

Ilion Housing Authority

Board Meeting

March 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 5:02pm. The meeting was held virtually via Zoom.

2. Roll Call.

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

3. Approval of the Minutes.

Commissioners read and reviewed the minutes of the February 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. Director McGrellis addressed the number of delinquent households questioned by Commissioner Murray. The number of households is correct with 46 that had a balance, even a small one at the end of February. Director McGrellis is sending out Rent Due notices twice a month. There are still no evictions for non-payment.

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 February 2021. Commissioner Woody made a motion to approve the monthly transaction report for February 2021 and Commissioner Murray seconded the motion. Ayes all.
- b. Credit Card Transaction Report. The Board of Commissioners reviewed the report for February 2021.
- c. Profit/Loss Report. The Board of Commissioners reviewed the report for February 2021.
- d. Bank Statements. The Board of Commissioners reviewed the report February 2021. Commissioner Whalen made a motion to accept the February 2021 financial report as presented and Resident 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. As of today, Director McGrellis is waiting to receive the quotes. If all the quotes are received, then they will be presented at the April board meeting.
- b. Mohawk Valley Community Action Weatherization Program – Director McGrellis met with the representative from Mohawk Valley Community Action for an audit of an apartment to see if it meets the qualifications. Direct McGrellis received an email with the improvements that can be made. She will be meeting with Maintenance Foreman Salvagni to discuss options and the next step to move forward.

9. New Business

- a. Audit Report – The Audit Report for fiscal year-ending 9/30/20 was provided to the board. No questions. No further action is required.
- b. Capital Projects Review – Director McGrellis discussed the completed and ongoing Capital Projects with the board. No further action required.

10. Open Discussion. Director McGrellis advised the board that the St. Johnsville Housing Assistance Representative is retiring at the end of March. During the next month Director will be working in St. Johnsville to assess the position and the needs of the Housing Authority. An update will be given at the April 2021 board meeting.

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

12. Next Scheduled Board Meeting: April 20, 2021 at 5:00pm

Adjourn. Resident Commissioner Murray made a motion to adjourn at 5:43pm and Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director