

EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – SEPTEMBER 20, 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

Under Meeting Minutes:

Regular Meeting – July 19, 2010

Under Bills and communications

Check Register – July 21 – August 11, 2010

MEETING MINUTES OF:

Regular Meeting – July 19, 2010

The minutes of the regular meeting of July 19, 2010 were reviewed by all Commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept the minutes of July 19, 2010 as presented.

Percoski/LaMay

Unanimous

Special Meeting – September 13, 2010

The minutes of the Special Meeting of September 13, 2010 were reviewed by all Commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept the minutes of the Special Meeting of September 13, 2010 as presented.

LaMay/Percoski

Unanimous

PUBLIC COMMENTS

There were no Public Comments

BILLS AND COMMUNICATIONS

Check Register - July 21 - August 11, 2010

The check register for July 21 through August 11, 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 July, 2010

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

Check Register - August 18 - September 15, 2010

The check register for August 18 - September 15, 2010 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the check register of August 18 - September 15, 2010 as presented.

Percoski/Lamb

Unanimous

Bank Reconciliation - August, 2010

The Bank Reconciliation of August, 2010 was reviewed by all Commissioners present and all questions answered.

REPORTS OF THE EXECUTIVE DIRECTOR

The Air Force recruits returned to Park Hill on August 21st to volunteer their services for a number of projects including power washing some of the buildings, trimming the bushes, removing overgrowth on the fence line, painting an apartment and general yard work. This continues to be a successful collaboration and we look forward to another upcoming work day scheduled for November of this year.

Energy applications are now being taken in our office for the 2010-2011 heating season. Tenants are encouraged to call us for an appointment. Proof of gross monthly income and the most recent electric bill are required documentation.

Plans continue to work with the WRAP program under CL & P for energy improvements at Park Hill. We have been promised

additional refrigerators along with other weatherization improvements. These improvements are taking longer than anticipated due to the high demand from Housing Authorities around the state. We will keep our residents informed in our monthly newsletter.

The first level has been realigned and repainted, to accommodate the high number of tenant vehicles with handicapped permits. The parking area directly in front of the office is now designated for Park Hill handicapped residents only. We have also added additional spaces for the general public, who hold handicapped permits, who need accessible spaces when using the hall or coming into the office. We have also added larger diagonal parking spaces along the fence line, to accommodate all other vehicles for tenants. Staff is now using this area to park as well.

Our Flu Clinic is scheduled for tomorrow between 10:00 and 12:00 noon in the community room. The early flu clinic has been scheduled to get a jump start on protecting our residents from the flu. The vaccine is free for most seniors, covered by Medicare Part B or many of the major Medicare advantage plans. Please pass the word to those who may not be aware that we are providing this free service.

RESIDENT SERVICES COORDINATOR

There is no Resident Services Coordinator report as she has resigned the position.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

Policy 10-0002 Rent Collection

This policy was reviewed by all commissioners present. A change was suggested by the Chairman and approved by the rest of the board. A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept Policy 10-0002 with the suggested change and make it a permanent policy.

Percoski/LaMay

Unanimous

Policy 10-0003

Cash Receipts

This policy was reviewed by all commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept Policy 10-0003 and make it permanent.

LaMay/Percoski

Unanimous

Policy 10-0004

Gas Grills

This policy was reviewed by all commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept Policy 10-0004 and make it permanent.

LaMay/Percoski

Unanimous

Policy 10-0022

Social Web Sites

This policy was reviewed by all commissioners present. A motion was made by Commissioner Legassie, seconded by Commissioner LaMay to accept Policy 10-0022 with the suggested changes and to make it a permanent policy.

Legassie/LaMay

Unanimous

Due to the fact that there were quite a few policies to go over, a motion was made by Commissioner LaMay, seconded by Commissioner Percoski to have a special meeting for the purpose of reviewing all the Policies and Procedures. A discussion among the commissioners present ensued and it was agreed upon to hold a special meeting on Monday, September 27th at 7:00 to review the policies and procedures.

LaMay/Percoski

Unanimous

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

There was no New Business

PUBLIC OPINION

Karen Boutin took this opportunity to apologize to everyone present for dropping the ball with regard to this past weekend's tag sale. She had forgotten it was the weekend of the 4 Town Fair and the Big E. She also announced the dates for the next two tag sales - May 14th and October 1st.

She also announced that 50 tables with chairs have been donated to Park Hill by the K of C. They will be stored in the gazebo until such a time as they are needed. This will also cut down on the necessity of removing tables from the community hall for outdoor functions.

There will be a Halloween decorating contest for all residents on October 26, 2010. The decorations will be judged by the East Windsor Rotary Club and the deadline to sign up is Friday, October 22nd. There will be prizes for 1st, 2nd and 3rd place and Sam Buca's has already agreed to be one of donators.

EXECUTIVE SESSION

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

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go into Executive Session at 7:45 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 8:45 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 8:50 p.m.

Percoski/Lamb Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary