

**EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING - NOVEMBER 16, 2009
MINUTES**

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners LaMay, Lamb, Legassie and Percoski were present along with Jennifer DiMauro, Executive Director and Dale Nelson our liaison to the Board of Selectman.

ADDED AGENDA ITEMS

There were three (3) added agenda items:

Under Policies and Procedures:

09-0013 - Appliances

Under New Business:

**Repair Fees
Resident Services Coordinator Grant
Small Cities Grant**

MEETING MINUTES OF:

Regular Meeting - October 19, 2009

The minutes of the regular meeting of October 19, 2009 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the minutes of October 19, 2009 as presented.

LaMay/Percoski

Unanimous

PUBLIC COMMENTS

Darlene Kelly apologized to Commissioner LaMay for forgetting to mark down in the minutes the thank you extended to her by Chairman Boutin at the October 19, 2009 meeting.

Chairman Boutin thanked Dale Nelson for her hard work and assistance while she was the liaison to the Board of Selectman and wished her well in her future endeavors. Ms. Nelson responded that it had been a pleasure working with our board and that she had learned a lot about the workings of Park Hill and in turn complimented our Board and staff for the wonderful job they do at Park Hill.

Alice Samson then asked the Board at large if the ambulance service provided by the Town of East Windsor was free and she was told no - but that her Medicare and secondary insurance should cover most of the cost of the ambulance.

BILLS AND COMMUNICATIONS

Check Register - October 21 - November 10, 2009

The check register for October 21 - November 10, 2009 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 October 21 - November 10, 2009 as presented

Percoski/Legassie

Unanimous

Bank Reconciliation October, 2009

The Bank Reconciliation of October, 2009 was reviewed by all commissioners present.

REPORTS OF THE EXECUTIVE DIRECTOR, Jennifer DiMauro

The work on the roofs for buildings 55-60 and 67-72 were completed and look very good. We do not have any immediate plans for additional roof work at this time and feel that the remaining roofs are not in any immediate danger. We will continue replacing roofs, as more funding becomes available.

Our new locking mailboxes are in. Boutin & Sons Construction donated the asphalt materials and did the installation. Our thanks to them for this generous donation. Keys have been distributed to our tenants and they have been reminded that these are special keys that cannot be duplicated by our staff, so there will be a replacement fee if residents need or want an additional key. The students from the East Windsor High School will be working on the outer housing for the mailboxes over the next few months.

We will be distributing 35 Thanksgiving baskets and chickens, provided by the Five Corner Cupboard to residents who qualify and that requested them on Tuesday, November 17th.

We will be offering a second seasonal flu clinic on Wednesday, November 18th from 9:30 - 11:30. Anyone interested should sign up in our office and pick up a consent form.

A free medication review took place on Tuesday, November 10th, sponsored by CVS and the National Council on the Aging. Approximately 10 residents took advantage of that program.

We are continuing to work with the Town of East Windsor, Board of Selectman, for a reduction in the amount of our PILOT (Payment in Lieu of taxes). Due to rising costs, our present need for Capitol Improvement projects to refurbish our complex, as well as the coming year's potential for reduced revenue (no cost of living increase in Social Security and rising out of pocket medical costs). We are hoping that the Town will give us a break, so that we can continue to provide quality housing for our residents.

Our funding for the RSC (Resident Services Coordinator) program has been reinstated via the State Budget to the Department of Economic and Community Development. The position has been advertised and we are looking to have someone on board by January 1, 2010.

REPORTS OF COMMITTEES

Lease committee

The Lease Committee will meet in the Community Hall directly after the close of the meeting.

POLICIES AND PROCEDURES

The following two policies will be brought up for additional discussion at the December commission meeting:

09-0008 - Renters Insurance

09-0011 - Authorized Signatories

09-13 Appliances

The policy 09-13 regarding the ownership of appliances by residents was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Legassie, seconded by Commissioner Lamb to accept this policy as presented and make it permanent.

Legassie/Lamb

Unanimous

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

a) Apartment Inspections

We will be beginning apartment inspections around the beginning of January (weather permitting). These inspections are basic housekeeping inspections; i.e., alarms, smoke detector, appliances, etc.

b) Small Cities Grant - Capitol Improvement

We will be applying for a Small Cities Grant in the near future. The items which we are including in this application include but are limited to, roofs, replacement windows, threshold and new doors.

c) RSC monies

This was covered in the report of the Executive Director

d) Repair fees

There have been numerous calls from tenants for replacement of items which have broken not due to normal wear and tear. It is the feeling of the administration that there should be fees charged to replace items which have broken due to negligence and not normal wear and tear.

After a thorough discussion among the commissioners present, a motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the schedule of fees as presented.

Percoski/LaMay

Unanimous

EXECUTIVE SESSION

- a) **Pending Legal Matters - Property Acquisition**
- b) **Pending Legal Matters - Eviction #14**

A motion was made by Commissioner LaMay, seconded by Commissioner Legassie to go into Executive Session at 7:35 p.m. to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly as needed.

LaMay/Legassie

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to come out of Executive Session at 7:45 p.m.

Percoski/LaMay

Unanimous

There was no action taken.

ADJURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to adjourn the regular meeting of the East Windsor Housing Authority at 7:50 p.m.

Percoski/LaMay

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

