



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing  
Authority Commissioner  
Report June 12, 2024





# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Wednesday, June 12, 2024

Regular Meeting – Country Ridge, 6:00 p.m.

## Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
  - a. Regular Meeting Truman Terrace, May 8, 2024
4. Approval of bills paid in June 2024
5. New Business
6. Old Business
  - a. Discussion and possible action on new By-Laws
  - b. Discussion about RSC position
7. Property Manager's Report
  - a. Available Apartments
  - b. Update for Line Stripping
8. Resident Commissioner Report
9. Public Participation
10. Adjournment

**Regular Meeting Wednesday, May 8, 2024**  
**Truman Terrace, 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, May 8, 2024 at Truman Terrace – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:03 p.m.

1. Roll Call

Members Present:     Janelle Wilk – Chairwoman  
                              Dan DiVito – Vice Chairman  
                              Sharon Pratt – Resident Commissioner  
                              Denise Russ – Commissioner  
                              Peter Mucciarone - Commissioner

Absent:

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

A motion was made by Janelle Wilk, and seconded by Dan DiVito to add to the agenda under 5 New Business, a. Discussion and possible action on contract extension with current property management company.

By voice vote the motion was passed unanimously

2. Chairwoman's Report

Chairwoman Janelle Wilk reported: “Happy May” I am going to try and make this short and sweet because I have a lot to say the rest of the meeting. I did want to publicly thank Denise and Dan for being at the public hearing with me this past Monday. I do want to add one more thing I was just talking about it today, in our handbook we have you cannot back into parking spots at all three sites. I am hopefully doing this respecting, there are some apartments at all sites that if you back in, some people will run their cars say like the winter time for two minutes, 3 minutes, 10 minutes it might be in front of somebody's apartment, you are sucking in all that garbage air, that is why we have it in the handbook. There are spots that its fine to back into so if you have a parking spot and you want to back into it, that is not directly in front of somebody's window especially not yours, your neighbors don't back into it but if in fact you do back up in a parking spot you are not getting yelled at as long as it is not being disrespectful with your vehicle and you have car fumes going into somebody's apartment. That is the only reason why we do have that in the handbook. I know this sounds ridiculous

but a lot of people are upset because people do like to back in parking spots. Again, please be respectful as long as it is not in front of somebody's window and you are letting your car run for 10 or 15 minutes and you have fumes going in. That is, it and I hope that clarifies everything and does not start a war with anything but other than that it is all I have to say. I will move on to approval of minutes.

3. Approval of Minutes

a. Regular Meeting Buckingham Terrace, April 10, 2024

A motion was made by Denise Russ, and seconded by Dan DiVito to approve the Regular meeting minutes of April 10, 2024.

Discussion: none.

By voice vote the motion carries

4. Approval of bills paid in May 2024

A motion was made by Denise Russ, and seconded by Sharon Pratt to accept the bills for May 2024.

By voice vote the motion was passed unanimously

5. New Business

a. Discussion and possible action on contract extension with current property management company.

Chairwoman Janelle Wilk stated this position is still filled by our current property management company. We are treating this position how we use to do when we had an Executive Director and we always extended their contract unless there are serious issues. It's seeming like the Watertown Housing Authority is still moving in the right direction having PropertyWorx, LLC be a part of our team. This discussion tonight about PropertyWorx, LLC is contract extension in respect to payment and revised dates. Russ has agreed to keep the same price that we have now for the rest of 2024. Starting January 2025, the rate will to up, the total yearly price shall increase by 3 percent. At the end of this month their contract will expire and we go into a new contract and he is kind enough to keep the rate that we are at now for the rest of 2024. Then we will see a difference of rate at 3 percent from what our rate is now when we pay the bill at the end of January. Does anyone have problems with that.

Hearing no response.

I need a motion for us to approve for them to stay with us.

A motion was made by Dan DiVito and seconded by Sharon Pratt, to extend our contract with PropertyWorx, LLC.

By voice vote the motion was passed unanimously

## 6. Old Business

### a. Discussion and possible action on new bylaws.

Chairwoman Janelle Wilk stated we want to go back a year ago and a half ago, I have 2 copies of this, we have looked at these bylaws numerous times. We have tabled them because there are other pressing issues going on. The only difference with these bylaws that has changed is that we went from Executive Director and Assistant to the same language that we added or Property Management Company just in case we don't get into the position that we were in when we switched before where we had some language that we were concerned. That is why I was Acting Executive Director because I had to sign certain things because we did not have language to match to go either or, that is the only difference in these by-laws. Aside from this print off we have changed the date again to update it exactly. That is the only difference of these bylaws is to just make so we are and or, we don't have to pay lawyers every time if we decide to change, we have that option whoever sits in and wants to go back to Executive Director. I am going to new a motion to approve these bylaws.

