

Watkins Glen Housing Authority  
August 17, 2021- 2pm  
Village Boardroom

**Roll Call:**

Nan Woodworth, Patti Schimizzi (late), Tom Hoy, Rob Rossiter, Brad Eakins, Jennifer Tanner and Melody Susco (INHS – arrived approximately at 2:20pm).

**Public Comments:**

N/A

Motion to Approve the minutes from the July 20, 2021 meeting was made by Rob Rossiter, seconded by Tom Hoy, carried.

Motion to Approve the Treasurer's Report for July was made by Brad Eakins, seconded by Tom Hoy and carried.

**Communications Sent/Received:**

- Thank you card from Helen James' son, Rick.
- Glen Lake Income Thresholds – Nan explained to the board that incorrect information regarding the income levels were in question during "Public be Heard" at the last Village Board meeting. This person was under the impression that it was entirely Section 8 rent driven when in fact its based on a percentage of the renter's income. Vouchers can be used but it is not the primary payment. Melody Susco from INHS offered to send us more details as to how the level of rent is calculated.
- Jefferson Village August newsletter – Comments regarding Glen Lake Apartments Management and tenant behavior has been revamped with an amendment to the newsletter to the JV residents and an apology to INHS.

**Executive Director's Report:**

- Jefferson Village update – 8 turnovers, 7 move outs
  1. 206 and 222 will be ready for move in on September 24 (cabinets are on backorder)
  2. Resident in 112 is moving to 113 on September 2
  3. Resident in 214 will be moving to 112 on October 1
  4. 214 will be renovated and ready in November

- Breck Spaulding has requested permission to give a presentation to the residents prior to the November 2 election. The Board has giving approval as long as Kevin Rumsey is given the same opportunity. Jennifer Tanner will reach out to the Rumsey campaign to see if they are interested.
- Quote for replacing the condenser unit/air handlers which provide cooling for the west wing, second floor corridor was submitted by Southern Tier Equipment (\$5225). The current unit cannot be repaired.
- Jennifer reminded the board the heating unit for the east wing still needs to be replaced.
- Two quotes were submitted to replace the store front windows and roof in the Community Room: JAC Contracting (\$18,010) and Welliver (\$55,000)
- 119 sub-floor was repaired by Welliver (\$4,880)
- Parking lines have been painted on the north side of 2<sup>nd</sup> Street
- Evacuation posters and been posted in the apartments and throughout the building.
- Elevator was inspected and passed.
- Smoke Detectors were cleaned, Fire Alarms tested.
- New keys for the main office – no extras. Nan Woodworth has one if any of the Board members need to gain access when Jenn isn't there.

A Motion was made by Rob Rossiter to approve the purchase of the condenser unit/air handler for the west wing, second floor corridor, seconded by Patti Schimizzi and carried.

A Motion to approve the quote received by JAC Contracting for the window replacement and roof repair in the Community Room was by Rob Rossiter, seconded by Tom Hoy and carried. It was also discussed for Gary Stanton to support JAC (possibly demo?) to lower the cost of this project.

### **New Business:**

The Board reviewed the annual Performance Evaluation sheets, and it was suggested to change the wording on page 7 to reflect on future goals or goals specific to the position. A Motion to adopt the Performance Evaluation with the addition in the wording regarding goals was made by Brad Eakins, seconded by Tom Hoy and carried.

WGHA Board of Directors By-Laws updated, Articles 3, 5, & 7. Please review before the public hearing in September.

Current lease wording/NYS regulations – House Rules update. Changing the wording from “tenants are required to be present during inspection, to tenants are recommended to be present during inspection.” HUD does not require the tenants to be present only at the move-in inspection. Efforts will be made to make the appointment for inspection around the tenants’ schedule, within reason.

**Old Business:**

- Still waiting for WGFD designate and provide evacuation meeting sites
- INHS to provide new evacuation posters
- Second Street – cross walk was painted at East end, more discussion on speed bumps, one way, etc.
- Tenant Selection Plan to be reviewed and updated in September with Nan/Jenn
- Management policies, house rules and employee handbook to be reviewed and revised.
- Incorporate a Harassment Statement on the website and the employee handbook

**Next Meeting:**

Monday, September 20, 2021 at 2pm

Motion to move into Executive Session at 3:23pm was made by Patti Schimizzi, seconded by Brad Eakins and carried.

Motion to adjourn at 3:48 was made by Tom Hoy, seconded by Rob Rossiter and carried.

Respectfully submitted

Patti Schimizzi