

# Ilion Housing Authority

Board Meeting

February 20, 2018

## 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 4:58pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the December 19, 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 the activities for January and February 2018 including a New Year's Eve party, a Super Bowl party and a strawberry shortcake sale.

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 December 2017 and Commissioner Sanchez seconded the motion. Ayes all. Commissioner Lachacz made a motion to approve the monthly transaction report for January 2018 and Resident Commissioner Murray 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 Sanchez made a motion to accept the December 2017 financial reports as presented and Commissioner Tutty seconded the motion. Ayes all. Commissioner Lachacz made a motion to

accept the January 2018 financial reports as presented and Resident Commissioner Murray seconded the motion. Ayes all.

8. Old Business.

- a. Elevator project.
  - i. Vertical Technologies. No updates have been received. Director Avery advised the board will be updated if new information is received from Counsel Rose. No further action is required.
- b. Window Project – Family Units current status. Director Avery provided an update regarding the replacement window project for the Remington Park and Ilion Heights properties. Maintenance Foreman Waterbury is currently working on the specs of the project and requesting sample windows.
- c. Board of Commissioners Handbook review – Director Avery sent out Chapter III and Chapter IV of the Board of Commissioners Handbook. The chapters were review by the Commissioners. The next two chapters will be sent out in March 2018 for review. No further action is required.
- d. Audit Report – Summary of Adjustments. Director Avery discussed the audit. The Housing Authority is waiting on adjustments from the EFPR Group. Once the adjustments are received the board will be informed of the adjustment and the audit report will be issued. No further action is required.

9. New Business

- a. Write-off to Collections total \$1,533.54 Resolution #888 – Shalei Guyer \$350.36, Lisa Hitter \$1,005.43, Steven Eckhard \$177.75 – Commissioner Tutty made a motion to approve Resolution #888 and write-off to collections a total of \$1,533.54 for Shalie Guyer, Lisa Hitter and Steven Eckhard and Commissioner Sanchez seconded the motion. Ayes all.
- b. List of Depositories – The board reviewed the current list of the Ilion Housing Authority’s depositories. No further action is required.
- c. NYSPHADA Conference 4/11/18 & 4/12/18 – The board was provided with the agenda for the 2018 NYSPHADA Conference being held at the Turning Stone Casino. Commissioners who did not attend the PHADA Conference are encouraged to attend if they are available. No further action is required.
- d. Phone system upgrade – The Ilion Housing Authority recently upgraded the phone system with PriorityOne. It estimated to save the Housing Authority approximately \$150.00/month. No further action is required.

10. Open Discussion. Nothing to report.

11. Executive Session for personnel matters. Commissioner Lachacz made a motion to enter Executive Session at 6:01pm to discuss personnel matters and Resident Commissioner Murray seconded it. Commissioner Lachacz made a motion to exit Executive Session at 6:05pm and Resident Commissioner Murray seconded the motion.

12. Next Scheduled Board Meeting: March 20, 2018 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:07pm, Commissioner Lachacz seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy Avery  
Executive Director