

Ilion Housing Authority

Board Meeting

June 19, 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 5:00pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the April 17, 2018 Regular Board Meeting. Commissioner Sanchez made a motion to approve the minutes and Commissioner Burch 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 activities for May and June 2018. July will be a busy month for the Tenant's Association with the Doo Dah parade and car show.

6. Committee Reports. Nothing to report.

7. Financial Report.

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

the May 2018 financial reports as presented and Resident Commissioner Murray seconded the motion. Ayes all.

8. Old Business.

- a. Elevator project.
 - i. Vertical Technologies. The law suit has 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 started June 11, 2018. Director McGrellis advised the board that the window project installation started June 11, 2018 and is completed at Ilion Heights. The installation at Remington Park will begin June 26, 2018. The project should be completed by the end of July 2018.
- c. Board of Commissioners Handbook review – Director McGrellis sent out Chapter IX and Chapter X of the Board of Commissioners Handbook. The chapters were review by the Commissioners. The review of the handbook is complete. No further action required.

9. New Business

10. New Business (30 minutes)

- a. Accountant – permanent appointment. Melissa Hall passed the Accountant test for Herkimer County Civil service. Commissioner Sanchez made a motion to permanently appoint Melissa Hall as the Accountant for the Ilion Housing Authority and Commissioner Burch seconded the motion. Ayes all.
- b. Maintenance Department – Working Foreman, Maintenance Person. Director McGrellis advised the board of Working Foreman, Dan Waterbury's, retirement date of July 31, 2018. Roger Salvagni will be offered the position of acting Working Foreman on July 1, 2018, permanent appointment after 6 month probation period. If he accepts, the process to hire a new Maintenance Person will begin. Director McGrellis will advertise in the local paper and review resumes.
- c. Annual Inspections – Director McGrellis advised the board that the annual inspections went well. The inspections were completed May 8th and May 9th.
- d. Write-offs – Patricia Moores \$5,620.69 Resolution #891 – Commissioner Sanchez made a motion to write off Patricia Moores' balance of \$5,620.69 and Commissioner Burch seconded the motion. Ayes all.
- e. Administrative Plan with changes Resolution #892 – Director McGrellis sent the changes for the Administration Plan to the board for review. Director McGrellis also reviewed the comments and discussion at the Annual Plan meeting held June 19, 2018 at 4:00pm. Commissioner Burch made a motion to accept the changes to the 2018/2019 Administrative Plan Resolution #892 and Resident Commissioner Murray seconded the motion. Ayes all.
- f. Family Fun Day – Director McGrellis advised the board that Family Fun Day will be held on July 15, 2018 at London Towers. Food and drinks will be provided as well as entertainment and games. No further action is required.
- g. Bev's Retirement Dinner – Commissioner Tutty's retirement dinner will be held on July 17, 2018 at PK's Pub. No further action is required.
- h. Dan's Retirement Party \$1,500.00 budget – Dan Waterbury's retirement party will be held on August 3, 2018 at London Towers. Commissioner Burch made a motion to approve a budget of \$1,500.00 for Dan's retirement party expenses and Resident Commissioner Murray seconded the motion. Ayes all.
- i. Civil Rights Certification Resolution #893 – Director McGrellis read and reviewed the Civil Rights Certification for the Annual Plan. Commissioner Burch made a motion to accept the Civil Rights Certification Resolution #893 and Resident Commissioner Murray seconded the motion. Ayes all.

11. Open Discussion. Nothing to report.

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

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

Adjourn. Commissioner Burch made a motion to adjourn at 6:51pm, Resident Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director