

Ilion Housing Authority

Board Meeting

July 18, 2017

Commissioner Members

Brian Murray, Chairperson

Stephan Lachacz, Vice Chairperson

Orlo Burch, Treasurer

Mark Rose, Counsel

Catherine Avery, 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 offices.

2. Roll Call.

Chairperson Murray, Commissioners Lachacz, Sanchez and Tutty were present. Director Avery was present. Resident Commissioners Murray and Kennedy were present. Counsel Rose arrived at 5:05pm. Commissioner Burch and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the June 20, 2017 Regular Board Meeting. Commissioner Sanchez made a motion to approve the minutes and Commissioner Lachacz seconded the motion. Resident Commissioner Kennedy abstained from the vote. 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 June and July 2017.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Lachacz made a motion to approve the monthly transaction report for June 2017 and Resident Commissioner Kennedy 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.

Commissioner Tutty made a motion to accept the financial reports as presented and Commissioner Sanchez 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 Commissioner Sanchez seconded the motion. Ayes all.
- b. Elevator project.
 - i. Vertical Technologies. Director Avery and Counsel Rose updated the board on action the Housing Authority is going to take in regards to the situation with Michael Hill from Vertical Technologies. No further action is required.
- c. Bond Issuance Update – Nothing to report.
- d. FEMA update. The Housing Authority is waiting for the funds in the amount of \$345,576. No further action required.
- e. Remington Park & Ilion Heights Awnings Project – The Remington Park awning project was completed. Maintenance Foreman Dan Waterbury is conducting a final inspection. The front awning project will not be awarded. The front awning project was more involved and will be revisited at a later date. No further action is required.
- f. Family Fun Day – Family Fun Day held at London Towers on July 16, 2017 was a big success. Over 200 people attended from the Housing Authority and the community.
- g. London Towers front doors automatic locking feature – The equipment for the front door automatic locking feature at London Towers has been ordered and will be installed when the equipment arrives.

9. New Business

- a. Designated Smoking Areas budget for all sites – Commissioner Sanchez made a motion to approve a budget of \$7,500.00 for construction of Designated Smoking areas at all the Ilion Housing Authority sites and Commissioner Lachacz seconded it. Ayes all.
- b. Meetings at Family Units held 7/13/17 – Director Avery discussed the meetings held at the Family Units on 7/13/17. No further action is required.

10. Open Discussion. The clock on the side of the London Towers building was discussed. Director Avery will look into it being fixed or taken down.

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

12. Next Scheduled Board Meeting: August 15, 2017 at 5:00pm.

Adjourn. Resident Commissioner Kennedy made a motion to adjourn at 6:24pm, Resident Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy Avery
Executive Director