

Ilion Housing Authority

Board Meeting

February 16, 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.

Chairperson Lachacz called the Board Meeting of the Ilion Housing Authority to order at 5:03pm. The meeting was held virtually via Zoom.

2. Roll Call.

Chairperson Lachacz, Commissioners Murray, Woody, Whalen, and Burch were present via Zoom. Director McGrellis was present via Zoom. 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 January 19, 2021 Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Resident Commissioner Murray seconded the motion. Ayes all.

4. Management Report.

Director McGrellis provided a written monthly report and highlighted the key indicator information supplementing the report. Director McGrellis advised that receivables have increased due to unpaid rent. Tax refunds will be issued in the coming months and Director McGrellis hopeful some residents will catch up on their rent. Director McGrellis also discussed the six vacancies coming up as of February 28, 2021. Maintenance will be prioritizing the apartments that are rented to be completed first.

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 January 2021. Commissioner Woody made a motion to approve the monthly transaction report for January 2021 and Commissioner Burch seconded the motion. Ayes all.
- b. Credit Card Transaction Report. The Board of Commissioners reviewed the report for January 2021.
- c. Profit/Loss Report. The Board of Commissioners reviewed the report for January 2021.
- d. Bank Statements. The Board of Commissioners reviewed the report January 2021. Commissioner Whalen made a motion to accept the January 2021 financial report as presented and Commissioner Murray seconded the motion. Ayes all.

8. Old Business.

- a. Message board in lobby (TV) – The training for the software to use the Lobby TV has been completed. Announcements, local events, news, weather, etc. can be displayed on the Lobby TV for the residents. It is a new and efficient way for the staff to communicate with the residents.
- b. 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. Upgrading the system would provide more coverage of the building and the grounds at London Towers. Bids received will be presented at the March 16, 2021 board meeting.

9. New Business

- a. Business Activities Pershing Deposit \$25,000 – Director McGrellis proposed a deposit of \$25,000 be made to the Business Activities Pershing Account. Commissioner Woody made a motion to approve a \$25,000 deposit to the Business Activities Pershing Account and Commissioner Burch seconded the motion. Ayes all.
- b. Mohawk Valley Community Action Weatherization Program – Director McGrellis was contacted by Mohawk Valley Community Action Weatherization Program director to discuss if the apartments at Remington Park and Ilion Heights qualify for their program. The Weatherization Program can provide updates to doors, windows, insulation, and upgrade air quality in the units. An audit of one the apartments will be scheduled in March to see if the Housing Authority can move forward with the process to enroll in the program. Director McGrellis will provide an update at the March board meeting.

10. Open Discussion. Director McGrellis advised the board she would provide the Project Report Summary to give the updated totals spent on project, both on-going and complete.

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

12. Next Scheduled Board Meeting: March 16, 2021 at 5:00pm (virtually)

Adjourn. Resident Commissioner Murray made a motion to adjourn at 5:47pm and Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director