

Ilion Housing Authority

Board Meeting

December 17, 2019

Commissioner Members

Brian Murray, Chairperson

Larry Woody, Commissioner

Orlo Burch, Treasurer

Cathy McGrellis, Executive Director/Secretary

Joanne Moore, Village Trustee

Stephan Lachacz, Vice Chairperson

Margery Murray, Resident Commissioner

Pat Whalen, Commissioner

Mark Rose, Counsel

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, Whalen, and Burch were all present. Commissioner Lachacz was 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 November 19, 2019 Regular Board Meeting. Commissioner Woody made a motion to approve the minutes and Commissioner Whalen 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 discussed the success of London Towers Christmas Party and the plans for the upcoming New Year's Eve celebration.

6. Committee Reports. Nothing to report.

7. Financial Report.

- a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for November 2019. Commissioner Woody made a motion to approve the monthly transaction reports for November 2019 and Resident Commissioner Murray seconded the motion. Ayes all.
- b. Credit Card Transaction Report. The credit card transaction report was not included in the board packet in error. The report will be emailed to the board members for review.
- 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 November 2019 financial reports as presented and Commissioner Woody seconded the motion. Ayes all.

8. Old Business.

- a. Sale of 206 Maintenance Truck – The sealed bids for the 2006 Maintenance Truck are due to the office December 18, 2019 at 2:30pm. The minimum bid for the truck is \$5,000.00.

9. New Business

- a. Long-Term Capital Reserve 1st transfer Resolution #910 – Commissioner Burch made a motion to make the first transfer of \$100,000.00 to the Long-Term Capital Reserve for the first of two annual contributions Resolution #910 and Resident Commissioner Murray seconded the motion. Ayes all.
- b. London Towers hallways flooring – Director McGrellis discussed the need to replace the carpet on each floor at London Towers. Due to the wear and tear on the carpet Director McGrellis proposed instead of replacing carpet, trying a Luxury Vinyl Tile product. The tile would have a longer useful life and require less maintenance. Commissioner Woody made a motion to approve a budget of \$9,000.00 to replace one hallway carpet with Luxury Vinyl Tile at London Towers and Commissioner Lachacz seconded the motion. Ayes all.
- c. London Towers floors 2,3,4 kitchen light bulb replacement. Director McGrellis informed the board all the kitchen light bulbs on floors 2,3 and 4 will be replaced with LED bulbs. No further action is required.
- d. January 21, 2020 meeting – Commissioner Burch made a motion to cancel the January 21, 2020 meeting and Resident Commissioner Murray seconded the motion. Ayes all.

10. Open Discussion. Director McGrellis informed the board 30 London Towers residents attended the Fire Prevention meeting on December 4, 2019. Mike Conover from the Ilion Fire Department gave a great presentation with important information for the residents.

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

12. Next Scheduled Board Meeting: February 18, 2020 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 5:48pm and Commissioner Woody seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director