

Ilion Housing Authority

Board Meeting

February 18, 2020

Board of Commissioners 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 5:03pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the December 17, 2019 Regular Board Meeting. Commissioner Lachacz made a motion to approve the minutes and Commissioner Whalen 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 Super Bowl Party and the success of the bake sale held on February 14th. The Tenant's Association is planning a St. Patrick's Day dinner on March 14th. They also will be collecting food for the Food Pantry and items for the Herkimer County Humane Society in the month of March.

6. Committee Reports. Nothing to report.

7. Financial Report.

- a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for December 2019. Commissioner Burch made a motion to approve the monthly transaction reports for December 2019 and Commissioner Woody seconded the motion. Ayes all. The Board of Commissioners reviewed the reports for January 2020. Commissioner Lachacz made a motion to approve the monthly transaction report for January 2020 and Commissioner Burch seconded the motion. Ayes all.
- b. Credit Card Transaction Report. The credit card transaction report was not included in the board packet in error. The report will be emailed to the board members for review.
- 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 December 2019 financial reports as presented and Commissioner Woody seconded the motion. Ayes all. Commissioner Woody made a motion to accept the January 2020 financial reports as presented and Commissioner Lachacz seconded the motion Ayes all.

8. Old Business.

- a. Sale of 2006 Maintenance Truck – Director McGrellis informed the board that one sealed bid was received for the 2006 Maintenance Truck for \$5,700.00 from Chuck Humphreville and was accepted. No further action is required.
- b. London Towers hallway flooring – Don Unsinn started the 4th floor hallway flooring project at London Towers February 18, 2020 and is planning on it being complete by the end of the week. The Maintenance Department will be painting the walls when time is available.

9. New Business

- a. Annual Audit – the Annual Audit for fiscal year 2018/2019 was conducted on January 20 & 21, 2020. There were no findings and the audit report will be distributed once it is received.
- b. General Depository Agreement Resolution #911 – Director McGrellis advised the board of the General Depository Agreement with Adirondack Bank that is required by HUD. Commissioner Lachacz made motion to accept Resolution #911 the General Depository Agreement with Adirondack Bank as presented and Commissioner Woody seconded the motion. All Ayes.
- c. Write-off to Collections Cheryl Belcher \$498.76 Resolution #912 – Commissioner Woody made a motion to approved Resolution #912 write-off to collections – Cheryl Belcher \$498.76 and Commissioner Burch seconded the motion. Ayes all.
- d. Business Activities Pershing Deposit – Director McGrellis proposed to the board a deposit made to the Pershing account with the excess cash from earned in the Business Activities 2018/2019 fiscal year. Commissioner Whalen made a motion to deposit \$40,000.00 in the Pershing account from Business Activities and Commissioner Lachacz seconded motion. Ayes all.
- e. Computer Room Upgrades – Director McGrellis advised the board a new wall rack has been ordered for the computer room to house the security system equipment and an updated firewall has been ordered. No further action is required.
- f. NYSPHADA Conference 5/5/2020 & 5/6/2020 – Director McGrellis advised the board of the dates of the 2020 NYSPHADA Conference. Board members are encouraged to attend. Director McGrellis will reserve rooms and complete registration in April.

10. Open Discussion. Commissioner Lachacz discussed key points he learned at the PHADA Conference and proposed that Director McGrellis research grants available that would provide additional tenant services. Commissioner Woody discussed the website and suggested it be updated. Director McGrellis will research the grants available and will be contacting CCNY to get a quote for a website update.

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

12. Next Scheduled Board Meeting: March 17, 2020 at 5:00pm.

Adjourn. Commissioner Burch made a motion to adjourn at 6:18pm and Resident Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director