

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 25, 2019 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, M. DeSousa, and A. Bowsza were present. Commissioner E. LeBorious was absent.

2. MEETING MINUTES:

A. Regular Meeting May 28, 2019

The minutes of the Regular Meeting of May 28, 2019 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Calsetta to approve the minutes as presented. Commissioner DeSousa abstained from voting as she was absent from the meeting. All in favor - Motion carried.

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add Parking Policy to #13 Unfinished Business as 13A and Smoking Policy as 13B, and Personnel Policy to Executive Session.

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY –

Executive Director Linda Collins reported that she reached out to the surrounding neighbors of the 7 & 6 acre parcels to notify them of tonight's meeting. B. Cote and S. Rauschenbach were the only neighbors to attend. Capitol Studio was not able to attend but will be at the July meeting. The attending neighbors did not have any questions.

6. LEGISLATIVE BILLS AND COMMUNICATIONS - None

7. FINANCIAL REPORTS – May 2019

Motion made to acknowledge financials, motion carried.

8. REPORT OF THE BOARD OF SELECTMEN – None

9. REPORT OF THE TENANT ASSOCIATION BOARD –

Hereto attached as Attachment A

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

11. REPORT OF THE EXECUTIVE DIRECTOR – Hereto attached as Attachment C

12. POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS –

A. Parking Policy – Executive Director Collins shared with the commissioners a map of Park Hill with all the parking spaces listed. The commissioners would like more information for the July meeting. Executive Director Collins will send out a notice to all residents reminding them that visitors are to park in designated visitor parking only.

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 25, 2019 MINUTES**

B. Smoking Policy - Executive Director Collins shared with the board a letter from a resident regarding the burning of a candle for religious reasons. The Board would like Executive Director Collins to obtain additional information for the July meeting.

14. NEW BUSINESS - None

15. PUBLIC COMMENT –

Jeanne S. #20 – Are the stop signs going to be reinstalled? People are going to fast down the hill and you can't see if you're pulling out because of the dumpsters.

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION – Personnel Policy

Motion made and duly approved to go in to Executive Session at 8:15pm to discuss the Personnel Policy to include Executive Director Collins and Executive Assistant Marisa Prior.

Motion made and duly approved to come out of Executive Session at 8:40pm.

Commissioner DeSousa made motion, 2nd by Commissioner Bowsza to approve the job description for the Assistant Executive Director and the updated job description for the Executive Assistant as presented to the Personnel Policy. All in favor – Motion carried.

Commissioner DeSousa made motion, 2nd by Commissioner Calsetta to approve the addition of "Emergency Time Off" as presented to the Personnel Policy. All in favor – Motion carried.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 8:45pm.
All in favor – Motion carried.

Respectfully submitted,

Marisa Prior

Recording Secretary

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 25, 2019 MINUTES

Attachment A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

June 11, 2019

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 seven member residents.

Jeanne Swicklas, Vice President read the minutes from the May 14, 2019 meeting and they were 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 \$383.93 in the bank.

Words from our President

President Viola Andrews discussed some of the issues brought up during the May 28, 2019 East Windsor Housing Authority Board meeting.

Patrick Mancuso from Capital Studios presented updates on the feasibility study he's preparing on the six and seven acre parcels. Some neighbors of the seven acre parcel also attended and expressed their concerns about what may be built on it.

Director Linda Collins set up a meeting between Senator Saud Anwar and residents on Tuesday June 11, 2019 at 1:00 p.m. He will discuss issues important to our community and will answer resident questions.

Two computers have been donated to the Park Hill community. The computers will be located in the Community Hall for residents to use. Our Director is looking for someone from the community who may be willing to be available for teaching sessions or to answer questions as needed.

Many residents who are concerned about parking issues attended the meeting. Director Linda Collins discussed a designated parking plan used by another Housing Authority. Each tenant is given a parking permit and a number that may be different from your apartment number. They provide visitor and home aide parking. If a car has no permit and parks too long it can be towed out. Tenants felt that the system might be confusing and might not work here. Tenant Joanna Dube said her daughter's community has designated parking by apartment number and that it works very well there. She also feels that there are too many parking signs here that hinder snow plowing in the winter. The Board members felt that this issue needs more study and tabled it until next month's meeting.

