

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
FEBRUARY 17, 2015 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, Chamenko, and LeBoriosis were present along with Executive Director Linda Collins. Commissioner Legassie was absent.

**2. ADDED AGENDA ITEMS**

Commissioner DeSousa made motion to add the PILOT Agreement to Old Business.

**3. MEETING MINUTES:**

The minutes of the Regular Meeting of January 20, 2015 were reviewed by all Commissioners present. Commissioner DeSousa made motion to accept the minutes of the Regular Meeting of January 20, 2015. Motion was 2<sup>nd</sup> by Commissioner Chamenko. All members in favor. Motion carried

The minutes of the Special Meeting of January 21, 2015 were reviewed by all Commissioners present. Commissioner DeSousa made motion to accept the minutes of the Regular Meeting of January 20, 2015. Motion was 2<sup>nd</sup> by Commissioner LeBoriosis. All members in favor. Motion carried

**4. PUBLIC COMMENT – None**

**5. LEGISLATIVE BILLS AND COMMUNICATIONS**

**A. RSC Quarterly Report**

Commissioner LeBoriosis appreciates the new format. Commissioner DeSousa would like to see actual numbers instead of “between 6 – 10” as used in coffee hour and bingo.

**B. CHFA Quarterly Report**

**6. FINANCIAL REPORTS – January 2015**

Motion made to acknowledge financials, motion carried

**7. REPORT OF THE FIRST SELECTMAN – None**

**8. REPORT OF THE TENANT ASSOCIATION – None**

**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 take the necessary steps to procure a Small Cities Grant not to exceed \$20,000.00. Motion 2<sup>nd</sup> by Commissioner Chamenko – members in favor, motion carried.

**11. POLICIES AND PROCEDURE – None**

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**12. OLD BUSINESS**

A. Mission Statement – Commissioner DeSousa submitted a mission statement which was reviewed by all commissioners present. Motion made by Commissioner DeSousa to adopted the mission statement with stated changes. Motion 2<sup>nd</sup> by Commissioner LeBoriosis – all members in favor, motion carried.

B. PILOT - Commissioners LeBoriosis and DeSousa along with Executive Director Collins to review the PILOT program with First Selectman Menard.

C. Assistant Treasurer Position – Commissioner Burnham made motion to appoint Commissioner Chamenko as Assistant Treasurer. Motion 2<sup>nd</sup> by Commissioner DeSousa – all members in favor - motion carried.

**13. NEW BUSINESS - None**

**14. Public Comment – None**

Commissioner Burnham opened the suggestion box. There was one suggestion for this month – “You would make more money if you have singles in the single apartments and doubles in the double apartments”

**15. Executive Session**

Motion made at 8:00pm by Commissioner Burnham to go into Executive Session to include Executive Director Collins, 2<sup>nd</sup> by Commissioner DeSousa – Motion Carried.

9:00pm motion made by Commissioner LeBoriosis to come out of Executive Session. Motion 2<sup>nd</sup> by Commissioner Chamenko, motion carried

Motion made and duly noted to extend performance review until May.

**ADJOURNMENT**

Motion to adjourn duly made and approved at 9:02 p.m.

Respectfully submitted,

Marisa Prior  
Recording Secretary

**EXHIBIT A**

***Resident Services Coordinator Report Month of January 2015***

***Department of Economic & Community Development Quarterly Report***

The Resident Services Coordinator Program quarterly report was completed and filed with the State of CT for the 2<sup>nd</sup> quarter without incident. A copy of such is on file in the office of the Executive Director.

This report, downloaded to a PDF file, allows for the formatting for additional detailed information to be included as requested.

***East Windsor Housing Authority Calendar***

The monthly calendar for January was prepared, published and posted to the community boards. A copy was delivered to each tenant's household in a timely fashion.

***Community Based Services /Programs and Activities***

Community based services, programs and activities have been identified and information disseminated for the month via the EWA monthly calendar and weekly announcements. Dates and times of services have been confirmed and publicized as well. The 2015 year dates and times have been secured for the year for Park Hill's monthly Health and Wellness Program with the VNA. Inclement weather necessitated our monthly Health Screenings services to be rescheduled to an alternate date during the month January from January 13 to January 20.

