

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 24, 2024 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 6:30 p.m. by Chairman J. Burnham. Commissioners A. Bowsza, M. Simmons, S. Tripp were present (S. Tripp via Zoom). Commissioner M. Wyse was absent.

2. MEETING MINUTES:

The minutes of the Regular Meeting of December 20, 2023 were reviewed by all Commissioners present. Commissioner Bowsza made motion, 2nd by Commissioner Simmons to approve the minutes as presented. All in favor –Motion carried.

3. ADDED AGENDA ITEMS – Motion made and duly approved to add to New Business as –
Item A. Lease renewal for 13 Reservoir Rd and Item B Diseased trees.

4. ANY NOTES RETRIEVED FROM THE SUGGESTION BOX – None

5. FEASIBILITY STUDY OF THE 6 & 7 ACRES – None

6. CORRESPONDENCES TO THE AUTHORITY–
a. 2 Thank you cards from staff.

7. FINANCIAL REPORTS –December 2023

8. REPORT OF THE BOARD OF SELECTMEN –Deputy First Selectman, Marie DeSousa
The selectmen are busy working on the budget. Early voting will take place the last week of March. It will be held at the Town Hall Annex from 8:00AM – 8:00PM.

9. REPORT OF THE TENANT ASSOCIATION –Jeanne Swicklas, President
At the last meeting they discussed having a brunch for all the residents that helped and donated items for the Holiday Bazaar.

10. REPORT OF THE RESIDENT SERVICES COORDINATOR
Hereto attached as Attachment A

11. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins
Hereto attached as Attachment B

12. UPDATE ON REVISIONS FOR POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS – None

14. NEW BUSINESS –
a. Lease Renewal 13 Reservoir Rd. - Linda shared it was time to renew the lease and was proposing not to raise the rent. Motion made and duly approved not to raise the rent at 13 Reservoir Ave.

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 24, 2024 MINUTES**

b. Diseased Tress – Commissioner Burnham expressed concern about 2 trees on the property that are diseased and need to be cut down before they fall and cause damage. Commissioner Simmons made motion, 2nd by Commissioner Bowsza to spend up to \$3,200. to cut the diseased trees. All in favor – motion passed.

15. PUBLIC COMMENT-

Maureen P. #30 – Maureen stated if she had to choose between electrical or siding for improvements, she would chose electrical. It was explained that a list of improvements for the grant is submitted and the state decides which improvements it will approve.

Jeanne S. #20 – She wanted to let the commissioners know the lady that is always with her at these meetings passed away on Friday evening.

16. EXECUTIVE SESSION -

a. Pursuant to C.G.S. Sec. 1-200 (6) (A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

Commissioner Simmons made motion, 2nd by Commissioner Bowsza to go in to Executive Session at 7:06pm to include Linda and Marisa.

The Board came out of Executive Session at 7:28 pm.

Commissioner Simmons made motion, 2nd by Commissioner Bowsza to accept the resignation of Executive Director Linda Collins and to advertise for the executive director position.

All in favor – motion passed.

17. ADJOURNMENT -

Motion made and duly approved to adjourn at 7:31 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 24, 2024 MINUTES**

Attachment A

**Resident Services Report
East Windsor Housing Authority
January 2024**

Resident Activities:

- Tenant association bi-monthly social hour and BINGO in the community hall.
- Friday evening games and Sunday Wii bowling, movies.
- Monthly tenant association meeting and monthly director's meeting.

Community Programs:

- Five Corner Cupboard: Open weekly on Tuesday 9:00-5:30 (will post 2024 schedule when it becomes available).
- Meals on Wheels/Congregate Meals East Windsor Senior Center.
- Pauline's Soup Kitchen with Wednesday lunch dine-in and Friday Grab-n-Go dinner.
- Foodshare bi-monthly distribution at St. Catherine's Church, other times and locations posted on the Housing Authority community memo board.
- Senior center January calendar posted to RSC community board.
- AARP tax assistance appointments via East Windsor Social Services (Posted to community board).
- January community board at RSC's office "Take-It-Down and Read It": National Institute on Aging: "Common Symptoms of a Cold, the Flu, and COVID 19". This is a large print graph helping to identify symptoms. It is always encouraged to seek medical care.
- Memos are circulated monthly to Park Hill residents updating them of programs, services and changes in the community including Social Security information for the 2023 1099 and 2024 benefit letter. These documents will be needed throughout the year and residents are encouraged at the start of the year to make sure they have received them.

