

# Ilion Housing Authority

## Board Meeting

June 18, 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 4:50pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the May 21, 2019 Regular Board Meeting. Commissioner Lachacz made a motion to approve the minutes and Commissioner Burch seconded the motion. Commissioner Whalen and Resident Commissioner Murray abstained from the vote. 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 Memorial Day BBQ and advised the board that the food and supply drive for the Food Pantry and Herkimer County Humane Society were very successful.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for May 2019. Commissioner Burch made a motion to approve the monthly transaction reports for May 2019 and Resident Commissioner Murray 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.

Resident Commissioner Murray made a motion to accept the May 2019 financial reports as presented and Commissioner Burch 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.
9. New Business (30 minutes)
  - a. Civil Rights Certification Resolution #901 – Director McGrellis read and reviewed the Civil Rights Certification for the Annual Plan. Commissioner Lachacz made a motion to accept the Civil Rights Certification Resolution #901 and Commissioner Burch seconded the motion. Ayes all.
  - b. Annual Plan Certification Resolution #902 – Executive Director McGrellis advised there are no changes in the Administrative Plan for the Annual Plan Certification this year. Commissioner Burch made a motion to accept the Annual Plan Certification Resolution #902 as presented and Resident Commissioner Murray seconded the motion. Ayes all.
  - c. Fire Alarm Panel replacement – Director McGrellis advised the board the existing fire alarm panel in London Towers is almost 30 years old and parts are no longer available. Maintenance Foreman Salvagni will be meeting with representatives from Johnson Controls to get a proposal together for a new fire alarm panel. The proposal should be available at the July board meeting.
  - d. Concrete/Sidewalk project at Ilion Heights – Several areas at Ilion Heights including the dumpsters area need to be repaired. Maintenance Foreman Salvagni is working with contracting to get quotes to get the concrete work done.
  - e. Update lighting at Remington Park – The lighting in the Remington Park will be replace with LED lights. The product and prices are being researched and a full replacement will be done. The quotes received will be presented at the next board meeting. After Remington Park is complete, the Maintenance Department will replace all the lighting at Ilion Heights.
  - f. Spectrum WiFi – London Towers – Director McGrellis advised the board that discussions with Spectrum have begun about installing WiFi in London Towers. Spectrum has requested information and will be getting back to Director McGrellis with a proposal if WiFi can be installed in London Towers and pricing.
  - g. Family Fun Day – Director McGrellis advised the board that Family Fun Day will be held on July 14, 2019 from 1:00pm – 3:00pm at London Towers. There will be several fun activities and free food and drinks for residents and the community.
10. Open Discussion. Nothing to report.
11. Executive Session for personnel matters. Nothing to report.
12. Next Scheduled Board Meeting: July 16, 2019 at 5:00pm.

Adjourn. Commissioner Burch made a motion to adjourn at 5:37pm, Resident Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis  
Executive Director