

Ilion Housing Authority

Board Meeting

October 18, 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 5:42 PM in Utica, NY.

2. Roll Call.

Commissioners Lachacz, Murray, 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.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the September 20, 2016 Regular Board Meeting. Commissioner Lachacz made a motion to approve the minutes as amended and Commissioner Burch 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 Sanchez made a motion to approve the monthly transaction report and Commissioner Burch 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 Resident Commissioner Kennedy 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 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. Nothing to Report.

9. New Business

- a. Conflict of Interest. The Board members reviewed and signed the Conflict of Interest Policy.
- b. Code of Ethics. The Board members reviewed and signed the Code of Ethics Policy.
- c. Board Member Confidentially. The Board members reviewed and signed the Board Member Confidentiality Policy.
- d. January 17, 2017. Director McTiernan advised the Board to cancel the January 2017 meeting because of the Commissioner's Conference. The Board agreed and the meeting will be cancelled.
- e. Resident Christmas Party. Commissioner Tutty made a motion to authorize a budget of \$2,500 for the London Towers Christmas Party. Resident Kennedy seconded the motion. Ayes all.

10. Open Discussion. NTR.

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

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

Adjourn. Commissioner Burch made a motion to adjourn at 6:24 pm.

Respectfully submitted,

Jeffrey C. McTiernan
Executive Director