

Ilion Housing Authority

Board Meeting

November 15, 2016

Commission Members

Brian Murray, Chairperson

Steven Lachacz, 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

Joanne Moore, Village Trustee

1. Call to Order.

Chairperson Murray called the Board Meeting of the Ilion Housing Authority to order at 5:00 at the Ilion Housing Authority

2. Roll Call.

Chairperson Murray, Commissioners Lachacz, Burch, Sanchez and Tutty were present. Director McTiernan and Accountant Avery were present. Resident Commissioners Kennedy and Murray were present. Counsel Rose and Trustee Moore were excused. Resident Commissioner Kennedy departed at 6:00 pm and was not available to discuss for items 8.b.c.e.d.f.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the October 18, 2016 Regular Board Meeting. Commissioner Lachacz made a motion to approve the minutes Commissioner Tutty 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. NTR.

6. Committee Reports. NTR.

7. Financial Report.

- a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Burch made a motion to approve the monthly transaction report and Commissioner Tutty 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 Sanchez made a motion to accept the financial reports as presented and Resident Commissioner Murray seconded the motion. Ayes all.

8. Old Business.

- a. Business Activities.
 - 1. Mileage Report. Commissioner Sanchez 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.
- c. ED Succession Plan. Nothing to report.
- d. Bond Issuance. Nothing to Report.
- e. FEMA update. Director McTiernan briefed the board regarding an upcoming visit by FEMA representatives.

9. New Business

- a. Family Unit Gift Cards. Commissioner Tutty made a motion to approve a budget of \$1,040 for gift cards. Each family residing in Remington Park and Ilion Heights will receive a \$20 gift card. Commissioner Lachacz seconded the motion. Resident Commissioner Kennedy abstained. Ayes all.
- b. Commissioners Conference Update. Accountant Avery provided an update.
- c. Resolution #869 Write-Off. Commissioner Burch made a motion to write off bad debt in the amount of \$251.91 in the case of Amber Burdick. Commissioner Sanchez seconded the motion. Ayes all.
- d. Fair Market Rent Schedule. Accountant Avery briefed the board on the new schedule.
- e. London Towers New Year's Eve Party. Director McTiernan briefed the board that he approved a \$500 budget for the New Year's Eve event for the London Towers Tenants Association. The event was budgeted in the annual budget.
- f. HQS Training. Director McTiernan briefed the board that Roger Salvagni will be attending HQS training in Buffalo, NY 12/12/16 – 12/14/16. The training was budgeted in the annual budget. No further action required.
- g. Asbestos Training. Director McTiernan briefed the board that he is exploring Asbestos Training for maintenance personnel. No further action required.

10. Open Discussion. NTR.

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

Next Scheduled Board Meeting: December 20, 2016 at 5:00 pm.

Adjourn. Commissioner Burch made a motion to adjourn at 6:16 pm. Resident Commissioner Murray seconded the motion.

Respectfully submitted,

Jeffrey C. McTiernan
Executive Director