

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
APRIL 21, 2021 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, D. Menard. , E. LeBorious and L. Calsetta were present

2. MEETING MINUTES:

The minutes of the Regular Meeting of March 17, 2021 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner LeBorious to approve the minutes as presented. In favor – Burnham & Bowsza. Abstained – LeBorious & Calsetta. Motion carried.

3. ADDED AGENDA ITEMS – Motion made and duly approved to add #14 New Business, 2021/2022 Budget and to #17 Executive Session B. C.G.S. Sec. 1-200 (6)(A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –March 2021

8. REPORT OF THE BOARD OF SELECTMEN - Deputy First Selectman Marie DeSousa reported they've been working on the budget. Commissioner LeBorious asked if the town was looking at money from the CARES Act. Deputy First Selectman DeSousa stated they were looking at getting a consultant to assist with the process. She also mentioned that next Thursday, the 29th they will be distributing food again at Southern Auto. Commissioner Burnham commented that it was good to see Marie, she looked good and he thanked her for being there.

9. REPORT OF THE TENANT ASSOCIATION – None

10. REPORT OF THE RSC

Hereto attached as Attachment A

11. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins
Hereto attached as Attachment B.

12. POLICIES AND PROCEDURE - None

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS – 2021/2020 Budget
Hereto attached as Attachment C.

Executive Director Linda Collins shared the proposed 2021/2022 budget with the commissioners.

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15. PUBLIC COMMENT – None

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION

A. Pursuant to C.G.S. Sec. 1-200(6) (D) discussion of the selection or the lease, sale, or purchase of real estate.

B. Pursuant to C.G.S. Sec. 1-200 (6) (A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

Motion made and duly approved to go in to executive session at 8:05to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior.

The Board came out of Executive Session at 8:37pm.

Commissioner Menard made motion and 2nd by Commissioner Bowsza to approve raises for staff, \$1.00 for a maintenance staff employee, 2%, for another maintenance staff employee, and 5% for an office staff employee. All in Favor – Motion passed.

Commissioner LeBoriosis made motion and 2nd by Commissioner Calsetta to approve the 2021/2022 budget with discussed changes. All in favor – Motion passed

18. ADJOURNMENT

Motion made and duly approved to adjourn at 8:40pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

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

Resident Activities: *A second socially distance coffee hour was attended on March 16th. Six were in attendance. Feedback was provided from those in attendance for opening up the community hall and scheduling activities. Looking to open the community hall to limited resident activities with Covid 19 guidelines.*

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 Friday of the month (No Mobile Foodshare on Friday, April 2nd). One Farms to Families food distribution was scheduled at Southern Auto Auction on March 25th and 26th with a total of 84 boxes supplied to residents. East Windsor Community Wellness Association provided face masks for distribution to residents. EWCWA assists with free medical equipment for long term and short term use to support community wellness. This RSC is looking to obtain additional File for Life from the East Windsor Ambulance to update resident medical information and have it readily available for emergencies.*

Upcoming Services and Future Events: *Continue with phone calls to get remaining residents scheduled for the Covid vaccine. Follow up phone calls have been made to residents receiving the first and second dose of vaccine to monitor outcomes related to potential side effects. Updating Resident Assessment forms and will begin to schedule meetings with residents to update their health information and emergency contacts to maintain resident safety and continuity of care. Continue to plan event/s to recognize our older adult residents in May for National Older Americans Month.*

Services and Referrals: *Two referrals have been made for Food Pantry assistance. Assistance provided for SNAP benefit application due to expired benefit due to lack of renewal. Assistance with applications for government provided Life Line phone through Assurance Wireless. Assistance with DSS paperwork for application renewals. Continue to update residents on Economic Stimulus payments and assist with resident inquiries. Assisted one resident at their request with filing for the first stimulus payment that was not received. 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 and home visits have been made of all residents to routinely check in during this extended time of isolation due to Covid to inquire of needs.*

*Respectfully Submitted,
Carolyn Kita, Resident Services Coordinator*

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Attachment B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

April

2021

Management:

The audit is almost completed. There was another extension approved by CHFA and DOH until April 30th. Due to the state recovering from the pandemic there have been several requests for extensions for various reporting requirements from a number of agencies.

