

Ilion Housing Authority

Board Meeting

June 20, 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 5:04pm at the Ilion Housing Authority

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the May 16, 2017 Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Commissioner Sanchez 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 May and June 2017.

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 reports for May 2017 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 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 Burch 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 Resident Commissioner Murray seconded the motion. Ayes all.
- b. Elevator project.
 - i. Vertical Technologies. Director Avery provided an update to the board on the repayment agreement with Michael Hill from Vertical Technologies. Director Avery will update the board on what action will be taken when advised by Counsel Rose. 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 – Director Avery informed the board the awning project at Ilion Heights has been completed. The Remington Park awning project was started on May 31, 2017. Director Avery discussed the option of adding awnings to the front of the Remington Park A building and buildings A, B and C at Ilion Heights. Director Avery will be meeting with CSJ Properties for plans and pricing. No further action is required.
- f. Business Activities Investment Policy – Resolution #879 Commissioner Sanchez made a motion to adopt the Business Activities Investment Policy, Resolution #879, as written and make the initial investment of \$100,000.00 with Adirondack Financial Service in accordance with the investment policy and Commissioner Tutty seconded the motion. Ayes all.

9. New Business

- a. Authorized contact on Bank of America credit card – Commissioner Burch made a motion to add Melissa Hall as an authorized contact on the Bank of America credit card and Resident Commissioner Murray seconded the motion. Ayes all.
- b. Security Deposit checking account – Commissioner Tutty made a motion to open a Security Deposit checking account at Adirondack Bank and Commissioner Sanchez second the motion. Ayes all.
- c. Remove Jeffrey McTiernan from all bank accounts – Commissioner Burch made a motion to remove retired Executive Director, Jeffrey McTiernan, from all the bank accounts and Resident Commissioner Murray seconded the motion. Ayes all.
- d. Family Fun Day budget and plan – Director Avery discussed the plans for the Family Fun Day being held at London Towers July 16, 2017. Commissioner Tutty made a motion to approve a budget of \$1,700.00 for Family Fun Day and Resident Commissioner Murray seconded the motion. Ayes all.
- e. VAWA Emergency Transfer Plan – Resolution # 880 Director Avery discussed the VAWA Emergency Transfer Plan. Commissioner Burch made a motion to approve the VAWA Emergency Transfer Plan, Resolution #880, and Commissioner Sanchez seconded the motion. Ayes all.
- f. Auditor RFP – Director Avery discussed the Auditors RFPs received for the 2016/2017 and 2017/2018 audit. Two RFPs were received and the firm EFPR Group Certified Public Accountants was selected. No further action is required.
- g. London Towers additional security cameras/security system – Director Avery discussed the option to add additional cameras and security equipment in London Towers. This project will be tabled and revisited at later date. No further action is required.
- h. London Towers front doors automatic locking feature – Commissioner Tutty made a motion to approve the budget of \$3,995.00 for the automatic locking feature for the front door at London Towers and Commissioner Burch seconded the motion. Ayes all.

- i. Annual Plan – Resolution # 881 Director Avery discussed the topics at the Annual Plan meeting held at London Towers June 20, 2017 at 4:00pm. Commissioner Sanchez made a motion to accept the Annual Plan as presented and Commissioner Lachacz seconded the motion. Ayes all.

10. Open Discussion.

11. Executive Session for personnel matters. Commissioner Burch made a motion to enter Executive Session at 5:35pm to discuss legal matters and Resident Commissioner Murray seconded it. Commissioner Lachacz made a motion to exit Executive Session at 5:45pm and Resident Commissioner Murray seconded the motion.

Next Scheduled Board Meeting: July 18, 2017 at 5:00pm.

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

Respectfully submitted,

Cathy Avery
Executive Director