

EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – SEPTEMBER 19, 2011
MINUTES

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb, Legassie and Percoski were present, as well as Richard Pippin our liaison to the Board of Selectman. Commissioner LaMay was not present.

ADDED AGENDA ITEMS

There were no added agenda items

MEETING MINUTES OF:

Regular Meeting – July 18, 2011

The minutes of the regular meeting of July 18, 2011 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the minutes of the regular meeting of July 18, 2011 as presented.

Percoski/Lamb

Unanimous

PUBLIC COMMENTS

There were no Public Comments

BILLS AND COMMUNICATIONS

Check Register – July 14 – August 10, 2011

The check register for July 14 – August 10, 2011 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the check register of July 14 – August 10, 2011 as presented.

Percoski/Legassie

Unanimous

Check Register – August 11 – September 14, 2011

The Check register for August 11 – September 14, 2011 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the check register of August 11 – September 14, 2011 as presented.

Percoski/Legassie

Unanimous

Bank Reconciliation – July, 2011

The Bank Reconciliation of June, 2011 was reviewed by all Commissioners present and all questions answered.

Bank Reconciliation – August, 2011

The Bank Reconciliation of

REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR

We wrap up the summer months and a number of projects were accomplished by our maintenance staff, including a new tow zone sign installed on the road going up to the second level, four apartments were completely refurbished for occupancy, a new sign at the entrance of the property has been installed. We are also in the process of completing three new assigned handicapped parking spaces on the first level. The reason for the delay with these spaces was due to having to call CBYD (Call before you dig), to ensure that the electrical wires were adequately marked.

Annual inspections are completed with the exception of a few remaining and these should be done within the week. No major problems were noted, however, we found in several units, that tenants are using high wattage bulbs in their medicine cabinets. The maximum wattage for these fixtures is 40 watts. We are reminding people to use the lower watt bulbs in these.

The WRAP Program is in the process of replacing the exterior lighting fixtures that were broken over the winter. The goal is to replace all of them, but the program electrician is backlogged. I requested that the broken ones be taken care of, as they represent a safety hazard due to bulbs and wires exposed to the elements.

Our housing authority is moving ahead with plans to have new ductless heating and cooling pumps installed in all of our units. A tenant information presentation has been planned for Coffee Hour at 9:00 a.m. tomorrow. We encourage all of our residents to come out and be informed about the new system and take advantage of this opportunity to ask questions.

With regard to the CBDG Small Cities application that we submitted in June, we remain optimistic that we will be successful in obtaining the funding to replace all of our doors, windows and complete the roof and gutter replacements. Our site was inspected by the state over the summer and we understand that this indicates that our application made it through the first phase of the process. Our application was one of fifty submitted statewide. We expect to have an answer by mid November. We will keep the tenants informed of this process.

Our Tag Sale is scheduled for October 1st and we remind residents that tables are available on a first come, first serve basis at no charge.

The Hurricane caused us to come up with our own Emergency Preparedness Plan. All in all, we received very good responses to our efforts to help our tenants prepare, we provided a safe haven at our hall for anyone who needed to use it, cots were provided and four meals including breakfast and lunch were served over two days. After the

storm, the staff met to review our emergency procedures. We will be adding one emergency cell phone for use in the hall, and we are reviewing changes to the outlets to accommodate additional residents relying on oxygen.

Our Resident Services Coordinator program will receive funding at the current level, from the State of Connecticut Department of Economic and Community Development for at least one more year. This was very good news, as we have witnessed budget cuts in many areas at the state level. Our RSC, Cindy Delaware has been doing a great job serving our residents with a variety of activities and services.

RESIDENT SERVICES COORDINATOR

August certainly flew by; it was a very busy month with the residents of Park Hill needing assistance in several areas. The File of Life has been an on-going project. New file magnets were generously provided by the East Windsor Ambulance Association. It is important to update the information and add new contact phone numbers as needed. I also received magnets and information brochures from the Poison Control Center. The State of Connecticut offered free material that stressed the danger of mixing medications. Often we do not associate the different drugs with adverse effects, but if a person has several doctors, they need to know what medications they are taking and relate that information to each individual doctor.

I sent requests to the White House for personal Birthday Cards to be mailed to several residents who are celebrating eighty years or more in 2011 and 2012. These are milestone dates and recognized by the President of the United States.

I am actively involved with the residents of Park Hill. I help with assorted paperwork and services, but also take time to converse with individuals. It helps to establish trust and a relationship before problems arise. In August, for instance, I was able to set up an appointment for eyeglasses, resolve a phone dispute, and completed applications for Safe-Link cell phones and Medi-Alert devices.

The end of August brought the area Tropical Storm Irene. I delivered Emergency procedures hand-outs with the monthly newsletter. Residents were informed that the Community Hall would be operating on a generator in the event of a power failure.

COMMISSION MEMBERS

Nothing from the commission members.

REPORTS OF COMMITTEES

There were no reports of committees

POLICIES AND PROCEDURES

There were no new Policies and Procedures

UNFINISHED BUSINESS

There was no Unfinished Business

NEW BUSINESS

There was no New Business

PUBLIC OPINION

Sharleen Craft took this opportunity to compliment Cindy on the good job she is doing as the Resident Services Coordinator. She also thanked the staff for the wonderful job and all the help that was offered during the recent Tropical Storm

The Chairman, Karen Boutin, took the opportunity to acknowledge that this was the last meeting for Betti Lamb as she is moving to Maine. She told Betti that she would be missed and thanked her for all of her assistance over the years. The Executive Director Jennifer DiMauro gave

her a bouquet of flowers from the Commissioners and staff and also thanked her for all that she had done for the Housing Authority.

EXECUTIVE SESSION

- a) Tenant Matters/Security Issues**
- b) Pending Legal Matters**
- c) Policies and Procedures**

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to go into Executive Session at 7:14 p.m. to include the Executive Director, Jennifer DiMauro.

Percoski/Legassie Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to come out of Executive Session at 8:30 p.m.

Percoski/Legassie Unanimous

Action taken: A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept Policy 11-0007 Tenant Vehicles – Engine Fluid Leaks and to make it permanent.

Percoski/Legassie Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the Health Insurance as proposed for the next year,

Percoski/Legassie Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to hold a public hearing on Monday, October 17th at 7:00 p.m. to discuss the proposed Base Rent Increase for the fiscal year 2012-2013.

Percoski/Legassie

Unanimous

ADJOURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to adjourn the regular meeting of the East Windsor Housing Authority at 8:45 p.m.

Percoski/Legassie

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