The annual budget for Park Hill is almost completed and will be discussed with the Commissioners at our next Board meeting on Wednesday, April 21st.

Carolyn our Resident Services Coordinator continues to reach out to our residents with updates on the importance of getting vaccinated and locations of clinics. She can also assist with coordinating transportation.

Other Matters:

6&7 Acre Parcels/Feasibility Study

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

Projects:

Solar Panels

At our last Board meeting the commissioners approved the Installation of solar panels for our community hall. The Green Bank is coordinating with the installer, Green Earth for a start date.

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Gazebos

The gazebos are being assembled by our maintenance staff. Before we can complete them, the footings need to be poured. The contractor who is doing the work has contacted the Building Department to apply for a permit. He was told that the Housing Authority needs to apply for a zoning permit before a building permit can be approved. I will be working on the zoning application.

Sewer line Back Up

Our commissioners approved to have the sewer lines repaired between units #23 and #24 by John Holden. I am waiting to hear back from him for a start date.

Tub to Shower Conversion – CDBG Funding

On April 7th there was a mandatory walk through at Park Hill for any contractor interested in submitting a bid for this project. Six contractors showed up for the walk through. Bids will be opened on April 22nd at 2:30pm via zoom.

Vacancies

We have four vacancies and two pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director

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Attachment C

PROJECTED ANNUAL OPERATING BUDGET SPREAD FORMAT

The highlighted blue cells will automatically calculate 5% of Line 1 - Rent Revenue-Gross Potential (Tenant's Portion). A comment has been added to each cell that you may overwrite the calculation.

Asset Management - Multifamily Housing

Development Name: Park Hill
CIFA Number:

HUD #:
State Project (4): ESI E89 E175
Mortgage (Owner): East Windsor Housing Authority

Fiscal Year-End: 2022
Beginning: 07/01/2021

Prepared By: Linda Collins
No. of Units: 84

*** = 9 months Actual plus 3 months Projected**

1	Rent Revenue- Gross Potential (Tenant's Portion)	3100	5120	330,500	330,324	27,542	27,542	27,542	27,542	27,542	27,542	27,542	27,542	27,542	27,540	330,500
2	Rental Income-Excess of Base	3100.1	5120.1	105,096	105,096	8,758	8,758	8,758	8,758	8,758	8,758	8,758	8,758	8,758	8,758	105,096
3	Tenant Assistance Payments (HAP Receipts)		5121													0
4	Tenant Assistance Payments (RAP Receipts)	2811	5121.1													0
5	Tenant Assistance Payments (RAP Receipts)		5121.2													0
6	Tenant Assistance Payments (RAP Receipts)		5121.3													0
7	Rent Revenue- Stores & Commercial	3300	5140													0
8	Rent Revenue- Garage & Parking		5170													0
9	Flexible Subsidy Revenue		5180													0
10	Miscellaneous Rent Revenue	3120/3300	5190													0
11	Excess Rent	3100.1	5191													0
12	Excess Utilities	3110	5191.1													0
13	Rent Revenue- Insurance		5192													0
14	Special Claims Revenue		5193													0
15	Related Excess Income	3220	5194													0
16	Total Rent Revenue (CPI @ 100% Occupancy)		5190	435,596	435,420	36,300	36,300	36,300	36,300	36,300	36,300	36,300	36,300	36,298	435,596	
17	Apartments- Vacancy	3210	5200	8,708	8,708	726	726	726	726	726	726	726	726	724	8,708	
18	Stores & Commercial- Vacancy		5210												0	
19	Rental Concessions		5220												0	
20	Garage & Parking- Vacancy		5230												0	
21	Miscellaneous (Other Vacancy)		5240												0	
22	Total Vacancies		5200	8,708	8,708	726	726	726	726	726	726	726	726	724	8,708	
23	Net Rental Revenue (Rent Revenue Less Vacancy)		5125N	426,888	431,496	35,574	35,574	35,574	35,574	35,574	35,574	35,574	35,574	35,574	426,888	
24	Elderly & Congregate Serv. Income (attach schedule)		5300												0	
25	Financial Revenue- Project Operations	3610	5410												0	
26	Revenue from Investments- Residual Receipts		5430												0	
27	Revenue from Investments- Replacement Reserves		5440												0	
28	Revenue from Investments- Miscellaneous		5490												0	
29	Total Financial Revenue		5400	212	212	18	18	18	18	18	18	18	18	17	212	
30	Laundry & Venting Revenue	3620	5910	4,200	4,184	350	350	350	350	350	350	350	350	350	4,200	
31	NSF & Late Fees		5915			27	27	27	27	27	27	27	27	25	300	
32	Damages & Cleaning Fees		5930	300	0	25	25	25	25	25	25	25	25	25	300	
33	Forfeited Tenant Security Deposits		5940												0	
34	Sales & Service to Tenants (including Cable TV fees)	3510	5943												0	
35	Interest Reduction Payments		5945												0	
36	Grant Income-Capital Grant-Unrestricted		5980												0	
37	Grant Income-Capital Grant-Temporarily Restricted		5981												0	
38	Miscellaneous Revenue	6100	5990	18,930	19,214	1,578	1,578	1,578	1,578	1,578	1,578	1,578	1,578	1,575	18,930	
39	Total Other Revenue		5900	23,750	23,678	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,975	23,750	
40	TOTAL REVENUE		5900	450,450	455,587	37,572	37,572	37,572	37,572	37,572	37,572	37,572	37,572	37,564	450,450	

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PROJECTED ANNUAL OPERATING BUDGET PRE-AD FORMAT

M 6-12(a) (Rev. 10/2016)

Development Name: Park Hill
HFA Number:

HUD #:
State Project # (S): E51 E89 E175
Mortgage (Owner): East Windsor Housing Authority

Fiscal Year-End: 2022
Beginning: 07/01/2021

Prepared By: Linda Collins
No. of Units: 84

Asset Management - Multifamily Housing

The highlighted blue cells will automatically calculate 5% of Line 1 - Rent Revenue-Gross Potential (Tenant's Portion). A comment has been added to each cell that you may overwrite the calculation.

* = 9 months Actual plus 3 months Projected																	2022
Former SSHP			2021														2022
HUDCHFA			Note: Input your amounts as either whole numbers or actual numbers; however, the amounts will be displayed as a whole number only.														2022
Acct. #			Acct. #														2022
Description of Account			BUDGET														TOTAL
			ACTUAL*														
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
41	Conventions & Meetings	4153	6203	2,000	663	167	167	167	167	167	167	167	167	165	165	2,000	
42	Management Consultants	6204	6210														
43	Advertising & Marketing	6210	6235	540	433	45	45	45	45	45	45	45	45	45	45	540	
44	Apartment Resale Expenses (Coops)	4152	6230													0	
45	Other Renting Expenses	4152	6230													0	
46	Office Salaries	4120	6310	102,379	108,667	8,532	8,532	8,532	8,532	8,532	8,532	8,530	8,530	8,531	102,379	17,820	
47	RSC DOH Grants Only	6310.1	17,820	16,279	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	0	
48	Office or Model Apartment Rent	4120.1	6312													0	
49	Compensated Absences - Administrative Salaries	4120.1	6313													0	
50	Office Supplies	4151	6315	1,575	1,548	132	132	132	132	130	130	130	129	1,575	1,575	0	
51	Management Fee	4132	6320													0	
52	Manager or Superintendent Salaries	6330	6330													0	
53	Administrative Rent Free Unit	6331	6331													0	
54	Legal Expense (Project)	4130	6340	2,800	1,271	233	233	233	233	233	233	233	233	237	2,800	0	
55	Audit Expense	4130	6350	0	6,500	0	0	0	0	0	0	0	0	0	0	0	
56	Bookkeeping Fee/Accounting Services	4131	6351	3,500	2,500	292	292	292	292	292	292	290	290	3,500	3,500	0	
57	Telephone & Answering Service	4820	6360	1,535	1,236	128	128	128	128	128	128	128	128	127	1,535	0	
58	Bad Debts	4820	6370													0	
59	State Service Charge - Administrative	4716	6380													0	
60	Miscellaneous Administrative Expenses	6390	6390	14,187	13,880	1,182	1,182	1,182	1,182	1,182	1,182	1,182	1,182	1,185	14,187	0	
