

**Watkins Glen Housing Authority  
January 18, 2022- 2pm  
Village Boardroom**

**Roll call:**

Meeting called to order at 2pm, Nan Woodworth, Patti Schimizzi, Tom Hoy, Rob Rossiter Brad Eakins (on the phone), and Jennifer Tanner.

**Public Comment:**

N/A

**A Motion to approve the minutes from the December 15, 2021 meeting was made by Rob Rossiter, seconded by Tom Hoy and carried.**

**Communications Sent/Received:**

Two surveys from December's re-certifications. There was a little discussion regarding the comment on one referring to a fenced in dog run.

**Treasurer's Report:**

Major expenses out of the Reserve – Bath Fitters, flooring, cabinets, fencing for trash and recycling area. Discussed moving some money into a higher interest account, possibly a CD.

**A Motion to approve the December Treasurer's Report was made by Patti Schimizzi, seconded by Tom Hoy and carried.**

**2022 Budget – increase the training budget. A Motion to approve the amended 2022 budget with the increase in training expenditures was made by Tom Hoy, seconded by Rob Rossiter, carried.**

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

- #108 will be heat treated and renovated, ready by the end of February
- Finished Housing Management Training
- Heating unit for east wing has been scheduled, waiting on lead time for materials
- Meeting with Sonitrol on January 19 for estimate on camera systems
- Community Room renovation started on 1/6 - Contractor will also address outdoor lighting issues
- Burr Consulting for HR training and assistance – this is for HR concerns, to consult on the employee handbook, employee reviews, disciplinary actions, sexual harassment training (Feb 7<sup>th</sup> at 10am either on-line or at Jefferson Village for employees and Board) and for the Director to consult when needed.
- 2022 Scoreboard – creates a basis to assess performance and create a plan of action for the following year
- Requested web designer to add a “local housing” tab

### **New Business:**

Closing on Glen Lake Apartments

Director created a spreadsheet on turnarounds and vacancies

### **Open Items:**

West side, back door – converting to electric

Security cameras

Heating unit for east wing

### **Old Business**

Nothing off the list

**Next meeting:**

February 22, 2022

**Motion to adjourn to Executive Session at 2:45pm to discuss personnel issues.**

**Respectfully Submitted,**

Patti Schimizzi