

Ilion Housing Authority

Board Meeting

November 21, 2017

Commissioner Members

Brian Murray, Chairperson

Stephan Lachacz, Vice Chairperson

Orlo Burch, Treasurer

Mark Rose, Counsel

Joanne Moore, Village Trustee

Joyce Sanchez, Commissioner

Beverlyan Tutty, Commissioner

Margery Murray, Resident Commissioner

Catherine Avery, Executive Director/Secretary

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, Burch, Sanchez and Tutty were present. Director Avery was present. Resident Commissioner Murray was present. Counsel Rose and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the October 17, 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 being planned for the month of October and November at London Towers including a Halloween party and a Harvest Dinner.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Sanchez made a motion to approve the monthly transaction report for October 2017 and Commissioner Burch 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. Elevator project.
 - i. Vertical Technologies. Director Avery updated the board after speaking with Counsel Rose on status of the action the Housing Authority is taking in regards to the situation with Michael Hill from Vertical Technologies. A judgement will be filed against Michael Hills to seek payment for monies owed. No further action is required.
- b. Bond Issuance Update – A closing date is expected to be scheduled in December 2017. No further action is required.
- c. Adirondack CD – At the October 17, 2017 meeting it was decided to move the CD to Bank of Utica to get the rate of 1.10% on a 2 year CD. Adirondack Bank matched the 1.10% rate and the CD was kept at Adirondack Bank. No further action is required.

9. New Business

- a. Window Project – Family Units budget – Director Avery briefed the board on the upcoming window project for the Family Units. Maintenance Foreman Waterbury and Director Avery will be working in the coming month on the budget to present at the December 2017 meeting. No further action is required.
- b. Write-off to Collections total \$1,164.01 Joseph Stanley Resolution #885 - Commissioner Sanchez made a motion to approve Resolution #885 and write-off to collections a total of \$1,164.01 for Joseph Stanley and Commissioner Lachacz seconded the motion. Ayes all.
- c. Family Units Wal-Mart gift cards \$1,300.00 (\$25.00/family) – Director Avery advised the board each family at Remington Park and Ilion Heights will be receiving a \$25.00 gift card for the holidays. No further action is required.
- d. London Towers Christmas Party budget \$2,000.00 – Director Avery advised the board \$2,000.00 has been budgeted for the London Towers Christmas Party being held on December 10, 2017 in the Community Room. No further action is required.
- e. 2018 Fair Market Rents – Director Avery provided the board with the 2018 Fair Market Rents for Section 8. The Ilion Housing Authority is at 100% and no change will be required for the year. No further action is required.
- f. Board of Commissioners Handbook review – The Board of Commissioners handbook will be sent out in sections for each board member to review and discuss at the next meeting. The first sections will be sent out in December 2017. No further action is required.

10. Open Discussion. Director Avery discussed with the board the Fire Prevention meeting held at London Towers November 14, 2017. Twenty-three tenants attended and pizza, cookies and juice was served. Also Director Avery advised the board that a quote was received for an upgraded phone system. The quote is being reviewed and the board will be informed if the system is upgraded.

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

12. Next Scheduled Board Meeting: December 19, 2017 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 5:54pm, Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy Avery
Executive Director