

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
FEBRUARY 21, 2017 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

a. Regular Meeting January 17, 2017

The minutes of the Regular Meeting of January 17, 2017 were reviewed by all Commissioners present.

Commissioner LeBorious made motion, 2nd by Commissioner Chamenko, to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add the following to New Business:

14a. Fence at front parking

14b. Land Survey

14c. Parking Lot Curbs

4. PUBLIC COMMENT

Marian Willis #16 – The trees near the first stop sign need to be trimmed, you can't see around them.

5. LEGISLATIVE BILLS

a. Security Deposits – Executive Director Collins discussed the revised law that has passed in the Senate allowing Senior/Non-Elderly Disabled Housing to collect security deposits. The commissioners would like more information on this subject before making a decision.

6. COMMUNICATIONS

a. RSC Quarterly Report

b. CHFA Quarterly Report

7. FINANCIAL REPORTS – January 2017

Motion made to acknowledge financials, motion carried

8. REPORT OF THE BOARD OF SELECTMEN – None

9. REPORT OF THE TENANT ASSOCIATION – Viola Andrews. President

Hereto attached as Exhibit A

10. REPORT OF THE RSC

Hereto attached as Exhibit B

11. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit C

12. POLICIES AND PROCEDURE - None

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13. UNFINISHED BUSINESS

- a. Community Hall Rental Policy #17-0001

Motion made by Commissioner Chamenko and 2nd by Commissioner LeBorions to rescind Community Hall Rental Policy # 10-0029 and approve Community Hall Rental Policy # 17-0001. All in favor - Motion carried.

14. NEW BUSINESS

a. Parking Lot Fence at Park Hill – Commissioner Burnham would like to have the fence removed when the weather and ground permit it. It will be reused on the property. Motion made and duly approved to remove the fence.

b. Land Survey – Commissioner Burnham would like to have a land survey done of Park Hill to include the 7 acres on the hill. The commissioners discussed waiting and not having it done it at his time.

c. Park Hill Parking Lot Curbs – Commissioner Burnham would like all the curbs removed.

15. PUBLIC COMMENT – None

16. SUGGESTION BOX - None

17. EXECUTIVE SESSION

- a. Legal Matter

Motion made at 8:31pm by Commissioner Chamenko, 2nd by Commissioner Burnham to go into Executive Session to include Executive Director Collins. Motion made by Commissioner DeSousa, 2nd by Commissioner Chamenko to come out of Executive Session at 8:36pm

The legal matter between J. Pease and the East Windsor Housing Authority has been resolved.

ADJOURNMENT

Motion to adjourn at 8:32pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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ATTACHMENT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

February 14, 2017

The meeting was opened at 10:00 a.m. by president Viola Andrews. Officers John Kupisz, vice-president, Jeanne Swicklas, secretary, Jim Palozi, treasurer and Sharleen Craft, member-at-large also attended along with seven resident members.

The minutes from the January 10, 2017 regular meeting were read by Jeanne Swicklas, secretary and were accepted by all in attendance.

The finance report for January 2, 2017 - February 7, 2017 was read by Jim Palozi, treasurer and were was accepted by all in attendance.

President Viola Andrews stated that she wanted to go over some of the issues discussed at the January 17, 2017 Housing Authority board meeting.

Maletta and Company attended the board meeting to discuss our two-year audit. The report concluded that our money is being handled with integrity and intelligence. Each year shows the growth of the rents covering our monthly expenses. It was a good audit.

The East Windsor Police Department is still assessing the issue of people who speed and run stop signs on our property. Our director, Linda Collins, is still working with the police commission and expects a final report in February.

Our rent redetermination is coming up. Appointments are being scheduled during February and March. Make sure your appointment is set up.

On January 5, 2017 our director, Linda Collins, met with Carol Martin, the executive director who oversees the Fairfield and Westport housing properties. One of the Fairfield properties, Pine Tree, is being redeveloped from thirty-eight one bedroom units for the elderly and disabled to a mixed population that will include fifty one or two bedroom units.

Jennifer Svelnys, our technical assistant for the anticipated improvement to Park Hill and development of the seven acres, also attended this meeting. Carol Martin shared how the Fairfield property was financed using tax credits and other state funds available for capital improvements.

At our September 19, 2016 Housing Authority board meeting, Jennifer Svelnys told the board that the state had decided to fund development to family oriented units only. Special Funds for assisted living development won't be available for a few years.

"To get the funds needed for our development, will our board and director consider or even decide to go with a mixed population for Park Hill?" Viola Andrews asked.

President Viola Andrews voiced concern about what will happen if we go to a mixed population. She questioned if it would mean children riding bikes, skateboards and skates could run into residents using wheelchairs, walkers and canes.

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President Viola Andrews opened the floor to public comment.

There was concern about the elderly and disabled units being mixed together with family units and about a higher chance of drug use, etc.

Viola Andrews, president stated that she didn't know if any of this is being considered but we will bring it up at the next Housing Authority board meeting.

Sharleen Craft, social director suggested having a spaghetti dinner on St. Patrick's Day. Everyone agreed with this.

She also suggested making the April pot luck supper a nationality night and everyone agreed with this.

Johanna Dube suggested watching a movie after the February pot luck supper and everyone agreed.

Sharleen Craft asked about having a tag sale this year. We will discuss it at a later date.

Jim Palozi, treasurer brought up the fact that people from outside are dumping garbage in the first dumpster. This will be brought up at our director's meeting.

The meeting was closed at 10:36 a.m. by Viola Andrews, president.

Respectfully submitted by,
Jeanne Swicklas
Secretary

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ATTACHMENT B

**Resident Services Report
East Windsor Housing Authority
February 2017**

Resident Activities

10 to 12 residents continue to attend the Tenant Association's Coffee Hour on Tuesday mornings from 9am-10am. It's a great time for the residents to get together just to socialize and have fun.

The next Pot Luck Supper will be held on February 24th in the Community Hall.

Wii bowling has started on Saturdays in the community hall at 1pm.
All are Welcome to attend. It's a great way to get out of the apartment and to have fun with your fellow neighbors.

Community Programs

The Visiting Nurse Association (VNA) held its monthly Wellness Clinic at Park Hill on February 14th from 9:00am to 10am and approximately 5 residents participated.

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if requested.

The Town of East Windsor Human Services came on January 12th to assist the residents with applying for Energy Assistance and 17 residents participated in this event. It's very convenient for the residents to attend these sessions especially if their mobility is limited or they don't drive.

On January 26, 2017 at 1 pm Danielle Hebert from Way To Go CT was here to discuss transportation options for the residents. 8 residents attended this informative presentation. Way to Go CT offers information about all types of transportation for the State of CT which includes free and for fee transportation services Ms. Hebert gave each of the residents who attended a booklet with transportation options in the East Windsor Area.
and additionally copies are available in my office.

Susan Wilk from Intercommunity Recovery Center who provides Outreach to folks who suffer from depression and other mental illnesses. She did a presentation February 14, 2016 at 1 pm on How to Achieve a Healthy Lifestyle.

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Upcoming Services and Events

Amy Hanoian a Community Education Specialist from UCONN Poison Control will be doing a presentation on March 21th at 1 pm on How to Avoid Medicine Mishaps. This is a great opportunity for the residents to learn about medication and supplement interactions

Services and Referrals

I assisted several residents with Social Security and Medicare issues. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need. I continue to work closely with CCCI Care Managers to help facilitate communication between the residents and Care Managers

Respectively Submitted,

Jeannine Henneberger, RSC

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ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

February 2017

Management-

Maletta & Company has submitted a copy of the audit to the Department of Housing (DOH) and the Connecticut Housing Finance Authority (CHFA) for their review. We will be notified if there are any questions.

The East Windsor Chief of Police is currently working on a final report to present to the Police Commission with recommendations on how to address the issue of people speeding through Park Hill and not obeying the stop signs. I will be notified when the report is completed.

Jenifer Svelnys from the "Housing Developing Team" who is providing technical assistance for our anticipated improvements to Park Hill and the development of the seven acres is currently working on the options for a predevelopment plan including architectural plans.

On Friday February 17th our CHFA Asset Manager, Penny Fisher will be at Park Hill to work with me and our Executive Assistant on the new accounting format for the budget and financials. We have been attending trainings in preparation for this transition however; having the opportunity to have Penny review the spread sheets that we have completed at this time will be very helpful. The proposed budget will be presented to the Commissioners at the March Board meeting.

Per our agreement with the East Windsor Board of Selectmen all records and money for South Road have been transferred to the town.

Projects:

Water System

Aqua Pump has informed me that the new panel for our well water system is currently being tested and should be ready to install in the very near future. It is anticipated that the system will need to be shut down for a few hours. Sufficient notice will be given to the residents so that they can plan accordingly.

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Other Matters:

Maintenance

During our recent snow storms, The Department of Public Works has been very diligent with plowing the road through Park Hill and our maintenance staff has been very busy clearing the sidewalks and parking areas. Fortunately there have not been any incidences related the snow and ice.

Critical Needs Funding

The application for replacing the sidewalks has been submitted and is now being reviewed by the Connecticut Housing Finance Authority. If approved, the actual work would begin in the spring of 2017.

Small Cities Grant

DEF Services Group, the general contractor hired to oversee the projects under the Small Cities Grant will keep us informed of a start date once we are past the winter months.

Matching Funds Grant

The application for this grant has been approved for \$53,329.32. The projects include, replacing all the apartment front and back door exterior lights, four new security cameras, automating the two interior doors to the community room for easier accessibility and constructing an overhang for the front entrance of the community hall building to prevent the rain and snow from falling on people when entering the building. The projects need to be completed within one year.

Vacancies

We are 100% occupied.

Respectfully Submitted,

Linda Collins, Executive Director