

Watkins Glen Housing Authority
Zoom Meeting – 3pm
December 9, 2020

Roll Call:

Peter Widnyski, Nan Woodworth, Patti Schimizzi, Rob Rossiter, Brad Eakins and Emily Peckham. Meeting called to order at 3:01pm.

Public Comments:

None

Reading and approval of previous meetings minutes:

Motion to approve the minutes from November 12, 2020 was made by Rob Rossiter, seconded by Nan Woodworth and carried.

Motion to approve the minutes from a special meeting called on November 20, 2020 was made by Nan Woodworth, seconded by Patti Schimizzi and carried.

Treasurer' s Report:

No major expenses this month. The Chemung Canal Trust monthly statement does not arrive in time for the monthly meeting. The board will need to discuss the possibility of moving the monthly meeting to accommodate the arrival of this statement. December's subsidy, due to multiple corrections will be processed with the January payment. During discussion, it was found that the totals were incorrect. Motion to table December's Treasurer's report until January was made by Nan Woodworth, seconded by Rob Rossiter and carried.

There was discussion that Emily and Nan are continuing to work on the year-end and the 2021 budget. A special meeting will be called to the end of the month for discussion and approval.

Communications Sent/Received:

Many emails regarding the opening of the building, but most important are phone and data lines for emergency services. Peter has made an appointment with Empire Access and will meet them on Monday, December 15, 2020 at 2:30pm. Rob reminded Peter about Jefferson Village needing better internet and maybe Empire could check out JV as well but stressing two separate accounts. Peter asked Rob to attend the site visit if he is available. Peter also stated Empire was suggesting a three year contract, Rob suggested this is negotiable.

Executive Director's Report:

- East end heater never fired up for the heating season and parts are no longer available. Vendor will give Jefferson Village a quote for a replacement and a spare.
- New washer was delivered for the second floor
- A stove quite in unit #114, was replace with the stove in vacant #220 and two stoves were ordered, a replacement for 220 and a spare
- As of January 5, 2021, Unit #220 will be occupied
- A tenant gave notice and will vacate on January 1, 2021. The apartment will be accessed regarding if any renovation is needed
- Tenants having guests staying longer than rules dictate and this is being addressed
- Moving ahead with assigning handicapped parking spots

New Business:

Bank accounts – in order for bank accounts to be opened or to change names more easily, a motion to approve Emily Peckham and Nan Woodworth to operationalize and create as needed, accounts at Visions Federal Credit Union specific to the requirements of Glen Lake Apartments' ongoing operations. In organizing Glen Lake Apartments' funds at Visions and Jefferson Village's funds at Chemung Canal Banks, it is also moved to allow them to move and consolidate accounts as needed. This Motion was set in motion by Peter Widnyski, seconded by Rob Rossiter and carried.

Resolution – Sent to us by Patty Paolangeli from INHS regarding authorizing check signers for Glen Lake Apartments LLC – we are not authorized to make a motion to approve, this should be taken up with Glen Lakes Apartments, LLC.

GLA interim office space:

Regarding the lease-up period for GLA, Emily and Jenn have graciously figured out how to make this work in their office at Jefferson Village by adding a vertical file, adding the new software programs to their computers and by blocking out time in the Community Room for specific times. The Community Room separate entrance will need to be in use to ensure social distancing.

Moving the WGHA meeting date:

A motion was made by Peter Widnyski to move the Watkins Glen Housing Authority's monthly meeting to the 3rd Wednesday of the month, seconded by Rob Rossiter, carried.

After review of the current year's budget a Motion to approve transition bonuses to staff at \$1500 each was made by Patti Schimizzi, seconded by Nan Woodworth, carried.

Old Business:

- A contract was signed with Source Landscaping for plowing and shoveling. No other quotes were received.
- Potential maintenance hire toured Glen Lake Apartments with Peter and Emily
- Tenant Holiday reminder – door competition

Motion to move into Executive Session at 4:24pm was made by Nan Woodworth, seconded by Rob Rossiter, carried.

Motion to exit Executive Session at 5:03pm was made by Nan Woodworth, seconded by Rob Rossiter, carried.

Next meeting date:

January 20, 2021

Motion to adjourn at 5:03pm was made by Peter Widnyski, seconded by Nan Woodworth, carried.

Respectfully submitted,
Patti Schimizzi