

Watkins Glen Housing Authority
Village Boardroom
October 14, 2020, 3pm

Roll call at 3:03:

Peter Widynski, Nan Woodworth Patti Schimizzi, Rob Rossiter, Emily Peckham

Absent:

Brad Eakins.

Welcome Emily and Thank You to Nan for keeping everything running smoothly before and during the transfer.

Public Comments:

Four residents from Jefferson Village were in attendance. There were no outstanding concerns and commented on how very happy they were with Emily and Jennifer.

Motion to Approve the Minutes from the September 9, 2020 Meeting:

Motion to approve meeting minutes was made by Rob, seconded by Nan and carried.

Treasurer's Report:

A couple of major expenses – water heater and Holt Architects. This is the 3rd time a water heater has been replaced and since this type of water heater is not readily available, Peter made the decision to order an extra one and have it on stand-by. Motion to approve the Treasurer's Report was made by Patti, seconded by Nan and carried (with correction to Visions Non-Profit Checking interest amount.

Communications Sent/Received:

A letter from CGI Information Systems and Management Consultants dated September 25 was received and though the overall rating was Satisfactory, there are 10 citations towards the review of the financial records. At the time of this meeting, three of the ten are in progress of correction. The deadline is October 25, 2020 but there is hope of an extension. It is unfortunate due to the timing of Beth's departure and Emily's arrival and no overlapping.

Communication from 200 N. Decatur Street as the premise is on the market and wanting to know if there is any interest from the WGHA.

Alana Fast wants a conference call regarding the Jefferson Village renovation project on either October 21-22. Peter will send all the documents for the Boards review and comments.

Executive Director's Report:

- Need to identify snow removal service asap as Ryan VanHorn is no longer available. Patti will contact Randy Thorpe and Emily will call the Middle School Apartments to inquire who their contract is with.
- EC Cooper contacted Emily about insuring the new building. We need to discuss this with INHS to see who is responsible and how to proceed. And, to discuss the two accounts, Jefferson Village and Glen Lake and keeping them separate (Watkins Glen Community Development).
- STC estimate for laptop, docking stations, LCD screen, wireless keyboard and mouse to help with the two offices with mobility in each building. Emily is not moving on this, but to have it on hand when needed.
- Building wifi – is terrible. Verizon in the Community ^{Room} ~~Room~~ and Spectrum is in the office. Per Nick Phoenix, getting rid of the currently email. Decisions will be made shortly.
- MOR survey – CGI (as discussed above) and HUD rules and regulatins
- Smoke shack – safety with propane heater, small building, no room to social distance, etc. Emily looking into this.
- One vacancy at JV, due to be occupied very soon.

New Business:

- Emergency contact for tenant – some sort of answering service or a contact person just for emergencies, maybe a trac phone which would be cheaper than an answering service.
- Parking plan for Glen Lake and current usage at Jefferson Village. GL will have their own parking, plus parking on the street. JV will have assigned parking by numbers.
- Covid response to re-open the Community Room – Emily has re-arranged the furniture and posted guidelines. All other senior living properties are abiding by the restaurant rules.
- Visitors – other senior properties are allowing visitors with strict guidelines. Rules are posted and Emily is establishing a larger sign-in area.

Old Business:

Final choice for JV façade – this needs more discussion.

Next Meeting:

Because Veterans Day is November 11, our next meeting will be on Thursday, November 12, 2020 at 3pm in the Village Boardroom.

Motion to adjourn meeting at 4:25pm was made by Patti, seconded by Emily and carried.

Respectfully Submitted,
Patti Schimizzi