Dan DiVito I was going to make a motion to table it so Pete can review them.

Chairwoman Janelle Wilk, we can table it and at the next meeting we will pass it.

A motion was made by Dan DiVito and seconded by Denise Russ, to table the by-laws.

By voice vote the motion was passed unanimously

### b. Discussion about RSC position

Lori Finke, Property Manager reported: we went through the whole exercise and we had a young lady that we wanted to interview and timing is everything. She was offered a full-time position where she is already working and got a substantial raise.

Russ Antonacci, Manager stated I am going to reach out to other housing authorities to see if maybe they have some part time people, RSC's specifically, they may be able to look for additional part time work. It is the part time component that seems to be the challenge here for us. I think we need to increase the rate that we were willing to pay this person initially but that is a little bit easier than finding somebody who is willing to take on part time work. I am going to talk to the Executive Director and look at some of the local Housing Authorities. I know the person in Waterbury, I met the person in Naugatuck and see what thoughts they might have to assist us.

Denise Russ recommended I am going to suggest we go back to the company we got our RSC from and work through them because it doesn't seem to be working. We are shorthanded with help and different financial aides and stuff. I suggest we reach out to them and see if we could get somebody.

Chairwoman Janelle Wilk asked Russ do you want to make some calls and if we fall short on everything.

Russ Antonacci answered we can explore both options simultaneously. I don't think if we go back to the company that we originally were working with, I don't think it is going to happen over night we will try both directions. If a third direction pops up in the meantime, we will try that one as well.

## 7. Property Manager's Report

Lori Finke, Property Manager reported:

- a. Available Apartments – 3 months ago we had 8 units open and we are down to 3 now. I was hoping to be down to two but I received the call for Country Ridge for Unit #4 on Friday morning and they declined, the woman cannot get into the tub and wanted a washer and dryer.
- b. Update on parking lot repair at Buckingham Terrace – dumpster area – it has been taken care of; they did an awesome job.
- c. Recertifications for 2024 are completed – done.
- d. Prices have been received for line painting. This will be scheduled for all three communities. – we are waiting for a 3<sup>rd</sup> price; they are within dollars of each other.

- e. Unit inspections have started – Sharon and I started inside inspections starting with Truman Terrace and have done 7 and we are trying to do 5 at a time and then move on to the next community.

Lori Finke, Property Manager asked about an outside walkaround and to set the scheduling.

- f. Fire drill has been completed at Truman Terrace. Necessary actions will be taken as a result of the fire drill. Fire Drills will be scheduled over the next month or so at Country Ridge and Buckingham Terrace. Kim Calabrese, Fire Marshal came out with emergency plans for meeting places.

Lori Finke reported there are no bells on the south end of the buildings. She is working with Alarm Masters to get them added.

- g. Work Orders – From April 10 to May 6 we had 40 work orders as of yesterday there are 11 open.

Lori Finke commented that we have 10-year smoke detectors down at Buckingham Terrace and Lance changed them in one day.

(2) Variance Requests:

A resident is looking to have her apartment painted, she has been here over 10 years at Country Ridge, Unit 28.

A resident at Country Ridge, Unit 3 she is looking to have her floor replaced, the tiles are completely worn and cannot be cleaned.

Sharon Pratt asked after reading the various reports, I am just curious why tenants are telling us the timeframe they want things done.

Chairwoman Janelle Wilk commented you can tell us when, that is not the appropriate way of how we do things here.

Denise Russ asked can you add to the variance request where they submit it, to not put a timeframe on it. It is up to the Housing Authority.

Sharon Pratt talked about her floor and asked did we do away with the 15-year rule.

Chairwoman Janelle Wilk stated we have started a list of what has been done to keep track and the products used.

Russ Antonacci stated I don't think that number exists to my knowledge and I have not seen it in writing and have not been acting on that number. I think we need to go and do an inspection to make sure there is not a safety issue, if it should be addressed. If it is a cosmetic issue, Lori and I will have to make a recommendation to the commission on what action to take. I do not advise the commission to approve the variance requests at this time.

Chairwoman Janelle Wilk stated I would leave it to Russ and Lori to get back to us.

Dan DiVito added I agree it should be inspected to see how old it is and see how it was treated.

A motion was made by Denise Russ and seconded by Dan DiVito to give Russ and Lori the authority to do the inspection and then they will get back to us and if it is a safety issue to do it immediately or when the contractor can do it and then we go from there.

