

Ilion Housing Authority  
Board Meeting  
January 19, 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. Director McTiernan and Accountant Avery were present. Commissioners Tutty and Sanchez were present via telephone. Trustee Hartmann and Counsel Rose were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the December 15, 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. Resident Commissioner Murray mentioned the concerns of residents at London towers about the noises being made by the elevators. McTiernan noted that he will schedule an immediate elevator inspection by a third party. Resident Commissioner Murray asked how often we change auditors. Avery noted that we go out to bid for new auditors every two years but we often receive a poor response in large part because we are such a small entity. Resident Commissioner Kennedy discussed concerns about the large number of inspections that were being conducted in the apartments. Avery noted the typical inspection cycle for residents. Resident Commissioner Kennedy also remarked on the great work done by the maintenance department.

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 Tutty made a motion to accept the financial reports as presented and Commissioner Sanchez 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 Resident Commissioner Murray. Ayes all.
- b. London Towers Bathroom. Director McTiernan provided an update on the bathroom project. The project will not include tubs, but surrounds.
- c. Elevator project. McTiernan provided an update on the status of the elevator project. A letter is being prepared by Counsel Rose.
- d. FEMA Update. Director McTiernan reported the receipt of funds in the amount \$257,186 from FEMA.
- e. Commissioner Conference. Director McTiernan provided an overview of issues discussed at the Commissioner Conference.

9. New Business

- a. Commissioner Handbook Training. Commissioners reviewed Chapter 1 – Policy Development from the Commissioner Handbook.
- b. FOIL Policy. Commissioner Murray made a motion to accept the FOIL policy. The motion was seconded by Commissioner Burch. Ayes all.
- c. Policy Review. After reviewing the following policies, Commissioner Tutty made a motion to accept the By-Laws, Personnel Manual, Commissioner Handbook, Maintenance Work Plan, Procurement Policy, Investment Policy, and OSHA as presented. The motion was seconded by Commissioner Burch.
- d. Audit Review. A written report from the auditors regarding the recently performed audit was provided to the board.
- e. Customer Service Survey. A customer service survey form was presented to the board. The survey will be mailed to residents of the Ilion Housing Authority following the board meeting.
- f. London Towers Fire. Director McTiernan informed the board that there was a fire in London Towers Apartment 211 on January 19, 2016 at 5:46 a.m.

10. Open Discussion. Chairperson Lachacz directed McTiernan to provide recommended timelines to accompany the meeting agenda. Commissioner Tutty noted that the meetings are hard to follow via the telephone because often more than one person is speaking. McTiernan noted that he will provide some suggestions for the next meeting.

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

Next Scheduled Board Meeting: February 17, 2016 at 5:00 pm.

12. Adjourn. Commissioner Burch made a motion to adjourn at 6:37 pm.

Respectfully submitted,

Jeffrey C. McTiernan  
Executive Director