

Ilion Housing Authority

Board Meeting

July 17, 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 4:58pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the June 19, 2018 Regular Board Meeting. Commissioner Sanchez 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.

Resident Commissioner Murray provided the board with a written report highlighting the past and upcoming activities for July 2018.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report for June 2018. Commissioner Burch made a motion to approve the monthly transaction report for June 2018 and Commissioner Sanchez 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 Lachacz made a motion to accept the June 2018 financial reports as presented and Commissioner Burch seconded the motion. Ayes all.

8. Old Business.

a. Elevator project.

- i. Vertical Technologies. The law suit and judgement have 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: Installation should be complete by end of July. Director McGrellis advised the board the Window Project is moving along and installation should be complete before the end of July. The residents are pleased with the windows. No further action is required.
- c. Family Fun Day – Director McGrellis reported that Family Fun Day at London Towers was a success. Approximately 200 people from the Housing Authority and the community attended. Ten large boxes of food were donated to the food pantry.

9. New Business

10. New Business (30 minutes)

- a. Maintenance Person position – Resumes are being reviewed by Roger Salvagni and Director McGrellis. Interviews are being scheduled and the position will be filled in August with a qualified candidate. Director McGrellis will update the board on the status of hiring at the next board meeting. No further action is required.
- b. Write-offs – Total \$2,156.89 (D. Cranney \$1,092.28, K. Warn \$512.93, D. Kennedy \$551.68) Resolution #894 – Commissioner Sanchez made a motion to approve Resolution #894 and write-off to collections a total of \$2,156.89, D. Cranney \$1,092.28, K. Warn \$512.93, D. Kennedy \$551.68 and Commissioner Lachacz seconded the motion. Ayes all.
- c. Remington Park Water meter pit – Director McGrellis advised the board that the water meter pit is in need of repair at Remington Park. Roger Salvagni is meeting with contractor to get estimates. The contract will be awarded to the lowest bidder.

11. Open Discussion. Nothing to report.

12. Executive Session for personnel matters. Commissioner Burch made a motion to enter executive session at 5:41 and Commissioner Sanchez seconded the motion. Commissioner Burch made a motion to exit executive session at 5:46 and Commissioner Sanchez seconded the motion.

13. Next Scheduled Board Meeting: August 21, 2018 at 5:00pm.

Adjourn. Commissioner Lachacz made a motion to adjourn at 5:46pm, Commissioner Woody seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director