

Ilion Housing Authority

Board Meeting

January 31, 2017

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. Counsel Rose was present and left at 5:15pm. Commissioner Lachacz, Resident Commissioner Kennedy and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the December 20, 2016 Regular Board Meeting. Commissioner Sanchez made a motion to approve the minutes with the correction of a spelling error 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. Resident Commission Murray provided the board with a written report highlighting activities at London Towers for the months of December 2016 and January 2017.

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 Tutty 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 and Commission Sanchez seconded the motion. Ayes all.
- b. Elevator project.
 - i. Downtime. Accountant Avery briefed the board on the downtime of the elevators from Monday January 23, 2017 to Thursday January 26, 2017. No further action is required.
 - ii. Schedule for new elevator. Accountant Avery briefed the board on the schedule for the new elevator. An inspection is scheduled for February 2, 2017 for the small car. The board will be informed on the schedule to start the modification of the large elevator once it is determined.
 - iii. Counsel Rose provided an update of the possible actions with Vertical Technologies. Commissioner Tutty made a motion to take the appropriate legal action and Commissioner Sanchez seconded the motion. Ayes all.
- c. ED Succession Plan. Director McTiernan provided the board with a proposed contract and it will be discussed at the next meeting.
- d. Bond Issuance. Director McTiernan briefed the board on the open hearing that will take place on February 14, 2017 for changes in the Prindle Apartments project. Closing should follow in the next couple of months. No further action required.
- e. FEMA update. Accountant Avery briefed the board that funds to the amount of \$345,576 have been awarded and the Housing Authority is waiting on the check to be issued.
- f. Staff Accountant. Accountant Avery briefed the board on the interviews conducted for the Staff Accountant position with a starting salary of \$38,000.
- g. Smoking Policy – Meeting schedule. Accountant Avery informed the board about upcoming meeting on February 23, 2017 with a representative from Catholic Charities BRiDGES Tobacco Prevention Program.
- h. Conference update/review. Commissioner Tutty and Commissioner Sanchez provided the board with a summary of the highlights of the 2017 PHADA Conference. Chairperson Murray and Commissioner Burch discussed highlights from the PHADA Conference also. No further action required.

9. New Business

- a. Schiff Group – Administrative Plan. Accountant Avery briefed the board on the plan to meet with a consultant from the Schiff Group to make changes and additions to the current Administrative Plan for the Ilion Housing Authority.
- b. Long Term Capital Reserve first transfer \$75,000 – Resolution #871. Commission Sanchez made a motion to make the first transfer of \$75,000 to the Long Term Capital Reserve for the annual contribution and Resident Commissioner Murray seconded the motion. Ayes all.
- c. Roger Salvagni car repair during training. Director McTiernan briefed the board on the car repairs that Roger Salvagni had to make during his travel to the HQS HCV Training in December 2016 in Buffalo, NY. Commissioner Tutty made a motion to reimburse Roger Salvagni \$221.74 for towing expenses for car repairs during his travel to training and Resident Commissioner Murray seconded the motion. Ayes all.

10. Open Discussion. NTR.

11. Executive Session for personnel matters. Commissioner Burch made a motion to enter into Executive Session to discuss legal proceedings at 5:04pm and Resident Commissioner Murray seconded the motion. Commissioner Burch made a motion to exit Executive Session at 5:14pm and Resident Commissioner Murray

seconded the motion. Commissioner Burch made a motion to enter into Executive Session to discuss personnel and contractual matters at 6:12pm and Resident Commissioner Murray seconded the motion. Commissioner Burch made a motion to exit Executive Session at 6:45pm and Resident Commissioner Murray seconded the motion.

Next Scheduled Board Meeting: March 21, 2017 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:46pm.

Respectfully submitted,

Jeffrey C. McTiernan
Executive Director