

# Ilion Housing Authority

## Board Meeting

May 19, 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 4:55pm 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, Counsel Rose and Trustee Moore were excused.

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the February 18, 2020 Regular Board Meeting. Commissioner Woody 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. Nothing to report.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for March 2020 and April 2020. Commissioner Lachacz made a motion to approve the monthly transaction reports for March 2020 and April 2020 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 Burch made a motion to accept the March 2020 and April 2020 financial reports as presented and Commissioner Whalen seconded the motion. Ayes all.

8. Old Business.

- a. London Towers hallway flooring – Don Unsinn installed the flooring in the 4<sup>th</sup> floor hallway. He will be installing the cove base once the Housing Authority is reopened, most likely in June 2020. The floor came out well and Director McGrellis proposed that all the floors be done. Commissioner Burch made a motion to approve a budget of \$55,000 to install the Luxury Vinyl Tile flooring in remaining hallways at London Towers and Commissioner Woody seconded the motion. Ayes all.

9. New Business

- a. COVID-19 Response Plan Resolution #913 – Director McGrellis provided the COVID-19 Response Plan for the board members to review. Commissioner Woody made a motion to adopt the COVID-19 Response Plan Resolution #913 and Commissioner Lachacz seconded the motion. Ayes all.
- b. COVID-19 Waivers Vouchers only Resolution #914 – Director McGrellis provided the COVID-19 Waivers Vouchers only to the board for review. Commissioner Burch made a motion to adopt the COVID-19 Waivers Vouchers only Resolution #914 and Commissioner Woody seconded the motion. Ayes all.
- c. Reopening Plan – Director McGrellis discussed the reopening plan for June 1, 2020. The office will reopen slowly with all employees returning to work full time June 1, 2020. The situation will be closely monitored by Director McGrellis and the plan will be adjusted accordingly. Director McGrellis will provide the board with updates on the reopening.
- d. Ilion Heights Apt A7 – Director McGrellis advised the board that the floor in the upstairs of Ilion Heights apartment A7 had to be encapsulated. Floor tiles that contained asbestos in the mastic were pulled up while the carpet was being removed in the bedrooms. The total cost of the project was \$10,190 which included the abatement and monitoring. No further action is required.
- e. Annual Audit Report – The 2018/2019 Annual Audit report was distributed to the board members. There were no questions or comments. No further action required.
- f. Website update – CCNY Tech – Director McGrellis signed a contract with CCNY Tech to redesign the website. It will be easier for applicants to get information about the Housing Authority and applications will be available online. No further action is required.

10. Open Discussion. Nothing to report.

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

12. Next Scheduled Board Meeting: June 16, 2020 at 5:00pm.

Adjourn. Commissioner Lachacz made a motion to adjourn at 5:55pm and Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis  
Executive Director