

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

2. MEETING MINUTES:

A. Regular Meeting July 16, 2018

The minutes of the Regular Meeting of July 16, 2018 were reviewed by all Commissioners present.

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

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add to New Business as item A: Board Meeting Night Change

4. PUBLIC COMMENT - None

5. LEGISLATIVE BILLS AND COMMUNICATIONS -

A. RSC Quarterly Report –

Commissioner LeBorious would like a year-end report with statics for the year.

B. CHFA Quarterly Report –

Executive Director Collins explained that there are discrepancies between the CHFA workbook and the QuickBooks report. The Park Hill office and Penny Fisher, CHFA Asset Manager, are working together to rectify the problem.

6. FINANCIAL REPORTS – July 2018

Motion made to acknowledge financials, motion carried.

7. REPORT OF THE BOARD OF SELECTMEN –

Commissioner DeSousa was notified by an individual that First Selectman Bob Maynard was at the East Windsor Senior Center for a monthly meeting and he mentioned that Park Hill was not receiving funds from Millpond any longer. She would like Executive Director Collins to contact him and clarify the statement.

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

Hereto attached as Attachment A –

Executive Director Collins addressed the letter from tenant Cheri regarding candles; she spoke with our insurance company, they said there is nothing in writing that is specific to candles. However, since we have a policy regarding open flames and the resident causes damage because of a candle, the insurance would most likely not cover the damage. The responsibility would go back to the tenant. Our attorney suggested we contact Fair Housing and talk to them whether this would be considered discrimination since it applies to a religious concern. The commissioners would like Executive Director Collins to look further into this matter. Commissioner DeSousa wanted to address some items mention in the report –

1. The parking signs - Executive Director Collins stated the signs and posts just came in and should be installed this week.
2. “Joanna Dube wants to ask about doing things to decorate the hall. Is it an extension of our apartment?” Jeanne Swicklas explained that the community hall is an extension of your apartment. Everyone wants it to feel comfortable.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 20, 2018 MINUTES**

3. The sidewalks – Executive Director Collins stated the sidewalks are done. There needs to be a catch basin installed near the laundry room on level 2. The Dept. of Public Works is assisting with coordinating this project..
4. The lawn - Executive Director Collins stated the lawn is not being ruined. With all the rain, the lawn is constantly wet and has to be mowed in that condition.

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 –

A. Policy #09-007 Repair(s) Reimbursement – Executive Director Collins distributed both old and new policies. The commissioners reviewed the proposed policy. Commissioner DeSousa made motion, 2nd by Commissioner LeBorioso to rescind policy #09-007 and replace it with policy #18-0004. All in favor - Motion passed.

12. UNFINISHED BUSINESS

A. Survey for the 7 Acre Parcel, 6 Acre Parcel, & Park Hill – The commissioners reviewed quotes submitted by Paul B. Baily, Capital Studios, & JR Russo, & Assoc. Commissioner Calsetta made motion, 2nd by Commissioner LeBorioso to select JR Russo & Assoc. to perform the surveys on the three parcels of land. All in favor – Motion passed.

13. NEW BUSINESS –

A. Board Meeting Day Change – Commissioner Burnham would like to change the day the Board meets every month. The commissioner discussed what days would work better for all involved. Motion made and duly approved to change the monthly board meetings to the 4th Tuesday of every month starting October 23, 2018.

14. PUBLIC COMMENT - None

15. SUGGESTION BOX – None

16. EXECUTIVE SESSION - None

17. ADJOURNMENT

Motion made and duly approved to adjourn at 8:45pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 20, 2018 MINUTES

Attachment A

PARK HILL TENANT ASSOCIATION REGULAR MEETING
August 14, 2018

The meeting was opened at 9:50 a.m. by President Viola Andrews. Officers Jeanne Swicklas, Vice President and Pauline Legassie, Treasurer also attended along with seven member residents.

The minutes from the July 10, 2018 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Pauline Legassie, treasurer read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$621.56 in the bank.

Words from our President

President Viola Andrews reported on the July 16, 2018 East Windsor Housing Authority board meeting.

A letter written by one of Park Hill's residents was read by Director Linda Collins. The writer asked the board to reconsider the right to burn candles in tenant apartments. The commissioners stated that candles create a fire hazard and that you can now buy candles that light without an open flame. They asked Director Linda Collins to get more information before a vote is taken.

