

# Ilion Housing Authority

Board Meeting  
September 20, 2017

## Commissioner Members

Brian Murray, Chairperson	Joyce Sanchez, Commissioner
Stephan Lachacz, Vice Chairperson	Beverlyan Tutty, Commissioner
Orlo Burch, Treasurer	Margery Murray, Resident Commissioner
Mark Rose, Counsel	Cindy Kennedy, Resident Commissioner
Catherine Avery, Executive Director/Secretary	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 offices.

2. Roll Call.

Chairperson Murray, Commissioners Burch, Lachacz, Sanchez and Tutty were present. Director Avery was present. Resident Commissioners Murray and Kennedy were present. Counsel Rose and Trustee Moore were excused. Commissioners Sanchez and Tutty left the meeting at 6:17pm.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the August 15, 2017 Regular Board Meeting. Commissioner Sanchez made a motion to approve the minutes and Commissioner Burch 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 month of September 2017 and updated the board on the Tenant's Association officer elected for the 2017/2018 year. Resident Commissioner Kennedy read a letter to the board expressing her gratitude for all her experiences during her term.

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 report for August 2017 and Commissioner Tutty 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 Lachacz 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. 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.
- c. Bond Issuance Update – A closing date is expected to be scheduled in November 2017. No further action is required.
- d. FEMA update – The Housing Authority received a check from NYS Disaster Recovery Unit for \$291,057.08. No further action is required.

9. New Business

- a. 2017/2018 Annual Budgets (RAD, Section 8, Business Activities) Resolution #882. Operating Budgets for RAD Project Based, Section 8 Tenant Based and Business Activities. Commissioner Lachacz made a motion to approve the three budgets Resolution #822 and Commissioner Sanchez seconded the motion. Ayes all.
- b. Write-off to Collections total \$1,203.96 – Resolution #883 (Kristy Davis \$818.60, Alicia Osborne \$385.36). Commissioner Tutty made a motion to approved Resolution #882 and write-off to collections a total of \$1,203.96 (Kristy David \$818.60, Alicia Osborn \$385.36) and Commissioner Burch seconded the motion. Ayes all.
- c. By-Laws Review/Changes – The By-Laws were reviewed by the board members. This item will be tabled until the next meeting pending further review and research.
- d. Smoke Free meeting 9/14/17 – Director Avery gave a summary of the Smoke Free meeting held at London Towers on 9/14/17. No further action is required.
- e. Change of chairs – There is no change in chairs this year. No further action is required.
- f. Annual Meeting – The annual meeting is schedule for 5:30pm on October 17, 2017 at the Willows in Utica, NY.
- g. Sealing of parking lots – LT, IH, RP – RFPs have been sent out to multiple vendors. The bids are due on Thursday September 28, 2017 and the contract will be awarded on Friday September 29, 2019.
- h. VMS Audit – A VMS Audit was conducted remotely by HUD staff. The Housing Authority had 2 fields that needed to be corrected. The corrections have been made and the HUD audit staff will send an approval letter once everything is completed.

10. Open Discussion. Commissioner Burch asked about the Life Insurance Policy for all board members that is available through Mass Mutual Financial Group. Director Avery will look into the policy for all board member.

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

12. Next Scheduled Board Meeting: October 17, 2017 at 5:30pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:28pm, Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy Avery  
Executive Director