Upcoming Services and Future Events:

- First Selectman Jason Bowsza and State Representative Jamie Foster will be attending the Tenant Association social hour on Tuesday, January 23rd.
- First Choice Podiatry Mobile Van is scheduled for January 26th with resident sign up.
- February planning heart health activity.

Services and Referrals:

- DSS application assistance for SNAP renewals and applications, MSP, "Spend-Downs", Medicaid.
- Connecticut Home Care Program for Elders: Referral and application process for one resident in the past month.
- Energy Assistance applications assistance with paperwork and scheduling with East Windsor Social Services.
- Assistance with coordinating medical appointments, doctor referrals, lab work and vaccines.
- Technology assistance—government cell phones activation/maintenance/program renewals/ACP program for internet access.
- Update RSC memo board with DSS/Social Security updates and community programming (Reminders of 2024 Social Security Benefit Letter and 2023 1099).

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 24, 2024 MINUTES**

- Referrals made to EW Social Services and Five Corner Cupboard for services and supports.
- Continue to meet with residents regularly and follow up with a variety of needs, including at this time, DMV assistance (handicap placard application, registrations), address changes (Social Security/Department of Social Services), and jury duty paperwork.
- Continue to provide food and nutrition support with on sight food pantry for residents in need. A monthly log is kept of the items distributed. In December, the on-sight pantry was utilized 4 times with 28 individual items being distributed.

Continuing Education:

12/19/2023 How to Identify Micro Aggressions; Presenter Ashely Wilson, Senior Medicare Patrol

12/19/2023 Eliminating Micro Aggressions: The Next Level of Inclusion; Presenter Tiffany Alvoid—the author introduced language skills to eliminate micro aggressions i.e. 'pause before you ask and maintaining a growth mindset with commentary.

1/7/2024 Reviewing the new Connecticut Long Term Care Community Ombudsman Program being introduced January 2024. The focus of the Ombudsman in Long Term Care is to investigate care complaints and assist persons and their families with state laws and regulations pertaining to their rights. With an increased number of older adults receiving long term care supports within their home it has fostered the new Community Ombudsman Program. This information has been posted.

Going forward, I am finalizing the final report for the grant awarded for the Park Hill food pantry in the RSC office. We continue to meet the needs of residents when requested. Additionally, we continue to work on the set up of the technology for the newest grant that will assist in connecting residents to health and wellness programming.

Respectfully Submitted,

Carolyn Kita

Resident Services Coordinator

January 12, 2024

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 24, 2024 MINUTES**

Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

January 2024

Management:

I am pleased to say that we received notification that our application for the 501(c) (3) status has been approved for our nonprofit entity the Housing Corporation of East Windsor. This will give us more leverage to apply for programs and funding opportunities.

I received a report from Chief Carl regarding the follow up assessment of our speeding issues. The radar speed sign was posted for eight days in early December. It appears that the numbers are slightly elevated from the last survey. Our maximum speed limit that is posted is 15 mph. and the average speed recorded during this most recent survey was 19 mph. Maximum speed was 45 mph. Chief Carl will be scheduling to have patrol cars on the property during the hours when there has been the most activity of speeding vehicles which is early morning and early evening hours.

Jason Bowsza our First Selectman and Jaime Foster our State Representative will be attending Social Hour on Tuesday, January 23rd to meet with our residents and discuss with them updates that are of interest in the East Windsor community and the state as well.

CHFA has brought to our attention that Commissioners who serve on the Board of Housing Authorities need to participate in a training who is recognized by an industry recognized training provider. The training session covers the Board of Commissioner's relationship with executive directors including roles and responsibilities, oversight, and evaluation. In person trainings are available, however I'm researching the availability of one on line. I will keep the commissioners informed.

Other Matters:

6&7 Acre Parcels/Feasibility Study

During the next couple of weeks, I'll be working with Dave Holmes on any anticipated costs associated with the Feasibility Study that would be incurred as we proceed with the development of the 6 & 7 acres. This will be helpful with planning pre-development expenses and possible grant programs that may be available.

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JANUARY 24, 2024 MINUTES**

Community Development Block Grant (CDBG)

We are in the process of applying for the CDBG Funding program. This grant is awarded to the Town of East Windsor and the Housing Authority is the subrecipient. We needed to procure for a Housing Consultant and Architect. As the result of the procurement for a Housing Consultant the Housing Development Team has been selected to oversee this project. The deadline for the submission of the request for a proposal of an Architect is Tuesday, January 23rd.

Projects:

Routine work orders, snow removal and working on vacant units has been keeping our maintenance staff very busy.

Vacancies

We have two vacant units and two pending move outs.

Respectfully Submitted,

Linda Collins

Executive Director