

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
FEBRUARY 25, 2020 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 A. Bowsza were present. Commissioners E. LeBorious and D. Menard were absent.

2. MEETING MINUTES:

A. Regular Meeting January 28, 2020

The minutes of the Regular Meeting of January 28, 2020 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner Bowsza to approve the minutes as presented. All in favor – Motion carried.

3. ADDED AGENDA ITEMS –

A. Motion made and duly approved to add Lawn Services to #14 New Business as item A.

4. PUBLIC COMMENT - None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS – January 2020

8. REPORT OF THE BOARD OF SELECTMEN – None

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

Hereto attached as Attachment A

10. REPORT OF THE RSC

Hereto attached as Attachment B

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

Hereto attached as Attachment C. Linda did add that the front door to the community hall was replaced today.

12. POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS –

A. Lawn Services – Commissioner Burnham mentioned that Steve, our landscaping contractor will not be returning. John is suggesting that we purchase a mowing deck for the John Deere we have and handle lawn services in-house. This will be discussed further at our next meeting.

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15. PUBLIC COMMENT –

Viola A #25 –The company that worked on the roof was wonderful. They worked from the time they got here to the time they left.

Maureen P #30 –. You want to give the lawn to maintenance. Sarah did a great job with the last snow storm. She can't do everything. You have one and a half people to do this whole place. You would need more people. Commissioner Burnham stated we have several people we use to help and we will try it and if it doesn't work we will try something different.

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION –

A. Maintenance Position

B. Personnel Policy

Motion made and duly approved to go in to Executive Session at 7:19pm to include Executive Director Collins and Assistant Executive Director Marisa Prior.

Motion made and duly approved to come out of Executive Session at 7:22pm.

Commissioner Bowsza made motion, 2nd by Commissioner Calsetta to approve correspondence for maintenance position. All in Favor. Motion passed.

Commissioner Bowsza made motion, 2nd by Commissioner Calsetta to accept the changes made to the personnel policy as presented. All in Favor. Motion passed.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 7:25pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

February 11, 2020

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

Jeanne Swicklas, Vice President read the minutes from the January 15, 2020 meeting and it was accepted by all in attendance.

Sharleen Craft, member-at-large read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$305.51 in the bank.

Words from our President

President Viola Andrews discussed some of the issues brought up during the January 28, 2020 East Windsor Housing Authority Board meeting.

"I'm happy to give our tenants good news." Park Hill has been approved by CHFA for three gazebos, six picnic tables and six park benches that will be accessible for walker and wheelchair users. The gazebos will be cemented even to the ground and will be made of wood. No more gazebos that can be blown over by heavy winds. These should be set up by spring.

Dzen Commercial Roofing has been selected as the contractor who will replace the community hall roof. This work will be started in the near future.

Repairs on unit #41 which was damaged by an accident will begin during the last week of January. Vacancy loss will be paid by the insurance company.

Oh Wednesday, February 19, 2020 at 10.00 a.m. Chief DeMarco will be at Park Hill to review the emergency evacuation plan for the East Windsor community, including Park Hill residents. He will answer questions and concerns. This is an important meeting and should be attended by all tenants.

Liability concerns regarding Tri-town Hockey League removing snow from tenants' cars was discussed. The decision was that any resident needing this service should sign a waiver stating students would not be liable for any damages to their car. This agreement would be between resident and student.

Last month we spoke about the voting for officers of the tenant association. In March we will be sending out notices to find out who may be interested in taking position of President, Vice President, Treasurer, Secretary and Member-at-large. In April we will send out election notices with nominees running.

"At our January tenant meeting I informed our members I was debating running for another two-year term as President. I've decided not to run for President, but will run for Vice President. In this position I can help our new President adjust to their new position. I will also continue our Reach Out Program for our sick and bereaved tenants.

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I believe in my five year position as President our greatest accomplishment was learning to work with Director Linda Collins and our Housing Authority board. By doing this our tenants were able to say what improvements were needed at Park Hill to make our community a better and safer place to live. We've fought many battles and won most and lost a few. I for one am proud of our Tenant Association accomplishments."

