

**East Windsor Housing Authority
Regular Meeting - June 18, 2012
MINUTES**

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 4:00 p.m. by Chairman Slate. Commissioners Burns, Legassie and Percoski were in attendance along with our liaison to the Board of Selectman, Jim Richards. The following members of the East Windsor Housing Authority staff were also present, Jennifer DiMauro, Executive Director and Darlene Kelly, Executive Assistant.

ADDED AGENDA ITEMS

There were no Added agenda items

MEETING MINUTES OF:

Regular Meeting - May 21, 2012

The minutes of the regular meeting of May 21, 2012 were reviewed by all commissioners present. A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept the minutes of the regular meeting of May 21, 2012 as presented.

Legassie/Percoski

Unanimous

BILLS AND COMMUNICATIONS

Check Register - May 17 - June 13, 2012

The Check register for May 17 - June 13, 2012 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the check register of May 17 - June 13, 2012 as presented.

Percoski/Legassie

Unanimous

REPORTS OF THE EXECUTIVE DIRECTOR

The exterior renovations are nearing completion. The windows for the third level are on order and we expect them to arrive in one to two weeks. The window installations on the first and second levels are complete. The doors, both mew screen doors and interior entry doors for the front and rear of the apartments will be delivered shortly, along with new ADA compliant door hardware. We expect the project to be completed by the end of July or early August.

The interior renovations to unit #69, which is also part of the same funding is well underway. The electrical panel has been installed, along with most the

plumbing connections are now in place. The carpentry and finish work will be done next and we anticipate that the project will be completed by the end of July.

During the course of the work, one unit was found to have a damaged rear section of wall that was destroyed by carpenter ants. I am pleased to report that no other issues with infestation of insects were found during the renovations so far. We are also in the process of evaluating a problem with apartment number 12, which is now vacant. The threshold was paved over at a height that hinders the installation of the door. This will need to be repaired and hopefully this problem is not found with other doors.

During the renovations, when problems are discovered that necessitate repairs, the grant funding must be used to make the needed repairs. We have been fortunate that we did not encounter the problems we originally thought that we might. Overall, we have been very pleased with the work of our architect, J. Victorick & Associates, and the two contractors, the Imperial Company and the Barr Company. The Housing Authority extends thanks and appreciation to the Town of East Windsor for the support of this project. The project has resulted in cost savings to the Authority, as well as to reduce the heating and cooling costs for our residents. The appearance of Park Hill has already been much improved due to the renovations.

The Housing Authority received FEMA reimbursement for the October Storm in the amount just over \$6,000. This amount has been returned to our general funds, which was greatly reduced following the storm expenses.

The Armed Services Work day has been scheduled for Saturday, August 18th from 8:00 a.m. to 2:00 p.m. Projects are now being planned, and will include some landscaping improvements, outside painting, improvements to the Pavilion area, as well as some odd jobs for tenants. The recruits will help tenants with weeding, pulling out small shrubs, replanting and mulching. No inside jobs will be done and tenants must supply their own supplies for the jobs they would like help with. Any resident interested in having the recruits assist them with a small outside job, are asked to give me a call to discuss it.

Finally, on Tuesday, June 26th the Jazz Ensemble from the East Windsor High School will be here during the coffee hour to entertain all residents present.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

There were no new Policies and Procedures

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

Applicant Waiting List

Due to the number of people on our Applicant Waiting List and per CHFA policy, the applicant waiting list is now closed and will continue to be so until further notice.

PUBLIC COMMENTS

Richard Frary, Apt. 5 had numerous complaints regarding the lawn maintenance. His complaints were as follows:

The back fence line is overgrown with weeds and needs to be trimmed back

Bushes in front of all the apartments need to be trimmed back

Tree branches from the big shade tree on the first level need to be cut back so that they don't hang down.

We need a walking trail by the fence line in the first level.

Mosquitoes were swarming around the big tree and why weren't we spraying the tree.

Wanted to know why no one had cleaned up the other side of the fence line.

That we had started trimming the bushes and never finished

Ms. DiMauro responded to each complaint, first reminding Mr. Frary that anytime he had a concern about something that he was welcome to come into the office and talk to her directly.

She responded to the fence line issue by stating that the other side of the fence is not Housing Authority property and would not be maintained. The bush trimming was started by the Armed Services recruits but was not finished; however, she is waiting for the landscaper to provide an estimate as to the cost of having all the bushes trimmed sometime in the near future.

She also addressed the spraying issue by stating that due to the fact that we have well water any insecticide spraying would have to be absolutely necessary and that there weren't enough of mosquitoes to warrant the spraying. She suggested that when Mr. Frary is outside he apply bug spray.

With regard to the low hanging branches, she stated she would look at the problem and arrange for them to be cut back.

Jennifer also added that the Park Hill property is a large one, and that they do the best with the funding that they have to maintain it.

Jennifer also mentioned that the Housing Authority pays 10% of net Revenues from rent annually to the Town of East Windsor and perhaps at some point this amount might be reduced so that some of the detailed landscaping projects needed could be afforded.

Alice Samson, Apt. 4 announced that there are numerous dents on the compressor from the roofer. This was responded to by the Executive Director and she said she would investigate the matter, and if warranted, would have the roofing company repair the “damages”. Jennifer then asked Alice why she did not bring the report of the damaged condensers directly to her as soon as it was found. There was no response from Alice to this question. Jennifer told her that she would need to take a look at the reported damaged units and if damage occurred during the roof installation, that the contractor would be liable.

Nancy Topliff, Apt. 21 complained that after a mowing the entire building needed a shower from the grass being thrown. Jennifer said that she would ask the landscapers to mow so that the grass blows away from the building.

Ms. Topliff also complained about cigarette smoke permeating her apartment and what was the Board going to do about it. She was asked if she had spoken to the Executive Director about this matter and she said that she had spoken with Jennifer on numerous occasions with no action taken. Jennifer responded that she had in fact responded to the concerns and tried to address them with several remedies; i.e. revising the existing smoking policy to a more restrictive one, short of banning smoking completely at this time. Jennifer informed the board that she had indeed taken steps to alleviate the smoke problem for Nancy; however Nancy was not satisfied with the steps that she took.

EXECUTIVE SESSION

Pursuant to CGS Section 1-200(6) Litigation

A motion was made by Commissioner Percoski, second by Commissioner Legassie to go into Executive Session at 4:20 p.m. to include the Executive Director and Executive Assistant as needed.

Percoski/Legassie

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to come out of Executive Session at 4:46 p.m.

Percoski/Legassie

Unanimous

ACTION TAKEN: A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to approve Policy 12-0005 Keys and to make it permanent.

Percoski/Legassie

Unanimous

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to adjourn the regular meeting of the East Windsor Housing Authority at 4:55 p.m.

Percoski/Legassie

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary