

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 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 E. LeBorious, L. Calsetta, A. Chamenko, and M. DeSousa were present.

2. MEETING MINUTES:

a. Regular Meeting July 17, 2017

The minutes of the Regular Meeting of July 17, 2017 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner DeSousa to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS - None

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS AND COMMUNICATIONS -

A. 4th Quarter CHFA Financials – The commissioners reviewed the financials submitted to CHFA.

B. 4th Quarter RSC Report – The commissioners reviewed the RSC Quarterly report submitted to the Department of Housing. The commissioners did discuss the current funding for the RSC position and Executive Director Collins did confirm that we received the 1st quarterly payment for this fiscal year.

6. FINANCIAL REPORTS – July 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 August 8, 2017 meeting. (Hereto attached as Exhibit A)

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

10. REPORT OF THE EXECUTIVE DIRECTOR – Hereto attached as Exhibit C

Commissioner LeBorious asked Executive Director Collins if there was an evacuation plan in place. The commissioners would like to have Executive Director Collins talk to the Fire Marshall regarding having an evacuation plan.

11. POLICIES AND PROCEDURE - None

12. UNFINISHED BUSINESS - None

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

13. NEW BUSINESS –

A. Phone System – Executive Collins discussed with the commissioners the need to replace the existing phone system. There are issues with message retrieval, changing the outgoing message, and various other issues. Commissioner Burnham made motion, 2nd by Commissioner DeSousa to authorize Executive Director Collins to spend up to \$3000.00 on a replacement phone system.

14. PUBLIC COMMENT-

Jeanne S. #20 – The dumpster smells, it wasn't emptied last Wednesday.

Executive Director Collins informed everyone that if they notice a dumpster not being emptied to let her know and she would notify the company.

15. SUGGESTION BOX - None

16. EXECUTIVE SESSION – None

17. ADJOURNMENT

Commissioner Chamenko made motion, 2nd by Commissioner Calsetta to adjourn at 7:50pm. All in favor - Motion carried.

Respectfully submitted,

Marisa Prior

Recording Secretary

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

ATTACHMENT A

The PARK HILL TENANT ASSOCIATION REGULAR MEETING
August 8, 2017

The meeting was opened at 10:00 a.m. by president Viola Andrews. Officers Jeanne Swicklas, vice president, Alice Samson, secretary, Pauline Legassee, treasurer and Sharleen Craft, member-at-large also attended along with ten resident members.

The minutes from the July 11, 2017 regular meeting were read by Alice Samson, secretary and were accepted by all in attendance.

Words from our president

President Viola Andrews reported on some issues discussed at the July 17, 2017 Housing Authority board meeting.

Good news for our Resident Service Coordinator, Jeannine Henniberger, and for our tenants too. The state has approved \$22,800 for the RSC grant. This will start July 1, 2017. There was a \$350 increase that results in an hourly increase of 46 cents.

Our Executive Assistant, Marisa Prior, is involved with local Girl Scouts and has asked the leader if the scouts would be willing to help us with the bird issue under the pavilion. They are willing to help if and when there are scouts willing and available to take on the project. Materials would be supplied by us and scouts would secure wood slats. As a backup, our maintenance staff would also do the work.

The replacement of sidewalks is basically complete. The most important item is the water pipe outside the first level laundry room. Aqua Pump, our contractor for the well system has been asked for their input to ensure the pipe remains accessible should an underground problem arise. Since we are under budget, we can pay the additional expense this will cause.

Chairman John Burnham also suggested any money overage from the sidewalks could be used to put cement slabs under the dumpsters. The attending tenants felt this was a good idea as it would eliminate walking in mud after rain and snow storms.

Starting September 1, 2015, new residents will be required to pay security deposits. This will not affect residents currently living here.

Every three years the Tenant Association reviews our by-laws. At this time suggestions can be made for changes that residents feel need to be made. Since every tenant here is a member of the tenant association, it has been suggested that all tenants receive a copy of our by-laws. Even though many of our tenants aren't active members, they have the right to suggest changes that they feel will make our association stronger.

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 21, 2017 MINUTES

A vote was taken and all attending members felt that a copy of our by-laws should be sent out to each resident. This will be printed and sent out by the tenant association along with a cover letter explaining why tenants are receiving a copy of the by-laws.

President Viola Andrews then opened the floor to tenant comments.

Activities that are currently offered along with ideas for new ones were discussed:

WII bowling - every Sunday at 1:00 p.m.

Coffee hour - every Tuesday at 9:00 a.m.

Pot Luck supper - the last Friday of every month at 5:00 p.m.

Walking club - every Thursday at 3:00 p.m.

We also discussed a pool club and a game night or day and will talk to the office about sending out a notice to see how many people would be interested.

Laverne Calsetta asked if someone was willing to take over the running of bingo which is currently every Wednesday at 1:00 p.m. Alice Samson said that she would take it over and it was decided to move it to every Wednesday night from 6:00 - 8:00 p.m.

