

MINUTES
WATERTOWN HOUSING AUTHORITY
Regular Meeting: March 10, 2021

A regular meeting VIA Zoom was held by the Housing Authority on Wednesday, March 10, 2021 at – 7:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 7:00 p.m.

1. Roll Call

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

Absent: none

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

2. Chairwoman’s Report – Acting Executive Director

Janelle Wilk reported: I hope everyone is staying healthy and enjoying this nice weather. Again, I want to thank everyone for their patience and understanding as we go through this transition.

I would also like to mention that starting tonight I am taking Public Participation off our agenda. I did hear from some residents and read in the newspaper that residents would like Public Participation taken off. I will put Public Participation back on the agenda if a paying resident of the Watertown Housing Authority asks me to put it back on. Until then I will listen to our residents and respect their wishes, Public Participation remains off our agenda. Thank you.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – February 10, 2021.

A motion was made by Carmine Verno, and seconded by Denise Russ to approve the Regular Meeting minutes of February 10, 2021 as presented.

Discussion: none.

By voice vote the motion passes unanimously

b. Special Meeting VIA Zoom – March 4, 2021.

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the Special Meeting minutes of March 4, 2021 as presented.

Discussion: none.

By voice vote the motion passes unanimously

4. Approval of bills paid for March 2021

Questions regarding the bills paid for March 2021 will be sent off to Russ Antonacci to respond to everyone with the answers.

A motion was made by Denise Russ and seconded by Daniel DiVito to accept the bills for March 2021.

By voice vote the motion was passed unanimously

7. Interim Manager's Report
Russ Antonacci reported:

a. Interim Manager Updates

- i. 2020 Year end Financials – To be consistent regarding transparency and to be consistent with the story that the communities tell we have a profit/loss statement.

The statement breaks down the income and expense line items for each community.

Russell Antonacci reviewed the amounts for each community with the commission.

Recommendations:

- To set up a monthly profit and loss statement for each community.
- To set up a capital reserve plan for each community.

- ii. Waiting List Standings as of March 9, 2021
 1. Total of 10 people on the original list
 2. Total of 17 new applicants
 3. Total of 18 that have been mailed out and not returned as of 3/9/21
- iii. Open Apartments and Status as of March 9, 2021
 1. 8 available apartments; 2 @ Buckingham Terrace and 6 2 Truman Terrace
 2. 1 New Tenant as of 3/1/21 BT: 1 New Tenant coming in on 4/1/21 TT
 3. 3 Individuals were shown available apartments and decline.
- iv. Recertification Status as of March 9, 2021 (Total of 110)
 1. 59 are completed applications and ready for signing by the residents.
 2. 32 remain in WHA hands to be processed.
 3. 19 have not turned in their information as of 3.9.21.
- v. Maintenance Update
 - 46 assigned work orders since February 15th.
 - completion of 40 work orders with 6 open work orders.
 - the 6 open work orders will be done within the next week or two.

6. Old Business

a. Discussion on opening community building

Chair Janelle Wilk: Personally, I think we should keep the Community Rooms closed a little longer, maybe May or June would be a more appropriate time. We have made it this long and I would prefer for all residents to be fully vaccinated. The state will be opening up more towards the end of this month and I would like to see how it goes. Our numbers went a little higher the other day but I would like to hear the commissioners' thoughts on this.

Denise Russ: I agree with you because I personally don't want to go anywhere and the Community Room is tiny and unfortunately there is no one there to monitor how many people are going to be in there and if they don't put their masks on. In another month or two the weather will be nicer they will be able to sit outside so they all will not be in the community room, that is my thought.

Sharon Pratt: My opinion is we should not open them at this time. We do have cases of COVID, not everybody is vaccinated. The main complaint I get is everybody is going in the hall with no masks and I think that puts a lot of people at risk that have compromised immune systems. I know personally I have gone to the hall people are sitting in there with no masks on. Right now, is not the time to do it.

Carmine Verno: My feeling is this, if the majority of the tenants want it open, we should open it and you can go in there if you want. If the majority want it closed, we close it.

Chair Janelle Wilk: As of right now we will keep the community's rooms closed and revisit it next month to see how our numbers are doing.

A motion was made by Denise Russ, and seconded by Sharon Pratt to table opening the community building.

By voice vote the motion was passed unanimously

7. Executive Session time in 7:39 p.m.
 - a. Personal Matters – Discussion of personnel matter/request from former Maintenance Superintendent

A motion was made by Janelle Wilk, and seconded by Daniel DiVito I move that the board go into executive session for the purpose of a discussion about a personnel matter request from a former Maintenance Superintendent. Attending the executive session will be Dan DiVito, Carmine Verno, Denise Russ, Sharon Pratt and myself Janelle Wilk.

By voice vote the motion was passed unanimously

At this time, we are now in the Executive Session and we will need for everyone from the public to log off. We will return to regular session once we are done with the Executive Session. The public is welcome to log back in if they would like to and I will allow the public back in once we are out of the Executive Session and go back into our regular meeting.

Out of Executive Session at 8:01 p.m.

A motion was made by Denise Russ, and seconded by Sharon Pratt to go back into Regular Session.

8. Regular Session time in 8:02 p.m.
 - a. Possible action on personnel matter/request

A motion was made by Janelle Wilk, and seconded by Sharon Pratt to approve the two weeks, vacation time that was promised by the Former Executive Director to the Maintenance Superintendent.

By voice vote the motion was passed unanimously

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9. Adjournment – meeting adjourned at 8:03 p.m.

Carmine Verno, Secretary/Treasurer
Watertown Housing Authority