President Viola Andrews then opened the floor to tenant comment.

Maureen Prevetti and Sharleen Craft, member-at-large told Viola Andrews, President that she had done a good job and everyone agreed.

Jeanne Swicklas, Vice President said that she would run for president and Sharleen Craft said she would run for member-large.

It was discussed whether Maureen Prevetti would run for treasurer.

Maureen also stated that she wanted to be able to visit new tenants alone as part of a welcome wagon. Viola Andrews, president said that at least two people should be going together.

Sharleen Craft, social director asked whether we should do something for St. Patrick's Day. The discussion was tabled.

Viola Andrews, President announced upcoming events.

Director's meeting - Thursday, February 13, 2020 at 10:00 a.m.

Emergency Preparedness meeting - Wednesday, February 19, 2020 at 10:00 a.m.

Housing Authority Board Meeting - Tuesday, February 25, 2020 at 7:00 p.m.

The meeting was closed at 10:27 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
February 2020**

Resident Activities

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

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

On the first and third Friday of each month the residents have Game Night at 6:00pm which consists of board games and cards. All residents are welcome to attend. It's a great way to get out and socialize with other residents especially during the winter months.

Coffee Hour is scheduled every Tuesday morning and continues to be a popular event. Approximately 12 residents attended February's weekly Coffee Hour.

Community Programs

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. Four residents participated for the month of February.

Pam, our hairstylist was here on February 10th from 11:00am-2:00pm 4 residents made appointments to get their haircut. She only charges \$12.00 and has gone to apartments for some of our more homebound residents.

On January 28, 2020 at 1:00 pm Marlene Schemp from Way to Go CT was here to host a game of Transportation Bingo. Prizes were awarded. 4 residents attended this event. Way to Go CT offers information about all types of transportation for the State of CT which includes free and for fee transportation services.

Upcoming Services and Future Events

In the upcoming months some of the upcoming programs will include a presentation on the upcoming census, Diabetes Education and on how to maintain a healthy brain.

Services and Referrals

I assisted several residents with Safe Link, 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

February

2020

Management:

On Wednesday February 19th at 10:00am Chief Demarco and Deputy Hart came to Park Hill to discuss with the residents and staff the emergency evacuation plan for the entire East Windsor community including Park Hill. They were very informative with addressing questions regarding how to shelter in place, relocating to a designated town shelter (the high school) and the logistics with the process. They described how the emergency preparedness team prepares for emergencies and the steps that are taken when there is an actual emergency to ensure that all Town residents are safe and getting the assistance that they need. As a follow up to this discussion, I'll be developing an emergency evacuation plan for Park Hill.

The annual recertification process is in progress. Once a year per state guidelines we need to verify the income and assets of all Housing Authority residents. This is a requirement to determine the monthly rent amount for each resident and update the personal information such as emergency contacts.

Other Matters:

6 & 7 Acre Parcels

The preliminary architectural plans for the feasibility study are almost complete. Options for financing the developing the parcels is currently being researched. I'll be reaching out to other Housing Authorities who have recently developed new housing or rehabbed an existing property to discuss the financing programs they utilized.

501C3 Update

I met with Commissioners Betsy LeBoriosis and Denise Menard to create a mission statement and started creating a rough draft for a business plan that will be reviewed by the Pro Bono Partnership. We will continue to meet and keep the Board informed of our progress.

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Projects:

Small Cites Grant

Dave Holmes, the architect who is working on this project with us is finalizing the design plans for the bid documents. I'll be meeting with Dave and Kent Lewis our project consultant to discuss the project including the logistics with accommodating the residents when they need to leave their apartments while the work is being completed in their bathrooms.

Community Hall Roof Replacement

Dzen Commercial Roofing has completed this project. All the old shingles were removed and there were no unexpected repairs needed.

Vacancies

Unit #41 - The repairs in unit #41 are almost completed. This unit was damaged due to an accidental incident. The replacement windows needed to be special ordered. It is anticipated that they will be available and installed by March 1st.

We have two vacancies and one pending move out.

Respectfully Submitted,

Linda Collins

Executive Director