

Ilion Housing Authority

Board Meeting

October 17, 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 5:48pm in Utica, NY.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the September 20, 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 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 Tutty made a motion to approve the monthly transaction report for September 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 Burch seconded the motion. Ayes all.

8. Old Business.

- a. Elevator project.
 - i. Vertical Technologies. Director Avery updated the board on status of the action the Housing Authority is taking in regards to the situation with Michael Hill from Vertical Technologies. No further action is required.
- b. Bond Issuance Update – A closing date is expected to be scheduled in November 2017. No further action is required.
- c. By-Laws Review/Changes – tabled until the November board meeting.
- d. Sealing of parking lots – LT, IH, RP – Director Avery informed that the parking lots at LT, IH and RP were sealed and lined. The project was completed on October 3, 2017.

9. New Business

- a. Conflict of Interest – the Board members reviewed and signed the Conflict of Interest Policy.
- b. Code of Ethics – the Board members reviewed and signed the Code of Ethics Policy.
- c. Board Member Confidentiality – the Board members review and signed the Board Member Confidentiality Policy.
- d. Write-off to Collections total \$609.44 – Resolution #884, Andrew Hight. Commissioner Sanchez made a motion to approve Resolution #884 and write-off to collections a total of \$609.44 for Andrew Hight and Commissioner Tutty seconded the motion. Ayes all.
- e. Adirondack CD – Director Avery provided Certificate of Deposit rates from various local banks to the board. Bank of Utica currently has a rate of 1.10% for 2-3 years. The Adirondack CD will be moved to Bank of Utica into a 2-3 year CD when I comes due for renewal in October 2017.

10. Open Discussion. Nothing to report.

11. Executive Session for personnel matters. Commissioner Burch made a motion to enter Executive Session at 6:27pm to discuss personnel matters and Commissioner Sanchez seconded it. Commissioner Burch made a motion to exit Executive Session at 6:37pm and Commissioner Sanchez seconded the motion.

12. Next Scheduled Board Meeting: November 21, 2017 at 5:00pm.

Adjourn. Commissioner Burch made a motion to adjourn at 6:37pm, Commissioner Tutty seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy Avery
Executive Director