

**Watkins Glen Housing Authority
November 16, 2021- 2pm
Village Boardroom**

Meeting called to order at 2:01pm

Roll call:

Nan Woodworth, Patti Schimizzi, Rob Rossiter, Brad Eakins and Jennifer Tanner. Tom Hoy was excused.

Public Comments:

Jefferson Village Resident #1:

Concerned about Maintenance prioritizing work orders. She smelled something burning in her residence, reported it to the office who then turned the work order to Maintenance. Resident does not think the issue was resolved in a timely manner and that it could have been emergency. *The Board and Executive Director discussed this at the end of the meeting, the Executive Director pointed out that at one point, someone might have put in a larger watt bulb in the light fixture at the bathroom vanity, leaving a burnt mark. The end result was tenant getting a new vanity in the bathroom*

Jefferson Village Resident #2:

This resident was concerned that the issues raised at the last meeting with the lawyer (tenant meeting at Jefferson Village) was stated in the last Board meeting minutes as resolved and wants to know what this means? This tenant went on to state “Do we get to hear what that means or are we doing this because we are old and don’t have any say so.” She went on to say that they (the tenants) have no say about furniture or décor in the Community Room, “no say about anything”

questioning the Tenant Life Fund, wondering if this is where the new furniture comes from, etc. The entire handwritten note from this tenant was given to the Secretary upon the Secretary's request. *The meeting between the tenants and Attorney Churchill brought up many of the concerns stated in JV resident #2's note, are not legal matters, such as picking out furniture or paint colors, blinds in the office being closed, etc. The Tenant Life Fund, according to the Executive Director, is responsible for community dinners, holiday decorations in the Community Room, gift bags for prizes, etc. An explanation of this fund was included in the November Newsletter for the residents, under "October Recap."*

Jefferson Village #3:

This resident's first statement was that there would have been more residents at the meeting but feared retaliation. The next issue was how management deals with the bed bug issue, how the chemicals are not good for the tenant and doesn't really do the job, but that she has researched a "heat treatment" which kills bugs and eggs and does no damage to the apartment. *During the Boards' discussion about this heat treatment, which in theory sound like a great solution, but is costly and there are many items that may have to be removed from the apartment, but it was suggested that more information was required and maybe the owner of the company the Executive Director spoke to could actually come to Jefferson Village and talk about this method. It was also discussed to make available the complete breakdown of the types of chemicals currently being used and their effect, if any, on humans and pets. The "tenant retaliation" was also discussed and Management stated that surveys and letters have stated that the current Executive Director is doing a good job.*

Minutes from the October 2021 meeting:

Motion to approve the October 19, 2021 meeting minutes was made by Brad Eakins, seconded by Rob Rossiter and carried.

Communications Sent/Received:

Nothing to report

Treasurer's Report:

Expenses were listed and this was paid from the Reserve account (cabinets, flooring, cement pad and fence for dumpster area, etc.) There was no change in the Vision account or WGCD accounts in October. Motion to approve the October Treasurer's Report was made by Patti Schimizzi, seconded by Rob Rossiter and carried.

Executive Director's Report:

- **Apartment 103 will be renovated and ready in January**
- **Approval of House Rules and Resident Handbook (to be reviewed by the Board for approval at December meeting)**
- **In-house pest treatments still on-going**
- **Door Decorating Contest on December 9th, winner will be announced on December 10th**
- **Apartment viewing of 103 for the Board will be at the end of December.**

New Business:

- **The Chairperson to sign TRACS & EIV ROB (a database used to supply Enterprise Income Verification for monthly reports)**
- **Director complete Cyber Awareness 2022 which is a requirement in case she is entering data into reporting system**

- **Jefferson Village Renovations:** Since INHS had deemed this project too small for their involvement, the Board, after much discussion has decided this project will be categorized into smaller projects and funded with reserve money. This will be revisited at a later date.
- **Approval of Employee Handbook Revisions and PTO adjustments for Vacation, Sick and Personal time.**

Old Business:

- **Davis Ulmer still working on if the Emergency Call Box can be setup to emergency backup and possibly setup the intercom to ring in the office.**
- **Holt is still working on new evacuation posters.**
- **WGFD is still working on designated evacuation meeting sites**
- **Street laws (First Street) are still being worked on.**
- **New Binders are being created for policies**
- **Heating Unit for East Wing still on hold**
- **History tab added to the Jefferson Village website**

Next meeting date:

December 14, 2021 at Village Board Room

Motion to move into Executive Session for proposed payroll discussion at 4:07 was made by Brad Eakins, seconded by Rob Rossiter and carried.

Motion to return to regular meeting at 4:23pm was made by Brad Eakins and Rob Rossiter. A motion to approve the proposed salary increases for the staff was made by Rob Rossiter, seconded by Patti Schimizzi and carried.

At 4:24pm, The Watkins Glen Community Development meeting was called to order.

The Sub-Development Fee agreement between INHS and Watkins Glen Community Development needs to be finalized so that the 2019 taxes can be filed for the WGCD and the construction closing of the Glen Lake Apartments can move forward.

Motion to adjourn was made by Brad Eakins, seconded by Patti Schimizzi and carried.

**Respectfully submitted,
Patti Schimizzi**