

# MINUTES

## WATERTOWN HOUSING AUTHORITY Special Meeting: August 24, 2022

A special meeting was held by the Housing Authority on Wednesday, August 24, 2022 at Truman Terrace – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:00 p.m.

### 1. ROLL CALL

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director  
Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ – Commissioner  
Carmine Verno – Commissioner (arrived 6:11)

Absent:

Others Present: Lori Finke – Property Manager

### 2. Chairwoman's Report

Janelle Wilk reported: Happy August, I hope everyone is enjoying the last few weeks of summer. Just like I said at our last few housing meetings. I am going to add some of what I said at the last meeting, hoping this will allow all commissioners an opportunity to comment, ask questions and have conversation if need be. Believing this will help improve communication between commissioners and all parties. I just want to point out again that I added the Resident Commission Report to our agenda, this will be on our agenda every month. This will give Sharon, our Resident Commissioner, an opportunity to give a report if she has one to all commissioners hoping to improve communication between all parties. All of us will continue to come up with ideas and ways that will have WHA run more efficiently and will help us continue to improve.

### 3. Approval of Minutes

#### a. Regular Meeting Country Ridge – June 8th

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the minutes of June 8, 2022.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

a. July 2022

A motion was made by Daniel DiVito, and seconded by Sharon Pratt to approve the bills for July 2022.

By voice vote the motion was passed unanimously

b. August 2022

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the bills for August 2022.

By voice vote the motion was passed unanimously

5. Property Manager's Report  
Lori Finke reported:

- a. Updated Vacancy Report - Country Ridge is full, Buckingham Terrace is full, Truman Terrace shows five that are available. I did meet with someone today so that will be four. We have two people coming in September 1<sup>st</sup>.
- b. Variance Requests – (2) requests
  1. Sharon Pratt has asked to install a ringing doorbell in the front and back door of unit.

A motion was made by Denise Russ, and seconded by Daniel DiVito to approve.

By voice vote the motion was passed unanimously

2. Country Ridge – Unit 34, this for a new tenant that just moved in on the 15<sup>th</sup> she is looking to paint. I have a picture with the color it is very neutral and it would be at her expense. She would like to have that done it would be a licensed contractor.

A motion was made by Janelle Wilk, and seconded by Sharon Pratt to approve as long as the contractor is licensed and insured.

Sharon Pratt noted she did not sign her paper.

Lori Finke will have her sign the paper.

By voice vote the motion was passed unanimously

- c. Maintenance Work Order Update – 70 Work Orders between June 9<sup>th</sup> and August 22, currently there is 6 open.

Sharon Pratt asked about a work order for shades, the Director at the time said she wanted to make everything uniform and put them in one day. I did see on the work order the blinds should be taken down was there a reason for that.

Lori Finke stated the tenant did have a reason she is getting headaches from the bright lights.

6. New Business
  - a. Discussion & possible action on sealed bids for electrician, plumber, interior/exterior painting, and lawn fertilization.

Chair Janelle Wilk stated we have one electrician, one painter, two lawn fertilization and no plumbers. We are three months behind on our contracting, all of the contractors that have been working with us now have no contracts and have been very kind in working with us and continue to keep the same rate that they have been contracted years ago. I want to give kudos to them for doing that. Ms. Wilk asked Lori if she could contact the current plumber and ask if he could stay on until we put the bid in again.

Chair Janelle Wilk noted that the bids are sealed and time stamped.

#### **Electric**

##### **PJ Electric – time stamped (August 10<sup>th</sup>, 12:22 p.m.)**

- Routine Calls during regular business hours is E1 - \$75.00, E2- \$70.00, Apprentice - \$60.00.
- Emergency call after business hours and or weekends E1 - \$110.00, E2 - \$105.00, Apprentice - \$90.00.
- Any electrical work over \$5,000 would require manager approval.
- We will not pay any extra charges such as fuel surcharge or travel time.
- Please note there will be a 20% markup on materials, this will be above PJ's cost to purchase.

A motion was made by Carmine Verno, and seconded by Daniel DiVito to approve.

By voice vote the motion was passed unanimously

Chair Janelle Wilk PJ Electric has a 3-year contract.

