

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 21, 2023 MINUTES

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 6:30 p.m. by Chairman J. Burnham, Commissioners A. Bowsza, M. Simmons, S. Tripp and M. Wyse were present.

Also in attendance were neighboring residents N. Callaway and S. & B. Cote.

2. MEETING MINUTES:

The minutes of the Regular Meeting of May 17, 2023 were reviewed by all Commissioners present. Commissioner Tripp made motion, 2nd by Commissioner Wyse to approve the minutes as presented. All in favor –motion passed.

3. ADDED AGENDA ITEMS –Motion made and duly approved to add The Town of East Windsor Sexual and Other Unlawful Harassment Policy to #12 Policies and Procedure as item A and EWHA Sexual and Other Unlawful Harassment Policy as item B.

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY – Dave Holmes, Capital Studies

Dave reviewed architectural drawings for the 6 & 7 acres with all in attendance.

Motion made and duly approved to recess for a few minutes 7:00pm. Motion made and duly approved to come out of recess at 7:10pm

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –

A. May 2023

8. REPORT OF THE BOARD OF SELECTMEN – None

9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, 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

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 21, 2023 MINUTES**

12. POLICIES AND PROCEDURE –

A. Town of East Windsor Sexual and Other Unlawful Harassment Policy

The commissioners were given a copy of the policy from the town. All town board members are now required to review and sign off on the new policy.

B. ESHA Sexual and Other Unlawful Harassment Policy.

The commissioners reviewed the policy with requested changes made. Commissioner Tripp made motion, 2nd by Commissioner Simmons. All in favor – motion passed.

14. NEW BUSINESS – None

15. PUBLIC COMMENT – None

16. SUGGESTION BOX –

Executive Director Linda Collins updated the commissioners on a suggestion submitted last month. The housing authority will purchase grabbers for all 3 laundry rooms to assist in removing clothes from the top dryers and will add soft cushioned chairs for residents to sit on while waiting for their laundry.

17. EXECUTIVE SESSION – None

18. ADJOURNMENT -

Motion made and duly approved to adjourn at 7:35 pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 21, 2023 MINUTES

Attachment A

Tenant Association Meeting
May 25, 2023

Attendants – 6

- Reminder community picnic is going to be June 9th at 12 noon.
- Concerns expressed over the EW Housing Commissioner's comment that a tenants split unit will not be replaced, instead they will be provided with a window air conditioner. Great concerns were expressed about this option and they would like to discuss this further with the EW Housing Authority.
- A tenant mentioned the outside wires to the air conditioner units need to be insulated.
- Laverne, our Treasurer, mentioned the monies in our account are stable.
- Lastly, a reminder that we will be meeting on the 1st Monday of each month to prepare for the craft and bake sale in November.

Respectably Submitted,
Mary L Wyse, Secretary

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 21, 2023 MINUTES

Attachment B

Resident Services Report
East Windsor Housing Authority
June 2023

Resident Activities:

- Tenant association bi-monthly social hour and BINGO in the community hall.
- Friday evening games and Sunday Wii bowling, movies.
- Monthly tenant association meeting and monthly director's meeting.
- Prior month organizing of tag and bake sale.

Community Programs:

- Five Corner Cupboard: Open weekly on Tuesday 9:00-5:30.
- Meals on Wheels/Congregate Meals East Windsor Senior Center.
- Pauline's Kitchen Summer hours Wednesday and Friday grab-n-go lunch. (closed for break following 6/16/2023 dinner and re-open for summer schedule)
- Foodshare bi-monthly distribution at St. Catherine's Church, other times and locations posted on the Housing Authority community memo board.
- Senior center June calendar posted to RSC community board/Dial-A-Ride information.
- June community board at RSC's office "Take-It-Down and Read It: National Elder Abuse Awareness Day, June 15, 2023.
- Deterra medication disposal system. Available to residents to dispose of outdated medications safely.
- Live Well series sponsored by DPH, ADS, NCAAA sign up information posted---June-July Healthy Bowels series.
- RSVP Program sponsored by North Central Area Agency on Aging and CRT—assisting with scheduling and transportation for vaccines.

