

# Ilion Housing Authority

Board Meeting

March 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 5:02pm at the Ilion Housing Authority offices.

2. Roll Call.

Chairperson Murray and Commissioners Lachacz and Burch were present. Commissioners Sanchez and Tutty were present via telephone. 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 February 20, 2018 Regular Board Meeting. Commissioner Tutty 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 March 2018. A St. Patrick's Day party was held in the Community Room where tenant's enjoyed Rueben sandwiches and music.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report. Commissioner Bruch made a motion to approve the monthly transaction report for February 2018 and Commissioner Lachacz 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 Lachacz made a motion to accept the February 2018 financial reports as presented and Commissioner Burch seconded the motion. Ayes all.

8. Old Business.

- a. Elevator project.
  - i. Vertical Technologies. The law suit has been drafted and signed by Director Avery. If there is any additional information received from Counsel Rose, Director Avery will advise the board. 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. The advertisements for sealed bids have been put in the Times Telegram. A specification sheet that outlines the requirements of the project is available to contractors. The sealed bids are due March 29, 2018.
- c. Board of Commissioners Handbook review – Director Avery sent out Chapter V and Chapter VI of the Board of Commissioners Handbook. The chapters were review by the Commissioners. The next two chapters will be sent out in April 2018 for review. No further action is required.
- d. Audit Report – Summary of Adjustments. The adjusting entries were received from the EFPR Group. Director Avery advised the board the adjusting entries have been made and the Audited Financial Statements will be submitted in March 2018. The audit report will be distributed to the board once it is received.

9. New Business

- a. Spring time coloring contest – The Ilion Housing Authority will be hosting a spring time coloring contest for the youth residents of the Housing Authority. The entries will be judge by the Tenant’s Association and prizes awarded.
- b. Annual Plan Meeting – Director Avery advised the board the Annual Plan meeting will be held on June 20, 2018 at 4:00pm. No further action is required.

10. Open Discussion. Director Avery discussed a tenant that did not report income and will be owing the Housing Authority over \$5,800.00. Also Director Avery received a letter from HUD that subsidy from 2014 was overpaid and the Housing Authority is required to pay it back. After extensive research it was discovered the Ilion Housing Authority was overpaid by \$4,019.00 and the money is being sent back to HUD. No further action is required.

11. Executive Session for personnel matters. Resident Commissioner Murray made a motion to enter Executive Session at 5:50pm to discuss personnel matters and Commissioner Lachacz seconded it. Commissioner Burch made a motion to exit Executive Session at 5:55pm and Resident Commissioner Murray seconded the motion.

12. Next Scheduled Board Meeting: April 17, 2018 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 5:59pm, Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy Avery  
Executive Director