

Ilion Housing Authority
Board Meeting
February 17, 2016

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 Commissioners Kennedy and Murray were present. Accountant Avery was present. Commissioners Tutty and Sanchez were present via telephone. Director McTiernan was present via facetime. Trustee Hartmann and Counsel Rose were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the January 19, 2016 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.

6. Committee Reports. NTR.

7. Financial Report.

- a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Murray made a motion that the board has reviewed the monthly transactions and Resident Commissioner Kennedy seconded the motion. Ayes all.
- 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 and Commissioner Tutty 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. London Towers Bathroom. Director McTiernan provided an update on the bathroom project. Fifteen units will be ordered.

c. Elevator project. McTiernan provided an update on the status of the elevator project.

d. FEMA Update. Director McTiernan reported on the status of the FEMA project.

9. New Business

a. Transfer money to Long Term Capital Reserve. Commissioner Tutty made a motion to authorize the transfer of \$50,000 to Long Term Capital Reserve. Resident Commissioner Murray seconded the motion. Ayes all.

b. Customer Survey Update. Of the 158 surveys mailed out, responses from 85 tenants had been received. A more detailed report of the survey will follow at a later date.

c. LT-211 Fire. Accountant Avery provided the board with a status update on the tenant that was involved in the fire at London Towers Apt 211.

d. Elevator Project. Director McTiernan requested the board to authorize emergency procurement procedures for the elevator modification. Although the elevators are in safe, working condition, there are items that must be addressed in the very near future as identified in the recent elevator inspection report that certified the elevators until July 2016. McTiernan noted that IHA still has two remaining qualified bids from the August 2015 bid process. McTiernan noted that he has reached out to those two particular vendors and requested an update of their respective bids. Commissioner Murray made a motion to authorize the emergency procurement of up to \$394,283.00 for the elevator project. The motion was seconded by Commissioner Sanchez. Ayes all.

10. Open Discussion.

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

Next Scheduled Board Meeting: March 15, 2016 at 5:00 pm.

12. Adjourn. Commissioner Burch made a motion to adjourn at 6:22 pm.

Respectfully submitted,

Jeffrey C. McTiernan
Executive Director