

**East Windsor Housing Authority**  
**Regular Meeting - September 17, 2012**  
**MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 4:00 p.m. by Chairman Slate. Commissioners Burns, Legassie and Percoski were in attendance along with our liaison to the Board of Selectman, Jim Richards. The following members of the East Windsor Housing Authority staff were also present, Jennifer DiMauro, Executive Director and Darlene Kelly, Executive Assistant.

**ADDED AGENDA ITEMS**

There were no Added agenda items

**MEETING MINUTES OF:**

**Regular Meeting - July 16, 2012**

The minutes of the regular meeting of July 16, 2012 were reviewed by all commissioners present. At the request of Commissioner Burns, the minutes will be amended to reflect that she was present during the Executive Session via telephone. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the minutes of the regular meeting with the noted change of July 16, 2012 as presented.

Percoski/Legassie

Unanimous

**BILLS AND COMMUNICATIONS**

**Check Register - July 12 - August 16, 2012**

The Check register for July 12 - August 16, 2012 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 12 - August 16, 2012 as presented.

Percoski/Legassie

Unanimous

**Check Register - August 16 - September 12, 2012**

The Check Register for August 16 - September 12, 2012 was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept the check register of August 16 - September 12, 2012 as presented.

Legassie/Percoski

Unanimous

## REPORTS OF THE EXECUTIVE DIRECTOR

The exterior grant work is winding down, with the exception of the doors. The door installation is expected to be completed over the next month. Doorway thresholds in unit 1 through 54 will also be replaced, as deterioration has been found. Once the doors have been installed, a final walk through inspection will take place, including the town's building official, contractor, architect and housing authority staff. The purpose of the final inspection is to be sure that all the doors and windows are complete, working well and in accordance with town requirements.

The interior ADA renovations to unit #69 have been completed and we have a second double unit, #28 which is now vacant, scheduled for a complete conversion to federal ADA standards.

We have scheduled the repairs to the interior walls where the former AC units were removed. At the same time, we will touch up window sills if they have been marred during the window installation. An outside carpenter will be working his way through units 1 through 84, to do finish work and repaint the walls. This will take place over the next couple of months. Each resident will receive advance notice of 24 hours for this scheduled work.

We have started our annual inspections and have been doing between 5 and 7 per day. The state requires us to do annual inspections to check the conditions of each unit, for the status of equipment such as smoke detectors, emergency call alarms, electrical, plumbing, wear and tear, damages, housekeeping conditions, as well as the need for issues that need attention, repair or replacement. All inspections should be completed by mid-October.

The roadway will be milled and repaved during the month of October by the Town. We do not yet have a date scheduled. At the same time, the Housing Authority will have the parking areas redone as well. We will advise the residents as soon as we have the date scheduled. Cars will need to be moved and parked. Our staff will assist residents in moving their cars, if they need help, just as we do during plowing. The cost of the main roadway work is covered by the Town, however, the Authority is responsible for the side parking areas and the price tag for the work will be \$32,000; and this does not cover the line striping cost, which is yet to be determined.

As a result of the paving improvements, we have made some changes to the dumpster areas. We have added a new section of dumpsters for the first level, to provide accessibility to units 1 through 18. There is now an 8 yd. trash container and a 4 yd recycling container to serve units 19 through 30. The upper level containers are the same size, but they have been moved out of the roadway and into the small parking area between unit 84 and the laundry room. This move frees up one to two parking spaces in front of units 55 - 59. The move removes the former safety hazard of having the dumpsters located in the roadway. Dumpster fencing enclosures will be installed in the spring, to hide the dumpsters from view.

Over the past two months, our maintenance staff has turned over three (3) units for new tenants. We currently have another three (3) units scheduled for turn over which will be completed for occupancy by November 1<sup>st</sup>.

Our complex was inspected by the Connecticut Housing Finance Authority on August 22<sup>nd</sup>. A total of 20 apartments were inspected by the state, at random. The result of the inspection was very good with no deficiencies.

Our Resident Services Coordinator held a Pancake Breakfast for the residents, with 22 attending. A weekly coffee hour, each Tuesday, continues to serve between 8 and 15 residents. The RSC also purchased four (4) orange safety flags for our residents who use wheelchairs. The RSC continues to help residents with state application forms for services and programs.

Darlene and Cindy have begun taking energy applications for our residents.

Darlene Kelly, Executive Assistant, has been working on updating maintenance files for all of the apartments. As a result of her efforts, we now have 84 complete files, which contain a 10 year history of upgrades, list of replaced equipment and more.

Our picnic was held on Friday, September 14<sup>th</sup> with over 45 residents in attendance. The Housing Authority paid for the picnic which featured a catered western style barbeque with chicken, baked beans, salads, drinks and ice cream. We also had a country western singer and hay rides.

The armed services work day has been postponed again, at the request of the Air Force. The new date for the work day will be Friday, October 12<sup>th</sup> from 8 to 2. The Air Force recruiters had to postpone due to their inspection schedule.

## **REPORTS OF COMMITTEES**

There were no reports of committees

## **POLICIES AND PROCEDURES**

There were no new Policies and Procedures

## **UNFINISHED BUSINESS**

### **a) Report on Emergency Drill - Commissioners Burns**

At this time, Commissioner Burns reported that as of the Monday morning meeting with Chief DeMarco; there is a plan in the works and that the shelters for the Town of East Windsor will be the following locations: East Windsor High School, East Windsor Middle School, East Windsor Town Hall and East Windsor Town Hall Annex. The High School and Middle school will be the main shelters as they have shower and cooking facilities.

Commissioner Burns also stated that Chairman Slate is a member of the committee for the emergency shelter and that he would be the person to report back to the commission when any additional information is forthcoming.

## **NEW BUSINESS**

There was no New Business

## **PUBLIC COMMENTS**

Karen Nasuta, apt. 73, mentioned to the Board present that there is a “ground bee” infestation between apts. 73 and 74 and she wanted to know when the maintenance crew would be able to eradicate the bees. The Executive Director responded to this by stating that we have been using the services of an exterminator who has been to the complex three (3) times with various issues and that we would spray the nests as soon as we could.

Karen Nasuta then asked when the new doors would be installed. Once again, the Executive Director responded to this by stating that the doors were scheduled to be on site on Monday, September 24<sup>th</sup> and that the replacement of the doors would begin on the first level. We are hoping to have multiple people working on this project so that it will go quickly.

Sharleen Craft, #57, inquired as to whether or not the threshold would be fixed when the doors were installed. She stated that the sidewalk in front of her apartment caves in at the top. She was assured that this issue would be looked into.

Rosemary Roe, #51, asked if there was some way that we could have more activities; such as scrap booking, etc, and if there was anyway that a bus could be hired to take our people to other places for activities. Jennifer stated that the housing authority provides some limited activities for the residents, but that the main mission of the Housing Authority is to provide housing, with some supportive services, including an annual picnic, Christmas Party and a few weekly activities run by the RSC. The Town operates a town wide Senior Center and a Dial A Ride bus for all residents.

## **EXECUTIVE SESSION**

Pursuant to CGS Section 1-200(6) Litigation

A motion was made by Commissioner Percoski, second by Commissioner Legassie to go into Executive Session at 4:30 p.m. to include the Executive Director and Executive Assistant as needed.

Percoski/Legassie

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to come out of Executive Session at 6:00 p.m.

Percoski/Legassie

Unanimous

**ACTION TAKEN:** A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to approve a proposed increase in the base rent as follows:

Single:	\$155.00 to \$170.00
Double:	\$170.00 to \$185.00

And in addition, to hold a Public Hearing on Monday, September 24<sup>th</sup> at 1:00 p.m. to in the Community Hall to discuss the proposed increase.

The residents will be notified by mail of the Public Hearing.

Legassie/Percoski

Unanimous

A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to resume the Bingo games in November that only Park Hill residents are eligible to play Bingo, that the time be changed to 11:00 - 1:00 and that the Residents Services Coordinator will be in charge.

Legassie/Percoski

Unanimous

A motion was made by Commissioner Legassie, seconded by Commissioner Percoski that the Executive Director be authorized to look in pre-development financing for Congregate Housing.

Legassie/Percoski

Unanimous

A motion was made by Commissioner Legassie, seconded by Commissioner Percoski that the health insurance plan for the employees of the East Windsor Housing Authority be changed to the Aetna HMO effective October 1, 2012.

Legassie/Percoski

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 6:15 p.m.

Percoski/Legassie

Unanimous

Respectfully submitted,

Darlene H. Kelly  
Recording Secretary