

Regular Meeting Wednesday, May 8, 2024
Truman Terrace, 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, May 8, 2024 at Truman Terrace – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:03 p.m.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
 Dan DiVito – Vice Chairman
 Sharon Pratt – Resident Commissioner
 Denise Russ – Commissioner
 Peter Mucciarone - Commissioner

Absent:

Others Present: Russ Antonacci, Manager
 Lori Finke, Property Manager

A motion was made by Janelle Wilk, and seconded by Dan DiVito to add to the agenda under 5 New Business, a. Discussion and possible action on contract extension with current property management company.

By voice vote the motion was passed unanimously

2. Chairwoman's Report

Chairwoman Janelle Wilk reported: "Happy May" I am going to try and make this short and sweet because I have a lot to say the rest of the meeting. I did want to publicly thank Denise and Dan for being at the public hearing with me this past Monday. I do want to add one more thing I was just talking about it today, in our handbook we have you cannot back into parking spots at all three sites. I am hopefully doing this respecting, there are some apartments at all sites that if you back in, some people will run their cars say like the winter time for two minutes, 3 minutes, 10 minutes it might be in front of somebody's apartment, you are sucking in all that garbage air, that is why we have it in the handbook. There are spots that its fine to back into so if you have a parking spot and you want to back into it, that is not directly in front of somebody's window especially not yours, your neighbors don't back into it but if in fact you do back up in a parking spot you are not getting yelled at as long as it is not being disrespectful with your vehicle and you have car fumes going into somebody's apartment. That is the only reason why we do have that in the handbook. I know this sounds ridiculous

but a lot of people are upset because people do like to back in parking spots. Again, please be respectful as long as it is not in front of somebody's window and you are letting your car run for 10 or 15 minutes and you have fumes going in. That is, it and I hope that clarifies everything and does not start a war with anything but other than that it is all I have to say. I will move on to approval of minutes.

3. Approval of Minutes

a. Regular Meeting Buckingham Terrace, April 10, 2024

A motion was made by Denise Russ, and seconded by Dan DiVito to approve the Regular meeting minutes of April 10, 2024.

Discussion: none.

By voice vote the motion carries

4. Approval of bills paid in May 2024

A motion was made by Denise Russ, and seconded by Sharon Pratt to accept the bills for May 2024.

By voice vote the motion was passed unanimously

5. New Business

a. Discussion and possible action on contract extension with current property management company.

Chairwoman Janelle Wilk stated this position is still filled by our current property management company. We are treating this position how we use to do when we had an Executive Director and we always extended their contract unless there are serious issues. It's seeming like the Watertown Housing Authority is still moving in the right direction having PropertyWorx, LLC be a part of our team. This discussion tonight about PropertyWorx, LLC is contract extension in respect to payment and revised dates. Russ has agreed to keep the same price that we have now for the rest of 2024. Starting January 2025, the rate will to up, the total yearly price shall increase by 3 percent. At the end of this month their contract will expire and we go into a new contract and he is kind enough to keep the rate that we are at now for the rest of 2024. Then we will see a difference of rate at 3 percent from what our rate is now when we pay the bill at the end of January. Does anyone have problems with that.

Hearing no response.

I need a motion for us to approve for them to stay with us.

A motion was made by Dan DiVito and seconded by Sharon Pratt, to extend our contract with PropertyWorx, LLC.

By voice vote the motion was passed unanimously

6. Old Business

a. Discussion and possible action on new bylaws.

Chairwoman Janelle Wilk stated we want to go back a year ago and a half ago, I have 2 copies of this, we have looked at these bylaws numerous times. We have tabled them because there are other pressing issues going on. The only difference with these bylaws that has changed is that we went from Executive Director and Assistant to the same language that we added or Property Management Company just in case we don't get into the position that we were in when we switched before where we had some language that we were concerned. That is why I was Acting Executive Director because I had to sign certain things because we did not have language to match to go either or, that is the only difference in these by-laws. Aside from this print off we have changed the date again to update it exactly. That is the only difference of these bylaws is to just make so we are and or, we don't have to pay lawyers every time if we decide to change, we have that option whoever sits in and wants to go back to Executive Director. I am going to new a motion to approve these bylaws.

Dan DiVito I was going to make a motion to table it so Pete can review them.

Chairwoman Janelle Wilk, we can table it and at the next meeting we will pass it.

A motion was made by Dan DiVito and seconded by Denise Russ, to table the by-laws.

By voice vote the motion was passed unanimously

b. Discussion about RSC position

Lori Finke, Property Manager reported: we went through the whole exercise and we had a young lady that we wanted to interview and timing is everything. She was offered a full-time position where she is already working and got a substantial raise.

