

Watkins Glen Housing Authority
Village Board Room
May 21, 2021 @ 1pm

Roll Call:

Meeting was called to order at 1:04pm and attendees - Nan Woodworth, Patti Schimizzi, Tom Hoy, Rob Rossiter, Brad Eakins (telephoned in) and Jennifer Tanner.

Public Comments:

Resident from Jefferson Village was in attendance and stressed the dangers of pulling out of the driveway on 2nd Street due to the parked cars and narrowness of the street and there is a dumpster blocking the vision of those pulling out onto Decatur Street from the other side of the parking lot. There has been two accidents so far. The Board assured the resident there will be follow up with the Bowling Alley (moving the dumpster) and the Village PD.

Jefferson Village Renovation resolution:

Attending today's meeting was Ryan Caslin from Welliver and Joe Bowes from INHS. Joe spoke of the agreement with WGHA and Holt Architects to establish the needs of the building, emergency needs, the things we want to see completed, what fits into the budget and where the money is coming from.

Ryan started his discussion with the big items, such as the Elevator, using the same car but upgrading the wiring, Welliver should be able to get a better quote than the initial quote given months ago, directly to Beth DeCaro.

Jennifer Tanner mentioned the only thing really malfunctioning with the elevator is the door sticks on occasion. Jennifer mentioned upgrading the cameras and key fobs at Jefferson Village and Ryan said using the same system as Glen Lake would cut costs.

Water Heater replacement -Jefferson Village could save money and the hot water would be much more efficient if converted to gas, but then the discussion started to turn more to the possibility of heat pumps to make the electric hot water heaters more efficient.

Window Replacement – wooden window frames were in worse condition, due to weather, than other sides of the building, but the board agreed this should

be on the list, along with new siding on the building which would include spray foam insulation.

Items not on the project list, but on the residents' radar: Landscaping, Benches Speed Bumps, a dog park, bird feeders and ceiling fans in the apartments.

Replacement Tub & Showers – all are original and will need to price out or replace when apartment is vacant. Maybe refinish the original tubs, remove the tile surround, and replace with fiberglass surround? Jefferson Village also has 5 walk-in showers. This doesn't necessarily need to belong in the main project, as it can be done when there is a vacancy but finding money for this would be helpful.

New Flooring and Cabinets – this is being handled in-house.

West end of the building could use an electrical opener.

Access panels for mixing valves in the bathrooms.

Jefferson Village has a new roof, so this can be removed from the list as should the shades for all new windows. Carpentry, plumbing and electrical line items were explained, and new corridor carpeting was mentioned, this can be done as a smaller project that Jenn can spec out.

Jennifer will consolidate the list on what we need/want, send to the committee and then onto Ryan Caslin and Joe Bowes, who will attend the next meeting in June with numbers.

Reading and Approving the minutes from the April 16, 2021 Meeting:

This was tabled until the next meeting in June.

Board Members Re-assignments:

A motion was made by Patti Schimizzi to approve Tom Hoy as the Treasurer for the Watkins Glen Housing Authority, seconded by Rob Rossiter, carried. A motion was made by Rob Rossiter to appoint Tom Hoy Vice President of the Watkins Glen Community Development and the Glen Lake Apartments Housing Development Fund Corporation. The motion was seconded by Patti Schimizzi and carried.

Treasurer's Report:

A motion to approve the April 2021 Treasurer's Report was made by Rob Rossiter, seconded by Tom Hoy and carried.

Resolution Authorizing Attorney Retainer:

A motion to retain Aimee Churchill, Esq. as an attorney on behalf of the WGHA and WGCD was made by Rob Rossiter, seconded by Patti Schimizzi and carried.

Executive Director's Report:

(this month's is the condensed version)

- Provide inexpensive phones for those who do not have a landline phone
- Audit 2019 -Duane Shoen was thorough with the results of the 2019 audit. The 2020 audit is still in process. A motion to approve the 2019 audit was made by Tom Hoy, seconded by Rob Rossiter and carried.
- Brochures – Jenn has updated the Jefferson Village brochure and it looks great.
- Tenants have decided to keep Jennifer Tanner as their representative (as opposed to one of the tenants).
- Jefferson Occupancy - there has been 5 turnovers, renovations and occupancy should be completed by August 1.

New Business:

Bereavement Leave Policy needed to be updated and presented to the Board. A motion to approve this policy and made a part of the employee handbook was made by Patti Schimizzi, seconded by Rob Rossiter and carried.

Next Meeting:

June 18, 2021

Motion to adjourn at 3:12pm was made by Patti Schimizzi, seconded by Tom Hoy and carried.

Respectfully submitted,
Patti Schimizzi

