

Ilion Housing Authority

Board Meeting

November 30, 2021

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 5:00pm at the Ilion Housing Authority office.

2. Roll Call.

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

3. Approval of the Minutes

Commissioners read and reviewed the minutes of the October 19, 2021, Regular Board Meeting. There were corrections that needed to be made before the board would vote on the approval. The October 19, 2021, minutes will be corrected and presented at the December board meeting. 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 that there was approximately 40 people at the Harvest Dinner. The Tenant's Association is now planning the small Christmas Party and New Years Party.

6. Committee Reports. Nothing to report.

7. Financial Report.

a. Monthly Transaction Report. The Board of Commissioners reviewed the report for October 2021. Commissioner Murray made a motion to approve the monthly transaction report for October 2021 and Commissioner Burch seconded the motion. Ayes all.

b. Credit Card Transaction Report. The Board of Commissioners reviewed the report for October 2021.

c. Profit/Loss Report. The Board of Commissioners reviewed the report for October 2021.

d. Bank Statements. The Board of Commissioners reviewed the report October 2021.

Commissioner Woody made a motion to accept the October 2021 financial report as presented and Commissioner Whalen seconded the motion. Ayes all.

8. Old Business.

- a. Mohawk Valley Community Action Weatherization Program – Director McGrellis advised the board that Mohawk Valley Community Action has received all the information requested. Director McGrellis is currently waiting on the proposal for the projects. As of the November meeting, there are no updates on the Weatherization Project. Any updates will be provided at the December 2021 board meeting.

9. New Business

- a. First Transfer Long Term Capital Reserve \$100,000 Resolution #932. Director McGrellis proposed a first transfer of \$100,000 to the Long-Term Capital Reserve for the fiscal year ending 9/30/2021. Commissioner Woody made a motion to approve the first transfer of \$100,000 to the Long-Term Capital Reserve Resolution #932 and Commissioner Burch seconded the motion. All Ayes.
- b. St. Johnsville Contract – Director McGrellis presented to the board a first draft of the revision of the St. Johnsville Contract. The contract has not been updated since 2013. Since the office only has a part-time employee since July 2021 Director McGrellis has taken on additional tasks. Director McGrellis will propose a new contract to the St. Johnsville Board of Commissioners in January 2022. It will be discussed at the meeting on December 21, 2021.

10. Open Discussion. Nothing to report.

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

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

Adjourn. Resident Commissioner Murray made a motion to adjourn at 5:55pm and Commissioner Burch seconded the motion. Meeting adjourned.

Respectfully submitted,

Cathy McGrellis
Executive Director