Russ Antonacci, Manager stated I am going to reach out to other housing authorities to see if maybe they have some part time people, RSC's specifically, they may be able to look for additional part time work. It is the part time component that seems to be the challenge here for us. I think we need to increase the rate that we were willing to pay this person initially but that is a little bit easier than finding somebody who is willing to take on part time work. I am going to talk to the Executive Director and look at some of the local Housing Authorities. I know the person in Waterbury, I met the person in Naugatuck and see what thoughts they might have to assist us.

Denise Russ recommended I am going to suggest we go back to the company we got our RSC from and work through them because it doesn't seem to be working. We are shorthanded with help and different financial aides and stuff. I suggest we reach out to them and see if we could get somebody.

Chairwoman Janelle Wilk asked Russ do you want to make some calls and if we fall short on everything.

Russ Antonacci answered we can explore both options simultaneously. I don't think if we go back to the company that we originally were working with, I don't think it is going to happen over night we will try both directions. If a third direction pops up in the meantime, we will try that one as well.

7. Property Manager's Report

Lori Finke, Property Manager reported:

- a. Available Apartments – 3 months ago we had 8 units open and we are down to 3 now. I was hoping to be down to two but I received the call for Country Ridge for Unit #4 on Friday morning and they declined, the woman cannot get into the tub and wanted a washer and dryer.
- b. Update on parking lot repair at Buckingham Terrace – dumpster area – it has been taken care of; they did an awesome job.
- c. Recertifications for 2024 are completed – done.
- d. Prices have been received for line painting. This will be scheduled for all three communities. – we are waiting for a 3rd price; they are within dollars of each other.

- e. Unit inspections have started – Sharon and I started inside inspections starting with Truman Terrace and have done 7 and we are trying to do 5 at a time and then move on to the next community.

Lori Finke, Property Manager asked about an outside walkaround and to set the scheduling.

- f. Fire drill has been completed at Truman Terrace. Necessary actions will be taken as a result of the fire drill. Fire Drills will be scheduled over the next month or so at Country Ridge and Buckingham Terrace. Kim Calabrese, Fire Marshal came out with emergency plans for meeting places.

Lori Finke reported there are no bells on the south end of the buildings. She is working with Alarm Masters to get them added.

- g. Work Orders – From April 10 to May 6 we had 40 work orders as of yesterday there are 11 open.

Lori Finke commented that we have 10-year smoke detectors down at Buckingham Terrace and Lance changed them in one day.

(2) Variance Requests:

A resident is looking to have her apartment painted, she has been here over 10 years at Country Ridge, Unit 28.

A resident at Country Ridge, Unit 3 she is looking to have her floor replaced, the tiles are completely worn and cannot be cleaned.

Sharon Pratt asked after reading the various reports, I am just curious why tenants are telling us the timeframe they want things done.

Chairwoman Janelle Wilk commented you can tell us when, that is not the appropriate way of how we do things here.

Denise Russ asked can you add to the variance request where they submit it, to not put a timeframe on it. It is up to the Housing Authority.

Sharon Pratt talked about her floor and asked did we do away with the 15-year rule.

Chairwoman Janelle Wilk stated we have started a list of what has been done to keep track and the products used.

Russ Antonacci stated I don't think that number exists to my knowledge and I have not seen it in writing and have not been acting on that number. I think we need to go and do an inspection to make sure there is not a safety issue, if it should be addressed. If it is a cosmetic issue, Lori and I will have to make a recommendation to the commission on what action to take. I do not advise the commission to approve the variance requests at this time.

Chairwoman Janelle Wilk stated I would leave it to Russ and Lori to get back to us.

Dan DiVito added I agree it should be inspected to see how old it is and see how it was treated.

A motion was made by Denise Russ and seconded by Dan DiVito to give Russ and Lori the authority to do the inspection and then they will get back to us and if it is a safety issue to do it immediately or when the contractor can do it and then we go from there.

By voice vote the motion was passed unanimously

8. Resident Commissioner Report – no report this evening.

9. Public Participation

Diane Lautenschlager, Truman Terrace, Unit B-1 spoke.

Sam Orsini, Truman Terrace, Unit B9 spoke.

Janine Kifer, Truman Terrace, Unit B1 spoke.

Gerry Gilbert, Truman Terrace, Unit A2 spoke.

Karen Whitten, Truman Terrace, Unit C4 spoke.

Sharon Pratt, Truman Terrace, Unit C3 spoke.

Martha Nemiccola, Truman Terrace, Unit C18 spoke.

10. Adjournment

A motion was made by Dan DiVito and seconded by Denise Russ to adjourn meeting at 7:05 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority