

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
FEBRUARY 20, 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, L. Calsetta, and M. DeSousa were present.

2. MEETING MINUTES:

A. Regular Meeting January 16, 2018

The minutes of the Regular Meeting of January 16, 2018 were reviewed by all Commissioners present. Commissioner LeBorious made motion, 2nd by Commissioner Calsetta to approve the minutes to include an incident involving a resident that required the assistance of a police officer. All in favor - Motion carried.

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add Installation of Automatic Doors for the Laundry Rooms to 13. New Business as 13A, Entrance Light as 13B, and to Executive Session - Security Issue as 16A.

4. PUBLIC COMMENT - None

5. LEGISLATIVE BILLS AND COMMUNICATIONS –

A. CHFA Quarterly Report

B. RSC Quarterly Report

6. FINANCIAL REPORTS – January 2018

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 the February 13, 2018 meeting. (Hereto attached as Attachment A)

9. REPORT OF THE RSC - Hereto attached as Attachment B

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

11. POLICIES AND PROCEDURE - None

12. UNFINISHED BUSINESS - None

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13. NEW BUSINESS

A. Installation of Automatic Doors – Executive Director Collins discussed installation of automatic doors on all three laundry rooms. She stated that it was anticipated that there would be enough contingency money to cover the installation of automatic doors for each laundry room. There is \$5,385.00 in the fund. There are two bids for the project, the lowest being \$8,550.00. Executive Director proposed spending \$3,165.00 to install the doors. Commissioner DeSousa made motion, 2nd by Commissioner Calsetta to spend \$3,165.00 to install automatic doors to the three laundry rooms. All in favor – Motion passed.

B. Entrance Light – Commissioner LeBoriosis noticed the light at the entrance of Park Hill that shines on the “East Windsor Housing Authority” sign is out. Executive Director Collins will have it replaced.

14. PUBLIC COMMENT- None

15. SUGGESTION BOX - None

16. EXECUTIVE SESSION –

A. Security Issue - Motion made and duly approved to go in to Executive Session at 7:45pm to include Executive Session Director Collins and Executive Assistant Marisa Prior.

Motion made and duly approved to come out of executive Session at 7:50pm. Commissioner Calsetta made motion, 2nd by Commissioner LeBoriosis authorizing Executive Director Collins to spend up to \$1,000.00 to upgrade security needs.

17. ADJOURNMENT

Motion made and duly approved to adjourn at 7:55pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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ATTACHMENT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

February 13, 2018

The meeting was opened at 10:00 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 January 9, 2018 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Pauline Legasse, treasurer read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$457.23 in the bank.

Words from our president:

President Viola Andrews reported on some issues discussed at the January 16, 2018 Housing Authority board meeting.

Executive Director Linda Collins suggested that tenants get together to write letters to our state representatives regarding the loss of Medicaid benefits. Viola Andrews, president suggested a petition be sent around to those tenants who cannot attend the letter writing meeting being held on Thursday February 15, 2018.

Guest speaker Penny Fisher, asset manager from the Connecticut Housing Finance Authority (CHFA) gave the board information regarding the Tenant Selection Policy #11-0002. She discussed the process of stratifying rents and the benefits of the policy for Park Hill. She stressed that this is one of the ways that housing authorities can become self-sustaining. The policy will only affect new tenants.

On January 25, 2018, Executive Director Linda Collins and Assistant Director Marisa Prior attended stratification and wait list training sponsored by Conn Nahro. This program is sponsored by the CHFA and the Department of Housing. A report on this training should be presented at the next Housing Authority board meeting.

In March, the nomination sheets for officers of the Park Hill Tenant Association will be sent out. If someone is nominated they must be willing and able to run and serve. We seem to be lacking people who want to serve. We may have to change the length of service to two years for this reason.

President Viola Andrews then opened the floor to tenant comments.

Joanna Dube suggested we buy refreshments for coffee hour instead of trying to find people to bake every week. Pauline Legasse, treasurer said that by giving tenants these refreshments and the parties that we have, we are showing them that the tenant association is doing something for them. Sharleen Craft, member-at-large said that everyone could bake just once a month and we could buy the rest. It was decided that we will continue baking as we have been for now.

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Sharleen Craft, social director stated that our February pot luck supper will have a Mardi Gras theme.

