

Ilion Housing Authority

Board Meeting

April 16, 2019

Commissioner Members

Brian Murray, Chairperson
Stephan Lachacz, Vice Chairperson
Orlo Burch, Treasurer
Mark Rose, Counsel
Joanne Moore, Village Trustee

Joyce Sanchez, Commissioner
Larry Woody, Commissioner
Margery Murray, Resident Commissioner
Cathy 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, Commissioners Woody and Burch were present. Commissioner Lachacz and Sanchez 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 19, 2019 Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Commissioner Lachacz seconded the motion. Commissioner Sanchez and Resident Commissioner Murray abstained from the vote. 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. Strawberry Shortcake made by Mary Sherrick was sold as a fundraiser for the Tenant's Association. The Tenant's Association is planning a 100th birthday party for a resident at London Towers.

6. Committee Reports. Nothing to report.

7. Financial Report.

- a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for March 2019. Commissioner Woody made a motion to approve the monthly transaction reports for March 2019 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 Burch made a motion to accept the March 2019 financial reports as presented and Resident Commissioner Murray seconded the motion. Ayes all.

8. Old Business.

- a. Elevator project.
 - i. Vertical Technologies. Director McGrellis advised the board that there are no recent updates from Counsel Rose regarding the Vertical Technologies judgement. No further action is required.
- b. Rent Increase – July 2019 – Letter to St. Johnsville Housing Authority Resolution #903 – Director McGrellis presented to the board Resolution #903 a letter to St. Johnsville Housing Authority (RAD Voucher manager) requesting the rent increase for July 1, 2019. Commissioner Sanchez made a motion to approve the rent increases for July 1, 2019 Resolution #903 and Commissioner Lachacz seconded the motion. Ayes all.

9. New Business (30 minutes)

- a. Audit Report – The 2017/2018 Audit Report was distributed to the board members and there were no questions or comments. No further action is required.
- b. Long Term Capital Reserve Resolution #904 – Due to the write off of the Vertical Technologies monies there will be no additional Long Term Capital Reserve transfer for 2017/2018 Fiscal Year. Commissioner Woody made a motion for no additional transfer to the Long Term Capital reserve for the 2017/2018 Fiscal Year Resolution #904 due to the Vertical Technologies write off at year-end and Resident Commissioner Murray seconded the motion Ayes all.
- c. 10 year sealed battery smoke detectors replacements – Director McGrellis presented 3 quotes to the board for 10 year sealed battery smoke detectors for all the apartments. Commissioner Lachacz made a motion to approve \$5,518.80 to purchase 378 10 year sealed battery smoke detectors from Universal Security Store for all the apartments and Commissioner Sanchez seconded the motion. Aye all.
- d. Capital Project Summary – Director McGrellis provided the board with a summary of the Capital Projects currently on-going and completed since 2014. No further action is required.
- e. Rent Increase letter received from St. Johnsville Housing Authority - Director McGrellis reviewed the letter requesting the increase in the contract rents for the Rental Assistance Demonstration (RAD) Project Based Voucher Program starting July 1, 2019. The requested increase in the contract rents will assist the St. Johnsville Housing Authority with the continuation of capital improvements around the various properties. Ilion Housing Authority board members accepted the increase as proposed. No further action is required.

10. Open Discussion. Nothing to report.

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

12. Next Scheduled Board Meeting: May 21, 2019 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:11pm, Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director