Murray, and Lachacz were present. Resident Commissioner Kennedy was present. Director McTiernan and Trustee Hartmann were present. Commissioners Tutty and Sanchez were present via telephone. Counsel Rose and Resident Commissioner Murray were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the November 17, 2015 Regular Board Meeting. Commissioner Tutty made a motion to accept the minutes and Resident Commissioner Kennedy seconded the motion. Ayes all.

4. Management Report.

Director McTiernan provided a written monthly report.

5. Tenant Advisory Report. Resident Commissioner Kennedy discussed tentative plans for a family unit picnic this spring.

6. Committee Reports. NTR.

7. Financial Report.

- a. Monthly Transaction Report. The Board of Commissioners reviewed the report.
- b. Credit Card Transaction Report. The Board of Commissioners reviewed the report.
- c. Profit/Loss Report. The Board of Commissioners reviewed the report.
- d. Bank Statements. The Board of Commissioners reviewed the report.
Commissioner Burch made a motion to accept the financial reports as presented.
Commissioner Tutty seconded the motion. Ayes all.

8. Old Business.

- a. Business Activities.
 1. Mileage Report. Commissioner Tutty made a motion to approve the mileage report. The motion was seconded by Commissioner Sanchez. Ayes all.
- b. London Towers Bathroom. Director McTiernan discussed some options being considered for upgrading the bathrooms at London Towers.
- c. Elevator project. Counsel Rose briefed the board on what legal steps IHA may consider against Vertical Technologies. Director McTiernan provided an overview of the actions that have been taken to date.
- d. FEMA Update. Director McTiernan provided an update on the status of the FEMA project funding.
- e. Commissioner Conference. Director McTiernan provided the board with an overview of the upcoming Commissioner Conference.

9. New Business

- a. Security System Upgrades Budget. Commissioner Lachacz made a motion to authorize the expenditure of \$13,275 for the purpose of security systems upgrades. Commissioner Burch seconded the motion. Ayes all.
- b. March Meeting. Director McTiernan requested that the March 2016 meeting be conducted by Cathy Avery. The board agreed to conduct a March meeting with Avery acting for the Executive Director/Secretary.
- c. Executive Director PTO. Director McTiernan provided the board with the dates that he would be using his PTO (paid time off). McTiernan briefed the board that Cathy Avery will serve as the Acting Executive Director for all matters except check signing.
- d. Write off Bad Debts. Commissioner Tutty made a motion to approve Resolution #856 to write off bad debts in the amount of \$1,753.52. The motion was seconded by Commissioner Lachacz. Ayes all.
- e. Change of Scope of Work. Commissioner Sanchez made a motion to remove the unit electrical boxes project from the long term capital reserve account. They also will be removed from the RAD scope of work. The budgets were \$148,080 for London Towers and \$60,639 for Family Units. The work items are not required as the existing electrical boxes are fully functional and can be supported with parts. Commissioner Lachacz seconded the motion. Ayes all.
- f. Change of Scope of Work. Resident Commissioner Kennedy made a motion to remove the accessible unit project from the long term capital reserve budget and the RAD scope of work. The project called for converting six units (three efficiencies and three 1-bedroom units) into six fully accessible units. The request to cancel the project is because nine units would be needed to convert to six accessible units. The project was initially identified during the RAD PCA inspection, where the contractor determined that the units could be converted on a one to one basis. The engineering firm Eisenbach and Ruhnke determined that a one to one conversion was not possible due to space limitation. The motion was seconded by Commissioner Burch. Ayes all.

10. Open Discussion.

11. Executive Session for personnel matters. Nothing to report.

Next Scheduled Board Meeting: January 19, 2015 at 5:00 pm.

12. Adjourn. Commissioner Burch made a motion to adjourn at 6:30 pm.

Respectfully submitted,

Jeffrey C. McTiernan
Executive Director