The board of commissioners want a survey done of Park Hill, the seven acres and the six acres before committing to a feasibility study. Q&M Architects, Capital Studios and Paul Bailey, architect provided estimates that only covered two parcels of land. The architects will be asked to submit estimates for surveying all three parcels of land. J. R. Russo also has expressed an interest in submitting a bid.

Jeanne Swicklas, Vice President gave a report on what we are doing for the veterans. She is currently trying to contact associations to pay postage and will be writing a notice to go out to tenants.

President Viola Andrews asked if there was anything tenants wanted brought up by her at the upcoming Director's meeting.

Viola Andrews, president brought up that we were told power washing would be done in July and some of the apartments are really bad. If maintenance doesn't have time, maybe someone should be hired.

Residents from the second level want parking brought up. The fact that signs are supposed to be going up. Aides are using resident spots and are rude when asked to move. Maybe their companies should be called to report on them.

Joanna Dube wants to ask about doing things to decorate the hall. Is it an extension of our apartment?

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 20, 2018 MINUTES

Larry thinks signs should be put on recycle bins stating no wood or plastic.

Laverne and Larry ask when the sidewalks would be done.

Pauline Legassie states that the lawn man is ruining the grass and sidewalks. Perhaps from mowing when wet.

The meeting was closed at 10:35 a.m. by Viola Andrews, President.

Respectfully submitted by,
Jeanne Swicklas
Vice President

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 20, 2018 MINUTES**

Attachment B

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

Resident Activities

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

The next potluck supper will be held on August 31st in the Community Hall at 5:00pm. Approximately 12 to 16 residents attend this event. All residents are invited to attend this event.

The residents continue to enjoy Coffee Hour every Tuesday morning 9:00am to 10:00am. Approximately twelve to sixteen residents attend this popular event. Some of our new residents have been attending Coffee Hour. This is a perfect time for the residents to get to know their neighbors.

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

Food Share has a mobile truck that continues to distribute free food from the Saint Catherine's parking lot every other Friday. Several of our residents participate with this very important program.

Community Programs

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals. There are no clinics scheduled at Park Hill during the month of August due to staff vacations at the VNA.

On August 14, local Author Shawn Flynn did a presentation on his book The Kitty Who Rescued Me after I Rescued Him. Approximately 6 residents attended this educational program.

On Thursday October 11th from 10:30am-12:00pm a flu clinic will be held at the East Windsor Senior Center. They will accept Medicare Part B, Connecticare, Aetna, Wellcare, or \$35.00. They are unable to accept United Healthcare, Anthem or Cigna at this time.

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 20, 2018 MINUTES

Upcoming Services and Future Events

Some other upcoming programs in the future will include “Preventing Falls” “Changes With Medicare Part B” and Park Hill’s Annual Resident Summer Picnic that will be held on Friday, September 14th.

Services and Referrals

I assisted several residents with Food Stamps, 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 services.

Respectively Submitted,
Jeannine Henneberger, RSC

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 20, 2018 MINUTES**

Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

August

2018

Management-

Capital Studios, Paul Baily Architects and JR Russo have provided estimates to complete an A-2/T-2 survey for the 6-plus and 7 acre parcels. Also included in their proposal is a cost estimate to survey the existing Park Hill. We do not have any definitive plans for development of the 6 plus or 7 acre parcels at this time. The surveys will provide critical information to allow us to make informed decisions how we would like to proceed.

I have been notified that The Department of Housing (DOH) is processing our quarterly RSC payment and should be receiving it shortly. I confirmed that we are current with all of our reporting requirements including the year end RSC narrative. (attached).

Marisa Prior, our Executive Assistant and I will be attending the ConnNahro annual convention on August 27th and August 28th. Along with attending workshops and hearing about updates within the state housing portfolio, it is a great opportunity to network and share ideas and information.

The PILOT payment in the amount of \$24,948.85 has been paid to the Town.

Other Matters:

I'm currently completing the application to obtain funds for our roof replacement for the community hall through the Critical Needs Funding Program.

Projects:

The Department of Housing (DOH) is requesting additional information from our architect in order to complete the application for the the conversion of four apartment tubs to showers. Alan Lamson, the architect has been contacted to provide a letter of recommendation that DEF completes the project at the cost they are proposing.

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
AUGUST 20, 2018 MINUTES

Critical Needs Funding

There is approximately \$4,000 remaining in the fund balance for the sidewalk project. I have submitted a request to CHFA to use this money for an additional curb cut on the third level and to widen a sidewalk apartment entrance for a resident who needs to have her aide walk with her side by side. The approximate cost for both projects is \$2,000.

Vacancies

We have one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director