By voice vote the motion was passed unanimously

8. Resident Commissioner Report – no report this evening.

9. Public Participation

Diane Lautenschlager, Truman Terrace, Unit B-1 spoke.

Sam Orsini, Truman Terrace, Unit B9 spoke.

Janine Kifer, Truman Terrace, Unit B1 spoke.

Gerry Gilbert, Truman Terrace, Unit A2 spoke.

Karen Whitten, Truman Terrace, Unit C4 spoke.

Sharon Pratt, Truman Terrace, Unit C3 spoke.

Martha Nemiccola, Truman Terrace, Unit C18 spoke.



## 10. Adjournment

A motion was made by Dan DiVito and seconded by Denise Russ to adjourn meeting at 7:05 p.m.

By voice vote the motion was passed unanimously

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Janelle Wilk  
Watertown Housing Authority



# WHA PAYABLES

6/10/2024  
10:50 AM

Watertown Housing Authority  
Accounts Payable  
June 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	05/01/2024	CR 0501	3J's Painting LLC	CR 20 prep & paint	Country Ridge	4,480.00
Bill	05/01/2024	CR 20	3J's Painting LLC	CR 20 paint	Country Ridge	627.58
Bill	05/24/2024	123007 052424	Ace Hardware of Watertown	monthly charges	All	320.04
Bill	05/21/2024	37703	AllStar Appliance Inc	BT C-8 service call freezer not working	Buckingham Terrace	169.00
Bill	05/28/2024	37732	AllStar Appliance Inc	BT C-8 14 cu ft refrig	Buckingham Terrace	674.00
Bill	05/30/2024	13LM-3JNW-RXTJ	Amazon.com	13LM-3JNW-RXTJ paper plates	All	101.94
Bill	05/29/2024	1CNV-3FKH-JCTY	Amazon.com	plastic cutlery, paper plates, bowls, napkins	All	320.39
Bill	05/03/2024	i146681	American Rooter LLC	BT C8 snake bathroom sink WO #51387	Buckingham Terrace	238.50
Bill	05/06/2024	i146699	American Rooter LLC	BT E1 snake bathroom sink WO #51414, weeke	Buckingham Terrace	438.50
Bill	05/31/2024	i147329	American Rooter LLC	CR 38 - service call, tenant was not home	Country Ridge	128.50
Bill	05/31/2024	i147358	American Rooter LLC	CR 38 - service call, snake tub drain	Country Ridge	238.50
Bill	06/04/2024	i147441	American Rooter LLC	BT service call auger toilet	Buckingham Terrace	148.50
Bill	06/04/2024	486123	Carpets Plus, Inc.	CR 25 bathroom	Country Ridge	392.00
Bill	06/04/2024	486124	Carpets Plus, Inc.	BT D8 bathroom	Buckingham Terrace	353.00
Bill	05/07/2024	519384	Complete LLC	dumpster approach	Buckingham Terrace	5,725.00
Bill	06/03/2024	519418	Complete LLC	monthly contracted services	All	6,750.00
Bill	06/03/2024	240601496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.08
Bill	04/29/2024	5113 818 3082	Eversource	Service 03/26/24-04/29/24	Truman Terrace	704.65
Bill	05/28/2024	5113 818 3082	Eversource	Service 04/26/24-05/24/24	Truman Terrace	362.15
Bill	04/29/2024	5114 726 4022	Eversource	Service 03/26/24-04/29/24	Truman Terrace	34.94
Bill	05/28/2024	5114 726 4022	Eversource	Service 04/26/24-05/24/24	Truman Terrace	32.40
Bill	05/28/2024	5125 298 3036	Eversource	Service 04/26/24-05/24/24	Buckingham Terrace	559.63
Bill	05/28/2024	5129 979 3026	Eversource	Service 04/26/24-05/24/24	Country Ridge	27.04
Bill	05/28/2024	5131 089 3094	Eversource	Service 04/26/24-05/24/24	Country Ridge	27.92
Bill	05/28/2024	5135 689 3081	Eversource	Service 04/26/24-05/24/24	Country Ridge	492.05
Bill	05/01/2024	5139 798 3032	Eversource	Service 04/01/24-05/01/24	Truman Terrace	119.68
Bill	04/29/2024	5141 028 3030	Eversource	Service 03/26/24-04/29/24	Truman Terrace	43.61
Bill	05/28/2024	5141 028 3030	Eversource	Service 04/26/24-05/24/24	Truman Terrace	37.08
Bill	05/28/2024	5141 089 3093	Eversource	Service 04/26/24-05/24/24	Country Ridge	40.15
Bill	05/08/2024	5141 866 4074	Eversource	Service 04/26/24-05/07/24 FINAL	Country Ridge	5.77
Bill	05/28/2024	5144 889 3081	Eversource	Service 04/26/24-05/24/24	Country Ridge	24.39
Bill	05/28/2024	5147 056 4014	Eversource	Service 04/26/24-05/24/24	Country Ridge	41.20
Bill	04/29/2024	5152 818 3080	Eversource	Service 03/26/24-04/29/24	Truman Terrace	110.25
Bill	05/28/2024	5152 818 3080	Eversource	Service 04/26/24-05/24/24	Truman Terrace	79.24
Bill	05/28/2024	5154 889 3080	Eversource	Service 04/26/24-05/24/24	Country Ridge	23.49
Bill	05/28/2024	5155 789 3047	Eversource	Service 04/26/24-05/24/24	Country Ridge	42.39
Bill	05/28/2024	5158 636 4085	Eversource	Service 04/26/24-05/24/24	Country Ridge	8.01
Bill	05/28/2024	5160 799 3003	Eversource	Service 04/26/24-05/24/24	Country Ridge	33.52
Bill	05/28/2024	5161 089 3091	Eversource	Service 04/26/24-05/24/24	Country Ridge	24.39
Bill	05/28/2024	5175 889 3077	Eversource	Service 04/26/24-05/24/24	Country Ridge	48.59
Bill	05/28/2024	5179 146 4068	Eversource	Service 04/26/24-05/24/24	Country Ridge	19.61
Bill	05/28/2024	5181 389 3054	Eversource	Service 04/26/24-05/24/24	Country Ridge	38.55
Bill	04/29/2024	5191 018 3029	Eversource	Service 03/26/24-04/29/24	Truman Terrace	99.64

