

# Ilion Housing Authority

## Board Meeting

July 21, 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.

Vice Chairperson Lachacz called the Board Meeting of the Ilion Housing Authority to order at 5:08pm at the Ilion Housing Authority offices.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the June 16, 2020 Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Commissioner Woody seconded the motion. Commissioner Lachacz 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. Director McGrellis advised eviction proceedings are still on hold and a court date will be scheduled as soon as the courts are back in session for tenant/landlord proceedings.

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 June 2020. Commissioner Lachacz made a motion to approve the monthly transaction report for June 2020 and Resident Commissioner Murray 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 June 2020 financial reports as presented and Commissioner Lachacz seconded the motion. Ayes all.

8. Old Business. Nothing to Report.

9. New Business

- a. Tenant Handbook changes – Director McGrellis advised the board of the changes in the Tenant Handbook. Policies addressing use of fireworks, open flames and tiki torches were added to the handbooks. Also, the procedure for disposal of recyclables at London Towers was updated. Commissioner Woody made a motion to accept the changes to the Tenant Handbooks and Commissioner Burch second the motion. All Ayes.
- b. Payments via the website – the website designer is currently working on adding a payment option on to the website. This will give tenants an additional form of payment. This feature should be implemented within the next month. No further action is required.
- c. Annual Inspections – Director McGrellis advised the board that Annual Inspections will take place in August and September. The Family Units will be done first, and London Towers will be spread out over a few days to limit exposure to the residents. Director McGrellis will have a plan in place to protect the staff as well as the residents. No further action is required.

10. Open Discussion. Director McGrellis advised the board that the Ilion Housing Authority has been selected to participate in a RAD study by a third party. Any information that is received about the study will be passed on to the board. No further action is required.

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

12. Next Scheduled Board Meeting: August 18, 2020 at 5:00pm

Adjourn. Commissioner Burch made a motion to adjourn at 5:54pm and Commissioner Woody seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis  
Executive Director