

Ilion Housing Authority

Board Meeting

December 20, 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 5:00pm at the Ilion Housing Authority

2. Roll Call.

Chairperson Murray and Commissioners Burch were present. Commissioners Sanchez and Tutty were present via telephone. Director McTiernan and Accountant Avery were present. Resident Commissioner Murray was present. Commissioner Burch left the meeting at 5:54pm. Commissioner Lachacz, Resident Commissioner Kennedy, Counsel Rose and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the November 15, 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. NTR.

6. Committee Reports. NTR.

7. Financial Report.

- a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Tutty made a motion to approve the monthly transaction report and Commissioner Sanchez 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 Commissioner Burch seconded the motion. Ayes all.

8. Old Business.

- a. Business Activities.
 1. Mileage Report. Commissioner Tutty made a motion to approve the mileage report. The motion was seconded by Resident Commissioner Murray. Ayes all.
- b. Elevator project. Director McTiernan provided an update of the possible actions with Vertical Technologies and Eisenbach and Ruhnke. Resident Commissioner Murray made a motion to take the appropriate legal action and Commissioner Tutty seconded the motion.
- c. ED Succession Plan. Director McTiernan provided the board with a proposed contract to be discussed at the next meeting.
- d. Bond Issuance. Nothing to Report.
- e. FEMA update. Director McTiernan briefed the board that funds to the amount of \$345,576 have been awarded.

9. New Business

- a. Commissioners Conference Update. Director McTiernan provided an update.
- b. Write-off to collections – Resolution #870. Commissioner Tutty made a motion to write off \$13.99 for the past due funds from the account of Sierra Baker and Commissioner Burch seconded the motion. Ayes all.
- c. Financial Plan – Adirondack. Director McTiernan notified the board that he is working on a long term financial plan with Adirondack Bank. Nothing more to report at this time.
- d. Audit Results. Accountant Avery briefed the board on the year-end audit.
- e. Smoke Free Meeting on 12/14/16. Accountant Avery briefed the board on the initial tenant meeting regarding the future smoke free policy.
- f. Staff Accountant Timeline. Accountant Avery provided the hiring timeline.

10. Open Discussion. NTR.

11. Executive Session for personnel matters. Commissioner Burch made a motion to enter into Executive Session to discuss contractual matters at 5:13 PM and Commissioner Tutty seconded the motion. Commissioner Burch made a motion to exit Executive Session at 5:37 PM and Resident Commissioner Murray seconded the motion.

Next Scheduled Board Meeting: January 31, 2017 at 5:00 pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:15 pm.

Respectfully submitted,

Jeffrey C. McTiernan
Executive Director