Watertown Housing Authority  
Accounts Payable  
June 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	05/28/2024	5191 018 3029	Eversource	Service 04/26/24-05/24/24	Truman Terrace	72.98
Bill	05/28/2024	5701 216 0016	Eversource - Gas	Service 04/26/24-05/24/24	Country Ridge	17.22
Bill	05/28/2024	5760 163 0056	Eversource - Gas	Service 04/26/24-05/24/24	Country Ridge	156.92
Bill	05/08/2024	5773 365 0071	Eversource - Gas	Service 04/26/24-05/07/24 FINAL	Country Ridge	15.02
Bill	05/28/2024	5784 051 0028	Eversource - Gas	Service 04/26/24-05/24/24	Country Ridge	36.33
Bill	05/24/2024	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	1,133.25
Bill	05/08/2024	274255	Millette Pest Control LLC	BT roach service	Buckingham Terrace	75.00
Bill	06/04/2024	274256	Millette Pest Control LLC	BT A2 roach service	Buckingham Terrace	75.00
Bill	06/06/2024	276661	Millette Pest Control LLC	BT E2 - pest control servcie	Buckingham Terrace	50.00
Bill	05/10/2024	07881-138731-01-1	Optimum BT	Service 05/15-06/14/24	Buckingham Terrace	246.11
Bill	05/10/2024	07881-134130-01-9	Optimum CR	Service 05/15-06/14/24	Country Ridge	285.44
Bill	05/10/2024	07881-138730-01-3	Optimum TT	Service 05/15-06/14/24	Truman Terrace	256.11
Bill	05/07/2024	050724	Petty Cash	office supplies	All	267.06
Bill	05/31/2024	7920	PJ Electric, Inc.	CR 33 - service call GFI wires	Country Ridge	127.30
Bill	06/07/2024	7937	PJ Electric, Inc.	CR 33 - service call GFI wires in kitchen	Country Ridge	168.84
Bill	06/07/2024	7938	PJ Electric, Inc.	TT - service call outside lights	Truman Terrace	253.85
Bill	05/10/2024	4983	Propertyworx LLC	reimbursement for window parts	Buckingham Terrace	196.02
Bill	06/01/2024	5014	Propertyworx LLC	June 2024 management services	All	6,930.00
Bill	04/30/2024	16186	Quisenberry Arcari Malik LLC	CR - Architectural Services	Country Ridge	30,045.56
Bill	05/28/2024	25053	Ray Palmer Plumbing & Heating, Inc.	CR 26 check hot water	Country Ridge	238.19
Bill	05/09/2024	25054	Ray Palmer Plumbing & Heating, Inc.	TT B-9 repair toilet leak, B-11 check hot water	Truman Terrace	160.00
Bill	05/30/2024	25055	Ray Palmer Plumbing & Heating, Inc.	BT D-2 repair toilet	Buckingham Terrace	109.16
Bill	05/14/2024	051424	RSC - petty cash	funding for RSC activities	All	270.18
Bill	05/01/2024	0603087832 TT	USA Hauling & Recycling Inc	TT monthly charge - prorated incr	Truman Terrace	14.55
Bill	06/01/2024	0603094066 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	502.40
Bill	06/01/2024	0603094067 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	06/01/2024	0603094068 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	05/24/2024	1020740 0524	Watertown Fire District	TT Service 04/15-05/15/24	Truman Terrace	308.12
Bill	05/16/2024	3923	Worxshop LLC	Apr 2024 - Maintenance & Repairs BT	Buckingham Terrace	1,086.25
Bill	05/16/2024	3924	Worxshop LLC	Apr 2024 - Maintenance & Repairs CR	Country Ridge	3,973.75
Bill	05/16/2024	3925	Worxshop LLC	Apr 2024 - Maintenance & Repairs TT	Truman Terrace	1,938.75
Bill	05/25/2024	3958	Worxshop LLC	CR 24 tyvek coverall	Country Ridge	74.80