***Upcoming Programs of Highlight for February***

An educational program will be offered in the Community Hall, free of charge, for our residents, on February 11th. This presentation, provided by the VNA is entitled, "Eating a Balanced Diet on a Limited Budget/ Healthy Food Choices".

An on-site Energy Assistance program has been scheduled for tenants for February 24, 2015 in the Community Hall. This outreach service will be provided by the town Social Services Department.

***Services and Referrals***

In January;

Four tenants participated in the Blood Pressure Screening Service, seventeen letters were issued for the local food shelf/pantry program, serving twenty-one residents, three tenants availed themselves to the free pet food offering, one referral was made for income tax advocacy program, one referral was made regarding contact information for the SNAP program and a 6<sup>th</sup> month recertification for the SNAP program was conducted for another resident; met with four residents which included the monitoring of services and programs being utilized and updated resident files; four referrals were made to the town Social Services Department for Energy Assistance appointment dates. I am currently working with management / resident toward safety/housing compliance issues. The daily provision of the computer and printer for residents was made available (set-up/storage).

Respectfully,  
*Laura Clynch*  
Laura Clynch

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**EXHIBIT B**

**Executive Director's Report**

**January 2015**

**Management-**

The audit has been completed. A Special Meeting with the Commissioners and the auditors from Maletta & Company is scheduled for January 21, 2015 to discuss the results. The final report will be submitted to the Department of Economic Community Development and the Connecticut Housing Finance Authority no later than January 31, 2015.

We recently purchased a 45 gallon "Justrite" storage cabinet for our flammable liquids as a follow up to our discussion during the last Board Meeting in order to be in compliant with OSHA guidelines. The cabinet was purchased from Home Depot Supply for \$719.00; included delivery. The cost would have been approximately \$100 more if we ordered it directly from the manufacturer. I also contacted the State Department of Administrative Services to inquire about previously owned state equipment and furniture. There were no flammable cabinets available.

**Projects-**

**Small Cities Grant**

In preparation for submitting the "Small Cities Grant" application for sidewalk improvements and upgrades to the building fire alarm systems, I received one estimate from a Civil Engineer to complete specifications for the sidewalk improvements. The cost for engineering and surveying services would be \$8,900. I have contacted an Electrical Engineer who will be submitting a proposal for the upgrades to our building fire alarm systems.

**Security Cameras**

I researched grants available through the Department of Homeland Security. Unfortunately, we would not qualify for this grant program. The funding targets populations who are considered vulnerable to terrorist attacks and other major disasters. I also researched "Safe Neighborhood" grants that are federally funded for the purpose of eliminating gang activity and gun violence in neighborhoods that have a history of consistent crime and violence. I will continue researching other options.

**Other Matters-**

**Non Profit Status**

I contacted the IRS to request a letter verifying our tax exempt (non profit) status. We now have on file a "determination" letter describing that we are a government entity and exempt from Federal Taxes. This letter can also provide proof of our not for profit status when applying for grants.

**Community Service**

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In my November report I mentioned that the Juvenile Review Board for East Windsor has contacted the Authority requesting that we would consider having local students complete community service hours at Park Hill. Since my initial conversation with the Juvenile Review Board, I have made several attempts to connect with them to discuss questions regarding insurance coverage. I have not had any response. However, I have continued to clarify our current insurance coverage for volunteers and visitors. Our liability insurance covers visitors and volunteers. However, if we choose to have additional workers compensation coverage for volunteers the cost would be \$100 per year. There is no option for “volunteers” to be covered under our Worker’s Compensation Policy.

**Vacancies**

We continue to be at 100% occupancy with no pending move outs.

**Unemployment Issue**

Per the Connecticut Labor Department, the appeal date for an unemployment claim filed by a former employee is still pending and is anticipated to be scheduled within the next couple of months.

Respectfully Submitted,

*Linda Collins*

Executive Director