61	Fuel Oil/Coal	4340	6420	1,375	1,401	115	115	115	115	115	115	115	115	110	1,375	0	
62	Electricity	4320	6450	14,000	15,991	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,165	14,000	0	
63	Water	4310	6451	4,500	6,053	375	375	375	375	375	375	375	375	375	4,500	0	
64	Gas	4330	6452	4,200	4,007	350	350	350	350	350	350	350	350	350	4,200	0	
65	Sewer	4360	6453	600	600	50	50	50	50	50	50	50	50	50	600	0	
66	Cable Television	4350	6454													0	
67	Total Utilities Expense	4410.1	6400T	24,675	28,052	2,057	2,057	2,057	2,057	2,057	2,057	2,057	2,057	2,048	24,675	0	
68	Compensated Absences - Maintenance Wages	4410.2	6511		0											0	
69	Janitor & Cleaning Payroll	4410.2	6516	250	230	21	21	21	21	21	21	21	20	230	250	0	
70	Janitor and Cleaning Supplies	4430.1	6517	350	0	29	29	29	29	29	29	29	29	31	350	0	
71	Janitor and Cleaning Contracts	4430.2	6519	3,500	5,033	292	292	292	292	292	292	292	290	3,500	3,500	0	
72	Extensive Cleaning Contracts		6521													0	
73	Operating & Maintenance Rent Free Unit	4430	6522	85	103	45	40							85	85	0	
74	Extensive Cleaning Supplies	4710	6525	13,000	12,592	1,083	1,083	1,083	1,083	1,083	1,083	1,086	1,084	1,083	13,000	0	
75	Garbage & Trash Removal	4430.3	6530													0	
76	Security Payroll Contracts		6531													0	
77	Security Rent Free Unit		6535													0	
78	Grounds Payroll	4410.3	6536	625	865	51	51	51	51	51	51	55	56	51	625	0	
79	Grounds Supplies	4430.4	6537	1,500	1,467	125	125	125	125	125	125	125	125	125	1,500	0	
80	Grounds Contracts	4410	6540	68,950	68,937	5,745	5,745	5,745	5,745	5,745	5,745	5,750	5,750	5,750	68,950	0	
81	Repairs Payroll	4420	6541	2,640	2,765	220	220	220	220	220	220	220	220	220	2,640	0	
82	Repairs Material	4430	6542	15,000	16,513	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	0	
83	Elevator Maintenance Contract	4430.5	6545													0	
84	Heating/Cooling Repairs & Maintenance	4430.6	6547	9,300	5,616	775	775	775	775	775	775	775	775	775	9,300	0	
85	Swimming Pool Maintenance Contract		6548													0	
86	Snow Removal		6548	2,500	1,987	0	0	0	0	0	0	0	0	0	2,500	0	
87	Decorating (Painting) Contract/Payroll	4440	6560	935	1,288	102	102	102	102	102	102	100	100	100	1,288	0	
88	Vehicle & Maint. Equip. Operation & Repair	4500	6561	500	736	78	78	78	78	78	78	78	78	77	935	0	
89	Miscellaneous Operating & Maintenance	6200	6570	550	5,731	375	375	375	375	375	375	44	44	46	550	0	
90	Total Operating & Maintenance Expenses	6500T	124,905	124,054	10,237	10,232	10,192	10,192	10,192	10,192	10,192	10,196	10,199	10,196	10,193	124,905	

