

# Ilion Housing Authority

Board Meeting  
October 16, 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 5:05pm 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 September 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 provided the board with a written report highlighting a movie night held in the London Towers Community Room and an upcoming Harvest Dinner that is planned for October 27, 2018 with food and entertainment.
6. Committee Reports. Nothing to report.
7. Financial Report.
  - a. Monthly Transaction Report. The Board of Commissioners reviewed the report for September 2018. Commissioner Sanchez made a motion to approve the monthly transaction report for September 2018 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 Burch made a motion to accept the September 2018 financial reports as presented and Commissioner Sanchez seconded the motion. Ayes all.

8. Old Business.

- a. Elevator project.
  - i. Vertical Technologies. Director McGrellis advise the board that a Notice of Chapter 7 Bankruptcy Case – No Proof of Claim Deadline was received for Michael Hill. Director McGrellis contacted Counsel Rose and he advised that they will both attend the Meeting of the Creditors on November 8, 2018 in Syracuse, NY. After the Meeting of the Creditors Director McGrellis will update the board with how this effects collecting the money due from Michael Hill.
- b. Bulk Cable fees for London Towers. Director McGrellis advise the board the cable charges for tenants will need to be increase to avoid the cable becoming an expense for the Housing Authority. Further research is being done to determine the correct increase for the fees. An update will be given at the November board meeting.

9. New Business (30 minutes)

- a. Conflict of Interest – the Board members reviewed and signed the Conflict of Interest Policy.
- b. Code of Ethics – the Board members reviewed and signed the Code of Ethics Policy.
- c. Board Member Confidentiality – the Board members review and signed the Board Member Confidentiality Policy.

10. Open Discussion. Nothing to report.

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

12. Next Scheduled Board Meeting: November 20, 2018 at 5:00pm.

Adjourn. Commissioner Burch made a motion to adjourn at 5:45pm, Commissioner Sanchez seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis  
Executive Director