

Ilion Housing Authority

Board Meeting

February 19, 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 4:58pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the December 18, 2018 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. 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 a report to the board highlighting the Super Bowl party that was held. Everyone enjoyed the food and game.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for December 2018 and January 2019. Commissioner Lachacz made a motion to approve the monthly transaction reports for December 2018 and January 2019 and Commissioner Woody 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 Woody made a motion to accept the December 2018 and January 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. File scanning system – Active files and Accounts Payable. Director McGrellis updated that board on the new scanning system. The company eBizDocs picked up all the active tenant files and account payable files to be scanned. The staff will be trained on the system once the file scanning is complete.
- c. Maintenance Truck – Director McGrellis advised the board of the purchase of a 2019 Ford F250 truck. The bids and specifications were sent to the board via email before the purchase. No further action is required.

9. New Business (30 minutes)

- a. Annual Audit – Director McGrellis advised the board that the annual audit was conducted and there were no findings. Once the financial statements are complete copies will distributed to the board.
- b. Rent Increase – July 2019 – Director McGrellis discussed the necessity of a rent increase. To continue improving the properties with capital projects additional revenue is necessary. The proposal is for a 9% increase in all contract rents. Director McGrellis will be holding a meeting to provide the tenants with the information about the increase. The tenant meeting and the procedure to increase rent will be discussed at the March board meeting.
- c. NYSPHADA Conference 5/1/19 & 5/2/19 – Director McGrellis advised the board of the NYSPHADA Conference dates at the Turning Stone Casino. Board members are encouraged to attend and let Director McGrellis know if they will be.
- d. List of Depositories – A List of the Depositories was distributed to the board with all of the accounts the Housing Authority has open. No further action is required.
- e. New hire – Maintenance Person – Interviews for the Maintenance Person position will be held on February 20, 2019. There are four candidates. The interviews will be conducted by Director McGrellis and Maintenance Foreman Salvagni. The Maintenance Person position is expected to be filled in March. No further action is required.
- f. Patricia Moores – repayment of fraud – A letter was received from the Herkimer County District Attorney stating Patricia Moores will be making payments on the money that she owes the Housing Authority based on the terms of her probation. No further action is required.
- g. Pest Control Policy Resolution #899 – The Pest Control Policy was given to the board to review. Commissioner Sanchez made a motion to adopt the Pest Control Policy and Resident Commissioner Murray seconded the motion. Ayes all.
- h. Business Activities – Pershing deposit – Director McGrellis proposed to the board a deposit made to the Pershing account with the excess cash from earned in the Business Activities 2017/2018 fiscal year. Commissioner Lachacz made a motion to deposit \$60,000.00 in the Pershing account from Business Activities and Commissioner Sanchez seconded motion. Ayes all.

10. Open Discussion. Nothing to report.

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

12. Next Scheduled Board Meeting: March 19, 2019 at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:10pm, Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director