

**EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – JULY 19, 2010
MINUTES**

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb, LaMay, Legassie and Percoski were present.

ADDED AGENDA ITEMS

There are 4 Added Agenda Items under Policies and Procedures:

- 10-001 – Reimbursement for Personal Cell phone usage (Revision)
- 10-002 – Rent Collection (Revision)
- 10-0003 – Cash Receipts (Revision)
- 10-0004 – Gas Grills

MEETING MINUTES OF:

Regular Meeting – June 21, 2010

The minutes of the regular meeting of June 21, 2010 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the minutes of June 21, 2010 as presented.

Percoski/LaMay

Unanimous

PUBLIC COMMENTS

Karen Nasuta, Apt. 73, inquired as to when her new clothesline would be installed. The response to this question was that a work order would be placed with the Maintenance Department. She also reported that a visitor car was not parked in the circle but in front of the resident's apartment. Ms. Boutin responded to this by stating that the resident would be called and told that the visitor had to park his vehicle in the circle. Her last comment was regarding the Poison Ivy that is poking through the fence line. The response to this was that the Housing Authority would purchase a spray to get rid of Poison Ivy as soon as possible.

Brenda Boland, apt. 68, addressed the Commission with her concerns regarding the air conditioner in her apartment. She stated that there has been a foul odor emitting from her air conditioner which reminds her of a truck needing a new muffler. She stated that she had called the office several times to complain and was told by Mrs. DiMauro that we did not have to supply the tenants with air conditioning. Ms. Boland stated that she was so shocked by this statement that she was speechless – she stated that in the lease it states that Park Hill will provide all

appliances (including air conditioners) to the residents of Park Hill. She also stated that when she spoke to Ms. DiMauro a second time regarding the air conditioner that she was informed that there was an extra one in the shed and that Darrell would install it for her which he did. The Monday following the replacement of the AC by Darrell, Ms. Boland stated that she smelled a weird odor (kind of like mildew) coming from the air conditioner. Due to this odor she took the cover off the AC and also the filter and cleaned both in warm, sudsy ammonia water and let them dry in the sun. Ms. Boland went on further to state that a few days after she had cleaned the AC it once again was emitting an odor which she could not tolerate - she stated that it was either carbon monoxide or dioxide odor and that due to this odor she could not run her air conditioner for as long as she needed to and as a consequence suffered a seizure in her bathroom. Ms. Boland also stated that due to the seizure she had to make an appointment with her neurologist and her medication was changed; she also stated that she has had her blood tested for carbon monoxide/dioxide but does not have the results of the blood tests yet.

The response from the Chairman to the above statements was that the Housing Authority would swap out her air conditioner and that if it was necessary to purchase a new one as we do provide air conditioners to our residents.

BILLS AND COMMUNICATIONS

Check Register - June 23 - July 14, 2010

The check register for June 23 through July 14, 2010 was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the check register of June 23 - July 14, 2010 as presented

Percoski/LaMay

Unanimous

Bank Reconciliation June, 2010

The Bank Reconciliation of June, 2010 was reviewed by all commissioners present and all questions answered.

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENT SERVICES COORDINATOR

Annual Inspections of the apartments are almost complete. Overall, the results of the inspection have been very positive. For the most part, Park Hill residents do a very good job in maintaining their apartments in terms of safety and cleanliness. In very few cases, tenants were reminded after safety and sanitary issues; most of which have been resolved or are in the process of being resolved.

Housing Authority staff endeavors to help the residents to receive the necessary home support services to help them to keep up their apartments and to maintain their independence, with a minimum level of assistance from outside agencies. Inspections in the few apartments that received a failing result will need to be reinspected again in six months, to ensure that the same problems do not arise again.

Our Housing Authority will be visited by our CHFA Asset Manager on Tuesday, July 20th. The CHFA representative will be touring a total of fifteen (15) occupied units which will include five apartments from each level, as well as reviewing some of our office procedures and practices, in order to assess compliance with state housing guidelines.