Upcoming Services and Future Events:

- UCONN extension program, SNAP-education will be providing the last of the four part series Seniors Eating Well on June 16th with the focus on low sodium meals.
- Annual Park Hill Picnic on June 9th was well attended.
- Monthly Meet and Greet—Review community programs with new tenants and current residents interested in refreshing their awareness of community services.
- Working to schedule First Choice Dental Bus for summer and possibly Medical Bus. Looking for feedback from residents of need.
- Generated Park Hill survey for program interests and awaiting feedback.
- National Ice Cream Month—celebrate with a sundae social.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 21, 2023 MINUTES**

Services and Referrals:

- DSS application assistance for SNAP renewals and applications, MSP, “Spend-Downs”, Medicaid.
- Home Care for Elders Program (application and paperwork assistance)/communicating with DSS and CCC (formerly CCCI) caseworkers when needed to expedite programming.
- Renter’s Rebate program assistance as needed (paperwork retrieval/organization and submissions).
- Transportation assistance—scheduling and coordinating medical appointments /vaccine appointments with transportation services.
- Assistance with coordinating medical appointments and doctor referrals.
- Assist with call to Medicare and insurance companies (Advantage Plans) to determine benefits.
- Technology assistance—government cell phones activation/maintenance/program renewals/ACP program for internet access.
- Update RSC memo board with DSS/Social Security updates and community programming.
- Referrals made to EW Social Services and Five Corner Cupboard for services and supports.

Continuing Education:

- NCLER Recorded Webinar: Elder Abuse: Prevention, Intervention and Remediation.

Finalized getting Park Hill residents registered for Energy Assistance through the East Windsor Social Services. Continue to search out programming pertinent to Park Hill residents. On May 11, 2023 the National Public Health Emergency ended. Benefits connected with this health emergency including Medicaid redeterminations expired. Some residents on Medicaid have been delinquent of paperwork as they were not aware or missed the redetermination process causing them to be dropped from Medicaid. Reapplying to the program has been tedious and overwhelming as I continue to assist residents in recovering their social security benefits and insurance. Residents concerned with their reduced SNAP benefit are encouraged to update their portals as of July 1st congruent with adjustments in lease contracts. Rental expenses are factored into SNAP income.

Respectfully Submitted,
Carolyn Kita
Resident Services Coordinator
June 20th, 2023

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 21, 2023 MINUTES**

Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

June 2023

Management:

The 2023-2024 budget for Park Hill was approved by our CHFA asset manager. The East Windsor Housing Authority budget will be reviewed at our next Board meeting.

The Connecticut House of Representatives recently announced the passage of a bill that will require mandatory reporting to the Department of Social Services by Housing Authority staff regarding any elderly person who has been abused, neglected, exploited, or abandoned. Other individuals who are considered "mandated reporters" include, medical providers, police, home care workers and nursing home staff and other people who have contact or oversee the care of the elderly. It is the law now for mandated reporters to contact the Department of Social Services within 24 hours when they have a reasonable cause to suspect that an elderly person has been abused. Mandated reporters will be required to take a training developed and offered by the State of Connecticut.

I attended the Board of Selectmen meeting on Thursday, June 1st to request that our PILOT payment continue to remain at 5%. This request was approved effective July 1st, 2023 through June 30th 2026. Many thanks to Jason Bowsza the First Selectman and the entire Board for their continued support.

Other Matters:

Replacing Mini Splits

The update on the program funding through Eversource to replace the mini splits is that there is a maximum of pay out of \$750 per unit depending on the weight of each mini split. I'll be getting more information from the company that we are currently using to service our units and share this information at our next Board meeting.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 21, 2023 MINUTES**

Connecticut Investment Fund

Since the Community Investment Fund (CIF) approved the funding to extend the public water lines along Windsorville and Old Ellington Road to include Park Hill and the 6 & 7 acres there have been no updates.

6&7 Acre Parcels/Feasibility Study

Dave Holmes will be presenting the latest elevation plans at our next Board meeting for the proposed housing developments on the 6 & 7 acres. I invited our neighbors along Reservoir Ave and Windsorville Rd to attend.

Applying for 501 C 3 Status

I am anticipating that I will have an update on the 501c3 application at our next Board meeting on June 21st.

Projects:

I'm in the process of notifying our residents who qualify to either have their apartment, painted, carpet replaced or both. A resident must reside at Park Hill for five years to have their apartment repainted and ten years to have their apartment recarpeted. I have spoken with the painter who will be doing the work to anticipate that we will have at least two apartments ready to be painted within the next two weeks.

Power Washing

Maintenance has been recently working on a few vacant units. As soon as they are completed, they will start power washing the buildings.

We have one vacancy and one pending move out.

Respectfully Submitted,

Linda Collins

Executive Director