

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 23, 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 and M. DeSousa were present. Commissioners L. Calsetta and E. LeBoriorous were absent.

Motion made and duly approved to go out of order to #12. Unfinished Business.

12. UNFINISHED BUSINESS:

A. Survey from JR Russo & Associates.

Jay Ussery from JR Russo & Associates presented preliminary surveys of Park Hill and the 7 & 6 acre parcels. He will be at our November meeting with completed surveys of all 3 parcels.

Motion made and duly approved to go back in order.

2. MEETING MINUTES:

A. Regular Meeting September 17, 2018

The minutes of the Regular Meeting of September 17, 2018 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Bowsza to approve the minutes as presented. All in favor - Motion carried.

B. Special Meeting September 27, 2018

The minutes of the September Meeting of September 27, 2018 were reviewed by all Commissioners present. Commissioner Bowsza made motion, 2nd by Commissioner DeSousa to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add to Executive Session - A. Contract Negotiations

4. PUBLIC COMMENT - None

5. LEGISLATIVE BILLS AND COMMUNICATIONS - None

6. FINANCIAL REPORTS – September 2018

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

Hereto attached as Attachment A –

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

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10. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins

Hereto attached as Attachment C – Executive Director Collins did inform the commissioners that we are scheduled to have our audit this year. It went out to bid and Maletta & Company will be performing the audit.

11. POLICIES AND PROCEDURE – None

13. NEW BUSINESS –

A. South Rd. – Executive Director Collins reported that First Selectman Bob Maynard asked her to meet with Attorney Keith Yagaloff to share information on South Rd with him. A meeting was held and the past role of the housing authority was discussed. Commissioner DeSousa made motion, 2nd by Commissioner Bowsza that all inquiries regarding South Rd be made to the commission. All in favor – Motion passed.

14. PUBLIC COMMENT - None

15. SUGGESTION BOX – None

16. EXECUTIVE SESSION –

A. Contract Negotiations - Motion made and duly approved to go in to Executive Session at 8:07pm to include Executive Director Collins and Executive Assistant Marisa Prior.

Motion made and duly approved to come out of Executive Session at 8:29pm.

No decisions were made in Executive Session.

17. ADJOURNMENT

Motion made and duly approved to adjourn at 8:30pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

October 9, 2018

The meeting was opened at 10:00 a.m. by Vice President Jeanne Swicklas. Sharleen Craft, member-at-large also attended along with ten member residents.

The minutes from the September 11, 2018 meeting were not read.

Sharleen Craft, member-at-large read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$632.58 in the bank.

Words from our President

Reading from President Viola Andrews' notes, Jeanne Swicklas, Vice President reported on the September 17, 2018 East Windsor Housing Authority board meeting.

Jennifer Svelnys of the Housing Development Team spoke regarding the feasibility study to decide what to build on the seven acres. She also stressed that funds for building would be easier to obtain if Park Hill was family oriented. There was a lot of discussion regarding this and nothing was decided. Another meeting with the board will be held in two weeks.

Every tenant has received a paper to sign regarding the changed policy regarding reimbursement charges for damages due to negligence of the tenant.

Director Linda Collins reported that the survey by J.R. Russo should be completed within a few more weeks.

She also stated that the town of East Windsor has confirmed that the six and seven acres are included in our pilot payment. If Park Hill decides to build more units, the Pilot payment will increase accordingly.

Director Collins also stressed that it's important for housing authorities to strive to become self-sustaining. So effective July 1, 2018, Park Hill has a new base rent of \$500.00. The base rents for new tenants are now \$429.00, \$449.00 and \$500.00. The rent amount is the higher of the base rent or 31% of gross income.

The cost of A quote from FLB Architects for a new community hall roof is \$2,000. An application for funding from the Critical Needs Program has been submitted. If the application is approved, the \$2,000 would be included with the funding for the entire project. Director Linda Collins is recommending that the commissioners approve the cost of \$2,000 if the application is not approved. It is imperative that the roof is replaced.

It was decided that the December Board of Commissioners meeting will be held on Monday, December 17, 2018'

Jeanne Swicklas, vice.president then opened the floor to tenant comments.

