

Ilion Housing Authority

Board Meeting

February 15, 2022

Board of Commissioners Members

Stephen 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 4:58pm at the Ilion Housing Authority office.

2. Roll Call.

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

3. Approval of the Minutes

Commissioners read and reviewed the minutes of the December 21, 2021, regular board meeting. Commissioner Burch made a motion to approve the minutes for the December 21, 2021, regular board meeting, and Commissioner Woody seconded the motion. 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 advised the board the Tenant's Association hosted a Superbowl party. Also, the Tenant's Association is collecting canned goods for the food pantry and items for the Humane Society throughout the month of February.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the reports for December 2021 and January 2022. Commissioner Woody made a motion to approve the monthly transaction reports for December 2021 and January 2022 and Commissioner Whalen seconded the motion. Ayes all.

b. Credit Card Transaction Report. The credit card statement was not received in time for the board meeting. Accountant Hall will be sending the report to the board members once it is complete.

c. Profit/Loss Report. The Board of Commissioners reviewed the report for January 2022.

d. Bank Statements. The Board of Commissioners reviewed the reports for December 2021 and January 2022.

Commissioner Woody made a motion to accept the January 2022 financial report as presented and Commissioner Whalen seconded the motion. Ayes all.

8. Old Business.

- a. Mohawk Valley Community Action Weatherization Project – Director McGrellis advised the board that Mohawk Valley Community Action completed the bidding process for the Weatherization Project. The project includes upgrades to LED lighting, bathroom fans, insulation, and low flow shower heads. The landlord contribution for the project is \$16,837.50 and will be started once the contractors receive all the necessary items. Resident Commissioner Murray made a motion to approve the landlord contribution for the Weatherization Project and Commissioner Burch seconded the motion. Ayes all.
- b. St. Johnsville Contract – Director McGrellis advised the board that the St. Johnsville Housing Authority Board of Commissioners voted and approved the new rates. There will be an annual review by the St. Johnsville Board, and they will determine the annual percentage of increase with a minimum of 2%. Director McGrellis proposed in the new contract, 40% of the net additional revenue would be paid to Director McGrellis monthly. Director McGrellis also proposed a 10% increase of their current bonus for Housing Assistant Representative Lawson and Accountant Hall. Commissioner Whalen made a motion to approve the new rates and contract with the St. Johnsville Housing Authority and Commissioner Woody seconded the motion. Ayes all. The monthly bonuses for Director McGrellis and staff are tabled until the March 15, 2022, so the matter can be discussed further with all the board members present.

9. New Business

- a. Annual Audit – Director McGrellis sent the final audit report to the board members to review. There were no findings, and everything went well. No further action is required.
- b. Second Transfer Long-Term Capital Reserve \$100,000 Resolution #934 (Total \$200,000 for FYE 9/30/21) – Commissioner Woody made a motion to transfer \$100,000 and approve Resolution #934 the second Long-Term Capital Reserve transfer and Resident Commissioner Murray seconded the motion. Ayes all.
- c. Business Activities Annual Deposit \$12,000 – Director McGrellis proposed the annual Pershing deposit for Business Activities be \$12,000. All board members agreed, and the check will be sent to Adirondack Financial Services. No further action is required.
- d. NYSPHADA Conference – April 12, 2022 – April 14, 2022 – The spring conference will be held at the Event and Conference Center in Niagara Falls April 12, 2022 – April 14, 2022. If any board members are interested in attending, Director McGrellis will make reservations at the hotel.
- e. PHADA Conference – May 19, 2022 – May 22, 2022 – The Exhibitors Conference will be held in San Antonio, TX May 19, 2022 – May 22, 2022. If any board members are interested in attending, Director McGrellis will make travel arrangements.

10. Open Discussion. Nothing to report.

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

12. Next Scheduled Board Meeting: March 15, 2022, at 5:00pm.

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

Respectfully submitted,

Cathy McGrellis
Executive Director