

Ilion Housing Authority

Board Meeting
October 20, 2020

Board of Commissioners Members

Brian Murray, Chairperson	Stephan Lachacz, Vice Chairperson
Larry Woody, Commissioner	Margery Murray, Resident Commissioner
Orlo Burch, Treasurer	Pat Whalen, Commissioner
Cathy McGrellis, Executive Director/Secretary	Mark Rose, Counsel
Joanne Moore, Village Trustee	

1. Call to Order.
Chairperson Murray called the Board Meeting of the Ilion Housing Authority to order at 4:58pm at the Ilion Housing Authority offices.
2. Roll Call.
Chairperson Murray, Commissioners Whalen and Burch were present. Director McGrellis was present. Commissioner Lachacz, Woody and 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 September 15, 2020 Regular Board Meeting. Commissioner Burch 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 advised the board outside contractors were hired to paint and lay flooring tiles due to the large volume of vacant apartments at Remington Park. This would allow for apartment to be rented within a responsible amount of time.
5. Tenant Advisory Report. Resident Commissioner Murray reported BINGO and cards are being held in the Community Room again. There is a maximum of 20 participants, and everyone must wear a mask unless eating or drinking.
6. Committee Reports. Nothing to report.
7. Financial Report.
 - a. Monthly Transaction Report. The Board of Commissioners reviewed the report for September 2020. Commissioner Woody made a motion to approve the monthly transaction report for September 2020 and Commissioner Lachacz 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 September 2020 financial reports as presented and Commissioner Woody seconded the motion. Ayes all. Note: The September 2020 Financial Statements presented at this meeting were preliminary and final Financial Statements will be provided at the November 17, 2020 meeting.

8. Old Business.

- a. Security System Upgrade – Director McGrellis advised the board that the installation of the upgraded system is currently being done. The system should be complete at Remington Park by the end of November. The project at Ilion Heights will begin in the middle of November.
- b. Change of Chairs – Commissioner Burch made a motion for the board members to change to the follow chairs as of November 1, 2020: Commissioner Lachacz – Chairperson, Commissioner Burch – Vice Chairperson, Commissioner Woody – Treasurer and Direct McGrellis will be remain as Secretary and Commissioner Whalen seconded the motion. Ayes All.

9. New Business

- a. Civil Rights Certification Resolution #920 – Director McGrellis read and reviewed the Civil Rights Certification for the Annual Plan. Commissioner Lachacz made a motion to accept the Civil Rights Certification Resolution #920 and Resident Commissioner Murray seconded the motion. Ayes all.
- b. Annual Plan Certification Resolution #921 – Executive Director McGrellis advised there are no changes in the Administrative Plan for the Annual Plan Certification this year. Commissioner Lachacz made a motion to accept the Annual Plan Certification Resolution #921 as presented and Resident Commissioner Murray seconded the motion. Ayes all.
- c. Message board in lobby (TV) – Director McGrellis advised that a TV was going to be installed in the lobby that can be updated daily with messages to the residents. This will improve the communication between the Office and the residents especially during this time when the Office remains closed to the public.
- d. Conflict of Interest – the Board members reviewed and signed the Conflict of Interest Policy.
- e. Code of Ethics – the Board members reviewed and signed the Code of Ethics Policy.
- f. Board Member Confidentiality – the Board members review and signed the Board Member Confidentiality Policy.

10. Open Discussion. Nothing to report.

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

12. Next Scheduled Board Meeting: November 17, 2020 at 5:00pm

Adjourn. Commissioner Burch made a motion to adjourn at 5:41pm and Resident Commissioner Murray seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director