

**Watkins Glen Housing Authority
December 15, 2021- 2pm
Village Boardroom**

Meeting called to order at 2:00pm.

Roll Call:

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

Public Comments:

N/A

Motion to approve the minutes from the November 16, 2021 minutes was made by Rob Rossiter, seconded by Tom Hoy and carried.

Communications Sent/Received:

- **Glen Lake Apartments resident sent an email regarding continual noise complaints and the GL management isn't responding.**
- **Suggestion/complaint that the front door is left open during the day (this was explained as a convenience for Bath Fitters access while they were renovating bathrooms and the door is closed at 3pm each day.**
- **Two Tenant Satisfaction Surveys were received. Director explained that during the HUD certification, which all tenants do annually, she thought it would be helpful to include the survey.**
- **Letter from a concerned Jefferson Village resident on her opinion as to how well the current director is doing and was wondering if a petition could be sent around to acknowledge how the majority of the residents feel as to the current operation of Jefferson Village and that no one feels they would be retaliated against for expressing their views.**

Treasurer's Report:

- **Motion to approve the November Treasurer's Report was made by Patti Schimizzi, seconded by Tom Hoy and carried**
- **Motion to approve the 2022 Budget was made by Tom Hoy, seconded by Rob Rossiter and carried.**

Executive Director's Report:

- **Apartment 103 is ready. Members of the Board will be stopping by on December 17th to view the improvements and a new tenant will be moving in towards the end of the month.**
- **Apartment 108 will be heat treated, then renovated, ready to be occupied by February 1st.**
- **Motion to approve the Emergency Closing Policy, once amended with a revision that the Director communicates with the Board before declaring the closing was made by Rob Rossiter, seconded by Tom Hoy and carried. This policy will be added to the Employee Handbook once amended.**
- **Baker Exterminating from Canandaigua, NY sent an explanation on the two types of treatment, along with the costs for removing bed bugs. Heat treatment vs. Chemicals, especially in an elderly apartment complex. Heat treatment is costly, more preparation is needed from the resident and they must vacate up to 12 hours. Chemicals are rotated so that resilience doesn't become an issue and to target the bugs' different life cycles. Residents will need to be out of their residence for about 4 hours with this treatment. Product labels were sent to the Jefferson Village Director and she has information on file. Vacant apartments in question could warrant a heat treatment as there is no preparation because it's empty, the apartment could not be entered for 24 hours and is less costly than an occupied apartment.**
- **Heating Unit for the East Wing – a motion to approve the purchase of a Heating Unit and not to exceed \$10,000 for this area was made by Rob Rossiter, seconded by Tom Hoy and carried.**
- **The Director notified the Board that a switch to Higher Information Group as the copier vendor was made, a little less expensive and better customer service.**
- **The Director also switched to Empire Access from Verizon for the office phone lines, again better prices and better customer service.**

New Business:

A motion was made by Patti Schimizzi, seconded by Tom Hoy to approve the revised House Rules. Rob Rossiter made a motion to approve the Tenant Handbook and this was seconded by Patti Schimizzi. Both motions were carried.

Old Business:

- Davis Ulmer has not been back regarding the Emergency Call Box
- Holt has not provided the new evacuation posters
- WGFD is still working on the designated evacuation routes
- The Village is still working on what to do with 2nd Street – one way, speed bumps, parking, crosswalks, etc.
- Updating policies is moving right along
- Heating unit for East Wing is OFF this list!

Next meeting:

January 18, 2022

A motion was made by Rob Rossiter, seconded by Tom Hoy and carried to adjourn from regular meeting at 2:55pm and move into Executive Session to discuss the following:

- Lease violation
- Employee action
- Retaliation comments

Motion to adjourn was made by Patti Schimizzi, seconded by Tom Hoy and carried.

**Respectfully submitted,
Patti Schimizzi**