**Painter**

**3J's Painting - time stamped (August 19th, 10:13 a.m.)**

**Exterior**

- Hourly rate per painter \$43.00  
Mark up of Materials 0%
- Deck Handrail, Stair - \$390.00  
Mark up of Materials – 0%.
- They have a note to the side saying that my 20% discount will be applied to the customer.
- Power wash per building Truman Terrace is \$1,200.00, Buckingham Terrace is \$1,000 including gutter cleaning and Country Ridge is \$980.00 including the gutter cleaning.

**Interior**

**Truman Terrace**

- Single unit is \$800.00 in labor and approximately \$280.00 dollars in paint.
- Double unit (600 square feet) is \$900.00 in labor and \$300.00 in paint.

**Buckingham Terrace**

- Single Unit is \$800.00 in labor, approximately \$280.00 in paint.
- Double unit is \$850.00 in labor and approximately \$300.00 in paint.

**Country Ridge**

- Single double is \$950.00 in labor, approximately \$300.00 in paint.
- Handicap is \$1,050.00 in labor and approximately in paint \$300.00.

\$400.00 dollars total per ceiling.

\$190.00 Doors and Trim for door jam and chasings.

Closets (paint wall and ceiling) is \$190.00.

Occupied units moving furniture etc., hourly rate per worker, stain kilz units is \$650.00 in labor approximately \$45.00 in paint.

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

By voice vote the motion was passed unanimously

Chair Janelle Wilk 3J's painting is our exterior, interior, power washing contractor for the next three years.

**Lawn Fertilization**

**Lawn Keepers – time stamped (August 18<sup>th</sup>, 8:57 a.m.)**

- Country Ridge - \$350.00 for each season. There is a note must call for bed spray application. Grub control is \$385.00, back pack spray for bug is \$85.00, liming is \$597.00.

- Buckingham Terrace - \$280.00 for each season. Grub control is \$335.00, Backpack for bug spray is 85.00, liming is \$478.00 for liming.

- Truman Terrace is \$220.00 for each season, \$260.00 for Grub control, \$85.00 per backpack for bug spray, \$375.00 for lime.

**Diamond - time stamped (August 18<sup>th</sup>, 11:14 a.m.)**

\$1,500 a year per location for spring.

\$1,750 a year per location for summer.

\$1,900 a year per location for late summer.

\$1,500 a year per location for fall.

Total of \$7,950.00 per year for all three locations. For a total of a 3-year contract of \$23,850.00.

The consensus of the commission is to stay with the current lawn care.

A motion was made by Carmine Verno, and seconded by Sharon Pratt to go with Lawn Keepers.

By voice vote the motion was passed unanimously

Chair Janelle Wilk Lawn Keepers is our contractor for lawn fertilization.

B. Discussion & possible action on possible replacement timeline for floors, paint, appliances, etc.

General discussion among the commission regarding timelines for products. Whatever is the appropriate amount of time for items instead of how long they have been there. Documentation on what was put in, how long it should last and what condition it is in.

More discussion at next meeting for timelines.

C. Discussion of Fire Drills/Plans.

Looked at the plans drawn up by Sharon in the past, Kim Calabrese checked that they were up to date and they are good to go. They will be posted in each community room at each site, if tenants wanted a copy to contact the office. A fire drill will be conducted in October and a notice will be sent out to tenants.

7. Old Business
  - a. Follow up on WHA Handbook.
  - b. Follow up on proposed new Bylaws.

If the commission could contact Janelle a week before the next meeting with any edits for the handbook and bylaws.

8. Resident Commissioner Report

Sharon Pratt reported:

**Country Ridge:**

- Sidewalk repairs
- Knobs for cabinets brought up in the meeting of June are not done.
- Tree removal brought up in November is not being taken care of.

The tenants at the 3 complexes are asking about the hours in the office and a cutback on maintenance.

A communication for the tenants will be posted regarding the office and maintenance hours and a number to call Lori to leave a message.

**Buckingham Terrace**

- Mold issue
- Sidewalk issues

**Truman Terrace**

- Tenant issue
- Window questions

Rules are not being followed at 3 sites

9. Public Participation  
Gerald Gilbert, Truman Terrace, A2 spoke.  
Roger Angel, B5 spoke.  
Sam Orsini, B9, spoke.

10. Adjournment

A motion was made by Sharon Pratt, and seconded by Dan DiVito to adjourn meeting at 7:35 p.m.

By voice vote the motion was passed unanimously

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Chairwoman Janelle Wilk  
Watertown Housing Authority