

EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 20, 2014 MINUTES

1. CALL TO ORDER AND ATTENDANCE

The Regular Meeting of the Commissioners of the Housing Authority of East Windsor was called to order at 7:00 p.m. by Chairman Burnham. Present were Commissioners Legassie, DeSousa, Burnham, and LeBorious

2. ADDED AGENDA ITEMS

Motion made by Commissioner DeSousa to take items #7 & #8 out of order after item 3 and to move them permanently after item #3. Motion 2nd by Commissioner LeBorious. Motion passed.
Commissioner LeBorious to add the JI Article regarding the 7 acres to Old Business
Executive Director added Pet Policy Revision to item #11
Executive Director added Meeting Dates for Board Meetings for 2015 to #13

3. MEETING MINUTES: Regular Meeting August 18, 2014 & September 15, 2014

The minutes of the Regular Meeting August 18, 2014 were reviewed by all commissioners present. Commissioner DeSousa made motion to accept the minutes of the Regular meeting of August 18, 2014 with the following change: Due to lack of quorum, the meeting was turned into an informational meeting. Motion 2nd by Commissioner Legassie. All in favor – the motion passed

The minutes of the Regular Meeting September 15, 2014 were reviewed by all commissioners present. A motion was made by Commissioner DeSousa, seconded by Commissioner Legassie, to accept the minutes with the correction of the spelling of Commissioner LeBorious' name under item #4. All in favor - the motion passed.

4. LEGISLATIVE BILLS AND COMMUNICATIONS

Commissioner DeSousa presented the Board at check for \$300.00 from the Ct State Prison Employees to be used towards a new bench. She will continue to pursue other donations for more benches.

5. PUBLIC COMMENTS

Alice S. #4 – Alice asked Executive Director if the commission was notified of the rules and regulations. ED Collins stated that they were.

Sandy M. #12 – I have a problem with a neighbor that has 2 people staying at her house every Monday & Tuesday for the past 3 months. I have a friend that was told when she had her boyfriend staying over that she needed to get a bigger a place to live. I don't know if they're smoking in there. I know the person who lives there smokes.

Executive Director Collins replied that she is aware of it and she did speak with her. I was just told that her visitors are back again.

Kathy Phippen Woolam Rd – I think it is outstanding. I know how hard it is to get donations for anything and for Marie to go out of her way, it is outstanding. Well done Marie, I'm so proud of you.

6. FINANCIAL REPORTS: September 2014

Motion made to acknowledge financials, motion carried.

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7. REPORT OF FIRST SELECTMAN – Denise Menard

I would like to say for the record that I have been working with Linda Collins over past few months and she is a delight to work with. You all made such an excellent choice.

First Selectman Menard reported that the 7 acres adjacent to this property was brought to the Board of Selectman and they were very agreeable to that. I am working with the town attorney to get that deeded over to the Housing Authority. The second thing I have is that I meant with the Commissioner of Department of Housing asked her about the South Rd/Phelps Rd property. I will meet with her and the town attorney. The third thing I have for you is the property from Creative Housing. The town now owns the property and we are looking for a property manager. I thought possibly the Housing Authority would consider taking that on. Motion was made by Commissioner DeSousa to have First Selectman Menard to continue pursuing the EWHA taking over as property manager for the Creative Housing property. Commissioner LeBoriosis seconded the motion. All in favor - the motion passed.

8. REPORT OF THE TENANT ASSOCIATION BOARD – Carmela Mills

On October 14th of this month we held the monthly meeting. At that meeting we discussed events that would and would not be held until the end of the year. Also at that meeting a final draft copy of the by-laws that we've been working on for the last few months were handed to every member present at that meeting. They were allowed to read it and express any concerns, changes, alterations they would like made. It was decided everything was fine and acceptable by all that were there. A vote was taken and unanimously passed. We would move on to the next step which would be CHFA for their final approval after which that would become the laws of the association. Meeting was adjourned.

9. REPORT OF THE RSC – Hereto attached as exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR – Hereto attached as exhibit B

Motion made by Commissioner DeSousa to allow Executive Director Collins to look into hiring a consultant to assist with the 401C Non-Profit application. Motion seconded by Commissioner Legassie. All in favor – motion passed.

11. POLICIES AND PROCEDURES

11A – Pet Policy #13-004 – Executive Director Collins proposed changing paragraph O from “All new residents...” to “All residents who currently live at Park Hill and have not registered their pets or residents that move into Park Hill after the effective date of this policy, who choose to have a pet will pay a \$200.00 per pet non-refundable fee”. Motion made by Commissioner LeBoriosis and seconded by Commissioner DeSousa to amend the policy. All in favor – motion passed.