Jim Palozi asked if there is still a charge for moving to a new apartment.

The meeting was closed at 10:43 a.m. By Viola Andrews, President.

Respectfully submitted by,
Jeanne Swicklas
Vice President

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ATTACHMENT B

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

Resident Activities

On January 19th 2018 the residents held a Sock Hop Night from 5pm-7pm in the community room. Many of the residents dressed up in 1950's attire and free pizza and refreshments were served. Approximately 25 residents attended this event.

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 from 9am-10am. Approximately twelve to sixteen residents attend this popular event.

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

Community Programs

On January 23, 2018 a representative from East Windsor Human Services was here at Park Hill to help the residents apply for Energy Assistance. Approximately 16 residents participated in this program.

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if requested. Approximately 5 residents participated in this program.

On January 16, 2018 at 10:00am Connecticut State Representative Chris Davis came to Park Hill to discuss the future changes with the Medicare Savings Program. At this time, the changes in income level requirements will start as of July 01, 2018. Representative Chris Davis urged the residents to call, write letters or Email either their Representative or Senator to inform them they want the income criteria for the program to stay the same. Approximately 22 residents attended this event.

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Upcoming Services and Future Events

On February 15, 2018 at 10:00am in the community room the residents will be writing letters to either their State Representatives or Senators to advocate for many residents who will lose their coverage under the Medicare Savings Program as July 01, 2018. The hope is that the program's income level requirements will not change. Many residents who live here at Park Hill will be affected by this change and it will lead to economic hardship.

In the upcoming months I will be scheduling presentations on changes in transportation,
and health related issues affiliated with community agencies such as Hartford Hospital Health
Care and North Central Health Department.

Services and Referrals

I assisted several residents with food stamps, money management 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

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ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

February

2018

Management-

On January 25th Marisa Prior, our Executive Assistant and I attended a rent stratification and wait list training sponsored by ConnNahro. The presenters from the Connecticut Housing Finance Authority and Department of Housing emphasized the benefit of stratifying base rents using three different income levels to increase revenue for sustainability while continuing to provide affordable housing to all eligible income levels. The training also included how to utilize a spreadsheet that was developed by CHFA to determine the best rent levels to achieve our goals. This is a long term plan that will provide results over time. This new process will need to be included in our Tenant Selection Plan. DOH is working on a template for Housing Authorities to use with their existing Tenant Selection Plan that will address rent stratification.

Other Matters:

We have recently received our quarterly payment for the Resident Services grant for \$5,460. Many thanks to the Commissioners for voting at our last Board meeting to allocate \$2,000 from our operating account to use if necessary to cover the RSC payroll if the state funds were not issued

Recertifications:

The annual recertification process to calculate a resident's rent is currently underway. Marisa Prior, our Executive Assistant has been meeting with approximately four residents per day. We are anticipating that by mid-March they will be all completed.

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Projects:

Wagner Associates continues to assist with the application process for the Small Cities Fund Program. DEF Construction submitted a preliminary proposal that included the abatement and installation. The approximate cost for each conversion would be \$10,890. Originally it was anticipated that the grant would not cover the cost for the abatement. However, the funds will pay for the removal of the asbestos. A portion of the total grant of \$52,000 will need to be allocated for administrative expenses.

Critical Needs Funding

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

Small Cities Grant (Current)

There is some patching and painting that is needed around the new smoke alarms. Also, a few of the hatchway doors in the apartments need to be cleaned due to finger prints that were left during the rewiring of the fire alarm system. The contractor will return within the next couple of weeks to complete this project.

Small Cities Grant (Upcoming)

The First Selectman of the Town of East Windsor suggested that the Housing Authority with the support of the Town consider applying for the upcoming Small Cities Grant. Requests for proposals for a consultant was published in the Journal Inquirer a few weeks ago. There were no responses. A follow up ad is scheduled to be published on 2/15 or 2/16.

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. The automated doors to the community have been installed.

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Painting and Carpeting

Now that spring will be here soon I am working on a list of residents who are eligible to have their apartments repainted and or carpet replaced. A resident needs to have resided at Park Hill for 5 years to be eligible for their apartment to be repainted and 10 years for their carpets to be replaced. The spring is a good time to do these projects for ventilation purposes and have the option of putting items outside while carpeting is being installed.

Vacancies

We have two vacancies and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director