

# Ilion Housing Authority

Board Meeting

May 16, 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, Commissioners Lachacz, Burch, Sanchez and Tutty were present. Director McTiernan and Director Avery were present. Resident Commissioners Murray and Kennedy were present. Counsel Rose and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the April 18, 2017 Regular Board Meeting. Commissioner Lachacz 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 April and May 2017.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Burch made a motion to approve the monthly transaction reports for April 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 Burch seconded the motion. Ayes all.

8. Old Business.

- a. Business Activities.
  1. Mileage Report. Commissioner Burch made a motion to approve the mileage report and Resident Commissioner Murray seconded the motion. Ayes all.
- b. Elevator project.
  - i. Current Project. The elevator modification project has been completed. No further action is required.
  - ii. Vertical Technologies. Director Avery briefed the board on the signed agreement with Michael Hill from Vertical Technologies. Director Avery will provide the board with quarterly updates on the payments from Michael Hill. 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. Smoking Policy – The “Smoke Policy” was distributed to all the board members for review. Commissioner Sanchez made a motion to adopt the “Smoking Policy” for implementation October 1, 2017 and Commissioner Burch seconded the motion. Ayes all.
- f. Schiff Group – Administrative Plan. Director Avery discussed the necessity to update the current Housing Authority’s Administrative Plan. The update will ensure the Housing Authority has all the necessary information required in the plan. Commissioner Tutty made a motion to authorize \$1,000.00 to purchase a new Administrative Plan for the Ilion Housing Authority and Commissioner Lachacz seconded the motion. Ayes all.
- g. Remington Park & Ilion Heights Awnings Project – Director Avery advised the board the awning project at Ilion Heights has been completed. The Remington Park awning project was awarded to the lowest bidder, CSJ Properties. No further action is required.
- h. Business Activities Investment Policy – Daniel Ficano from Adirondack Financial Services presented to the board about the services Adirondack Financial Services has to offer to invest the Ilion Housing Authority Business Activities funds. The Business Activities investment policy was also discussed and changes will be distributed before the next board meeting. Commissioner Tutty made a motion to proceed with the paperwork with Daniel Ficano and Commissioner Sanchez seconded the motion. Ayes all.

9. New Business

- a. Write-off to Collections – Resolution #878, Crystal Klink. Commissioner Lachacz made a motion to write-off \$268.54 for Crystal Klink and Commissioner Burch seconded the motion. All ayes.
- b. Landscaping project – Director Avery briefed the board on the landscaping project going on at all the sites by Allen’s Village Greene. No further action is required.
- c. Dumpster room roof & tree removal at Ilion Heights – Director Avery briefed the board on the contract that was awarded to 4 Brothers Construction to repair the dumpster room roof at Ilion Heights. Also at Ilion Heights 4 trees and the shrubs at the edge of the property being removed by contractor Stumpin’ by Mike. No further action is required.
- d. Nan McKay HCV Financial Accounting and Reporting training – Accountant – Director Avery discussed the travel proposal for the HCV Financial Accounting and Reporting training that will be attended by Melissa Hall in July 2017. No further action is required.

10. Open Discussion.

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

Next Scheduled Board Meeting: June 20, 2017 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:46pm, Commissioner Sanchez seconded the motion.

Respectfully submitted,

Cathy Avery  
Executive Director