

**EAST WINDSOR HOUSING AUTHORITY  
REGULAR MEETING FEBRUARY 18, 2014 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman Burnham, Commissioners DeSousa, LeBoriorous, Legassie, and Simmons were present.

**2. ADDED AGENDA ITEMS –**

Commissioner DeSousa made motion to add 11C - Bond Claim, East Coast Int.

Commissioner Legassie made motion to add 11D – Accepting Resumes

**3. MEETING MINUTES OF:**

The minutes of the Special Meeting of January 14, 2014 were reviewed by all commissioners present. A motion was made by Commissioner Burnham, seconded by Commissioner DeSousa to accept the minutes as presented. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, E. LeBoriorous, and M. Simmons

The minutes of the Regular Meeting of January 21, 2014 were reviewed by all commissioners present. A motion was made by Commissioner Burnham, seconded by Commissioner DeSousa to accept the minutes as presented. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, E. LeBoriorous, and M. Simmons

The minutes of the Special Meeting of January 28, 2014 were reviewed by all commissioners present. A motion was made by Commissioner Burnham, seconded by Commissioner DeSousa to accept the minutes as presented. The motion passed. In favor P. Legassie, M. DeSousa, J. Burnham, E. LeBoriorous, and M. Simmons

**4. FINANCIAL REPORTS**

Commissioner LeBoriorous asked for clarification on 2135.1 Accrued Compensation Absences.

Commissioner DeSousa questioned an email regarding payment due to a contractor. That contractor is waiting for release of bond. We have paid the contractor; the contractor has not paid one of his subcontractors. Executive Assistant Prior will notify the attorney and ask for advice regarding the release of this bond. Commissioner Burnham has asked for an accounting from Attorney Lane. The commissioners would like to have the check register included monthly. Motion made to add to financials the memo dated 2/7/14 from Elaine. Motion carried. Motion made to acknowledge financials, motion carried.

**5. REPORT OF THE FIRST SELECTMAN –**

D.Menard was not present, Commissioner Burnham did discuss a map he received regarding the 7 acres that have been in questions. He did make D.Menard aware of this map. Commissioner LeBoriorous asked if we were set with the PILOT agreement. I informed them I emailed D.Menard and am still waiting for the new agreement to be drawn up.

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**6. REPORT OF THE TENANT ASSOCIATION – Carmella Mills**

Carmella Mills reported that the association had a valentine pot luck party that was well attended. The meetings and coffee hour are well attended. It has been suggested that the association meetings be held later in the day so that people on the hill can attend. The association is considering changing the time. Commissioner Burnham asked how many people attend the meetings. 10 – 15. We have 45 members. Commissioner DeSousa asked if minutes were taken so if someone can't make it they would have minutes. The association will be holding elections in April for officers.

**7. PUBLIC COMMENT**

Carmella Mills #22 - This a copy of the lease my husband and I signed. This is an amendment to the lease. My question is this has been changed. We are now responsible to clean off our cars and around them, can someone explain this? (Ms. Mills read a portion of the amendment that pertained to the staff moving vehicles.) We came to a meeting and it was changed.

Commissioner DeSousa stated the only change made was that we would not be moving cars.

Ms. Mills stated she misunderstood. She was told they had to clean off their cars, move them, and clean around them.

Commissioner DeSousa stated the only change was that we would not move cars. We will still clean around them.

Janise Sedor # I can see myself cleaning my car, cleaning around my car but when snow is that high how are you go to get there if you can't shovel?

**8. LEGISLATIVE BILLS AND COMMUNICATIONS**

Commissioner LeBoriosis asked if we ever got legislative updates. We get emails from Conn-Nahro, newsletters. The commissioners would like a copy of that. Commissioner Burnham did have a letter from the insurance office that will be discussed under snow concerns.

**9. REPORT OF THE EXECUTIVE DIRECTOR**

Hereto attached as Exhibit A attached.

It was discussed and approved moving the March meeting from the 18<sup>th</sup> to the 17<sup>th</sup>. It was approved to set up automatic payment of monthly rents. It was approved to spend up to \$200.00 on curtains for the front windows of the community room.

**10. POLICIES AND PROCEDURE –**

Commissioner LeBoriosis would like to review our policies and procedures regarding sick time and vacation and would like that on the agenda. We had talked about ADP keeping track of all of that. Elaine is working on it and it will be added within a couple of pay periods.

Commissioner Burnham recessed at 8:31pm resumed at 8:33pm.

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**11. NEW BUSINESS**

**A. Temporary Office Help**

Commissioner Burnham would like to have temporary office help. Commissioners Legassie and DeSousa have offered to come in the office and help if needed. Commissioner Burnham made motion to hire temporary office help for 15 hours a week at \$15.00 per hour. Commissioner Simmons seconded. In favor – Commissioner Burnham, Opposed – Commissioners Simmons, Legassie, DeSousa, and Leborious. Motion failed.