12. OLD BUSINESS

12A - JI Article on the 7 acre parcel adjacent to Park Hill

Commissioner LeBoriosis made motion to acquire the 7 acres adjacent to Park Hill, motion was seconded by Commissioner Legassie. All in favor – motion passed

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12B – The Tenant Association – There was discussion regarding the procedures of the association. Executive Director Collins invited TOVAH to come and speak with the Commissioners and then with all the residents of Park Hill. The commissioners gave her 2 dates to choose from.

13. NEW BUSINESS

13A – Board meeting dates for 2015 – Executive Director Collins distributed the dates for 2015. Motion made by Commissioner DeSousa and seconded by Commissioner Legassie to accept the 2015 Board of Commissioner meeting dates as presented. All in favor – motion passed.

13B – CL & P Light Project – Executive Director Collins reported that one light was installed to see if we liked the wattage. It is working fine. We will be moving forward with the project.

14. PUBLIC COMMENT

David H #18 – Phone messages that are put out occasionally, I'm just concerned that not everyone's phone works properly and some of the messages are gargled, on important meetings can we have a notice that is put in everyone's door?

Louise R #6 – Is the kitchen cleaned and sanitized after haircuts?

Sharleen C #57 - Before the spaghetti dinner I sanitized all the counters and after the dinner it was cleaned again.

Laverne C #52 – For South Rd, for the town hall when is that meeting going to be?

Commissioner Burnham – It's not South Rd, it's the 7 acres and we don't know when that town meeting will be yet

Laverne C #52 – Will you let everyone know?

Commissioner Burnham – Yes.

Commissioner Burnham opened up the suggestion box.

15. EXECUTIVE SESSION - None

16. ADJOURMENT

Motion to adjourn by Commissioner DeSousa at 9:00p.m. Seconded by Commissioner Legassie – Motion carried unanimously

Respectfully submitted,

Marisa Prior
Recording Secretary

Exhibit A

Resident Services Coordinator Report

September 2014

The East Windsor Housing Authority Calendar was prepared for the month and delivered to each tenant's household. Additionally, this information was posted with other informational postings of interested to the community bulletin boards. Programs and activities are being held as scheduled. Of particular highlight was the annual picnic held this month. This event was well received and was thoroughly enjoyed by our residents.

The computer continues to be made available to residents each day. An arrangement for assistance for operation of the computer is made available to residents upon advanced notice by residents. Several tenants have come forward utilizing this amenity.

The "Meet and Greet" with the Town of East Windsor's Director of Social Services scheduled for September 22 was changed to September 29 due to a scheduling conflict through the Human Service Department. Unfortunately, again, a last minute scheduling conflict occurred on the 29th preventing the Director's attendance. However, Ms. Reardon was able to send the newly hired Program Assistant/Outreach worker employed at the Senior Center and tenants were able to meet with her and learn more about the Senior Center programs. Informing tenants of program offerings and services provided by the Senior Center is always welcome. We continually encourage the participation and involvement of such. Transportation was arranged for tenants to attend the luncheon program at the center. We hope to be able to reschedule Ms. Reardon in the upcoming months.

The annual flu vaccination date is scheduled and confirmed for October 14th and flyers were posted. Insurance coverage and cost information was included in the information disseminated. Additionally, for the resident's convenience, a listing of the 2014 scheduled Flu Clinic's for the Town of East Windsor was secured and posted to the to the community bulletin board.

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I was able to connect with, and arrange for, Zenia Oslan, the Lead Patient Advocate for the Snap Outreach worker and Certified Application Counselor Access Health CT with Community Health Services in Hartford to present an educational outreach program for the tenants of Park Hill. This program will be held in the upcoming month of October and is entitled "Supplemental Nutrition Program (SNAP) and Access Health CT Program (Medicaid) How to apply for and maintain your benefits". This program was developed in response to many of the residents who have come to this office unaware of, or unsure how to, fill out their paperwork after several years of participating in the State of CT programs. Several procedural changes have occurred in the programs and this will be a great opportunity for residents to receive one-on-one assistance and be educated to these programs and provide the tools to be able to manage the necessary paperwork required.

On Tuesday, September 23rd, I met with EWHA Executive Director, Linda Collins, and Susan Harkett Turley of the Housing Education Resource Center along with Kim Pietrorazio of TOVAH to discuss how we can better assist and support our Tenant Council at Park Hill. The meeting was informative. We look forward to their guidance and assistance. A follow up meeting with the residents will be planned in the near future by our Executive Director.

The farmer's market program, offered throughout the summer months has ended this month.

Below is a summary of programs and events that have taken place during the month of September at Park Hill.

