

EAST WINDSOR HOUSING AUTHORITY
SPECIAL MEETING – SEPTEMBER 27, 2010
MINUTES

CALL TO ORDER AND ATTENDANCE

The special meeting of the East Windsor Housing Authority Board of Commissioners was called to order at 7:00 p.m. by Chairman Karen Boutin. Commissioners LaMay, Lamb, Legassie, and Percoski were in attendance.

MEETING MINUTES – Special Meeting July 26, 2010

The minutes of the Special Meeting of July 26, 2010 was reviewed by all commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept the minutes of the Special Meeting of July 26, 2010 as presented.

LaMay/Lamb

Unanimous

POLICIES AND PROCEDURES

Policy 10-0001 Reimbursement for personal cell phone usage

Policy 10-0001 Reimbursement for personal cell phone usage was reviewed by all commissioners present. A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept Policy 10-0001 Reimbursement for Personal Cell Phone Use as presented and to make it a permanent policy.

LaMay/Lamb

Unanimous

Policy 10-0005 Complaint Policy

Policy 10-0005 was reviewed by all commissioners present. After a thorough discussion among the commissioners present it was a consensus to incorporate Policy 05-0027 Grievance Procedure into Policy 10-0005 and make it permanent.

A motion was made by Commissioner LaMay, seconded by Commissioner Legassie to accept Policy 10-0005 with the recommended changes and to make it permanent.

LaMay/Legassie

Unanimous

receptacles in the front of the building and after a general discussion it was a consensus of the commissioners present for the smoking receptacle to be moved to the bench in front of the building rather than in front of the door.

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to accept Policy 10-0011 Smoking with the suggested changes and to make it permanent.

Percoski/LaMay

Unanimous

Policy 10-0012 Drug policy

Policy 10-0012 was reviewed by all commissioners present. There was one change due to the rescinding of Policy 05-0027, the policy no on the last line shall be changed to Policy No. 10-0005.

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept Policy 10-0012 Drug Policy with the change and to make it permanent.

Percoski/Legassie

Unanimous

Policy 10-0013 Animal Sitting

Policy 10-0013 was reviewed by all commissioners present. It was suggested that the following addition be made to the policy:

- 5) That for those dogs who are being watched by a tenant, that the size not be bigger than 40 lbs. The dog sitter/owner shall sign off on a statement that the dog is current with all of its shots. This statement will become part of the tenants permanent record.

A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept Policy 10-0013 Animal Sitting with the suggested change and to make it permanent.

LaMay/Percoski

Unanimous

Policy 10-0014 Credit Card Purchases

Policy 10-0014 was reviewed by all commissioners present and all questions answered.

A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept Policy 10-0014 Credit Card Purchases as presented and to make it permanent.

Legassie/Percoski

Unanimous

Policy 10-0015 Leaving Property

Policy 10-0015 was reviewed by all Commissioners present and all questions answered.

A motion was made by Commissioner Legassie, seconded by Commissioner LaMay to accept Policy 10-0015 Leaving Property as presented and to make it permanent.

Legassie/LaMay

Unanimous

Policy 10-0016 Wax for floors

Since there was not enough of information available regarding wax for floors, it was a consensus of all commissioners present that this policy be investigated further and brought back before the commission for action at their next regularly scheduled meeting.

Policy 10-0017 Storage/Storage Units

Policy 10-0017 was reviewed by all commissioners present. After discussing this provisional policy, it was a consensus of all commissioners present that this policy be re-written to include sizes of the storage units. When the information requested is available, the policy will be brought before the commission at a regularly scheduled meeting.

Policy 10-0018 Handicapped Permits

Policy 10-0018 was reviewed by all commissioners present and all questions answered.

A motion was made by Commissioner LaMay, seconded by Commissioner Legassie to accept Policy 10-0018 Handicapped Permits as presented and to make it permanent.

LaMay/Legassie

Unanimous

Policy 10-0019 Emergency Alarms

Policy 10-0019 was reviewed and discussed by all Commissioners present. It was a consensus of all

commissioners present that the policy include a statement regarding the cost of the repairs.

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept Policy 10-0019 Emergency Alarms with the suggested changes and to make it permanent.

LaMay/Lamb

Unanimous

Policy 10-0020 Riding Toys

Policy 10-0020 was reviewed by all commissioners present. It was a consensus of all commissioners present that the wording include "on the main sidewalk".

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to accept Policy 10-0020 Riding Toys with the corrections and to make it permanent.

LaMay/Lamb

Unanimous

Policy 10-0021 Hoarding

Policy 10-0021 was reviewed by all commissioners present and all questions answered.

A motion was made by Commissioner LaMay, seconded by Commissioner Percoski to accept Policy 10-0021 Hoarding and to make it permanent.

LaMay/Percoski

Unanimous

Policy 10-0023 Inventory

Policy 10-0023 was reviewed by all commissioners present. A general discussion followed concerning this policy, and it was a consensus of all commissioners present that the policy should be re-written and brought back to the board at the next regularly scheduled meeting.

Policy 10-0024 Pets

Policy 10-0024 was reviewed by all commissioners present. After a general discussion it was suggested to add the words "cat carriers" to the policy.

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept Policy 10-0024 Pets with the suggested correction and to make it permanent.

Percoski/Legassie

Unanimous

ADJOURNMENT

A motion was made by Commissioner LaMay, seconded by Commissioner Lamb to adjourn the special meeting of the East Windsor Housing Authority Board of Commissioners at 7:53 p.m.

LaMay/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary