

**ST. GERMAIN HOUSING AUTHORITY**  
**MINUTES – August 11, 2021**

1. Call to order & roll call: Chair Sue Kessro called the meeting to order at 9:00 AM. Present were Sue Kessro, Marv Anderson, Nancy Neff, Cookie Lough, Molly Gruett and Marion Janssen. Also present were Carolynn Brink and Don Couey..
2. Open Meeting Verification: Kessro reported that the agenda was posted in 3 locations
3. Approval of minutes: Neff made motion to approve the minutes from the July 14, 2021, meeting, 2<sup>nd</sup> by Lough, motion passed.
4. Public Comment: Don Couey, resident at the apartments has a concern regarding individuals smoking next to the building. He said that he put up signs to clean up ashes. Someone removed them. Board will address his concern at the November meeting.
5. Financial report:
  - a. Molly Gruett reviewed the financial report with the Authority members.
  - b. Reserve Requests/Capital Improvements: Landscaping has been completed in the front of the buildings. Final cost was \$5,469.12.
6. Management/Caretaker report.
  - a. Occupancy: There is one unit available in building 3.
7. Items for the Authority to discuss or act upon:
  - a. Review of candidates to fill vacant position due to Neff not seeking another term: Three candidates presented an interest in becoming a member of the Authority. Marv Anderson distributed resume from Fred Radtke, Carolynn Brink was in attendance and Betty Wenzel expressed an interest but due to no resume or Wenzel not being present, she was removed from consideration. Anderson gave a general overview of what the position entails. Kessro added that all resident concerns should be forwarded to the management company for review and resolution.
  - b. Approval of candidate by Authority: Anderson asked for a secret ballot to determine whose name would be forwarded to the Town Board. The vote was 3 in favor of Brink and 2 in favor of Radtke. Kessro certified the paper ballot. Motion by Anderson to approve Carolyn Brink as a member of the St. Germain Housing Authority effective September 1, 2021 and to forward her name to the St. Germain Town Board for final approval. 2<sup>nd</sup> by Janssen. Motion approved.
8. Items for next agenda:
  - a. Cigarette smoking
  - b. Review of section 2 of the bylaws
  - c. Verify that meeting location can be moved between buildings. Possible update to bylaws.
9. Adjournment: Meeting was adjourned at 9:59 AM.