**B. Snow Concerns**

Commissioner DeSousa expressed concerns regarding the condition of the parking lot. We may possible have to hire outside help to assist with the snow. Commissioner Legassie expressed concerns with maintenance not being able to move cars, which hinders the process of snow removal. Snow removal equipment and procedures were discussed. Commissioner Burnham did speak with the Housing Authority insurance carrier. They advised getting a hold harmless waiver and copies of insurance polies.

**C. Bond Claim – East Coast Int.**

Discussed during financials

**D. Accepting Resumes**

It was discussed accepting resumes for the new posting as they come in.

**12. OLD BUSINESS**

**A. Executive Director Position – May be discussed in Executive Session at the Pleasure of the Commission**

Executive Assistant Prior will get an application from the town and adapt it to be used for the Housing Authority. The deadline for admission of resumes will be March 15, 2014. It was discussed and decided that the position for the Executive Director would be posted with the Journal Inquirer, Hartford Courant, Reminder News, the Town of East Windsor website, Conn-Nahro, and Nerc-Nahro.

**13. ADJOURNMENT**

Motion to adjourn by Commissioner Burnham at 9:36p.m. Seconded by Commissioner Legassie – Motion carried

Respectfully submitted,

Marisa Prior  
Recording Secretary

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**Exhibit A**

**EXECUTIVE DIRECTOR'S REPORT  
EWHA Commission Meeting  
FEBRUARY 2013**

**EWHA**

**Staff Matters**

I have signed up for free seminar on "Reading and Utilizing Your Capital Needs Assessment: A Tool for Housing Authorities" through CONN-NAHO on February 28<sup>th</sup>. Maintenance is hard at work dealing with all the snow. Extra staff is brought in as needed. I have increased my hours to accommodate the recertifications and to be able to continue to keep up with the day-to-day operations. I am about half - way done with the recertifications.

**Board of Directors Meeting**

I would like to change the March date from Tuesday, March 18<sup>th</sup> to Monday March 17<sup>th</sup>.

**Park Hill**

**Operations Matters**

Penny Fisher, our new Asset Manager of CHFA, will be visiting on February 19<sup>th</sup>.

I distributed a February Calendar, which is attached to this report and I have received a lot of positive feedback.

I have not renewed our Neopost contract, (postage machine). That is a savings of \$91.00 a month/\$1092.00 a year.

Due to the weather, apartment inspections have been postponed until March.

**Resident Matters**

There have been several requests for automatic payment of rent. I have been in contact with the bank and there is a monthly fee for this service. I feel this is a beneficial service we could be offering to our residents. It would be cost effect to both the authority and the residents.

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The tenants would like curtains on the windows in the community room; I would like to make that purchase.

We are looking into a St. Patrick's Day event for the residents.

We had another very successful Hairdressing event. We had a dozen residents take advantage of Liz's services. We will have her back again in April just in time for Easter. Her fees are being paid out of a grant.

Property Matters

There are three vacant units actively in turnover. We have 23 people on the waiting list. We have pulled names from our waiting list and anticipate leasing these units in March.

Respectfully Submitted,

Marisa Prior

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**Exhibit B**

## **Memo**

**Date:** 2/7/14  
**To:** EWHA Board of Directors  
**Cc:** Marisa  
**From:** Elaine  
**RE:** Answer to special meeting questions

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### **UNEMPLOYMENT INSURANCE/TAX**

On February 7, 2014 I spoke with Ed from the Merit Rating Department for the Department of Labor. He confirmed that claimant one exhausted her benefits in January. Claimant two was on an extension with a balance of \$3,900 in the account; however, the agency is not responsible for payments on emergency extensions. In addition, he also confirmed that all emergency extension benefits have been discontinued. The unemployment benefits have been billed and paid through the end of November. After the last bill for benefits through the month of January are received and paid the agency will not continue to receive a bill from the Department of Labor for unemployment compensation.

- Attached are two reports to provide analysis on budget to determine salary.
  - First report shows average monthly income and expenses for past 6 months. Use these numbers to forecast. All numbers are based on actual revenue streams and expenses from July 1, 2013 through January 1, 2014. They include salary expense of interim executive director. (\*Exception to actuals Other Income and Pilot.
    - Winn Management other income was estimated to take into consideration the lump sum payment of approximately \$43,529 divided by 12 months increased this monthly payment to \$7,196.94 this includes the regular monthly management fee of \$3,569.52.
    - Pilot monthly expense should be considered in monthly expense analysis at the budgeted amount of \$2,374.08 per month.
  - Second report provides 2 ½ years of historical profit & losses.
  - Agency has 3 regular monthly payments:

▪ Great American	\$150	Copier Lease	
▪ John Deere Tractor	\$134.80	Balance:	\$2011.38
▪ Ally Auto Truck	\$210.00	Balance:	\$11,590.58