

**Watkins Glen Housing Authority**  
**Meeting (Zoom) – March 24, 2021@ 3pm**

**Roll call at @3pm:**

Peter Widnyski, Nan Woodworth, Patti Schimizzi, Rob Rossiter and Jennifer Tanner. Brad Eakins excused absence.

**Public Comments:**

N/A

**Reading and approving the minutes from the last meeting:**

A motion was made by Nan Woodworth to approve the minutes from the February 17, 2021 meeting, seconded by Rob Rossiter and carried.

**Treasurer's Report:**

One major expense was for new flooring in unit #223 at Jefferson Village. Renovations completed in this unit and the new tenant has moved in. Motion to approve the Treasurer's Report for February was made by Patti Schimizzi, seconded by Rob Rossiter and carried.

**Communications Sent and Received:**

Joe Bowes from INHS called Peter to see where we are currently with the renovations for Jefferson Village. Alana Fast sent some proposals for Peter to share with the rest of the board regarding the renovations and Peter announced Alana has left INHS for another job.

**Executive Director's Report:**

- Glen Lake is still at the same occupancy as last month, but the 2 occupied ARC apartments will be vacant at the end of the month. One of the upcoming vacancies is due to the apartment not

suitable for their needs. Another tenant has given notice as they are moving to South Carolina for a job.

- The playground is being built and is available for residents' use one the weekends when the daycare is not in session.
- Five applications were recently received for Glen Lake and discussions as to where else INHS should advertise to target Schuyler, Yates and Chemung.
- At the time of this meeting, 3 apartments will have opened up at Jefferson Village, one tenant is in assisted living, one is leaving for assisted living and one tenant deceased.
- There is a new time clock for the employees at Jefferson Village/Glen Lake.
- Jennifer informed the board that she is moving away from the current payroll company, Rhonda Slater from the WG Village office is helping her with the NYS Retirement and other deductions, and Jenn will generate the payroll from QuickBooks. Until the transition is complete, the current payroll company will continue until the end of the month.
- Tours of Glen Lake for the residents of Jefferson Village and the Rotary Club went very well.
- Further discussion with INHS about pets at Glen Lake, but they seem very hesitant to review or change the policy.
- Glen Lake house rules – Jennifer is still working on the corrections.
- Jefferson Village house rules were sent to Melody at INHS for her review, but as of this meeting, she has not responded.
- Cell phone reimbursement for Jennifer Tanner. Jenn is constantly using her personal cell phone for JV/GL business and to be fair, she should be reimbursed. Rob Rossiter made a motion to approve \$35 biweekly to help with the cost of Jenn's cell phone, seconded by Nan Woodworth and carried.

- The new maintenance man at Glen Lake Apartments is working out very nicely.

#### New Business:

- Trees were trimmed at Jefferson Village.
- Changing the meeting day and time – to better accommodate Brad, the next meeting will be Friday, April 16 at 1pm and it will still be on the Zoom format. This meeting will also be the WGHA's annual meeting, election of officers will take place.

#### Old Business:

- Holt Architects is getting a price for the printed evacuation routes for both buildings.
- Tenant is back at Jefferson Village after the nasty fall during the winter.
- Missing keys – still missing, new spares have been made. Former Board members either say they don't have the keys or didn't respond.
- Glen Lake mission statement – tabled for later discussions.
- Cross walk – this is moving forward as Nan Woodworth has met with Ethan Mosher from the Village Police Department and the discussion is back to the Village Board. Nan will also ask the board to discuss a speed bump near the crosswalk.

Motion to Adjourn at 3:54 was made by Patti Schimizzi, seconded by Peter Widnyski, carried.

Respectfully submitted,

Patti Schimizzi

