

# Watkins Glen Housing Authority

June 18, 2021

## Village Boardroom

### **Roll Call:**

Meeting called to order at 1:03, all present (Nan Woodworth, Patti Schimizzi, Brad Eakins, Rob Rossiter, Tom Hoy and Jennifer Tanner)

### **Public Comments:**

N/A

### **Reading and Approval of the Minutes of the Previous Two Meetings:**

Motion to approve the minutes from April 16, 2021 was made by Brad Eakins, seconded by Rob Rossiter and carried. Motion to approve the minutes from May 21, 2021 was made by Tom Hoy, seconded by Rob Rossiter.

### **Treasurer's Report:**

Two major items reported on the Treasurer's Report – Wine Trail Flooring and Inero Audit for 2019. Motion to accept the My 2021 Treasurer's Report was made by Rob Rossiter, seconded by Patti Schimizzi, carried.

Discussion on the Reserve Savings which should be for Capital Expenses. Jennifer Tanner researched the bylaws regarding the transfer of monies from one account to another as the reserve account does not have enough money in case of an emergency. Jennifer will make a list of Capital equipment with dates of purchase/install dates and projected replacement dates.

Bathroom Renovations – after discussion about the costs per bathroom and what exactly is the scope of work it was decided to go forward with this, but to inquire if a contract can be agreed upon to do all the apartments, at designated times (vacancies, etc.) A motion was made to go forward with the bathroom renovations, as need with the quoted prices by Rob Rossiter, seconded by Brad Eakins and carried.

### **Communications Sent/Rent:**

An email was presented to the board from a tenant at Glen Lake Apartments with concerns with the "clientele" in the apartment building, disappointed with the lack of management and disregard of the rules. The Housing Authority needs to and will schedule a meeting with INHS regarding on-property management and the lack of enforcing rules.

### **Executive Director's Report:**

- Jennifer met with Tammy Waite from the Office of the Aging to discuss activities for the residents and resources, regarding seminars (End of Life Planning, Health & Wellness, weekly Friday lunches)
- Community Room flooring and painting have been completed and the furniture is scheduled to be delivered at the end of June
- Jefferson Occupancy Update – 7 turnovers/6 move outs
- Completed Manager of Maintenance Training
- Management Occupancy Review Specialist on July 27

- Completed HUD COS Continuing Learning for 2021, completing TCS & LIHTC continuing learning next week.
- Absence from Apartment: to change the current verbiage to something more current.

### **New Business:**

Watkins Glen Community Development – still waiting about the non-profit status and an upcoming meeting with the attorney. Motion to approve the Treasurer's Report for the Watkins Glen Community Development was made by Brad Eakins, seconded by Tom Hoy, carried.

### **Old Business:**

- Evacuation routes have not yet been received from the WGFD
- Second Street one-way discussion – Village PD haven't gotten back
- Crosswalk – complete with signs
- Bylaws updated
- Tenant Selection Plan needs to be reviewed and updated
- Update Jefferson Village mission statement to the WGHA mission statement and to incorporate the Village's harassment statement

### **Upcoming events:**

June 22 – Ribbon cutting for Glen Lake Apartments at 1pm  
July 9 – Meet and greet at Jefferson Village, 1-3pm  
Maybe an ice cream social in August, date tba

Motion to move into Executive Session for tenant issue and budgetary concerns was made by Rob Rossiter, seconded by Brad Eakins and carried.

Motion to leave Executive Session and resume public session was made by Rob Rossiter, seconded by Patti Schimizzi and carried.

Motion to recommend a 75 cent raise per hour to the Maintenance Staff at Jefferson Village was made by Brad Eakins, seconded by Rob Rossiter and carried.

Next Meeting

July 20, 2021 at 2pm, Village Boardroom.

Motion to adjourn at 2:58pm by Nan Woodworth, seconded by Brad Eakins and carried.

Respectfully submitted,  
Patti Schimizzi