

Ilion Housing Authority

Board Meeting
August 17, 2021

Board of Commissioners Members

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

1. Call to Order.
Chairperson Lachacz called the Board Meeting of the Ilion Housing Authority to order at 5:00pm at the Ilion Housing Authority office.
2. Roll Call.
Chairperson Lachacz, Commissioners Murray, Whalen, Woody, and Burch were present. Director McGrellis was present. Resident Commissioner Murray was present via telephone. Counsel Rose was present. Trustee Moore were excused.
3. Approval of the Minutes.
Commissioners read and reviewed the minutes of the July 20, 2021, Regular Board Meeting. Commissioner Burch made a motion to approve the minutes and Commissioner Murray seconded the motion. Commissioners Whalen and Woody abstained from the vote. 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. Resident Commissioner Murray discussed the bake sale at the Ilion Days Car Show. The bake sale brought in \$350.00 in sales and additional \$50.00 in donations. Resident Commissioner Murray also report that the residents are very happy with the new picnic tables for the smoking area.
6. Committee Reports. Nothing to report.
7. Financial Report.
 - a. Monthly Transaction Report. The Board of Commissioners reviewed the report for July 2021 Commissioner Woody made a motion to approve the monthly transaction report for July 2021 and Commissioner Whalen seconded the motion. Ayes all.
 - b. Credit Card Transaction Report. The Board of Commissioners reviewed the report for July 2021.
 - c. Profit/Loss Report. The Board of Commissioners reviewed the report for July 2021.
 - d. Bank Statements. The Board of Commissioners reviewed the report July 2021.
Commissioner Murray made a motion to accept the July 2021 financial report as presented and Commissioner Burch seconded the motion. Ayes all.

8. Old Business.

- a. London Towers Security System – Director McGrellis advised the board that the installation of the security system at London Towers is complete. It is easy to use, and the staff is pleased with the system. Abdo Security is available for questions and additional training if needed. No further action is required.
- b. Mohawk Valley Community Action Weatherization Program – Director McGrellis advised the board that contractors will be doing a walk through on August 21, 2021. Once the walk through is complete Mohawk Valley Community Action will calculate the total cost of the project. An update will be given at the September board meeting.

9. New Business

- a. Travel Policy Update – Director McGrellis presented an updated Travel Policy. The major change was to the amount of the stipends. The new amounts are as follows, breakfast \$15.00, lunch \$30.00 and dinner \$55.00. Commissioner Woody made a motion to approve the changes to the Travel Policy and Commissioner Murray seconded the motion. Ayes all.

10. Open Discussion. Counsel Rose addressed the board concerning the claim filed against Director McGrellis and Housing Assistance Representative Lawson. He will be assisting the two employees through the process. Any updates will be provided to the board.

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

12. Next Scheduled Board Meeting: September 21, 2021, at 5:00pm

Adjourn. Resident Commissioner Murray made a motion to adjourn at 5:37pm and Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director