

WATERTOWN HOUSING AUTHORITY
Minutes
Regular Meeting: Wednesday, March 9, 2022
VIA Zoom Meeting – 6:00 P.M.

A special zoom meeting was held by the Housing Authority on Wednesday, March 9, 2022 at – 6:05 A.M.

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Denise Russ – Commissioner

Absent: Carmine Verno – Commissioner

Other Present: Russell Antonacci – Manager
Lori Finke – Property Manager

2. Chairwoman’s Report – Acting Executive Director: Janelle Wilk reported: I am glad everyone enjoyed some spring time weather.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – February 9, 2022

A motion was made Denise Russ, and seconded by Sharon Pratt to accept the minutes for the Regular Meeting for February 9, 2022.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

A. March 2022

A motion was made Denise Russ, and seconded by Sharon Pratt to approve bills for March 2022.

By voice vote the motion was passed unanimously

5. Property Manager's Report

Lori Finke reported:

a. Variance Requests – 3 variance requests

1. (006) Buckingham Terrace – Joy would like to paint her unit using the same color due to the walls being faded and she wanted permission to do it. Joy wanted to do the work herself.

Commission concerns were the quality of work, having consistency on hiring a contractor and the contractor must be insured and licensed.

A motion was made by Janelle Wilk, and seconded by Dan DiVito I make a motion that the painting is approved as long as the contractor is licensed and insured.

By voice the motion was passed unanimously

A question was brought up about a policy for tenants that have lived in the unit for a number of years wanting their units painted the same color and who would have the responsibility to do it.

There was discussion with commission members about having a formal policy on painting requests.

A motion was made by Dan DiVito, and seconded by Janelle Wilk I make a motion to add maintenance times lines for each apartment and which maintenance items for next month.

By voice the motion was passed unanimously

2. (007) A picture was shown of the maintenance item to be fixed and Ms. Finke would like the approval to get it completed.

A motion was made by Dan DiVito, and seconded by Janelle Wilk I make a motion to approve the 007 variance request.

By voice the motion was passed unanimously

3. (008) Part 1 The tenant is asking to paint the apartment with a green color.

Part 2 She is also looking to put in a washer/dryer in her apartment.

A motion was made by Dan DiVito and seconded by Janelle Wilk, I make a motion to approve the variance request for Unit B2 for the painting as long as they use a licensed and insured contractor.

By voice the motion was passed unanimously

The commission had concerns with the washer/dryer regarding water issues, placement of machines and the liability. The commission will table the wash/dryer for further discussion in the future.

A motion was made by Dan DiVito, and seconded by Sharon Pratt I make a motion to table part 2 of the variance request for Unit B2 that deals with the washer/dryer.

By voice the motion was passed unanimously

The tenants would have to come back to Ms. Finke with licensed and insured contractors.

- b. Vacancy Updates – There was 2 tenants lost over the last 2 weeks, one at Buckingham Terrace and one at Country Ridge. It will take some time for the families to clean the residences. There is 2 at Truman Terrace the delay in renting was due to receiving the appliances.

A question was asked about 2 other units at Truman Terrace making the total from 2 to 4.

- c. Work Order Updates – 25 work orders and 3 of them are open and still working on.

6. Old Business

- a. Discussion and decision regarding architectural engineering firms – Mr. Antonacci would like to have an in-depth discussion during Executive Session. The meeting for Executive Session will be scheduled for Monday, March 14th at 10:00 a.m.

- b. Follow up on WHA Handbook. – Ms. Pratt review the draft handbook with the commissioners and if the commission could review it and make corrections for the final draft.

Ms. Pratt would like to have future discussion with a time line for a temporary increase on the allowance for energy assistance.

- c. Discussion and possible action on internal washing machines – discussed earlier on the agenda.
- d. Discussion about surveillance cameras. – discussion about having the cameras in the community rooms, the office and the driveways.

Ms. Finke will get more information for the commission.

- e. Discussion and possible action regarding community rooms.

The consensus of the commission was to open the kitchens and keep having masks optional and to continue the cleaning.

7. Public Participation – none.

8. Adjournment

A motion was made by Dan DiVito and seconded by Sharon Pratt, to adjourn the meeting at 7:13 p.m.

By voice the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority