

WATERTOWN HOUSING AUTHORITY MINUTES

**Regular Meeting, Wednesday, June 8, 2022
Country Ridge, 6:00 P.M.**

A regular meeting was held by the Housing Authority on Wednesday, June 8, 2022 at Country Ridge – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:01 p.m.

1. Roll Call

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

Absent:

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

2. Chairman's Report

Janelle Wilk reported:

Happy June! I hope everyone enjoyed the beautiful weather we had these past few days. Just like I said at our last housing meeting instead of me rambling on I added some of what I was going say to the agenda this evening. 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. With that being said my report tonight will be short. I would like to point out on the agenda we added a Resident Commissioner 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. Again, improving communication between all parties, all of us continue to come up with ideas and ways that will have WHA run more efficiently and will help us to improve, stay well.

3. Approval of Minutes

a. Regular Meeting Truman – May 11th

A motion was made by Denise Russ and seconded by Carmine Verno to accept the Regular Meeting minutes of May 11, 2022, as presented.

By voice vote the motion passes unanimously

b. Special Meeting VIA Zoom June 1, 2022

A motion was made by Denise Russ and seconded by Sharon Pratt to accept the Special Meeting minutes of June 1, 2022, as presented.

By voice vote the motion passes unanimously

4. Approval of bills paid for:

a. June 2022

A motion was made by Carmine Verno and seconded by Sharon Pratt to accept the bills for June.

By voice vote the motion was passed unanimously

5. Property Manager's Report

a. Updated Vacancy Report

Lori Finke, Property Manager reported:

Buckingham Terrace – is full

Truman Terrace – 6 open and we are working on those units to show.

Country Ridge – 2 open, I did have a couple for Unit 34, but the grandchildren talked him out of it.

b. Variance Requests

1. Truman Terrace, Unit C8, they have one already they want to replace existing fan. They have an electrician that will do it and are waiting for okay to do it.

Vice Chair Dan DiVito noted we need to make sure they have a fan rated box.

Lori Finke, Property Manager: I will mention it to the electrician.

A motion was made by Carmine Verno and seconded by Dan DiVito to accept.

By voice vote the motion was passed unanimously

2. Buckingham Terrace, D-6 for a brand-new fan she will purchase and hire a licensed electrician.

3. Buckingham Terrace, A-1 replacing kitchen fan.

A motion was made by Dan DiVito and seconded by Janelle Wilk to accept.

By voice vote the motion was passed unanimously

c. Maintenance Work Order Update

Lori Finke, Property Manager reported:

From May 11th to June 14th, we had 43 work orders with 4 open.

d. Sidewalks-Update

Russ Antonacci, Manager reported:

We talked about the scopes of work at our last meeting I took the content that I added to the original scopes of work, and I utilized that for almost everything that we do for a third-party vendor. The sidewalks are in need of attention for all 3 properties, and I am working to get that expedited at this point in time. We have a detailed specification document in your report with a breakdown of granulated details in terms of location, size for each location in terms of width, length and where it is and potentially what needs to be done. Based on our procurement policy I am able to go out and get bids on this, getting bids from three contractors. They will walk the property and submit it to the commission for approval to get work going. The scope of work is going out to contractors that are reputable, reliable, insured and licensed in hopes that we can get this work done ASAP. The contractor will sign this document based on the contractor that we select, that the details are in and ensures that the contractors are coming on the property. The number we get from them will be apples to apples, oranges to oranges, as opposed to saying we need to get this done and we get random numbers. As soon as we get the numbers, I will present them to you. I may not want to wait until the next meeting if that is the case, I will shoot off an email to everybody. If we need to have a special zoom meeting to get this done sooner. Right now, I just want to see what the details are in order to get the work done. We should have numbers by the end of next week or the beginning of next week so we can move forward.

Chair Janelle Wilk; I agree with you, the sidewalks are bad it should not wait at all and you are confident we are under the procurement and we are fine.

Russ Antonacci, Manager: I anticipate on the scope of this work that we are withing our rights.

Vice Chair Dan DiVito: Where it says under definitions - manager it says contact person Lori Finke should we include contact commissioner. Under scope of work to property preform necessary repairs for the bid we should know what they are doing. Under general requirements contractor shall obtain all permits necessary for this work, I think we should have records provided to you of permits being pulled and closed for the work this way it is on record. Under insurance c we have for claims of property damage that seems low, is that typical? Could you change it to \$500,000?

Russ Antonacci, Manager: That will potentially narrow the market of vendors, maybe we could say 100 or so.

Vice Chair Dan DiVito: Under contractor shall supply a certificate of insurance to owner shall supply prior to work, that certificate should name the Housing Authority as additionally insured. We should also do a release of lien; they would also have to do a W9. Under working hours, should we have them checking in when they are on the property so we can know who is here.

Chair Janelle Wilk: I know most people will check in to the office. I don't think they should be wearing badges but if you are checking in to work on our property, they should have something saying they are working, whatever our contractor is.

Russ Antonacci, Manager: Identifiable gear or apparel. I just want to go through this, all good ideas. Granulating the definition properly, clarifying that records will be held on site, some kind of identifiable gear or apparel, clarifying that we would like to have the W9 through HA as insured, increasing the dollar amount for the insurance for claims to property damage, clarifying that we want the W9. That is more general for all the scopes, maybe we can do an approval contingent upon these additional incorporations.

Chair Janelle Wilk: Is there anything else?

Russ Antonacci, manager: I would like to propose the idea of the Resident Commissioner meeting with management once a month during regular business hours.

Sharon Pratt was okay to meet. Lori will call for a consistent time to meet, to get current feedback.

6. New Business
a. Discussion about WHA Picnics

Sharon Pratt reported:

Will have picnics on each site on the perspective day the RSC is there:

Buckingham Terrace – Friday, July 15th

Country Ridge – Wednesday, July 13th

Truman Terrace – Monday, July 11th

The picnic will be catered by LaBonne's, and the menu will be posted. There will be charge of \$10.00 per resident due to the rising cost of food prices. There will be a sign-up sheet and Lori will be collecting the money.

A donation box will be set up with Lori for residents. There will be delivery for residence who cannot get out, arrangements can be made.

b. Discussion on proposed new Bylaws

Chair Janelle Wilk: Attorney Pilicy has drafted the By-laws for the commission to review. If there are any concerns, questions or changes contact Janelle Wilk or Franklin Pilicy so it can be included in the final draft to be approved.

7. Old Business

a. Discussion and possible action for Scopes of Work

Vice Chair Dan DiVito: The changes we talked about earlier under inspection, do we do a sign off sheet and under the painting for specifications we should have caulking.

Chair Janelle Wilk: We should add in if the contractors have appropriate identification of who the contractor is, the insurance could be bumped up more and then the working hours.

Sharon Pratt asked currently who is in charge of cleaning gutters?

Russ Antonacci, Manager: Complete Landscaping right now.

A resident asked if it is done annually?

Lori Finke, Property Manager: Usually in the fall once the leaves are down.

A resident talked about the gutters being too small and they get backed up easily.

Russ Antonacci, Manager: In a capital needs assessment larger gutters will be mentioned.

Sharon Pratt mentioned the ramps at Truman Terrace underneath are crumbling.

A resident asked if anyone cleans the dryer vents.

A resident also talked about the floor where the washers and dryers are needing replacement at Country Ridge.

A motion was made by Carmine Verno and seconded by Sharon Pratt, to approve the scopes of work that we have in our packets with the adjustments and corrections made.

By voice vote the motions passes

B. Follow up on WHA Handbook – Sharon Pratt sent the old and new handbook to commissioners for review. If there are any changes or deletions send them to Sharon Pratt for a final draft.

Chair Janelle Wilk: We have in the handbook regarding transfers, there is a policy and it was really upsetting because when I first got on the board and I remember this day very well it was “Meet on Main Street and a resident came up to me who was extremely upset

thinking she had to move because her spouse had just passed away. I no idea what was really going on because I just got on this board with Mark Raimo. I was appalled to hear that this resident was so upset because her spouse passed away and they were worried about us evicting them or moving them because that was in the handbook. I don't want to make this call on my own. I think that is the most horrible thing in my eyes. When your spouse is dying, I would not want to know this pain, that would be the last thing on my mind that you would have to move out of your place that you lived in with your significant other. In my eyes if you pay your rent and a good person it's your place unless you want to move. I can't go against my gut it is a horrible thing I think you should be able to stay where you live and not have to be move. I am just making conversation because I think that should be removed.

Denise Russ: Noted that with the applications coming in with a husband and wife or two people you are shortening the scope of who can move in.

Sharon Pratt: I was one of those people my issue was that when I moved in, I knew my husband was ready to pass and I said when he passes do I have to move. I was told at that point once your there you are there. I believe Truman is the only complex that we have this issue. They put up walls in the efficiencies and now most all of them have a bedroom. If people since then have been put in apartments with single, that people consider doubles, they were not told that. So now we put them in there and turn around and say you can be here, I don't think it is fair. If you are going to make a policy with that, I strongly suggest you grandfathering everyone currently in there before you move on to do something like that. You make memories in that apartment, you are going through the devastation of losing a spouse, or your mom or dad whatever it is I don't think it is fair. They moved in there thinking they were going to stay there and say you have to move.

Sharon Pratt: I want it on the record that I stand strongly on that and I won't change my mind.

Carmine Verno and Dan DiVito left meeting at 6:50 p.m.

i. Truman Window projects update - The architect will provide construction drawings on the work that will be done. That document will then be taken as a scope of work for the window contractors to bid on the job.

Denise Russ asked for the list of projects that are done.

Lori Finke, Property Manager: I will send the list to Denise of what we done.

8, Resident Commissioner Report

Sharon Pratt reported:

- Asked if she could meet with the tenants a week before at the site of meeting.

- The tenants can meet with their concerns and suggestions, and I will write them down for that meeting.

Chair Janelle Wilk: We are trying to move forward and get things done. Ms. Wilk thanked Sharon for time and appreciated her work.

9, Public Participation

A resident asked about when the exhaust fans for the bathrooms will be installed.

A resident stated she is hearing noises in the attic.

10. Adjournment

A motion was made by Denise Russ, and seconded by Dan DiVito to adjourn at 7:12 p.m.

Discussion: none

By voice vote the motion was passed unanimously

Janelle Wilk – Chairwoman