The meeting was closed at 10:43 a.m. by Viola Andrews, president.

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

ATTACHMENT B

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

Resident Activities

The residents continue to enjoy Coffee Hour every Tuesday morning from 9am to 10am. Over the past several weeks more residents are attending this function. It's really nice to see more people getting out and enjoying themselves. Approximately 16 residents attended July's weekly Coffee Hour.

Starting on Wednesday, September 6th Bingo will be held from 6:30 pm to 8:30pm. The reason for the time change is that more residents are available to participate in the evening.

The residents are planning on having a weekly game night starting in the near future. A date and time haven't been established yet. Some examples are cards, billiards and Wii games.

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 July.

On July 13th a representative from the Town of East Windsor Social Services came to assist 14 residents with the Renters Rebate application. Rent verification letters are prepared by the Park Hill office for our residents that are choosing to participate in this program. The dead line for applying is October 1st.

Upcoming Services and Future Events

On August 17, 2017 a representative from Eversource will be doing a presentation for our residents in the Community Hall on "How to Be Prepared for a Natural Disaster."

On Friday September 15th at 12:00 noon, management will be hosting our annual summer picnic. Residents must sign up so that we can plan on how much food we will need.

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

Upcoming topics for the future months will include “How to Recognize Scams”, and “How to Avoid the Winter Blues” Unfortunately with the current Connecticut budget crisis, I can’t identify at this time what agency will be doing the presentations, However, if an outside agency is not available, than I will provide informational meetings with the residents to discuss topics of interest such as those listed above.

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Services and Referrals

I assisted several residents with Husky Insurance and other various entitlement programs that the residents benefit from. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need. Many of the residents are making appointments with me on a regular basis to assist them with the confusing issues that often occur with the Department of Social Services paperwork.

Reporting Requirements

The Department of Economic and Community Development Quarterly Report for the State of Connecticut has been completed and filed with DOH. A copy has been included in this month’s Board packet.

Respectively Submitted,
Jeannine Henneberger, RSC

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

ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

August 2017

Management-

On Friday, September 15th at 12:00 noon, management will be hosting our annual Park Hill resident summer picnic. Staff will be grilling hamburgers and hotdogs and we welcome residents to bring a side dish or dessert. So that we can have an accurate head count, we need residents to sign up at the Park Hill office by September 4th. Commissioners are welcome to attend!

We recently received the first quarterly Resident Services Coordinator payment from the State Department of Housing for this fiscal year in the amount of \$5,700. The next request for the second quarter will be submitted to the State the end of September.

At the last Police Commission meeting on Wednesday, August 9th the final report regarding the traffic issues at Park Hill was presented by the Chief of Police and approved by the Commission. The Director of Public works also attended the meeting and agreed with the report. The Chief of Police, the Director of Public works and I will schedule a date and time to meet at Park Hill and review where the new pedestrian signs will be installed.

On Thursday, September 14th at 10:00am Kim Pietrorazio from TOVAH, Inc. will be attending my regularly scheduled Director's meeting. She had initially assisted us with the organizing of our Tenant Council. Since that was a few years ago, I thought it would be helpful to have her return and talk to us about any changes that have occurred with the state guidelines and be available to answer any questions. There is a fee for her consultation; however there is a grant available through the state to cover this cost. Kim is assisting with applying for this grant.

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

Other Matters:

Our new panel for our wall water system was recently damaged by lightening during a severe thunder storm. The total amount of the repairs was \$6,704.63. A claim has been submitted to our insurance company.

Projects:

Our maintenance staff removed old bird nests from the Park Hill pavilion and power washed all the grime and bird droppings. Chicken wire was installed under the roof to prevent the birds from perching and nesting. We encourage our residents to enjoy the area to picnic or just sit and relax.

Critical Needs Funding

The CHFA is currently reviewing the plans for the additional safety items as part of the grant for the sidewalks; handrails will be installed in areas that have a steep slope on the edge of the sidewalk and widening the sidewalk entrance to the third level laundry room. Contingency funds will cover the cost. To save time and money, the punch list items will be completed at the same time. They include raising the catch basins on the first level, replacing the damaged light pole and repairing some cracked areas in the sidewalks.

Small Cities Grant

The installation of the fire alarm system is almost complete. A few pull call devices still need to be installed and testing of the system is underway. Once the entire system is up and running, the system will be activated and again tested while the Fire Marshall is here so that all parties involved including the residents will be able to become familiar with the sound of the alarms and what to expect.

The renovations on the laundry rooms are moving along. The issue with the water line for our well system being too close to the new foundation on the first level has been resolved. It is expected that it will be approximately three weeks for the laundry rooms to be completed.

The wiring for the new generator is almost complete.

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

Matching Funds Grant

The \$15,134 incentive payment from Eversource has been processed and is in the mail. Once we receive this payment we can continue with the projects under this grant. The overhang for the front entrance of the community building and automating the interior doors for the community room for accessibility.

Vacancies

We have one vacancy that will be occupied by August 18th. No pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director