Our picnic was a huge success last Friday, with approximately 40 in attendance.

Tree work was done over the apartment building housing #31 through #35, to remove overhanging limbs and encroaching growth at the ground level. This was done in preparation for a new replacement roof on that building. That building has been very shaded and as a result the roof has deteriorated quickly and needs attention prior to the winter season.

At this time we have four vacant apartments, which are in various stages of refurbishment in order to rent. Our maintenance staff has done an exceptionally good job, in refurbishing the significant number of vacant units that we've had over the past year.

REPORT OF THE RESIDENT SERVICES COORDINATOR

June was a busy month here although with the nice weather we've been experiencing lately there has been less attendance at the recreational activities planned.

The accomplishments during the month of June are as follows:

- Completed making appointments for the fan cleaning. If anyone has not had their fans cleaned, please let me know and I will schedule an appointment for you.
- I have made 21 visits, some only lasting 15 minutes, others longer. As I have been making the rounds of the complex, I have had many more conversations with residents who are sitting outside enjoying the sunshine.
- I also helped out in the office when needed and with the weekly Bingo games.
- I also complied with the State of Connecticut required reporting for the quarter ending 6/30/10.

- Created the July calendar and printed out the monthly newsletter and with the assistance of Eric delivered them to the residents.
- Additionally, I assisted several residents in applying for assistance from the State; and in particular, assisted one resident in obtaining a Medicare card replacement.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

Policy 09-0019 – Failure to Pass Apartment Inspections

This policy was reviewed by all commissioners present and a motion was made by Commissioner Legassie, seconded by Commissioner Lamb to accept and make permanent the policy as presented.

Legassie/Lamb

Unanimous

Policy 09-0020 – Complaint Procedure

This policy was reviewed by all commissioners present and it was a consensus of opinion to rework it so that it conforms to the East Windsor Housing Authority and to present it for final review at the August Commission Meeting.

Policy 10-0001 – Reimbursement for Personal Cell Phone Usage (revision)

After a thorough discussion among the commissioners present regarding this policy, it was a consensus of opinion to get some additional information and act on it at the next Commission Meeting.

Policy 10-0002 Rent Collection (revision)

This policy was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept and make permanent the policy as presented.

Percoski/Lamb

Unanimous

Policy 10-0003 – Cash Receipts (revision)

This policy was reviewed by all commissioners present, all questions answered and any changes agreed upon made. A motion was made by Commissioner LaMay, seconded by

Commissioner Percoski to accept and make permanent the policy with the agreed upon changes.

LaMay/Percoski

Unanimous

Policy 10-0004 – Gas Grills

This policy was reviewed by all commissioners present, all questions answered and any changes agreed upon made. A motion was made by Commissioner LaMay, seconded by Commissioner Legassie to accept and make permanent the policy with the agreed upon changes.

LaMay/Legassie

Unanimous

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

a) Request from Rotary Club

The Rotary Club of Broad Brook has requested permission to hang their American Flag on the wall and to put up a plaque of their Past Presidents in the hallway of the Community Hall. There was a thorough discussion regarding this matter among the Commissioners present and it was a consensus of opinion to deny these requests. The President of the Rotary Club will be notified of same.

PUBLIC OPINION

Shelley Williams reported that when she boils water her smoke detector goes off and during a heavy rain, her exhaust fan leaks.

The response from the Board was to tell Shelley that when she is cooking, she needs to turn on her exhaust fan to prevent the buildup of steam. As far as the fan leaking during a heavy rain; that has to do with the flapper on the roof and we will have the maintenance crew look into it.

EXECUTIVE SESSION

- a) Tenant Matters/Security Issues
- b) Land Acquisition
- c) Pending Legal Matters
- d) Employee Evaluations

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go into Executive Session at 7:58 p.m. to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly as needed.

Percoski/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to come out of Executive Session at 8:20 p.m.

Percoski/LaMay

Unanimous

There was no action taken

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to adjourn the regular meeting of the East Windsor Housing Authority at 8:25 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