74,177.49



# New Business



# Old Business



# Property Manager Update

## Open Apartments as of May 3, 2024

Complex	Unit #	Condition / Necessary Work	Comment
<b>Country Ridge</b>			
2			
	CR 4		Showing
	CR 14	Resident relocated to CR 20 health reasons	Painting is schedule for 6/11/24, Prep for showing to follow.
<b>Buckingham Terr.</b>			
0			
<b>Truman Terrace</b>			
0			
<b>New Tenants since 11/1/2020</b>			
Country Ridge			
	31	Irene Lucewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
	32	Claire Cipriano	10/1/2021
	26	Mario Mancini	7/1/2022
	34	Louella Plaut	8/15/2022
	40	Arnold Torretta	3/1/2023
	7	Edward & Lynn Marti	3/1/2024
Buckingham Terr			
	B-5	Chiarini Orsini	11/15/2020
	B-2	Wendy Cote	1/15/2021
	C-2	Margret Hillman	3/1/2021
	C-6	Valerie Whitford	5/1/2021
	C-5	Steven Pappineau	6/1/2021
	A-6	Thomas St. Onge	8/15/2021
	C-4	Domenic Petro	9/1/2021
	D-2	Mark Rayel	6/1/2022
	A-2	Josephine Brantmeyer	11/1/2022
	A-3	Kevin Kiefer	6/1/2023
	B-7	Phyllis West	9/15/2023
	D4	Tanya Johnson	11/1/2023



	A-6	Mark Docchio	1/1/2024
	A-7	Elsa Williams	1/1/2024
	C-7	Menuhkisqua Benedict	3/1/2024
Truman Terr.			
	C-13	Judith Wrogg	12/1/2020
	C-11	Robin Lynn Teach	4/1/2021
	C-17	Francis Membrino	4/1/2021
	C-1	Gertrude Druan	8/15/2021
	A-8	Lisa Perrucci	9/1/2021
	B-2	Diane Lautenschlager	9/1/2021
	B-5	Roger Anctil	10/15/2021
	B-10	Maureen Murray	11/12/2021
	B-1	Rosemary Ann LoRusso	12/17/2021
	B-4	William Behr	12/17/2021
	B-1	Keivn Pzafer	8/1/2022
	C-19	Edmond Charette	9/1/2022
	C-15	Madeline DiStiso	9/1/2022
	B-12	Janice Gentil	11/1/2022
	A-3	Patricia Nielson	3/1/2023
	B-1	Janine Kiefer	5/1/2023
	A-8	Samuel McCleary	5/15/2023
	B-7	Jeffery Grenier	9/1/2023
	C-6	Nancy Woodward	10/15/2023
	B-5	Anthony Raimo	1/1/2023
	C-7	Tony and Cathy Macelis	6/21/2024
	C-16	Martin Finley	6/10/2024
<b>Transfers</b>			
Buckingham Terr.	A-6 - A1	Marza Noss	12/12/2020
Truman Terr.	C-15 - C-5	Ayriye Osman	8/1/2021
Truman Terr.	B-1 - C-14	Keivn Dzafer	11/1/2022
Buckingham Terr.	A- 6 - B-2	Tom St. Onge	12/15/2022
Truman Terr	B-7 - C-9	Karen Searles	1/4/2023
Truman Terr	C-16- B4	Richard Gaynor	7/1/2023
Country Ridge	CR14 - CR20	Gloria Rossi	5/5/2024