

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
FEBRUARY 17, 2021 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. Bowsza, and D. Menard were present.

Motion made and duly approved to go out of order to # **8. REPORT OF THE BOARD OF SELECTMEN** –

Deputy Selectman Marie DeSousa reported it is budget season, the town will be providing Covid-19 vaccinations at the annex, and on the 25th of this month there will be a food distribution at Southern Auto from 9:00am – 2:00pm. It is sponsored through the town of East Windsor and the East Windsor Hunger Action Team in conjunction with Southern Auto Auction.

Motion made and duly approved to go out of order to **17. EXECUTIVE SESSION** Pursuant to C.G.S. Sec. 1-200(6)(D) discussion of the selection or the lease, sale, or purchase of real estate.

Motion made and duly approved to go in to executive session at 7:05pm to include Executive Director Collins, Assistant Executive Director Marisa Prior and Jay Ussery of JR Russo Surveyors Engineers.

The Board came out of Executive Session at 7:59pm. No decisions were made in executive session.

Motion made and duly approved to go back to order.

2. MEETING MINUTES:

The minutes of the Special Meeting of January 27, 2021 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner LeBorious to approve the minutes as presented. All in favor –Motion carried.

The minutes of the Special Meeting of January 30, 2021 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 - None

4. PUBLIC COMMENT - None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –January 2021

9. REPORT OF THE TENANT ASSOCIATION – None

10. REPORT OF THE RSC

Hereto attached as Attachment A

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

Hereto attached as Attachment B.

12. POLICIES AND PROCEDURE

- A. 21 – 0001 Collection of Debts Owed to EWHA – Executive Director Collins presented the board with a new policy regarding debts owed to the housing authority. Motion made by Commissioner Menard, 2nd by Commissioner Bowsza to adopt policy 21 – 0001 as presented.

All in favor –Motion carried

13. UNFINISHED BUSINESS

- A. Solar Panel Agreement – Executive Director Collins shared the proposed agreement for the installation of solar panels on the community room. Linda will ask for a representative from the company to meet with the board at a later date to discuss the details.

14. NEW BUSINESS - None

15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

18. ADJOURNMENT

Motion made and duly approved to adjourn at 8:35pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

**Resident Services Report
East Windsor Housing Authority
February 2021**

Resident Activities: Beginning February 16th, there is a social distant coffee hour. Interested residents can call the HA to register for the coffee hour. A maximum of 6 attendees can participate at this time. Social distancing and mask parameters will be in place. If additional residents wish to participate an additional coffee hour will be held.

Community Programs: Community programs at this time include The Five Corner Cupboard for weekly food distribution, senior center Meals on Wheels with distribution day on Tuesday, Pauline's Stock Pot Kitchen with "grab and go meals" weekly on Friday beginning at 4p.m., and bimonthly Mobile Foodshare located at the St. Catherine's parking lot every other Thursday of the month. The Warehouse Point Library has activities available for adults-on-line Zoom book discussions, curbside pick up for books, audio materials and adult crafts. The library can provide assistance with copies, faxes, and scans of documents with a minimal per charge copy.

Upcoming Services and Future Events: Residents are scheduling their telephone conference calls with social services for energy assistance. Assistance with organizing paperwork and faxing the necessary documents to social services has been provided. Those ages 75 and over meeting the state guidance for the Covid vaccination have been assisted with scheduling their appointments for the vaccine. The contact phone number and email have been provided for scheduling appointments and inquiry. The residents are using a variety of settings for the vaccine including the Convention Center in Hartford, Pratt and Whitney in East Hartford, Manchester Hospital, VA, and the mobile clinic in East Windsor.

Services and Referrals: Information and updates have been provided to the residents regarding the second federal income stimulus check. Phone numbers and website information has been provided regarding the check payments. Residents have been made aware to check all mail to ensure they receive payment. This RSC can assist if payment is not received. Referrals and resident education have been provided for medical transportation through VEYO for NEMT (Non-Emergency Medical Transportation). Information and education has been provided in regards to the increase in SNAP benefits. Residents continue to reach out to this RSC as a point of contact for information regarding their social service benefits and to communicate their well-being. Phone calls are made routinely to check in on residents during Covid and the cold winter months for needs. In addition, the Institute on Aging's "Friendship Line" has been made available. It is a warm line taking non-urgent calls for older adults who may be feeling lonely, especially during the isolation of Covid.

Respectfully Submitted,
Carolyn Kita
Resident Services Coordinator

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Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

February

2021

Management:

On Friday February 12th, the Rotary Club will be delivering 84 gift bags for our residents. They will be filled with Covid related necessities such as masks and hand sanitizer. Many thanks to Commissioner Menard, a member of the Rotary Club, in helping to arrange to have Park Hill receive these gift bags.

Also, on February 12th, the Lyons club will be delivering boxes of food for our 84 households. Each box will include a full meal. The Park Hill staff will coordinate the delivery of the boxes to our residents.

We are very appreciative of the generous contributions from our East Windsor community organizations as we continue to recover from the pandemic and this long winter. Thank you!

Marisa and I continue to work with our fee account and auditing firm on the audit for fiscal years ending 2019-2020. An extension has been approved by DOH and CHFA. Due to Covid 19 the state is granting another extension until March 31st 2021. The original due date was December 31, 2020.

The application for the CHFA Resident Program Grant requesting \$2,000 the maximum allowable amount has been submitted. This state program has been created to assist residents during the pandemic. We are planning on purchasing Dollar General gift cards for \$25. The Housing Authority will be contributing a total of \$16. We are hopeful that our application will be approved.

Every year according to state guidelines we need to verify the income and assets of our residents to determine their rent effective July 1st of each year. We are currently working with our residents with this recertification process. Everyone must be recertified by February 28th.

Other Matters:

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Eversource Energy Efficient Program

The CHFA Small Improvement Program application requesting funds for the remaining balance of \$6,762.16 for the lighting project for exterior and interior lights has been approved and payment has been received. As a result, there will be no expense to the Housing Authority for this project.

6&7 Acre Parcels/Feasibility Study

There are no updates at this time regarding the feasibility study.

Solar Panels

I'll review the proposed agreement for the installation of the solar panels with the Commissioners at our Board meeting.

Projects:

Sewer line Back Up

It has been determined that there is a blockage in the sewer line for two of our adjoining apartments. This is due to tree roots that have penetrated into the sewer lines causing backups in these two units. The lines are functioning for now, but it is just a matter of time before they back up once again. I am currently getting quotes to resolve this issue within the next few weeks.

Tub to Shower Conversion – CDBG Funding

This project was put on hold due to the pandemic. In order to be in compliance with state guidelines, it does need to go out to bid once again. It is anticipated that including the bidding process, we will be able to begin the conversion in early Spring.

Vacancies

We have one vacancy and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director