

Ilion Housing Authority

Board Meeting

April 18, 2017

Commissioner Members

Brian Murray, Chairperson

Stephan 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 Lachacz were present. Commissioners Sanchez and Tutty were present via telephone. Director McTiernan and Director Avery were present. Resident Commissioners Murray and Kennedy were present. Commissioner Burch, Counsel Rose and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the March 21, 2017 Regular Board Meeting. Commissioner Sanchez made a motion to approve the minutes and Commissioner Lachacz seconded the motion. Ayes all.

4. Management Report.

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

5. Tenant Advisory Report.

Resident Commissioner Murray provided the board with a written report highlighting activities at London Towers for the months of March and April 2017. Resident Commissioner Kennedy suggested the Housing Authority should consider planning an Easter egg hunt at the Family Unit properties next year.

6. Committee Reports. NTR.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Resident Commissioner Kennedy made a motion to approve the monthly transaction reports for March 2017 and Commissioner Lachacz 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 Lachacz 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 and Commissioner Lachacz seconded the motion. Ayes all.
- b. Elevator project.
 - i. Current Project. Director Avery briefed the board on the status of the large car modification. The modifications have been completed and Thyssenkrupp Elevator Corporation will be monitoring the elevators and addressing any issues that arise. No further action is required.
 - ii. Vertical Technologies. Director McTiernan briefed the board on the status of the agreement with Michael Hill from Vertical Technologies. No further action is required.
- c. Bond Issuance Update – Resolution #875 Ilion Housing Authority authorizing the issuance and sale of the Authority’s Housing Development bonds (John Guy Prindle Apartments). Commissioner Sanchez made a motion to approve Resolution #875 to authorize the issuance and sale of the Authority’s Housing Development bonds (John Guy Prindle Apartments) and Resident Commissioner Kennedy seconded the motion. Ayes all.
- d. FEMA update. The Housing Authority is waiting for the funds in the amount of \$345,576. No further action required.
- e. Smoking Policy – Director Avery advised the board the “Smoking Policy” will be distributed for review at the May 2017 board meeting. No further action required.
- f. Schiff Group – Administrative Plan. Director Avery updated the board about the review of the Housing Authority’s current Administrative Plan. The Authority is in the process of working with the Schiff Group to get the changes necessary for October 1, 2017. No further action is required.
- g. Remington Park & Ilion Heights Awnings Project – Director Avery advise the board of the bids for the Remington Park & Ilion Heights Awnings project. The Ilion Heights awning project was awarded to the lowest bidder, 4 Brothers Construction. The Remington Park Awning project will be awarded in May 2017. No further action required.

9. New Business

- a. Write-off to Collections – Resolution #876, Reginald DeVone \$26.03. Commissioner Lachacz made a motion to write-off \$26.03 for Reginald DeVone and Commissioner Sanchez seconded the motion. All ayes.
- b. Jeff’s Retirement Party – Director Avery invited all the board members to attend Director McTiernan’s retirement party on May 20, 2017 at London Towers. Resident Commissioner Kennedy made a motion to approve a budget of \$1,500.00 for Director McTiernan’s retirement party and Commissioner Tutty seconded the motion. All ayes.
- c. Long Term Capital Reserve final transfer \$75,000 – Resolution #877. Commissioner Lachacz made a motion to make the final transfer of \$75,000 to the Long Term Capital Reserve for the annual contribution and Resident Commissioner Murray seconded the motion. Ayes all.
- d. Business Activities Investment Policy – The Business Activities Investment Policy was sent to the board for review. The Investment Policy outlines the goals for the funds in the Business Activities account. The board requested additional information on the policy and the Investment Manager, Daniel Ficano from Adirondack Financial Services, to come and speak to the board. Director Avery will contact Daniel Ficano.

10. Open Discussion. Chairperson Murray discussed additional safety measures that the Housing Authority should look into implementing in the office. Director Avery will be addressing these safety measures in the coming months with our current security camera firm.

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

Next Scheduled Board Meeting: May 16, 2017 at 5:00pm.

Adjourn. Resident Commissioner Sanchez made a motion to adjourn at 5:58pm, Resident Commissioner seconded the motion.

Respectfully submitted,

Cathy Avery
Executive Director