

Ilion Housing Authority
Board Meeting
September 21, 2015

Commission Members

Beverlyan Tutty, Chairperson	Joyce Sanchez, Commissioner
Steven Lachacz, Vice Chairperson	Brian Murray, Treasurer
Orlo Burch, Commissioner	Lynn Schmiedel, Resident Commissioner
Mark Rose, 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 5:25 PM in the Ilion Housing Authority Office at London Towers.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the July 21, 2015 Regular Board Meeting. Commissioner Murray made a motion to accept the minutes and Commissioner Burch seconded the motion. Ayes all.

4. Management Report.

Director McTiernan provided a written monthly report.

5. Tenant Advisory Report. NTR.

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 provided the questions raised would be answered via email. Commissioner Murray seconded the motion. Ayes all.

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. Construction Update. Director McTiernan provided an update on the status of the elevator project and the fire damage apartment at London Towers.
- c. FEMA Update. Director McTiernan provided an update.

9. New Business

- a. Resolution #854 – Operating Budgets. Commissioner Lachacz made a motion to accept Resolution #854 FY 2016 Operating Budgets for RAD, Section 8 and Business Activities as presented. Commissioner Murray seconded the motion. Ayes all.
- b. List of Depositories. Commissioner Lachacz made a motion to accept the list of depositories as presented. The motion was seconded by Commissioner Burch. Ayes all.
- c. Change of chairs. A motion was made by Commissioner Schmiedel to reflect a change of chairs with Chairperson Lachacz, Vice Chairperson Murray and Treasurer Burch. The motion was seconded by Commissioner Burch. Ayes all.
- d. Conflict of Interest. Board members were presented with the Ilion Housing Authority's conflict of interest policy to review. Board members then signed the Conflict of Interest policy.
- e. Code of Ethics. Board members were presented with the Ilion Housing Authority's Code of Ethics to review. Board members then signed the code of ethics.
- f. Board Member Confidentiality Agreement. Board members were presented with the Ilion Housing Authority's Board Member Confidentiality Agreement to review. Board members then signed the agreement.
- g. Resolution #855. Commissioner Murray made a motion to accept Resolution #855 for write offs in the amount of \$3,039.59. The motion was seconded by Commissioner Lachacz. Ayes all.
- h. HUD Commissioner Training. The commissioners reviewed the Primer for Commissioners from the OIG Integrity Bulletin.
- i. Annual Meeting. The annual meeting will be held on October 20, 2015.
- j. Furniture. Commissioner Lachacz made a motion to approve the expenditure of approximately \$3,500 to purchase furniture to include two chairs and one table for the alcove area on each floor at London Towers and to dispose of the furniture currently being used in the alcove areas. The motion was seconded by Commissioner Schmiedel.
- k. Limited Liability Corporation (LLC). Commissioner Murray made to a motion to approve a formation of an LLC (London Towers LLC) and the transfer the 158 Ilion Project Based vouchers from St. Johnsville to the London Towers LLC. The budget for the LLC is \$2,000. The motion was seconded by Commissioner Burch.

10. Open Discussion.

11. Executive Session for personnel matters. Commissioner Burch made a motion to enter executive session at 6:50 PM to discuss personnel matters. Commissioner Murray seconded the motion. A motion was made by Commissioner Burch to leave executive session at 7:10 PM. The motion was seconded by Commissioner Murray.

Next Scheduled Board Meeting: October 20, 2015 at 4:30 PM

12. Adjourn. Commissioner Burch made a motion to adjourn at 7:11 pm.

Respectfully submitted,

Jeffrey C. McTiernan
Executive Director