

**WATERTOWN HOUSING AUTHORITY**  
**Minutes**  
**Special Meeting: Wednesday, December 29, 2021**  
**VIA Zoom Meeting – 7:00 P.M.**

A special zoom meeting was held by the Housing Authority on Wednesday, December 29, 2021 at – 7:00 P.M.

2. Roll Call.

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

Absent:

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

2. Chairwoman’s Report – Acting Executive Director – I hope that everyone had a nice holiday. I thank everyone for all their condolences, texts and everything in regards to my father passing away. I wanted to clarify the role of the “Tenant Commissioner” because there was some confusion last month about it. I have letters that we received in the past and now from Attorney Pilicy stating that “The role of the Tenant Commissioner is identical to that of the other commissioners of the Housing Authority Community. This provides a unique “tenants perspective” regarding any issues which may arise.

3. Approval of Minutes

- a. Regular Meeting VIA Zoom – November 10, 2021

A motion was made by Carmine Verno, and seconded by Denise Russ to approve the minutes for the Regular Meeting for November 10, 2021.

By voice vote the motion was passed unanimously

- b. Special Meeting VIA Zoom – November 23, 2021

A motion was made by Denise Russ, and seconded by Carmine Verno to approve the minutes for the Special Meeting for November 23, 2021.

Aye: 3 DiVito, Pratt, Verno  
Nay: 0  
Abstain: 2 Wilk, Russ

Motion passes

- 4. Approval of bills paid for
  - a. December 2021

A motion was made by Denise Russ, and seconded by Carmine Verno to approve the bills for December 2021.

By voice vote the motion was passed unanimously

- 5. Property Manager’s Report:
  - a. Presentation of 2022 Budget – reviewed the line items for the 2022 operating budget.

Will have more details in January or February.

It was noted that the Small Cities Program is structured for one community only.

Lori Finke, Property Manager reported:  
 Vacancies – Truman Terrace 2 units available  
 Work Order 74 with 8 open  
 There is a closed application process with 104 applications on file now.

- 6. Old Business
  - a. Follow up on WHA Handbook  
 A thank you went to Sharon Pratt and Denise Russ for their work on the handbook. Hopefully it will be done by next month for the commission’s review.
  - b. Discussion and possible action regarding Truman Terrace thermostats and Call-to-Aide switches.

Closed bids opened

<b>Company</b>	<b>Thermostats Labor</b>	<b>Thermostats Material</b>	<b>Call to Aide Labor</b>	<b>Call to Aide Material</b>
<b>PJ Electric</b> No start or complete dates are not listed	\$2,145.00	\$4,105.00	\$1,820.00	\$4,119.80
<b>Pro Electric</b> Start date January 11th and completion date of January 30th	\$5,750.00	\$3,629.00	\$5,900.00	\$3,900.00
<b>Coupland Electric</b> Start date 3 <sup>rd</sup> or 4th week in December and end date until completed	\$2,765.10	\$3,981.75	\$2,212.08	\$6,317.19

A motion was made by Dan DiVito, and seconded by Denise Russ to award this work to PJ Electric under the understanding they will be able to be on the job site within two weeks and completed by the end of January. If PJ Electric is not able to, we would then go to Coupland Electric.

By voice vote the motion was passed unanimously

c. Discussion and possible action regarding community rooms

The consensus of the commission is to close the kitchen and coffee hour for the month of January.

7. New Business

a. Discussion and possible action regarding 2022 meeting schedule

2022

**WATERTOWN HOUSING AUTHORITY**

**JANUARY 12**

6:00 P.M. Buckingham Terrace

**FEBRUARY 9**

6:00 P.M. Truman Terrace

**MARCH 9**

6:00 P.M. Country Ridge

**APRIL 13**

6:00 P.M. Buckingham Terrace

**MAY 11**

6:00 P.M. Truman Terrace

**JUNE 8**

6:00 P.M. Country Ridge

**JULY 13**

6:00 P.M. Buckingham Terrace

**AUGUST 10**

6:00 P.M. Truman Terrace

**SEPTEMBER 14**

6:00 P.M. Country Ridge

**OCTOBER 12**

6:00 P.M. Buckingham Terrace

**NOVEMBER 9**

6:00 P.M. Truman Terrace

**December 14**

6:00 P.M. Country Ridge

A motion was made by Carmine Verno, and seconded by Denise Russ to approve meeting dates and to change the time to 6:00 p.m.

By voice vote the motion was passed unanimously

8. Public Participation – none.
9. Executive Session: Time in 8:13 p.m.
  - a. Discussion of Gionta CHRO complaint

Janelle Wilk, I move that the board go into Executive Session for the purpose of a discussion about the Gionta CHRO complaint. Attending the Executive Session will be Dan DiVito, Sharon Pratt, Denise, Russ, Carmine Verno and myself Janelle Wilk.

Time out 8:33 p.m.

10. Regular Session
11. Adjournment

A motion was made Dan DiVito, and seconded by Carmine Verno to adjourn the meeting at 8:33 p.m.

By voice vote the motion was passed unanimously

---

Janelle Wilk, Chairwoman/Acting Executive Director  
Watertown Housing Authority