

Ilion Housing Authority
Board Meeting
July 21, 2015

Commission Members

Beverlyan Tutty, Chairperson	Joyce Sanchez, Commissioner
Steven Lachacz, Vice Chairperson	Brian Murray, Treasurer
Orlo Burch, Commissioner	Lynn Schmiedel, Resident Commissioner
Thad Luke, Counsel	Fred Hartmann, Village Trustee
Jeffrey McTiernan, Executive Director/Secretary	

1. Call to Order.

Chairperson Tutty 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.

Chairperson Tutty and Commissioners Burch, Murray and Lachacz were present. Director McTiernan and Counsel Luke were present. Resident Commissioner Schmiedel was present. Commissioner Sanchez was excused. Trustee Hartmann was absent.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the June 16, 2015 Regular Board Meeting. Commissioner Murray made a motion to accept the minutes and Commissioner Lachacz seconded the motion. Ayes all.

4. Management Report.

Director McTiernan provided a written monthly report.

5. Tenant Advisory Report. Resident Commissioner Schmiedel reported on the success of the Fourth of July picnic, Doodah Parade float and the Ilion Days Car Show.

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 Murray made a motion to accept the financial reports as presented provided the questions raised would be answered via email. Commissioner Burch seconded the motion. Ayes all.

Email response from Cathy Avery regarding the financial questions. The email was sent to board members on July 27, 2015.

The FEMA money is not considered income because the Housing Authority is being reimbursed by NYS and FEMA for money that the Housing Authority has spent for the construction contracts. As IHA receives the money for the cost incurred it is deposited to the checking account and booked to the Funds rec'd fm NYS/FEMA – Flood account #2301. The construction costs that are capitalized are all being booked to the appropriate fixed asset accounts. Once the all the projects are completed an entry will be made to close out the Funds rec'd fm NYS/FEMA – Flood account #2301 to the Equity account Retained Earnings. I spoke with auditors about this process and they advised me this is correct.

The excess insurance funds from the fire in LT-310 that were re-classed to the Miscellaneous Income account #3690.10 can be considered income because we received more money from the insurance company than we spent on the construction. Unlike the NYS and FEMA funds that will only reimburse what we have paid out, the insurance company gave us more money for the fire in LT-310 than we spent. Fortunately, we don't have to send it back to the insurance company and can consider it income. However, next year we wouldn't budget for Miscellaneous Income because we will not receive it again.

8. Old Business.

- a. Business Activities.
 1. Mileage Report. Commissioner Murray made a motion to approve the mileage report. The motion was seconded by Commissioner Burch. Ayes all.
- b. Elevator Project. Director McTiernan provided an update on the status of the elevator project.
- c. FEMA Update. Nothing to report at this time.
- d. Awnings Project. The project will be completed in 2016.
- e. Fire Damages. The contract to repair fire damages to London Towers Apt #705 was awarded. Commissioner Lachacz raised concerns about fire safety and asked that the board be updated each month on training and other fire prevention measures. The board also discussed a no smoking policy for apartments where oxygen is in use. Commissioner Murray made a motion to adopt a no smoking policy for any apartment where oxygen is in use. Commissioner Burch seconded the motion. Ayes all.
- f. Security System. Commissioner Murray made a motion to authorize the expenditure of \$8775 for the security system. The motion was seconded by Commissioner Burch. Ayes all. Director McTiernan reported that the security system was used to assist in the police in arresting an individual for the theft of a laptop from an apartment at Remington Park.

9. New Business

- a. Annual Plan. Commissioner Murray made a motion to approve the Admin Plan and Commissioner Lachacz seconded the motion. Ayes all.
- b. Civil Rights Certification. Commissioner Murray made a motion to adopt the Civil Rights Certification as Resolution #852. Resident Commissioner Schmiedel seconded the motion. Ayes all.

- c. Change of Scope of Work. Director McTiernan informed the board that the scope of work for the RAD conversion has to be changed since converting six units to fully accessible units would require using nine units. Because our RAD conversion did not include Substantial Rehab, IHA did not have to meet with all applicable accessibility features under Section 504 of the Rehabilitation Act of 1973. In lieu of full conversions, six units are scheduled to be partially converted. Commissioner Murray made a motion to approve the change to the scope of work and Commissioner Burch seconded the motion. Ayes all.
- d. Write off of Bad Debts. Commissioner Tutty made a motion to accept Resolution #853 for the Write off of Bad Debts in the amount of \$418.30. The motion was seconded by Commissioner Burch. Ayes all.
- e. Project Review spreadsheets. Nothing to report.

10. Open Discussion.

11. Executive Session for personnel matters. NTR.

Next Scheduled Board Meeting: September 15, 2015 at 5:00 PM

12. Adjourn. Commissioner Burch made a motion to adjourn at 6:35 pm.

Respectfully submitted,

Jeffrey C. McTiernan
Executive Director