Weekly Coffee Hour and Social -average between 10-16 tenants

Weekly Bingo-average between 6-10 tenants

Monthly Health and Wellness- Visiting Nurse Association

Free Blood Pressure Screening (4 participants)

Free Blood Sugar Screening (1 participant)

Monthly Ask the Nurse-VNA Referral service-1 participants

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Public Computer and Printer Accessibility (set-up and take down- Monday, Tuesday and Wednesday) – all residents

Annual Cookout/Picnic sponsored by EWHA- all residents and staff, 33 in attendance

Educational Presentation/Guest Speaker- Town of East Windsor Director of Social Services, Topic “What is the role and function of this position?” 4 residents

Referral and Outreach to the East Windsor Community Café, CRT meal program, 1 resident

Monthly Food Shelf/Food Pantry Letters - 23 people served/18 letters issued

Bi-Monthly Mobile Foodshare Program-Information and Referral- all Residents

Farmer’s Market Coupon Program-information and referral -all residents

Renters Rebate Rent Program information and referral –all residents

Holiday Thanksgiving/Christmas food basket Program-information and referral-all residents

Monthly Tenant Association Meeting -7 tenants

Monthly Tenant Association sponsored event: Pot Luck Dinner- 10 tenants

Distribution of Park Hill September Calendar and Notices- all residents

Respectfully,

Laura J. Clynch

Exhibit B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

October 2014

Management-

I have been researching available trainings for the Public Housing Manager Certification. The National Association of Housing and Redevelopment Officials (NAHRO) will be posting the 2015 schedule for professional development courses and trainings within the next few weeks.

Also, I think it would be advantageous to have the Executive Assistant, Marisa Prior advance to the next level with her recertification training and pursue the accreditation as a Certified Specialist of Occupancy. NAHRO offers this training as well.

Projects-

Power Washing-

Maintenance has completed power washing five buildings. Four buildings have had the sections done that have the most mildew. Six buildings including the Community Hall have not been power washed. It is anticipated that this project will need to continue next Spring.

Alarm Systems

TEC Control continues to work on a proposal for upgrading the fire alarm and call for aid systems for each apartment building. Due to the lay out of the property it is suggested by TEC Control that a wireless system be considered. The individual building alarms would transmit to the main fire alarm panel in the Community Hall. The signal would then be sent directly to the Fire Department or a monitoring company. A reminder that this project is under consideration to be funded by the Small Cities Grant program available in the Spring.

AC/Heating Units

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There has been an increase on service requests for the AC/Heating units for the apartments. They are approximately three years old and should be inspected and serviced before the winter. I received two quotes. One for \$4,240 and the other is for \$2,800. Both quotes include cleaning the air filters which is not necessary since our maintenance staff do this twice per year. They will propose a lower price. The work will be scheduled within the next couple of weeks.

Appliances

We are now ordering our appliances from PC Richards. They sell their appliances at a discounted price for Housing Authorities at a savings from approximately \$50.00 to \$100.00 per appliance. Previously we were purchasing our appliances from G.E. and the refrigerators were breaking down and beyond repair after approximately two to three years. Avanti, Hotpoint and Whirlpool are the brand names that are available from P.C. Richards. The warranty is a standard one year.

Cleaning

We have recently hired a different cleaning company for the Community Hall. The cost savings is approximately two thirds less than we were previously paying. And, the cleaning of the three Laundry Rooms is included in the cost.

Materials and Supplies

Materials and supplies are now being ordered through Home Depot Supply; a catalog company affiliated with Home Depot. Previously the maintenance staff would drive to Home Depot and Loews to purchase maintenance supplies. Gas and travel time was costly and we now order in bulk which is a cost savings.

Other Matters-

Vacancies:

We are at 100% occupancy and no pending move outs.

Resident Updates

There is one resident under a court order payment plan for a delinquent rent balance.

Many thanks to Commissioner Burnham for donating a Wii game system to the residents. EWHA will contribute the bowling game; they are planning on organizing tournaments.

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Financial Update

Approximately a year ago we hired a Financial Manager to complete our financials, CHFA reports and other accounting tasks such as payables and payroll. Our goal is to have The Executive Assistance learn these responsibilities during the next few months with the assistance of the Financial Manager. It is anticipated that after the first of the year we would only need outside assistance as needed.

Unemployment Issue

Two former employees have filed for unemployment. One being the former Director has recently begun receiving benefits through EWHA. Since she was previously approved to receive benefits, there is no option to appeal this claim. This is an unanticipated expense for the Authority. The other former employee who also previously received unemployment benefits from EWHA left under different circumstances. We are currently appealing this claim. Please refer to the memo attached to the financial statements for additional information regarding the cost associated for these claims.

Respectfully Submitted,

Linda Collins

Executive Director