

**EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – APRIL 18, 2011
MINUTES**

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb, LaMay and Percoski were present. Commissioner Legassie were not in attendance

ADDED AGENDA ITEMS

Under Executive Session:

Policy and Procedures

MEETING MINUTES OF:

Regular Meeting – March 21, 2011

The minutes of the regular meeting of March 21, 2011 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the minutes of the regular meeting of March 21, 2011 as presented.

Percoski/Lamb

Unanimous

PUBLIC COMMENTS

Karen Nasuta, apt. 73, questioned the board as to what time the tag sale on May 14th was and whether or not she had signed up. The answer from the Board was 9:00 a.m. for the start-up of the Tag Sale and that the office would look into whether or not she was signed up for it.

BILLS AND COMMUNICATIONS

Check Register – March 17 – April 13, 2011

The check register for March 17 – April 13, 2011 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the check register of March 17 – April 13, 2011 as presented.

Percoski/LaMay

Unanimous

Bank Reconciliation – March, 2011

The Bank Reconciliation of March, 2011 was reviewed by all Commissioners present and all questions answered.

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR

We are all looking forward to the spring and getting outside to enjoy the warmer weather. Looking ahead to summer, we are in the process of getting our grounds and buildings cleaned up. The new exterior lighting has been ordered through the WRAP program, and we are waiting to be contacted with the installation date. We have hired a new landscaping crew, and they started today. We have taken a number of calls from tenants who wish to take advantage of the bulky waste pick-up day. Our maintenance workers already have a list of items to remove for residents and these items will be loaded up on the 29th to be removed on the 30th. Karen Boutin recently secured funds for two brand new picnic tables through a grant from Rockville Savings Bank and Home Depot. These tables and others will be set aside for the residents as early as this week for their enjoyment.

I have applied for FEMA storm disaster funds for the January 11th heavy snow storm. Reimbursement, if received will help the Housing Authority to compensate for overtime wages, additional worker wages as well as for additional equipment we had to purchase such as the roof rakes.

Looking ahead to May, our Tag Sale is planned for Saturday, May 14th and at this time, ten residents have reserved tables and we hope to have many more participate. Another Air Force Work Day has been scheduled for Saturday, May 21st, and we already have a list of projects for the recruits, including repainting apartments, heavy cleaning of the halls and offices, washing the floors in the laundries, as well as painting the exterior doors of the laundry rooms and cleaning up the grounds.

A Public Hearing is scheduled for tomorrow night, April 19th, at Town Hall at 7:00 p.m. and our Community Development Block Grant project will be discussed. The purpose of the public hearing is to provide town citizens with more information on the specifics of the project and to provide citizens with the opportunity to ask questions or express concerns that they might have. We encourage our residents to come out and show their support. I want to formally thank the Town of East Windsor, for their assistance to us, as we have applied for the maximum amount of funding which is \$700,000 under the Public Housing Modernization category of Federal Funds for Housing Authority renovations. We are very excited about edging closer to the reality of improving energy efficiency conditions for our elderly and disabled residents.

I would be remiss not to mention that April is National Volunteer Month, and earlier this event, we met here to honor all of our commissioners, building and section monitors, and individuals who have helped with providing activities for our residents. We honored all of our volunteers with a small reception. Certificates and a small token of appreciation for all that they do. On a special note, we presented a special commemorative award to Karen Boutin for her many years of service to the Park Hill residents and the Housing Authority dating back to 1994. Karen has been instrumental in helping us in countless ways, to improve the lives and welfare of both our residents and our agency as a whole.

RESIDENT SERVICES COORDINATOR

April has finally brought some nice weather to Park Hill and I've been able to start updating residents files so their emergency and contact information are up to date. This also gives me the opportunity to check their File of Life refrigerator magnet and inquire if they are in need of services. I have given information about light housekeeping agencies to several residents who are interested in help with spring cleaning. The cell phone offered by Safe Link on TV has also been asked about and I have been able to do online applications for the residents. "Movie Day" announced in the April newsletter has not been quite the success we had hoped, but those that come, enjoyed the movie and the popcorn. The community room and bulletin board have been decorated to reflect the Spring Time theme. It brings to mind warm weather and flowers. We are getting donated seeds for the residents. We want to get everyone interested in planting some vegetables and flowers at the end of the month. There are also a lot of people signed up for a table to participate on May 14th when Park Hill holds its semi-annual Tag Sale. It will be advertised in the North Central Newspaper, the Reminder, Journal Inquirer, Hartford Courant and on COX cable network. The hours will be 9 - 3 on Saturday May 14th with a rain date of Sunday, May 15th.

I have been updating residents files and recently completed a calendar with all the birthdays noted on it. I am making an effort to remember each person's special day with a hand delivered card. I also feel it is necessary to acknowledge other occasions (by the Staff of Park Hill) and send out "get well" and "sympathy" cards to the residents.

My position here at Park Hill has me inter-acting with several State agencies to provide services for the residents. I have made several "Welcome" folders for the new residents and continue to add information to them. Educational material about different services and Medicare is useful to the residents, and I am available to help them fill out forms or explain applications. The VNA and other agencies have supplied me with several pamphlets. We want to give the residents of Park Hill as many resources as possible to enhance their lives. Some recent discharges from other facilities may need extra assistance or checking on, but most

of the residents are mobile and able to complete their activities of daily living (adl's) independently.

I enjoy my work with the residents of Park Hill and plan on spending more time with them as the weather improves. My office is always open to everyone to visit or inquire about services.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

There were no new Policies and Procedures

UNFINISHED BUSINESS

- a) Small cities grant

There was covered in the report of the Executive Director

NEW BUSINESS

- a) Air Force Work Day

This was covered in the report of the Executive Director

PUBLIC OPINION

There were no public comments.

EXECUTIVE SESSION

- a) **Tenant Matters/Security Issues**
- b) **Pending Legal Matters**
- c) **Financial Reports**
- d) **Policies and Procedures**

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to go into Executive Session at 7:17 p.m. to include the Executive Director, Jennifer DiMauro, and the Executive Assistant, Darlene Kelly as needed.

Percoski/Lamb

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to come out of Executive Session at 7:35 p.m.

Percoski/Lamb

Unanimous

ACTION TAKEN:

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept policy 11-0006 Smoking and to make it a permanent policy.

LaMay/Lamb

Unanimous

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to adjourn the regular meeting of the East Windsor Housing Authority at 7:41 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

