

Ilion Housing Authority

Board Meeting
September 18, 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 5:01pm 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 August 21, 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 Labor Day picnic and the election of the officers of the Tenant's Association.
6. Committee Reports. Nothing to report.
7. Financial Report.
 - a. Monthly Transaction Report. The Board of Commissioners reviewed the report for August 2018. Commissioner Lachacz made a motion to approve the monthly transaction report for August 2018 and Commissioner Burch 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 August 2018 financial reports as presented and Commissioner Lachacz 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. Bulk Cable fees for London Towers. This item was tabled until the next meeting so additional research can be done by Director McGrellis.
9. New Business (30 minutes)
 - a. 2018/2019 Annual Budgets (RAD, Section 8, Business Activities) Resolution #895 – Commissioner Lachacz made a motion to approve all three budgets Resolution #895 and Commissioner Sanchez seconded the motion. Ayes all.
 - b. Write-off to Collections Cindy Kennedy \$1,448.90 Resolution #896 – Commissioner Sanchez made a motion to write-off to collections \$1,448.90 for Cindy Kennedy Resolution #896 and Commissioner Burch seconded the motion. Ayes all.
 - c. Business Activities Investment Policy review – The Board of Commissioners reviewed the current Business Activities Investment Policy and agreed no changes needed to be made. Director McGrellis will contact Dan Ficano of Adirondack Financial Services and tell him to go forward using the current investment policy. No further action is required.
 - d. Change of Chairs – Commissioner Burch made a motion make no changes in the chairs for the next fiscal year October 2018 – September 2019 and Commissioner Lachacz seconded the motion. Ayes all.
 - e. Annual Meeting – The Annual Meeting is scheduled for 5:30pm on October 16, 2018 at the Willows in Utica, NY.
10. Open Discussion. Nothing to report.
11. Executive Session for personnel matters. Nothing to report.
12. Next Scheduled Board Meeting: October 16, 2018 at 5:30pm.

Adjourn. Commissioner Woody made a motion to adjourn at 5:55pm, Commissioner Sanchez seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director