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Jeanne Swicklas, Vice President talked about Operation Gratitude. We need to send it in by November 15, 2018 so the vets will receive items for Christmas. We are suggesting gift cards be given but residents can give other items if they want. Whoever wants to will chip in for postage.

Sharleen Craft, social director talked about the Halloween party we will be giving for all residents on October 26, 2018. Tenants can wear costumes but there is no contest. There will be three raffles and the proceeds will go to Operation Gratitude.

A vote was taken and there will be no pot luck supper in November or December.

Jeanne Swicklas, Vice President announced upcoming events.

Director's meeting - Thursday, October 11, 2018

Board of Commissioners' meeting - Tuesday, October 23, 2018

Party with Djay - Friday, October 26, 2018

The meeting was closed at 10:20 a.m. by Jeanne Swicklas, Vice President.

Respectfully submitted by,
Jeanne Swicklas
Vice President

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Attachment B

**Resident Services Report
East Windsor Housing Authority
October's 2018**

Resident Activities

Coffee Hour is scheduled every Tuesday morning and continues to be a popular event. Approximately 16 residents attended October's weekly Coffee Hour.

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 October 26th at 5:00pm. Approximately 12 to 16 residents attend this event.

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

Community Programs

On September 24th, 2018 Jeannine, the RSC presented information on Medicare Part D. Approximately 6 residents attended this event. Open enrollment for Medicare Part D starts October 15th – December 7th. Residents are encouraged to see Jeannine to review their current plans to ensure their medications are still covered.

Several residents continue to participate in the monthly VNA Health and Wellness program. They offer free blood pressure and blood sugar screenings the second Tuesday of every Month from 9:00am-10:30am. 6 residents participated for the month of October and 3 residents were given flu vaccines.

On September 14th Fresh River Nursing facility and East Windsor Human Services sponsored a "Park Hill Day" for Park Hill residents and other East Windsor residents who go to the Senior Center. Breakfast was provided by Fresh River Nursing Facility and approximately 32 residents attended this event.

On September 21st the Annual Park Hill Picnic was held in the community hall. Approximately 40 people attended this event. Including residents, staff and Commissioner Marie DeSousa. Many of the residents made a variety of delicious dishes and a fun time was had by all.

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Upcoming Services and Future Event

Some upcoming programs will include information on memory and hearing loss, the importance of good dental hygiene and nutrition.

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

October

2018

Management:

I have not received confirmation from JR Russo that the A2 and T2 surveys for the 6 and 7 acre parcels or the existing Park Hill have been completed.

I'll be attending a meeting sponsored by ConnNahro regarding Fair Housing Regulations that have been updated. I will report back to the Board at our meeting in November.

Other Matters:

The design plans for the roof replacement for the Community Hall have been completed by FLB Architects and submitted to the Connecticut Housing Finance Authority (CHFA) along with the application for funding through the Critical Needs Grant Program.

Projects:

I'm currently getting quotes to install a catch basin that would be installed in the parking area near the second level laundry room. When it rains the water puddles as it flows on to the sidewalk and during the winter months will freeze creating slippery conditions.

The Department of Housing approved the application for the funding to install four tub to shower conversions. A meeting will be scheduled within the next two weeks with Wagner Associates, the contractor DEF and the four residents who live in the four units to discuss the process and timing of the installation. It is anticipated that each unit will be completed in two to three days without relocating any of the residents.

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Matching Grant

I have received a proposal from Nutmeg Technologies to install at least one additional security camera that will provide surveillance on the third level. This project is being paid for by the Matching Grant Program Funds that are still available for additional security cameras. The system will operate from a Wi Fi internet connection. I'm currently negotiating with Cox Cable for a reasonable monthly service fee that the Housing Authority will be responsible to pay.

Annual apartment inspections are currently underway. Findings are minimal. Work orders will be generated for any needed repairs.

Critical Needs Funding (New Sidewalks)

The two additional projects have been completed. One of the projects was a curb cut on the third level and the second was to widen a sidewalk apartment entrance for a resident who needs to have her aide walk with her side by side.

Vacancies

We are at 100% occupancy with two pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director