

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JANUARY 16, 2018 MINUTES**

---

**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners E. LeBorious, A. Chamenko and M. DeSousa were present. Commissioner L. Calsetta was absent.

**2. MEETING MINUTES:**

A. Regular Meeting December 18, 2017

The minutes of the Regular Meeting of November 20, 2017 were reviewed by all Commissioners present. Commissioner Chamenko made motion, 2<sup>nd</sup> by Commissioner LeBorious to approve the minutes as presented. All in favor - Motion carried.

**3. ADDED AGENDA ITEMS - None**

**4. PUBLIC COMMENT -**

Kathy Pippin 37 Woolam Rd – I want to say it was so nice of you folks to send such beautiful letters for Marie DeSousa. I'm so proud of each and every one of for going out of your way for such a distinguished woman who has done so much for you.

Commissioner Marie DeSousa – I was able to come to the presentation that Chris Davis gave to the tenants. I was pleased that the tables were full. There were a lot of good questions from the tenants regarding their Medicare D. One of the things that came out during that meeting is that they are very fearful if they lose that they will have to decide whether to eat or going to the doctors.

Viola Andrews 25 Park Hill – We have people here who don't come or can't came to the meetings. I would like to make a petition about the cuts and bring it around to those people and send to the state.

**5. LEGISLATIVE BILLS AND COMMUNICATIONS –**

A. RSC Grant – Executive Director Collins explained that the state has made a 2% cut to the program for the current fiscal year. The check will be issued shortly, in the meantime ED Linda Collins would like to approval to utilize \$2,000.00 from the general funds to cover the RSC payroll. Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner Chamenko to transfer \$2000.00 to the RSC account to cover payroll expenses. Once the funds have been received from the state, the money will be transferred back to the general fund. All in favor – motion passed.

**6. FINANCIAL REPORTS – December 2017**

Motion made to acknowledge financials, motion carried.

**7. REPORT OF THE BOARD OF SELECTMEN – None**

**8. REPORT OF THE TENANT ASSOCIATION – Viola Andrews, President**

Viola read the minutes from their January 9, 2018 meeting. (Hereto attached as Exhibit A)

**9. REPORT OF THE RSC - Hereto attached as Exhibit B**

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JANUARY 16, 2018 MINUTES**

---

**10. REPORT OF THE EXECUTIVE DIRECTOR** – Executive Director Linda Collins  
(Hereto attached as Exhibit C)

**11. POLICIES AND PROCEDURE - None**

**12. UNFINISHED BUSINESS**

A. Tenant Selection Policy #11-0002 –

Penny Fisher, Asset Manager Connecticut Housing Finance Authority, explained how stratification of rents work and how it would benefit Park Hill. Stratification of rents would not affect the current residents living at Park Hill. The commissioners did express concerns with still being able to provide housing to low income elderly and non-elderly disabled persons. Ms. Fisher did explain that the housing authority would continue providing housing to those who need it.

**13. NEW BUSINESS**

**14. PUBLIC COMMENT- None**

**15. SUGGESTION BOX - None**

**16. EXECUTIVE SESSION**

Motion made and duly approved to go in to Executive Session at 9:22pm to discuss a legal matter to include Executive Director Collins and Executive Assistant Marisa Prior.

Motion made and duly approved to come out of executive Session at 9:58pm.  
No decisions made during executive session.

**17. ADJOURNMENT**

Motion made and duly approved to adjourn at 10:00pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JANUARY 16, 2018 MINUTES**

---

**ATTACHMENT A**

**PARK HILL TENANT ASSOCIATION REGULAR MEETING  
January 9, 2018**

The meeting was opened at 9:55 a.m. by President Viola Andrews. Officers Jeanne Swicklas, vice president, Pauline Legasse, treasurer and Sharleen Craft, member-at-large also attended along with six member residents.

The minutes from the December 12, 2017 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Pauline Legasse read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$625.66 in the bank.

**Words from our president:**

President Viola Andrews reported on some issues discussed at the December 18, 2017 Housing Authority board meeting.

Director Linda Collins is currently working on the rent stratification plan that will increase our revenue so we don't have to rely on reserves to pay for operating expenses. This plan will have three categories for new rent applicants. It will have a low income list, a moderate income list and a higher income list. Director Linda Collins stated that Park Hill will continue to provide housing opportunities to low and moderate income elderly and disabled people.

Asbestos testing has been completed. Samples from one bathroom on each level were tested. The testing showed that there is asbestos on the first and second levels and none on the third level.

Most of the outstanding problems such as sewers being raised, sidewalks being repaired, etc. have been completed. Reseeding of lawns will be done in the spring.

Guest speaker Jennifer Svenlys from the Housing Development Team spoke about grants that could be available through SSHP (State Sponsored Housing Portfolio.) Through these and Small Cities Grants \$3 million and \$750,000 could possibly be obtained. To try to get these grants \$55,000 in application fees must be spent. The Housing Authority approved these fees. If obtained, these grants could be used to pay for improvements on the property such as expansion, solar panels, and additional showers.

In March, we will be sending out nomination sheets for those interested in running for President, Vice President, Secretary, Treasurer and Member-at-large of the Park Hill Tenant Association.

