

# Ilion Housing Authority

Board Meeting

December 19, 2017

## Commissioner Members

Brian Murray, Chairperson

Stephan Lachacz, Vice Chairperson

Orlo Burch, Treasurer

Mark Rose, Counsel

Joanne Moore, Village Trustee

Joyce Sanchez, Commissioner

Beverlyan Tutty, Commissioner

Margery Murray, Resident Commissioner

Catherine Avery, Executive Director/Secretary

1. Call to Order.

Chairperson Murray called the Board Meeting of the Ilion Housing Authority to order at 4:58pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the November 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 the activities for the month of December. She stated the London Towers Christmas Party was a success and a party is planned for New Year's Eve in the Community Room.

6. Committee Reports. Nothing to report.

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 for November 2017 and Resident Commissioner Murray 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 reports.

d. Bank Statements. The Board of Commissioners reviewed the reports.

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

8. Old Business.

- a. Elevator project.
  - i. Vertical Technologies. Director Avery updated the board after speaking with Counsel Rose on status of the action the Housing Authority is taking in regards to the situation with Michael Hill from Vertical Technologies. An engagement agreement was signed and a retainer of \$1,850.00 was paid to the law firm Levitt & Gordon to file the judgement against Michael Hill in Oswego County Clerk's office. The board will be updated if new information is received from Counsel Rose. No further action is required.
- b. Bond Issuance Update – The John Guy Prindle bond issuance was closed on December 18, 2017. The Iliion Housing Authority received an administrative fee of \$72,750.00. No further action is required.
- c. Window Project – Family Units budget. Director Avery presented a budget to the board for the replacement of 318 windows in the Remington Park and Iliion Heights properties. Commissioner Lachacz made a motion to approve a budget of \$170,000.00 for the replacement of windows at Remington Park and Iliion Heights and Commissioner Tutty seconded the motion. Ayes all.
- d. Board of Commissioners Handbook review – Director Avery sent out Chapter I and Chapter II of the Board of Commissioners Handbook. The chapters were review by the Commissioners. The next two chapters will be sent out in January 2018 for review. No further action is required.

9. New Business

- a. Write-off to Collections total \$356.82 Resolution #886 – Maggie Becker \$21.83, Christina Dye \$334.99 – Commissioner Lachacz made a motion to approve Resolution #886 and write-off to collections a total of \$356.82 for Maggie Becker and Christina Dye and Resident Commissioner Murray seconded the motion. Ayes all.
- b. Audit scheduled for January 15 – 19, 2018 – Director Avery advised the board the annual audit is schedule for January 15 – 19, 2018. The board will be informed of the results after the audit is conducted. No further action is required.
- c. List of Depositories – this item has been tabled until the February 2018 meeting.
- d. Long Term Capital Reserve 1<sup>st</sup> transfer Resolution #887 – Commissioner Tutty made a motion to make the first transfer of \$75,000 to the Long Term Capital Reserve for the first of two annual contributions and Resident Commissioner Murray seconded the motion. Ayes all.
- e. January 2018 meeting – the January 16, 2018 meeting has been canceled due to scheduling conflicts. The notice will be printed in the Times Telegram in January 2018. No further action is required.

10. Open Discussion. Nothing to report.

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

12. Next Scheduled Board Meeting: February 20, 2018 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 5:46pm, Commissioner Lachacz seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy Avery  
Executive Director