

9/17Ilion Housing Authority

Board Meeting
September 17, 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 5:05pm at the Ilion Housing Authority offices.

2. Roll Call.

Chairperson Murray, Commissioners Woody, and Whalen were present. Commissioner Burch arrived at 6:36pm. Director McGrellis was present. Resident Commissioner Murray was present. Commissioner Lachacz, Counsel Rose and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the August 20, 2019 Regular Board Meeting. Commissioner Woody made a motion to approve the minutes and Resident Commissioner Murray 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 the newly elected officers, the success of the potluck dinner followed by charades. The Tenant's Association is planning events and activities to be held in the upcoming months.

6. Committee Reports. Nothing to report.

7. Financial Report.

- a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for August 2019. Resident Commissioner Murray made a motion to approve the monthly transaction reports for August 2019 and Commissioner Whalen 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 2019 financial reports as presented and Resident Commissioner Murray seconded the motion. Ayes all.

8. Old Business.

- a. Concrete/Sidewalk project at Ilion Heights – Director McGrellis advised the board that two quotes were received to complete the concrete work at Ilion Heights. The lowest bid of \$19,860.00 from Bulinski Trucking was accepted and the work should begin in October. No further action is required.
- b. Spectrum Wifi – London Towers – Director McGrellis discussed the results of the resident survey and meeting held on September 10, 2019. Director McGrellis was unsure of the project going forward due to the lack of interest from the residents. It will be looked into further and determined if it would be a benefit to the Housing Authority and the residents.

9. New Business

- a. Dan Ficano – Business Activities Investment Account and Policy Review - Dan Ficano from Adirondack Financial Services reviewed the Business Activities investment account and asked the board to review the investment policy to see if any changes need to be made.
- b. Write-off to Collections Resolution #906 – Susan Waterbury \$96.00 – Commissioner Woody made a motion to approve Resolution #906 write-off to collections Susan Waterbury \$96.00 and Commissioner Whalen seconded the motion. Ayes all.
- c. Change of Chairs – Commissioner Burch made a motion to keep the current chairs the same for 2019/2020 and Commissioner Woody seconded the motion. Ayes all.
- d. Annual Meeting – The annual meeting is schedule for 6:30pm at Tavolo in Utica, NY following the regular board meeting. No further action required.

10. Open Discussion. Nothing to report.

11. Executive Session for personnel matters. Resident Commissioner Murray made a motion to enter executive session at 6:06pm and Commissioner Woody seconded the motion. Commissioner Woody made a motion to exit executive session at 6:47pm and Commissioner Burch seconded the motion.

12. Next Scheduled Board Meeting: October 15, 2019 at 5:00pm.

Adjourn. Commissioner Burch made a motion to adjourn at 6:51pm and Commissioner Whalen seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director