President Andrews stated that she has been President for almost three years and we have gotten a lot done in that time. She feels that if someone new is elected as President they may have new ideas that could be helpful for our association. The members who were there thought she has done a great job and should run for President again.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JANUARY 16, 2018 MINUTES**

---

President Viola Andrews then reported on meetings and events that are coming up:

Thursday, January 11, 2018 at 10:00 a.m. - Director's meeting.

Tuesday, January 16, 2018 at 10:00 a.m. - State Representative Chris Davis will be here to listen to our concerns regarding the state's cuts to programs for senior and disabled people. This meeting is important to all Park Hill residents.

Tuesday, January 16, 2018 at 7:00 p.m. - Housing Authority Board Meeting

Friday, January 26, 2018 at 5:00 p.m. - Pizza party for all residents

Sharleen Craft, social director stated that the pizza party will be a sock hop and a prize will be given out. A notice went out and residents must sign up by January, 19, 2018.

There will be a regular pot luck supper held at the end of February.

The meeting was closed at 10:40 a.m. by Viola Andrews, president.

Respectfully submitted by,  
Jeanne Swicklas  
Vice President

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JANUARY 16, 2018 MINUTES**

---

**ATTACHMENT B**

**Resident Services Report  
East Windsor Housing Authority  
January 2018**

**Resident Activities**

On December 15, 2017 at 1 pm the Annual Holiday party was held in the Community Hall the Holiday party was a great success. The residents and staff worked well together to make it a great success. The food was catered by Maneely's and some of the residents made delicious food. DJ James Roberson provided the entertainment and many residents enjoyed singing to the music. Fifty people attended the Holiday Party including staff.

Bingo is held from 6:30pm to 8:30pm on Wednesday evenings. There are approximately a dozen residents that participate every week.

The residents continue to enjoy Coffee Hour every Tuesday morning 9:00am to 10:00am.

Approximately twelve to sixteen residents attend this popular event.

The monthly calendar continues to be prepared and distributed to each household.

**Community Programs**

The Visiting Nurse Association provides a monthly free blood pressure and blood sugar screening at Park Hill. Six residents participated for the month of January. Unfortunately, the time for the Visiting Nurse who comes monthly to Park Hill has been decreased by one hour because of funding issues. The new schedule is the second Tuesday of each month from 9:00am to 10:00am in the Community Hall.

Pam, our hairstylist was here on November 16, 2017 and five residents made appointments to get their haircut for twelve dollars. She has built a client base and her appointments are full almost every time she is here.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JANUARY 16, 2018 MINUTES**

---

**Upcoming Services and Future Events**

James Roberson from Panda Homecare will be coming in February to host an hour of Name That Tune. Prizes will be awarded to the winners. We had a great turn out the last time he came to Park Hill.

On January 23, 2018 a representative from East Windsor Human Services will be at Park Hill in the community room from 10am-2pm to help the residents apply for Energy Assistance.

This program is vital to the residents to help reduce their energy bills.

**Services and Referrals**

I assisted several residents with Husky Insurance and other various entitlement programs. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need.

Respectively Submitted,  
Jeannine Henneberger, RSC

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JANUARY 16, 2018 MINUTES**

---

**ATTACHMENT C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**January**

**2018**

**Management-**

Penny Fisher our CHFA Asset Manager will be attending our Board meeting on January 16<sup>th</sup> to discuss with us the process of stratifying our rents and how this can benefit Park Hill. Without any foreseeable new rental assistance programs it is becoming more crucial that state housing authorities continue the path of being self-sustaining.

On January 25<sup>th</sup> Marisa Prior and I will be attending a rent stratification and wait list training sponsored by ConnNahro. The presenters will be from the Connecticut Finance Authority and Department of Housing.

**Other Matters:**

Jenifer Svelnys from the Housing Development Team is providing technical assistance with the SSHP (State Sponsored Housing Portfolio) funding opportunities. The funds are targeted for capital improvements for example, kitchen and bathroom upgrades and the replacement of exterior siding. If feasible, Jenifer has recommended that we also apply for CDBG funds for additional funds.

I have been informed by the Department of Housing that due to state budget cuts, effective January 1<sup>st</sup>, 2018 the Resident Services Coordinator grant has been decreased 2% for the remainder of this fiscal year. The total remaining funds have been reduced from \$11,400 to \$10,921. A difference of \$479.00. At this time the Department of Housing has no knowledge if there will be funds available for this grant for the next fiscal year. 2018-2019

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
JANUARY 16, 2018 MINUTES**

---

**Projects:**

Wagner Associates is assisting with the application process for the Small Cities Fund program for the conversion of tubs to showers in approximately five apartments. The results of the asbestos testing are completed and the apartments on the first and second level tested positive. I am working with Wagner Associates with the process of obtaining estimates for the abatement. It would be preferable to have one contractor who can do the abatement and install the showers. The entire project could be coordinated more efficiently and therefore be less intrusive on the resident.

**Critical Needs Funding**

The remaining items for the sidewalk project will be addressed no later than March 2018.

**Small Cities Grant**

The new generator has been installed and is operational. It is programmed to run a test every Monday morning for 20 minutes. There is a panel in the community hall specifically for the generator that will sound an internal alarm if there is an issue.

**Matching Funds Grant**

The installation of the overhang for the community hall front entrance is postponed until the warmer weather and there is no snow. "Stanley Doors" is coordinating the installation of the automatic interior doors with the electrician.

**Vacancies**

We have one vacancy and two pending move outs.

Respectfully Submitted,

*Linda Collins*, Executive Director