

**Watkins Glen Housing Authority  
Village Boardroom, Second Floor  
Monday, December 23, 2019**

**Roll Call:**

Meeting called to order at 4:32pm. Present – Peter Widynski, Nan Woodworth, Patti Schimizzi, Beth DeCaro, Rob Rossitor and Brad Eakins called in. This meeting is in place of the regularly scheduled meeting of Tuesday, December 17.

**Reading and approval of minutes from the November 19, 2019 meeting:**

Motion to approve by Nan, seconded by Rob, carried.

**Treasurer's Report:**

Bullseye Painting and Contracting finished up project. Motion to approve the Treasurer's Report made by Patti, seconded by Nan, carried.

**Executive Director's Report:**

The Community Room window was finally replaced by Scott Hetrick, who also sealed other windows in the CR. The underpass project was completed and Beth submitted budget scenarios for review and approval. As of 12/23/19, the 2019 budget is under by almost \$44k. The 3 different views for the proposed 2020 budget, which all had the same bottom line, but reflected the hiring of a part time maintenance person at different levels, depending on the amount of hours and with or without benefits. After much discussion it was decided to hire the part-time person at 15 hours per week with no benefits with the anticipation of this position growing along the project across the street. Motion to accept the 2020 proposed budget with the hiring of a part time maintenance person was made by Nan, seconded by Patti and carried.

The Executive Director also remarked she usually takes the week between Christmas and New Year's off for vacation, but this year maybe a day here or there.

**Communications Sent/Received:**

n/a

**New Business:**

New bank account established at Chemung Canal Trust for the Developer's payment of \$100,000 and questions regarding the 2<sup>nd</sup> amount for the Acquisition payment deposited in the savings account at Visions. Discussion as to what account to switch to or keep in savings.

**Old Business:**

Closed on all loans and construction has begun.

**Next Meeting:**

January 21, 2020

**Motion to adjourn** at 5:20pm by Rob, seconded by Nan, carried.

Respectfully submitted,  
Patti Schimizzi