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PROJECTED ANNUAL OPERATING BUDGET SPREAD FORMAT

HM-6-12(a) (Rev. 10/2016)

Development Name: Park Hill

HUD#:

Fiscal Year-End: 2022

Prepared By: Linda Collins

CHFA Number:

State Project #6: E31 E39 E175
Mortgage (Owner): East Windsor Housing Authority

Beginning: 07/01/2021

No. of Units: 84

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Asset Management - Multifamily Housing

* = 9 months Actual plus 3 months Projected																			2022	
Description of Account		Former SHHP Acct. #	HUDCHFA Acct. #	2021	2021	Note: Input your amounts as either whole numbers or actual numbers; however, the amounts will be displayed as a whole number only.												2022		
				BUDGET	ACTUAL*	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL		
94	Real Estate Tax	4715	6710	19,800	19,801	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	19,800		
95	Payroll Taxes (project share)	4161	6711	14,857	14,379	1,238	1,238	1,238	1,238	1,238	1,238	1,238	1,238	1,238	1,238	1,238	1,239	14,857		
96	Miscellaneous Taxes, Licenses, Permits		6719														0	0		
97	Property & Liability Insurance	4711	6720	28,625	28,510	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,390	28,625		
98	Fidelity Bond Insurance		6721														0	0		
99	Workers' Compensation		6722	4,705	4,936	392	392	392	392	392	392	392	392	392	392	392	393	4,705		
100	Health Insurance & Other Employee Benefits	4160	6723	20,000	17,356	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,665	1,665	20,000		
101	Pension Expense		6724														0	0		
102	Other Post-Employment Benefits Expense		6725														0	0		
103	Other Insurance		6729	3,080	2,278	257	257	257	257	257	257	257	257	257	257	255	255	3,080		
104	Total Taxes & Insurance		6700	91,067	87,761	7,589	7,589	7,589	7,589	7,589	7,589	7,589	7,589	7,589	7,589	7,585	7,592	91,067		
105	Elderly & Congregate Serv. Expense (attach schedule)		6900														0	0		
106	TOTAL OPERATING EXPENSES (Before Depr. & Interest)		6000T	386,983	393,034	32,079	32,074	32,034	32,034	32,659	32,659	32,659	32,659	32,036	32,037	32,026	32,027	386,983		
107	OPERATING INCOME (LOSS) (Before Depr. & Interest)		59607T	62,367	62,353	5,493	5,498	5,538	5,538	4,913	4,913	4,913	4,913	5,536	5,535	5,540	5,537	63,867		
108	Mortgage Principal & Interest- CHFA Debt		1001-BI														0	0		
109	Mortgage Principal & Interest- Other Debt		1002-BI														0	0		
110	Mortgage Insurance Premium Service Charges		6880-BI														0	0		
111	Miscellaneous Financial Expenses		6890-BI														0	0		
112	Total Financial Expenditures		1000-BI		0	0	0	0	0	0	0	0	0	0	0	0	0	0		
113	Replacement Reserve Deposits		1310-BI		27,091	4,979	4,979	4,979	4,979	4,979	4,979	4,979	4,979	4,979	4,979	4,979	4,979	59,748		
114	Operation & Maintenance Escrow Acct. Deposits		1320-BI														0	0		
115	Operating (Other) Reserve Deposits		1330-BI														0	0		
116	CASH FLOW AFTER DEBT SERVICE		1300-BI	4,119	35,262	514	519	559	559	(66)	(66)	(66)	(66)	557	556	561	558	4,119		
117	Capital Improvements- Building (attach schedule)		1410-BI		13,080	8,448	1,090	1,090	1,090	1,090	1,090	1,090	1,090	1,090	1,090	1,090	1,090	13,080		
118	Capital Improvements- Equipment (attach schedule)		1420-BI														0	0		
119	Operation & Maintenance Escrow Acct. Releases		1430-BI														0	0		
120	Replacement Reserve Releases		1440-BI														0	0		
121	Operating Reserve Releases		1450-BI														0	0		