

Ilion Housing Authority

Board Meeting

December 18, 2018

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 5:03pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the October 2018 Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Commissioner Woody 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. Director McGrellis highlighted the London Towers Christmas Party held on December 15th, it was reported by the London Towers residents that a good time was had by all.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for October 2018 and November 2018. Commissioner Woody made a motion to approve the monthly transaction reports for October 2018 and November 2018 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. Chairperson Murray asked why the Net Income in Section 8 was so low. Director McGrellis will be responding to this question via email to all board members. No further action is required.

d. Bank Statements. The Board of Commissioners reviewed the reports.

Commissioner Lachacz made a motion to accept the October 2018 and November 2018 financial reports as presented and Commissioner Woody seconded the motion. Ayes all.

8. Old Business.

- a. Elevator project.
 - i. Vertical Technologies. Director McGrellis advised the board that the Ilion Housing Authority was not named as a creditor in the Chapter 7 Bankruptcy Case for Michael Hill. Counsel Rose will provide an updates if and when they are received.
- b. Bulk Cable fees for London Towers. Director McGrellis advised the board that instead of increasing cable fees, rent should be reviewed and possibly raised in July 2019. A full analysis will be conducted and the percentage of increase determined. Commissioner Burch made a motion to go forward with a rent increase analysis and Commissioner Woody seconded the motion. Ayes all.

9. New Business (30 minutes)

- a. Write-off to Collections total \$2,299.67 – Angela Brinkerhoff & Adam Baker \$1,878.61, Candice Adams \$421.06 Resolution #897 - Commissioner Lachacz made a motion to approve Resolution #897 and write-off to collections a total of \$2,299.67, Angela Brinkerhoff & Adam Baker \$1,878.61, Candice Adams \$421.06 and Commissioner Burch seconded the motion. Ayes all.
- b. Family Unit Wal-Mart gift cards \$1,300.00 (\$25.00/family) – Each family unit received a \$25.00 Wal-Mart from the Ilion Housing Authority for the holiday season.
- c. London Towers Christmas Party budget \$2,000.00 – The London Towers Christmas Party was held December 15, 2019 in the Community Room. The budget was \$2,000.00 for food and entertainment.
- d. 2019 Fair Market Rents – Director McGrellis advised the board via email of the 2019 Fair Market Rents established by HUD. No further action is required.
- e. Long Term Capital Reserve 1st transfer \$75,000.00 Resolution #898 – Commissioner Woody made a motion to make the first transfer of \$75,000.00 to the Long Term Capital Reserve for the first of two annual contributions Resolution #898 and Commissioner Burch seconded the motion. Ayes all.
- f. Annual Audit dates – January 21, 2019 – January 25, 2019 – Director McGrellis advised the board the annual audit is schedule for January 21, 2019 – January 25, 2019. Preparation for the audit is currently underway. No further action is required.
- g. Codes Inspection – Director McGrellis advised the board of the Code Inspection that took place on December 11, 2019. The Property Maintenance Office, Timothy Carter, and the Ilion Fire Chief, Robert Paddock, conducted an inspection of the London Towers property. There were no violations but some recommendation were made to the Housing Authority. A copy of the report was sent to each board member. No further action is required.
- h. File scanning system – active files and Accounts Payable – Director McGrellis sent the board the eBizDocs proposal. The purpose of this scanning system is to get all of the current active tenant files scanned and on the system for easy retrieval and also to add additional information received from tenants. Also the paper files are not currently being scanned and have no backup if there was a fire or other damage done to the files. (The computer software and servers are backup every night.) The proposal is for a 3 year software usage agreement, 2 users, scanning all active tenant files, training and customer support. Commissioner Lachacz made a motion to authorize \$16,000.00 for the scanning and software proposal from eBizDocs and Commissioner Woody seconded the motion. Ayes all.
- i. Maintenance Truck – Director McGrellis advised the board that the 2006 maintenance truck needs approximately \$4,000.00 in work for it to be working properly. The repairs have been scheduled to be made, but Director McGrellis and Working Foreman Salvagni will be procuring bids for a new maintenance truck that will be available at the February or March 2019 meeting.
- j. January 2019 meeting – Due to the 2019 PHADA Conference the January 2019 board meeting has been canceled. A legal notice will be ran in the Times Telegram. 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: February 19, 2019 at 5:00pm.

Adjourn. Commissioner Burch made a motion to adjourn at 6:36pm, Commissioner Woody seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director