

Ilion Housing Authority

Board Meeting

May 17, 2016

Commission Members

Steven Lachacz, Chairperson

Brian Murray, Vice Chairperson

Orlo Burch, Treasurer

Mark Rose, Counsel

Jeffrey McTiernan, Executive Director/Secretary

Joyce Sanchez, Commissioner

Beverlyan Tutty, Commissioner

Margery Murray, Resident Commissioner

Cindy Kennedy, Resident Commissioner

Fred Hartmann, Village Trustee

1. Call to Order.

Vice Chairperson Murray 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 and Murray were present. Resident Commissioner Murray and Trustee Hartmann were present. Director McTiernan and Accountant Avery were present. Counsel Rose was excused. Commissioners Sanchez, Lachacz and Tutty were excused. Resident Commissioner Kennedy arrived at 5:14 and was available for all voting matters beginning with the financial reports.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the April 19, 2016 Regular Board Meeting.

Commissioner Burch made a motion to approve the minutes and Resident Commissioner Murray seconded the motion. Ayes all.

4. Management Report.

Director McTiernan provided a written monthly report and highlighted the key indicator information supplementing the report.

5. Tenant Advisory Report. Resident Commissioner Murray provided a written report concerning activities at London Towers.

6. Committee Reports. NTR.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Burch 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.

Resident Commissioner Murray made a motion to accept the financial reports as presented and Commissioner Burch seconded the motion. Ayes all.

8. Old Business.
 - a. Business Activities.
 1. Mileage Report. Commissioner Burch made a motion to approve the mileage report. The motion was seconded by Resident Commissioner Kennedy. Ayes all.
 - b. Elevator project. Director McTiernan provided the Board an update on the status of elevator project at London Towers.
9. New Business
 - a. HUD Site Visit. Director McTiernan provided an overview of the HUD site visit that occurred on May 11, 2016.
 - b. Security Deposit changes, Commissioner Burch made a motion to approve the new security deposit schedule effective October 1, 2016. The motion was seconded by Resident Commissioner Murray. Ayes all.
 - c. Ilion Day Event at London Towers. Accountant Avery discussed tentative plans for a new Ilion Days event to be held at London Towers on July 17, 2016.
 - d. Transfer of Project Based Vouchers. Resident Commissioner Murray made a motion to approve Resolution #861 to transfer the project based vouchers from Ilion Housing Authority to Old Meadow LLC. Commissioner Burch seconded the motion. Ayes all.
 - e. Executive Director Succession Plan. Director McTiernan discussed the Executive Director succession plan with the Board.
 - f. Landscaping Budget. Resident Commissioner Kennedy made a motion to authorize a total budget of \$22,000.00 for landscaping and tree removal at London Towers, Remington Park and Ilion Heights. Resident Commissioner Murray seconded the motion. Ayes all.
 - g. Write off of Bad Debts. Commissioner Burch made a motion to approve Resolution #862 to write off bad debts in the amount of \$814.38 (S. Saunders \$401.03 and J. Hughes \$413.35). The motion was seconded by Commissioner Murray. Ayes all.
 - h. Civil Rights Certification. Commissioner Burch made a motion to approve the Civil Rights Certification as Resolution #863. The motion was seconded was by Resident Commissioner Murray. Ayes all.
10. Open Discussion. The Auto-out suppressors were discussed during open discussion. Trustee Hartmann noted that Interstate Transport and Broadband, LLC was seeking a site for a new cell tower in Ilion.
11. Executive Session for personnel matters. Commissioner Burch made a motion to enter into executive session at 5:45 PM to discuss a legal matter. The motion was seconded by Resident Commissioner Kennedy. At 5:57 PM, Resident Commissioner Kennedy made a motion to leave executive session. The motion was seconded by Commissioner Burch.

Next Scheduled Board Meeting: June 21, 2016 at 5:00 pm.

12. Adjourn. Commissioner Burch made a motion to adjourn at 6:34 pm.

Respectfully submitted,

Jeffrey C. McTiernan
Executive Director