

# Ilion Housing Authority

Board Meeting

March 21, 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 Burch were present. Commissioners Sanchez, Lachacz and Tutty were present via telephone. Director McTiernan and Accountant Avery were present. Resident Commissioners Murray and Kennedy were present. Counsel Rose and Trustee Moore were excused. Commissioner Burch left at 5:57pm.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the January 31, 2017 Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Resident Commissioner Murray seconded the motion. Resident Commissioner Kennedy abstained. 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 Commissioner Murray provided the board with a written report highlighting activities at London Towers for the months of February and March 2017. Resident Commissioner Kennedy commented on how the Maintenance Department did a wonderful job on snow removal for the storm on March 14, 2017.

6. Committee Reports. NTR.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Sanchez made a motion to approve the monthly transaction reports for January 2017 and February 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 report.

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

Commissioner Burch 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 Lachacz made a motion to approve the mileage report and Resident Commissioner Kennedy seconded the motion. Ayes all.
- b. Elevator project.
  - i. Schedule for new elevator. Accountant Avery briefed the board on the status of the large car modification. The project is expected to be completed by April 15, 2017. No further action is required.
  - ii. Vertical Technologies. Accountant Avery briefed the board on the status of the agreement with Michael Hill from Vertical Technologies. No further action is required.
- c. ED Succession Plan – Executive Director contract. Commissioner Burch made a motion to offer the contract to Cathy Avery for the Executive Director position and Commissioner Sanchez seconded the motion. Ayes all. Cathy Avery accepted the contract as written.
- d. Bond Issuance Update – Inducement Resolution and Preliminary Agreement Resolution #873. Director McTiernan presented the Inducement Resolution and the Preliminary Agreement for the John Guy Prindle (JGP) bond issuance project. Commissioner Tutty made a motion to approve the Inducement Resolution and the Preliminary Agreement Resolution #873 for the JGP bond issuance project and Commissioner Lachacz seconded the motion. Ayes all.
- e. FEMA update. The Housing Authority is waiting for the funds in the amount of \$345,576. No further action required.
- f. Smoking Policy – Accountant Avery informed the board about the Smoke Free meeting held on February 23, 2017 with a representative from Catholic Charities BRiDGES Tobacco Prevention Program. The policy was discussed and smoking sensation packets were made available to tenants that would like help quitting smoking. The next event will coincide with the London Towers Family Fun day in July. No further action is required.
- g. Schiff Group – Administrative Plan. Accountant Avery updated the board about the review of the Housing Authority’s current Administrative Plan. Schiff Group will be providing a quote for updates and a new Management Plan. No further action is required.

## 9. New Business

- a. Remington Park and Ilion Heights Awnings Project – Director McTiernan discussed the timeline of the Remington Park and Ilion Heights Awnings project. Sealed bids are due Friday April 7, 2017.
- b. Annual Plan meeting – Accountant Avery discussed the Annual Plan meeting date, June 20, 2017, which the Annual Plan will be available for review with any additional policies that will be implemented on October 1, 2017.
- c. Addition of Melissa Hall to Adirondack Bank accounts – Accountant Avery advised the board that Melissa Hall will be added to the Adirondack Bank accounts.
- d. NYSPHADA Conference – Heather Lawson and Cathy Avery will be attending the NYSPHADA Conference at the Turning Stone Casino April 12, 13, 2017.
- e. RAD Lease Contract Resolution #874 and PCA Update – Director McTiernan presented Resolution #874 in which the Ilion Housing Authority (Owner) agreed to enter into a lease agreement with the St. Johnsville Housing Authority (PHA) appointing the Ilion Housing Authority as the Contract Administrator for the 158 Project Based units listed in PBV Housing Assistance Payment Contract dated June 19, 2014. Resident Commissioner Kennedy made a motion to enter into a lease agreement with the St. Johnsville Housing Authority as the Contract Administrator for the 158 Project Based units and Commissioner Sanchez seconded the motion. All ayes.

- f. Write-off to Collections – Resolution #872 Barry Doolen \$38.00, Terrie Rex \$623.80, Total Write-offs \$661.80. Commissioner Tutty made a motion to write-off \$661.80 (Doolen \$38, Rex \$623.80) and Commissioner Lachacz seconded the motion. All ayes.

10. Open Discussion. Chairperson Murray discussed additional safety measures that the Housing Authority should look into implementing in the office. Director McTiernan and Accountant Avery will be addressing these safety measures in the coming months. Accountant Avery discussed the progress and status of the Accountant, Melissa Hall, training is going well and she is picking up tasks quickly. A formal review will be given after 60 days of employment.

11. Executive Session for personnel matters. Commissioner Burch made a motion to enter into Executive Session to discuss the personnel and contractual matters contract at 5:47pm and Resident Commissioner Murray seconded the motion. Commissioner Burch made a motion to exit Executive Session at 5:54pm and Resident Commissioner Murray seconded the motion. Resident Commissioner Murray made a motion to enter into Executive Session to discuss personal matters at 6:18pm and Resident Commissioner Kennedy seconded the motion. Commissioner Sanchez made a motion to exit Executive Session at 6:21pm and Resident Commissioner Kennedy seconded the motion.

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

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:29pm.

Respectfully submitted,

Jeffrey C. McTiernan  
Executive Director