Viola Andrews, President then opened the floor to tenant comments.

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 25, 2019 MINUTES

Upcoming events were announced.

Director's meeting - Thursday, June 13, 2019 at 10:00 a.m.

Meet and Greet with Senator Saud Anwar was changed to Monday, June 17, 2019 at 1:00 p.m.

Ice Cream Social - Sunday June 23, 2019 at 4:00 p.m.

Board of Commissioners' meeting - Tuesday, June 25, 2019 at 7:00 p.m.

Renter's Rebate - Wednesday, June 26, 2019 - call for an appointment

Pot Luck Supper - Friday, June 28, 2019 at 5:00 p.m.

The meeting was closed at 10:18 a.m. by Viola Andrews, President.

Respectfully submitted by,
Jeanne Swicklas
Vice President

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 25, 2019 MINUTES**

Attachment B

**Resident Services Report
East Windsor Housing Authority
June 2019**

Resident Activities

The residents continue to enjoy Coffee Hour every Tuesday morning from 9am to 10am and approximately 10 to 12 residents attend this weekly event.

The next Pot Luck Supper will be held on June 28th at 5 pm. This continues to be a popular social event.

We continue to have Bingo every Wednesday. There are approximately about 6 to 8 residents that participate every week.

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

Community Programs

Food share has a mobile truck that continues to distribute free food from the Saint Catherine's parking lot every other Friday. Several of our residents participate with this program.

Pam, our hairstylist was here on June 10th from 10:00am to 2 :00pm and 6 residents made appointments to get their haircut. She has built a client base and her appointments are full almost every time she is here.

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-10:00am. 5 residents participated for the month of June.

Upcoming Services and Future Events

Many of the Park Hill residents are excited about the Housing Authority Small Improvement Grant Program. I will be working with the Executive Director on the application process. This program is designed to provide the Park Hill residents with engagement programs such as exercise, educational programs to directly improve the quality of life for Park Hill residents. The residents have expressed interest on having Computer classes.

Services and Referrals

I assisted several residents with Food Stamps, Medicare, Assurance Wireless, and other various entitlement programs that the residents benefit from. 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

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 25, 2019 MINUTES**

Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

June

2019

Management:

The East Windsor Police Department donated two computers to the Park Hill community for our residents to use. The Connecticut Housing Finance Authority (CHFA) currently has funding available for resident programs. Along with our Resident Services Coordinator, we will be submitting an application to fund an instructor to teach our residents how to use a computer. The minimum amount that we can request is \$1,000 and the maximum is \$5,000. We will also be exploring other programs and activities to include in the application.

Marisa, our Executive Assistant and I have begun interviewing accountants to periodically review our quarterly financials and CHFA reports and be available for questions particularly as they relate to Quick Books.

Our 2019-2020 budget has been submitted to CHFA for approval. It is currently being reviewed by our Asset Manager.

Other Matters:

Capital Studio will be returning on Tuesday June 25th to give us updates at our Board meeting in regards to the feasibility study for the 6 and 7 acres. I have been in touch with the surrounding neighbors for both parcels to invite them to our Board meetings and how to access our Website for Board meeting updates including the feasibility study, and of course to call me anytime.

Projects:

Power Washing

Maintenance continues to power wash the exterior of the buildings. They have completed the first set of buildings and the second set of buildings on the first level is half completed. The gutters are being cleaned out as well.

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 25, 2019 MINUTES

Drainage

A few months have passed since I had contacted a few contractors to give us an estimate on installing a catch basin near the second level laundry room. When it rains, water accumulates on the sidewalk near the second level laundry room and the ground behind two of the buildings on the second level retains a lot of water and causes moisture problems in some of the apartments. Curtain drains have been recommended to resolve this issue. I have received one quote from the original contractors that I called. I have recently contacted additional contractors and one has responded that they are interested in providing an estimated.

Gazebos

Maintenance assembled three gazebos that are located throughout Park Hill for the residents to use.

Vacancies

We are at 100% occupancy with no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director