

**Watkins Glen Housing Authority
Village Board Room
April 16, 2021@ 1pm**

Meeting called to order and roll call at 1:05pm:

Present: Nan Woodworth, Patti Schimizzi, Brad Eakins, Rob Rossiter and Jennifer Tanner.

Absent: Peter Widnyski

Board reassignments/Annual meeting:

- A motion to recommend Nan Woodworth as Chairman of the WGHA Board was made by Patti Schimizzi, seconded by Rob Rossiter and carried.
- A motion for Patti Schimizzi to continue as Secretary was made by Nan Woodworth, seconded by Rob Rossiter and carried.
- The position of Treasurer was tabled until the new member has been appointed.
- A motion for Brad Eakins to continue as Vice Chairman was made by Patti Schimizzi, seconded by Nan Woodworth and carried.
- A motion for Rob Rossiter to continue as Assistant Secretary/Treasurer was made by Nan Woodworth, seconded by Patti Schimizzi and carried.

Motion to approve last meeting's minutes:

A motion was made to approve the minutes from the March 24, 2021 by Rob Rossiter, seconded by Brad Eakins and carried.

Public Comment:

A general comment from Brad Eakins questioning if we should have a tenant representative from Jefferson Village on the Board. The Board agreed and Jenn will send a letter to the residents for interest and/or suggestions.

Treasurer's Report:

Jefferson Village major expenses:

- Training for Nickole Simpson
- Landscaping
- Tree Service for limb removal

- Glen Lake Apartment furniture -refund fee
- Unit 204 carpet removal due to trip hazard and replaced with new flooring
- Unit 113 – reno waiting on cabinets

A motion to approve the Treasurer's Report was made by Patti Schimizzi, seconded by Nan Woodworth and carried.

Communications Sent/Received:

Peter Widnyski's letter of resignation was received by the WGHA Board and Village Board. The Board would like to publicly thank Peter for his years of dedication, his expertise and guidance. Peter was a valued member of the WGHA and we are very sad to see his tenure end.

Executive Director's Report:

Glen Lake Apartment's management transition – as of April 9, 2021 INHS will manage Glen Lake Apartments. This will be up for review in one year. The Glen Lake tenants have been notified, the WGHA have turned in their key fobs to this property, the WGHA website has had all corrections as to who to contact for applications to Glen Lake and bank signatures are in the process as INHS will now handle all financial accounting and audits. Tours and use of the conference room can still be reserved. INHS will be the contact for all emergencies and on-call issues. Rob brought up the possibility of the speed of answering the emergency calls as INH is headquartered in Ithaca.

Jefferson Village:

- Within the next 2-3 months, 3 more units will be renovated for future tenants, 2 in July and 1 in August.
- Flowers were sent to the family of a recently deceased resident and to a longtime resident who recently moved to assisted living.
- Paychex will take over the payroll as of July 1

New flooring for the Community Room due to a leak from the water bubbler. There is one bid for labor and materials, the board suggested to Jenn to get a second quote. Jenn has submitted a claim to Culligan to for partial payment of floor replacement. The flooring will be replaced with a vinyl planking which is

waterproof. A motion to repair the Community Room flooring, after a second quote is obtained, was made by Patti Schimizzi, seconded by Brad Eakins and carried.

Maintenance on-call stipends and flex time were discussed as was working 40 hours per week when necessary (renovations). A motion was made by Rob Rossiter to allow Gary Stratton to work 40 hours a week when necessary and with the Executive Director's approval, seconded by Patti Schimizzi and carried. A motion to approve the on-call stipends as described by Jennifer Tanner was made by Nan Woodworth, seconded by Rob Rossiter and carried.

A current budget analysis was presented and discussed.

NYS Deferred Compensation Retirement Plan is a pre-tax account for employees to contribute but the employer does not. A motion for approval for this plan was made by Patti Schimizzi, seconded by Brad Eakins and carried.

Jefferson Village Renovations:

Spreadsheets were distributed to the board members with various questions as to why certain issues were still listed. Nan Woodworth and Jennifer Tanner will discuss with Joe Bowes on a telephone conference call and then invite Joe to the May meeting.

New Business:

Motion to approve the removal of Nan Woodworth and Jennifer Tanner from check signing authorization at Glen Lake Apartments was made by Patti Schimizzi, seconded by Brad Eakins and carried.

WGCD (Watkins Glen Community Development) Board Organization and Structuring – Bylaws, policies need to be updated, category by category and this can be spread out over the next few months. With the election of the new officers for the Watkins Glen Housing Authority, Nan Woodworth, Chairperson and Jennifer Tanner, Executive Director will be appointed as Directors to the Watkins Glen Community Development, Inc. The third director will be on hold until the next meeting, when the Treasurer of the WGHA will be appointed.

Social Media announcement of management change at Glen Lake and Board restructure? Wait until we have the new board member.

WGHA taking a stand against bullying, sexual harassment, etc. – Brad suggested we should add this to our mission statement and discuss further at the next meeting.

Brad Eakins noticed neither WGHA nor Jefferson Village were listed on HUD.gov. Jenn will reach out to the HUD rep.

Old Business:

Evacuation routes – WGFD will be submit this info and have already stated that if during bad weather, the residents can gather in the Community Room, but otherwise out of the building, across the street.

Crosswalk has started. One way street is in the discussion stage.

Next meeting:

May 21, 2021 at the Village Boardroom.

Motion to adjourn meeting at 2:57pm was made by Patti Schimizzi seconded by Brad Eakins and carried.