

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 18, 2017 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

a. Regular Meeting November 20, 2017

The minutes of the Regular Meeting of November 20, 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 - None

6. FINANCIAL REPORTS – November 2017

Motion made to acknowledge financials, motion carried.

7. REPORT OF THE BOARD OF SELECTMEN – None

8. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Vice President

Jeanne read the minutes from their December 12, 2017 meeting. (Hereto attached as Exhibit A)

Motion made and duly approved to go out of order to 13. New Business – A. Jenifer Svelnys, Housing Development Team.

13. NEW BUSINESS

A. Jenifer Svelnys, Housing Development Team

Jenifer talked about up-coming grants available through the state and CHFA (Connecticut Housing Finance Authority) such as the Small Cities Block Grant and the SSHP (State Sponsored Housing Portfolio) Funding. Jenifer is recommending that the Housing Authority apply for both grants. There are several projects for Park Hill that would qualify under both of these programs such as accessible features and energy improvements. Jenifer is also recommending that the Housing Authority consider a feasibility study for the 7 acres. Commissioner Calsetta made motion, 2nd by Commissioner DeSousa to allocate up to \$55,000.00 to be used towards any application process for a Small Cities Block Grant and SSHP grant. All in favor – motion passed.

Motion made and duly approved to go back in order to 9. Report of the RSC.

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

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10. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins (Hereto attached as Exhibit C) Executive Director Collins discussed the results of the asbestos testing. Asbestos was found in levels 1 & 2 only. She is waiting to for additional information regarding the next steps.

11. POLICIES AND PROCEDURE

A. Tenant Selection Policy #11-0002 - Executive Director Collins explained that Penny Fisher, Asset Manager from CHFA, would like to attend our meeting in January to discuss this. Motion made and duly approved to table this item until next meeting.

12. UNFINISHED BUSINESS

A. Election of Officers – Commissioner DeSousa made motion, 2nd by Commissioner Calsetta to keep commissioner positions as they currently are – J. Burnham - Chair, L. Calsetta – Vice Chair, M. DeSousa – Secretary, B. LeBorious - Treasurer, A. Chamenko –Assit. Treasurer. All in favor – motion carried.

14. PUBLIC COMMENT- None

15. SUGGESTION BOX - None

16. EXECUTIVE SESSION - None

17. ADJOURNMENT

Motion made and duly approved to adjourn at 8:22pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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ATTACHMENT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING
December 12, 2017

The meeting was opened at 10:00 a.m. by President Viola Andrews. Officers Jeanne Swicklas, vice president and Sharleen Craft, member-at-large also attended along with nine resident members.

The minutes from the November 14, 2017 regular meeting were read by Jeanne Swicklas, vice-president and were accepted by all in attendance.

Member-at-large Sharleen Craft read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$634.81 in the bank.

Words from our president

President Viola Andrews reported on some issues discussed at the November 20, 2017 Housing Authority board meeting.

On October 17, 2017 Director Linda Collins, Assistant Director Marisa Prior and CHFA asset manager Penny Fisher met to discuss stratifying rents for Park Hill. Director Linda Collins is working on a spreadsheet developed by CHFA to project rental income based on different levels of Income. This will be presented at the next Housing Authority board meeting.

CHFA asset manager Penny Fisher also suggested that Park Hill close our waiting list. This means applicants on the waiting list for more than a year will move up to the top of the list. The waiting list can be reopened at Park Hill's discretion. Park Hill's affirmative fair housing marketing plan must be followed when the list is open or closed.

The state is considering elimination of the point system for waiting lists of all Housing Authorities. This is the system that Park Hill currently uses so CHFA suggested we consider using the lottery system for our application process. Director Linda Collins will explain these two systems at the next director's meeting.

The Small Cities grants awarded to the Housing Authority by the town of East Windsor will hopefully be used for the conversion of five or six bathtubs to showers. As part of the application process, the Department of Housing is requesting asbestos testing to be completed on all three levels. The cost of this testing and abatement, if necessary, will be the responsibility of the Housing Authority.

Marie DeSousa has been reappointed to the Housing Authority Board. A big thank you to all who signed the petition that we sent in.

President Andrews commented on all the remaining work for the sidewalk project being completed. This includes the sewers being raised, concrete placed under dumpsters and grass and land repair.

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We still need someone to run for the position of secretary of the Tenant Association. If you are interested, please contact President Viola Andrews or Vice President Jeanne Swicklas regarding the responsibilities of that position.

Please attend the Director's meeting on December 14, 2017.

The Christmas party is on December 15, 2017. There will be a dinner and entertainment that will be fun for all.

Our Christmas packages for our service people have been mailed out. Once again, thank you to the Golden Gavel for paying the \$116.00 postage amount.

We will be having a pizza party for the tenants on January 26, 2018. Sharleen Craft, social director is looking into where we will get pizza from and a flyer will be sent out.

We will have coffee hour on January 2, 2018.

Residential parking was discussed and will be brought up at the Director's meeting.

The meeting was closed at 10:37 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
December 2017**

Resident Activities

The next potluck supper will be held on January 26 at 5:00pm. Approximately 12 to 16 residents attend 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 9am to 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 November 16, 2017 the RSC did a presentation on the "Ways to Beat the Winter Blues". Approximately eight residents attended this event.

On November 28th at 1:00 in the Community Hall a representative from The North Central Area on Aging hosted a game of Fraud Bingo. Six residents attended this event.

The Visiting Nurse Association provides a monthly free blood pressure and blood sugar screening at Park Hill. Six residents participated for the month of December.

Upcoming Services and Future Events

On January 10, at p.m. in the Community Hall Connecticut State Representative Chris Davis will be holding a meeting to discuss the changes to the Medicare Savings Program. This program pays for a person's Part B premium and copays. The State of Connecticut recently lowered the income eligibility and many residents who reside at Park Hill will be affected. This basically means they may have to choose between food and medical expenses. This will be a great opportunity for the residents of Park Hill to voice their concerns.

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Services and Referrals

I assisted several residents with food stamps, 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

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ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

December

2017

Management-

The waiting list for our efficiencies will be closed as of January 1, 2018 in accordance with our tenant selection plan. Agencies listed on our Affirmative Fair Housing Marketing Plan (AFHMP) have been notified. We are required to periodically contact several agencies in Hartford County regarding our waiting list status. The one bedroom list remains open. The waiting list for our efficiencies will reopen once we are in need of more applicants.

I have been working on the rent stratification plan that will increase our revenue without relying on our reserves for operating expenses. This is a long term plan that will not affect existing residents. We will continue to abide by our mission statement and provide housing opportunities to low and moderate income elderly and disabled persons.

Other Matters:

The asbestos testing for the upcoming project of converting a few tubs to showers has been completed. Samples of bathrooms one from each level were tested. The test results will be available by the end of this week.

Projects:

Critical Needs Funding

Most of the outstanding issues have been addressed. The reseeding of the lawns will be done in the spring.

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Small Cities Grant

The old generator has been removed and the new one has been installed. Some minor issues are still outstanding such as the pole light on the first level that was damaged and the replacement is still not working. The electrician is working on a solution.

Matching Funds Grant

The installation of the overhang for the community hall front entrance and the automatic interior doors for the community room should be installed within the next few weeks.

Vacancies

We are 100% occupied with two pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director