

# Ilion Housing Authority

Board Meeting

April 17, 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 McGrellis, 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 and Commissioners Lachacz and Burch were present. Commissioners Sanchez and Tutty were present via telephone. Director McGrellis 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 March 20, 2018 Regular Board Meeting. Commissioner Sanchez made a motion to approve the minutes and Commissioner Burch seconded the motion. Ayes all.

4. Management Report.

Director McGrellis 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 April 2018. A spaghetti dinner and Kentucky Derby party are being planned for May 2018.

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 March 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 Tutty made a motion to accept the March 2018 financial reports as presented and Commissioner Sanchez seconded the motion. Ayes all.

8. Old Business.

- a. Elevator project.
  - i. Vertical Technologies. The law suit has been filed with the court. If there is any additional information received from Counsel Rose, Director McGrellis will advise the board. No further action is required.
- b. Window Project – Family Units current status. Director McGrellis advised the board that the Window Replacement contract was awarded to Sahl's Glass & Glazing Inc. for \$189,990.00. A window sample was shown and specifications were given to the board. Installation of the windows should begin in June 2018. No further action is required.
- c. Board of Commissioners Handbook review – Director McGrellis sent out Chapter VII and Chapter VIII of the Board of Commissioners Handbook. The chapters were review by the Commissioners. The next two chapters will be sent out in May 2018 for review. No further action is required.
- d. Audit Report – The audit report was distributed to the board members and discussed. Commissioner Sanchez made a motion to accept the audit report and Commissioner Lachacz seconded the motion. Ayes all.

9. New Business

- a. Write-off to Collections – Resolution #889 Christine Popolizio \$478.01 – Commissioner Lachacz made a motion to approve Resolution #889 and write-off to collections \$478.01 for Christine Popolizio and Commissioner Burch seconded the motion. Ayes all.
- b. Long Term Capital Reserve final transfer \$75,000.00 Resolution #890 – Commissioner Tutty made a motion to approve Resolution #890 and make the final transfer of \$75,000 to the Long Term Capital Reserve for the final annual contribution and Resident Commissioner Murray seconded the motion. Ayes all.

10. Open Discussion. Director McGrellis informed the board that the final payment from New York State for the flood proceeds was received in the amount of \$97,019.03. No further action is required.

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

12. Next Scheduled Board Meeting: May 15, 2018, 2018 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:02pm, Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis  
Executive Director