

Ilion Housing Authority

Board Meeting

January 19, 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 4:59pm. The meeting was held virtually via Zoom due to the number of COVID-19 cases in the area.

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 October 20, 2020 Regular Board Meeting. Commissioner Murray 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. Director McGrellis advised all vacant apartments are rented as of February 1, 2021. Chairperson Lachacz commented about the decrease in number of fire alarms for the 3 consecutive months.

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 October, November, and December 2020. Commissioner Murray made a motion to approve the monthly transaction reports for October, November, and December 2020 and Commissioner Burch seconded the motion. Ayes all.
- b. Credit Card Transaction Report. The Board of Commissioners reviewed the reports for October, November, and December 2020.
- c. Profit/Loss Report. The Board of Commissioners reviewed the reports October, November, and December 2020. .
- d. Bank Statements. The Board of Commissioners reviewed the reports October, November, and December 2020. .

Commissioner Woody made a motion to accept the October, November, and December 2020 financial reports as presented and Commissioner Whalen seconded the motion. Ayes all. Note: The September 2020 Financial Statements were distributed for the January 2021 board meeting. When the Annual Audit is complete, the audit report will be sent to the board members. No further action is required.

8. Old Business.

- a. Message board in lobby (TV) – The TV and software are installed in the lobby. Director McGrellis will be doing the training for the software in January 2021. The Office will be able to post announcements and information daily for residents. No further action is required.
- b. Employee COVID Bonuses – On December 21, 2020 Director McGrellis proposed a \$500 COVID bonus for all employees, paid through the Business Activities account. All the board members agreed. The employees expressed gratitude for the bonus after a difficult year.

9. New Business

- a. First Transfer Long Term Capital Reserve \$75,000 Resolution #923 – Commissioner Woody made a motion to make the first transfer of \$75,000 to the Long-Term Capital Reserve for the first of two annual contributions Resolution #923 and Commissioner Murray seconded the motion. Ayes all.
- b. Revised Capitalization & Investment Policy – Director McGrellis provided an updated section of the Capitalization & Investment Policy which would include the capitalization of budgeted projects over multiple fiscal years even if the capitalization threshold is not met. Commissioner Whalen made a motion to accept the Revised Capitalization & Investment Policy and Commissioner Burch seconded the motion. Ayes all.
- c. Pandemic Response Plan Update – Director McGrellis provided an updated section of the Pandemic Response plan that addressed Lack of Work and Mandatory Quarantine. Resident Commissioner Murray made a motion to accept the updated sections of the Pandemic Response Plan and Commissioner Woody seconded the motion. Ayes all.
- d. London Towers Security System – Due to the age of the current security system at London Towers, Director McGrellis advise the board that she would be reaching out to vendors to see the current pricing on replacing or upgrading the current system. This would also allow for the opportunity to increase the coverage around the building at London Towers. Additional information will be provided at the next board meeting.

10. Open Discussion. Director McGrellis advised the Annual Audit is being conducted virtually and will continue through January 2021.

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

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

Adjourn. Resident Commissioner Murray made a motion to adjourn at 5:57pm and Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director