

# MINUTES

## WATERTOWN HOUSING AUTHORITY Special Meeting: April 28, 2021

A special meeting VIA Zoom was held by the Housing Authority on Wednesday, April 28, 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  
Carmine Verno – Secretary/Treasurer  
Sharon Pratt – Resident Commissioner  
Denise Russ - Commissioner

Absent: none

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

2. Chairwoman's Report – Acting Executive Director

Chairwoman Janelle Wilk: I hope everyone is staying healthy and enjoying the nice weather.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – March 10, 2021

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the minutes of March 10, 2021.

Discussion: none.

Motion passes

b. Special Meeting VIA Zoom – March 23, 2021

A motion was made by Carmine Verno, and seconded by Daniel Divito to approve the minutes of March 23, 2021.

Discussion: none.

Motion passes

c. Special Meeting VIA Zoom – March 24, 2021

A motion was made by Denise Russ, and seconded by Daniel Divito to approve the minutes of March 24, 2021.

Discussion: none.

Motion passes

d. Special Meeting VIA Zoom – March 30, 2021

e. Special Meeting VIA Zoom – March 31, 2021

4. Approval of bills paid for April 2021.

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

Discussion: none.

Motion passes

5. Manager's Report

a. Planning Process to begin

Russ Antonacci, Manager reported:

i. Schedule inspections/walk arounds – The process for information gathering is about to begin over the next few months. We are going to start exterior inspection walk-arounds for each community starting with Truman Terrace. We will send the commission an email with a date and time for the walk-arounds sharing knowledge from both the commission and PropertyWorx. I would also like to schedule appointments to get inside each unit to start taking inventory and start a plan of action. Each community should have their own separate operating and reserve accounts based on the needs of that community.

b. Recertification Update

Lori Finke, Property Manager, reported:

I am moving forward with the recertifications with 2 pending. We also passed out a memo explaining the ACH banking starting May 1st for anyone who wants to use it. For those who do not want to use it, you will still be able to go to the bank or you can drop your checks off at the black boxes for each site.

c. Vacancy Update

Lori Finke Property Manager reported:

- Met with 2 residents for Buckingham.
- Unit A6 is on hold.
- 3 Units at Truman are ready.
- Units C5 and C19 are ready for painting and cleaning.

d. Maintenance

Lori Finke, Property Manager reported:

- i. Flagpole – Due to windy and rainy weather the flagpole went down at Country Ridge. I will have the same specs for quotes from companies so the commission can make an informed decision.

A motion was made by Denise Russ, and seconded by Dan Divito to table the flagpole.

Motion passes

- ii. Tub replacement

Lori Finke, Property Manager reported:

- Unit A4 at Truman the tub is shattering at the bottom and it is not repairable.

Lori Finke, Property Manager checked with several companies with no positive results. Call Steven Clark giving a quote of \$3,250 with possible plywood needed underneath the tub when taken out. The time for repairs will take a day or two.

Chairwoman Janelle Wilk had concerns with safety for the repair.

Sharon Pratt noted that when doing the walk-throughs to check ceilings due to leaks from units above.

Lori Finke, Property Manager: The plumbing will be done by Palmer.

Dan Divito: Could the diverter be looked at as well.

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve \$3,250 for replacement of a bath tub with Steven Clark.

Motion passes

6. Old Business

a. Discussion on opening community building

Chairwoman Janelle Wilk will get firmer numbers on vaccinated residents.

Carmine Verno: If the majority of the residents want the community room open, having best practices, distancing and wearing the masks I think it should be open

Sharon Pratt: I would like to see another month go by before opening the kitchens in the community room.

Janelle Wilk: I am okay on waiting until the next meeting holding off for more discussion.

A motion was made by Denise Russ, and seconded by Sharon Pratt to table opening the community center at all 3 sites until the May meeting.

Motion passes

7. Executive Session Time in 7:45

a. Personal Matters – Discussion of personnel matter

b. Discussion about contract between PropertyWorx and WHA

A motion was made by Janelle Wilk, and seconded by Sharon Pratt to go into Executive Session for the purpose of discussion about a personnel matter request from the Former Administrative Assistant and a discussion about a contract between PropertyWorx and WHA. Attending the Executive Session will be Dan Divito, Carmine Verno, Denise Russ, Sharon Pratt and myself Janelle Wilk.

Motion passes

Time out of Executive Session 8:34

8. Regular Session

a. Possible action of personnel matter

A motion was made by Dan Divito, and seconded by Denise Russ to approve two weeks vacation time to the former Executive Administrative Assistant.

Motion passes

b. Possible action on contract between PropertyWorx and WHA.

A motion was made by Dan Divito, and seconded by Denise Russ that the WHA authorize Chairwoman, Janelle Wilk, and Vice Chairman, Dan Divito to finalize a contract with PropertyWorx on behalf of the Watertown Housing Authority. Provided that there are no substantial changes from what was presented and discussed in our Executive Session and meeting.

Motion passes

9. Adjournment

A motion was made by Denise Russ and seconded by Dan Divito to adjourn at 8:36 p.m.

By voice vote the motion was passed unanimously

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Carmine Verno, Secretary/Treasurer  
Watertown Housing Authority