

# MINUTES

## WATERTOWN HOUSING AUTHORITY Regular Meeting: Wednesday, December 14, 2022

A regular meeting was held by the Housing Authority on Wednesday, December 14, 2022 at Country Ridge – 6:00 P.M.

Vice Chair Dan DiVito called the meeting to order at 6:00 p.m.

### 1. ROLL CALL

Members Present: Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ – Commissioner  
Carmine Verno – Commissioner

Absent: Janelle Wilk – Chairwoman

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

### 2. Chairwoman's Report – none.

### 3. Approval of Minutes

#### a. Regular Meeting Truman Terrace – November 9<sup>th</sup>

Discussion: Denise Russ: on page 4 under line item 6a, the motion was seconded by Dan DiVito Russ, to remove Russ.

A motion was made by Denise Russ, and seconded by Carmine Verno to approve the Regular meeting minutes of November 9, 2022 as amended.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

- a. December 2022

Discussion: none.

A motion was made by Denise Russ, and seconded by Carmine Verno to accept the bills for December 2022.

By voice vote the motion was passed unanimously

5. Property Manager's Report

- a. 2023 Budget Presentation Mr. Antonacci reported: The CPA allocated expenses to certain line items that were not following my budget for the year. When this happens, you do not have a true actual for the expenses at the end of the year, I wanted everything in its proper location before I presented. I am hoping to have the budget done at the end of this week or next week for the commission. CHAFA is aware of it and has given us an extension.

- b. Truman Terrace Window Update

Mr. Antonacci reported: Listening to the residents of Truman, Dan and I met with the architect and discussed the window options in great detail. The architectural diagrams show a blend of casement and single hung windows based on the dimensions of the window. He passed out recommendations from the architect and reviewed them to the commission. If everyone is comfortable, I would like to put the bidding document out with the bid the architect provided to us and I will provide a simpler cover sheet.

Dan DiVito stated the changes are good, he did a good job bringing in the casement and the double hung. He noted that the tempered glass is in some locations and believes more is needed.

A motion was made by Denise Russ, and seconded by Carmine Verno to add to the agenda under Old Business 7b to make a motion to go out to bid on the windows.

By voice vote the motion was passed unanimously

c. Variance Requests

Lori Finke reported:

1. I have resubmitted from the last meeting variance request 017 & 018 for Truman Terrace with the Doctors note to relocate.

A motion was made by Sharon Pratt, and seconded by Denise Russ to approve.

By voice vote the motion was passed unanimously

Sharon Pratt made a recommendation for the replacement of the toilets to use the High-Rise ADA toilets to save on expenses for maintenance.

2. Variance request 019 I submitted myself for Truman Terrace, Apt C2 we have another tub with cracks. When the tenant stands in the tub the water leaks through the cracks to the apartment downstairs. The same contractor would be installing it.

Sharon Pratt noted that same tenant reported the crack 3 or 4 years ago and it was never replaced, I am totally for that tub being replaced.

A motion was made by Carmine Verno, and seconded by Sharon Pratt to approve.

By voice vote the motion was passed unanimously

3. Variance request for Country Ridge and there was a doctors note attached to that as well for the ADA toilet.

A motion was made by Sharon Pratt, and seconded by Carmine Verno to approve.

By voice vote the motion was passed unanimously

d. Updated Available Apartments List as of 12/12/22

We now have three that are ready to go one at Country Ridge and two at Truman almost 4 with one almost ready to go within the next couple of weeks.

e. Update on gutter cleaning

The three J's did Buckingham and Country Ridge. Truman Terrace has the covers on the gutters and maintenance blew those off. The only areas they did not get do, was the roofs due to the rain to the upper ones.

6. New Business

a. Resident Commissioner Elections

In your packet you have the printout and once it is approved with the content, we will distribute it. I have added responsibilities, it talks about the term, and to give a history or background with a location for the name and unit number for nomination. It will be posted at all the communities, hand delivered to everyone's door and posted on the website. The process will be, we will distribute the document and post the nominations. Then all the nominees will be placed on a ballot and then it will be redistributed to everybody with a delivery location and date. We will tally everything up and review at the next meeting.

A motion was made by Denise Russ, and seconded by Carmine Verno to approve.

By voice vote the motion was passed unanimously

7. Old Business

a. Discussion and possible action on the proposed new Bylaws.

A motion was made by Carmine Verno, and seconded by Denise Russ to table.

By voice vote the motion was passed unanimously

b. Action on motion to go out to bid on the Truman windows.

A motion was made by Denise Russ, and seconded by Carmine Verno to approve with Russ Antonacci looking into the tempered glass for the stairwells.

By voice vote the motion was passed unanimously

8. Resident Commissioner Report  
Sharon Pratt reported:

1. I met with the tenants at Country Ridge, they had a concern with the area in front of Apartment 31 and the concrete that was just fixed a few months back, it is all crumbling again.
2. Sharon Pratt asked Dan DiVito if he would explain to the tenants how it worked with the acceptance of the contract with Complete. Why we took that bid, and why was it put not out to bid because we had only one bid.
3. Sharon Pratt thanked everyone for their support.

Dan DiVito stated it did go out to bid and only one person bid on it.

A resident stated that you have to get three bids according to state law, or it has to go out for rebid.

Dan DiVito will check into that.

9. Public Participation

Diane Lautenschlager spoke.

Carol Minicucci spoke.

Debra Manley spoke.

Mariza Noss spoke.

Jeanne O'Brian spoke.

10. Adjournment

A motion was made by Denise Russ and seconded by Sharon Pratt to adjourn meeting at 7:04 p.m.

By voice vote the motion was passed unanimously

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Carmine Verno  
Watertown Housing Authority