

Ilion Housing Authority

Board Meeting
March 15, 2022

Board of Commissioners Members

Stephen 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 4:55pm 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 February 15, 2022, regular board meeting. Commissioner Burch made a motion to approve the minutes for the February 15, 2022, 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 had a successful canned food drive for the Ilion Food Pantry. Items for the Herkimer County Humane Society were also collected. Some of the residents will be ordering Ruben sandwiches for St. Patrick's Day. The Tenant's Association will be holding a bake sale during the Ilion Days Car Show at London Towers.
6. Committee Reports. Nothing to report.
7. Financial Report.
 - a. Monthly Transaction Report. The Board of Commissioners reviewed the report for February 2022. Commissioner Whalen made a motion to approve the monthly transaction report for February 2022 and Commissioner Burch seconded the motion. Ayes all.
 - b. Credit Card Transaction Report. The Board of Commissioners reviewed the report for February 2022.
 - c. Profit/Loss Report. The Board of Commissioners reviewed the report for February 2022.
 - d. Bank Statements. The Board of Commissioners reviewed the report for February 2022. Commissioner Woody made a motion to accept the February 2022 financial report as presented and Resident Commissioner Murray 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 awarded the contracts and is estimated to begin installing LED lighting, bathroom fans and insulation in April. An update will be provided at the next board meeting.
- b. St. Johnsville Contract – Chairperson Lachacz discussed the bonuses for Director McGrellis, Housing Representative Lawson, and Accountant Hall in Executive Session.

9. New Business

- a. Capital Projects Review – Director McGrellis provided the board with the Capital Projects report. This report details completed projects as well as ongoing projects at the Housing Authority. No further action is required.
- b. Write-off to Collections Resolution #935 Total \$7,695.10 – Tammy Coffin-Kraszewski (\$2,167.36), Jennifer Zabry, (\$3,071.18), Tyler Naugle (\$1,667.92), Kaylee Burns (\$788.64) – Commissioner Woody made a motion to approve Write-Off to Collections Resolution #935 total \$7,695.10 and Resident Commissioner Murray seconded the motion. Ayes all.

10. Open Discussion. Director McGrellis advised the board the office will be reopening in April.

11. Executive Session for personnel matters. Commissioner Whalen made a motion to enter Executive Session at 5:39pm to discuss the St. Johnsville bonuses and Resident Commissioner Murray seconded the motion. Commissioner Burch made a motion to exit Executive Session at 6:04pm and Commissioner Whalen second the motion.

12. Next Scheduled Board Meeting: April 19, 2022, at 5:00pm.

Adjourn. Resident Commissioner Murray made a motion to adjourn at 6:07pm and Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director