

Ilion Housing Authority

Board Meeting

April 20,2021

Board of Commissioners Members

Stephan Lachacz, Chairperson

Larry Woody, Treasurer

Brian Murray, Commissioner

Cathy McGrellis, Executive Director/Secretary

Joanne Moore, Village Trustee

Orlo Burch, Vice Chairperson

Margery Murray, Resident Commissioner

Pat Whalen, Commissioner

Mark Rose, Counsel

1. Call to Order.

Vice Chairperson Burch called the Board Meeting of the Ilion Housing Authority to order at 5:16pm at the Ilion Housing Authority office.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the March 16, 2021 Regular Board Meeting. Commissioner Murray 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. Nothing to report.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report for March 2021. Commissioner Whalen made a motion to approve the monthly transaction report for March 2021 and Commissioner Murray seconded the motion. Ayes all.

b. Credit Card Transaction Report. The Board of Commissioners reviewed the report for March 2021.

c. Profit/Loss Report. The Board of Commissioners reviewed the report for March 2021.

d. Bank Statements. The Board of Commissioners reviewed the report March 2021.

Resident Commissioner Murray made a motion to accept the March 2021 financial report as presented and Commissioner Murray seconded the motion. Ayes all.

8. Old Business.

a. London Towers Security System – Director McGrellis advised the board that vendors have been contacted to get a quote to replace the London Towers Security System due to the age of the current

system. The second contractor had to return to London Towers for an additional meeting about the new system. The quotes will be presented at the May board meeting.

- b. Mohawk Valley Community Action Weatherization Program – The audit determined that insulation and new bathroom fans are a top priority at the Family Units. Director McGrellis will be filling out the application and gathering the necessary information to move forward with the weatherization program. An update will be provided at the May board meeting.

9. New Business

- a. St. Johnsville Plan – Director McGrellis advised the board that she would be working 15 hours a week in St. Johnsville to cover the office and perform the duties of the Housing Assistance Representative. During this time, it will be determined how many hours a part-time person will need to complete the job. A summary of hours will be presented to the St. Johnsville Board of Commissioners. No further action is required.
- b. Write-off to Collections Resolution #924 Total \$1,704.99 – Janice Dennis \$1,511.28, Kassandra Minnehan \$193.71 – Commissioner Murray made a motion to approve Write-off to Collections Resolution #924 total \$1,704.99 – Janice Dennis \$1,511.28 and Kassandra Minnehan \$193.71 and Commissioner Whalen seconded the motion. Ayes all.
- c. Sidewalk Replacement – Ilion Heights – Director McGrellis advised the board there are several sidewalks that need to be replaced at Ilion Heights. The budget for the project is \$6,000.00 and will start in June 2021. No further action is required.
- d. Pest Inspections – Director McGrellis advised the board that Pest Inspections were done in the beginning of April for London Towers and the Family Units with Bite Back Pest Management. The inspections went well, and no serious issues were discovered. As a result, some apartments will have housekeeping inspections as a follow up.
- e. Reopening Plan – The Community Room will be open for small gatherings (under 15 people) on June 1, 2021. The residents will be required to wear masks when not eating or drinking. The office will remain close until the foreseeable future. Residents can make an appointment if they need to meet with a staff member.

10. Open Discussion. Director McGrellis addressed the legalization of recreational marijuana in New York state. The Ilion Housing will remain a drug-free facility and marijuana use will not be permitted. Residents will be issued smoking violations if they are reported to be smoking or vaping marijuana in their apartments or on the property. Marijuana use is addressed in the Smoking Policy. No further action is required.

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

12. Next Scheduled Board Meeting: May 18, 2021 at 5:00pm

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:07pm and Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director