

# Ilion Housing Authority

## Board Meeting

November 19, 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, Lachacz, Burch, and Whalen were all present. 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 October 15, 2019 Regular Board Meeting. Commissioner Lachacz 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 discussed success of the Harvest Dinner, the increase in the attendance at BINGO and that the planning for the holiday party is in full swing.

6. Committee Reports. Nothing to report.

7. Financial Report.

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

Commissioner Woody made a motion to accept the October 2019 financial reports as presented and Commissioner Lachacz seconded the motion. Ayes all.

8. Old Business.

- a. Concrete/Sidewalk project at Ilion Heights – Director McGrellis advised the board that the project has been completed. No further action is required.
- b. Union Contract – Director McGrellis presented the final conditions for the Union Contract for January 1, 2020 – December 31, 2024 (see attached). Commissioner Lachacz made a motion to accept conditions and Commissioner Burch seconded the motion. Ayes all.

9. New Business

- a. Write-off to Collections Resolution #909 – Samantha Charlotteen \$972.20 – Commissioner Woody made a motion to approved Resolution #909 Write-off to Collections – Samantha Charlotteen \$972.20 and Resident Commissioner Murray seconded the motion. Ayes all.
- b. Sale of 2006 Maintenance Truck – The 2006 Maintenance truck is no longer needed by the department. Commissioner Burch made a motion to sell the 2006 Maintenance truck with a minimum bid of \$5,000.00 and Resident Commissioner Murray seconded the motion. Ayes all.
- c. Family Unit Wal-Mart gift cards \$1,300.00 (\$25.00/family) – Each family unit received a \$25.00 Wal-Mart from the Ilion Housing Authority for the holiday season. No further action required.
- d. London Towers Christmas Party budget \$2,500.00 - The London Towers Christmas Party will be held on December 15, 2019 in the Community Room. The budget was \$2,500.00 for food and entertainment. No further action is required.
- e. 2020 Fair Market Rents – Director McGrellis provided the board with the 2020 Fair Market Rents established by HUD. No further action is required.
- f. Annual Audit dates – January 20, 2020 – January 24, 2020 – Director McGrellis advised the board the annual audit for fiscal year September 30, 2019 will be conducted January 20, 2020 – January 24, 2020.
- g. Remote Deposit from Adirondack Bank – Director McGrellis advised the board Accountant Hall has setup remote deposit with Adirondack Bank. This will allow her to deposit checks without going to the bank.
- h. Work week hours – Director McGrellis proposed a flex schedule for employees. This could lead to a decrease in Comp Time earned during the winter weather season. Director McGrellis will be discussing it further with the employees in 2020.

10. Open Discussion. Nothing to report.

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

12. Next Scheduled Board Meeting: December 17, 2019 at 5:00pm.

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

Respectfully submitted,

Cathy McGrellis  
Executive Director