

# Ilion Housing Authority

## Board Meeting

August 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 5:00pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the July 21, 2020 Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Commissioner Woody seconded the motion. Commissioner Whalen and Resident Commissioner Murray abstained from the vote. 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 report for July 2020. Commissioner Woody made a motion to approve the monthly transaction report for July 2020 and Commissioner Lachacz 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 July 2020 financial reports as presented and Commissioner Lachacz seconded the motion. Ayes all.

8. Old Business. Nothing to Report.

9. New Business

- a. Capitalization and Investment Policy Updates – Director McGrellis provided the updated Capitalization and Investment Policy to the board for review. Director McGrellis discussed the language was updated; the inventory tag system has been removed and Section 7 was updated with additional payment options. Commissioner Lachacz made a motion to approve the Capitalization and Investment Policy updates and Commissioner Woody seconded the motion. Ayes all.
- b. Section 8 Fraud Recovery Write-offs \$2,589.00 Resolution #916 – Commissioner Lachacz made a motion to approved Resolution #916 write-off to collections – Section 8 participants that did not fulfill their repayment agreements and Commissioner Woody seconded the motion. Ayes all.
- c. Security System Upgrade – Director McGrellis discussed the upgrades that need to be made to the security systems at the Remington Park and Ilion Heights properties. Additional cameras are needed to provide more coverage of the grounds. Cameras are also obstructed by the awnings and should be relocated to be more useful. Director McGrellis met with CCNY Tech contractor to get a quote. Director McGrellis will also contact Spectrum and ADT for quotes.
- d. Write-off to Collections Resolution #917 – Commissioner Burch made a motion to approved Resolution #917 write-off to collections – total \$1,342.56- Brittany Marrone \$565.16 and Amanda and Shawn Jackson - \$777.40 and Commissioner Lachacz seconded the motion. Ayes all.

10. Open Discussion – Director McGrellis informed the board the Annual Inspections for Remington Park and Ilion Heights are being conducted and going well. London Towers will be scheduled in September.

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

12. Next Scheduled Board Meeting: September 15, 2020 at 5:00pm

Adjourn. Commissioner Burch made a motion to adjourn at 5:45pm and Resident Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis  
Executive Director