

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
MAY 18, 2015 MINUTES**

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. Motion to go into recess at 7:01pm duly made and approved. Motion to come out of recess at 7:07pm duly made and approved.

2. ADDED AGENDA ITEMS – None

3. MEETING MINUTES:

The minutes of the Regular Meeting of April 20, 2015 were reviewed by all Commissioners present. Commissioner DeSousa made motion to accept the minutes of the Regular Meeting of April 20, 2015 with corrections to Item 8: correct spelling of vise to vice and Item 13 section C to add Jr. to George Haines's name. Motion was 2nd by Commissioner Chamenko. All members in favor. Motion carried

4. PUBLIC COMMENT –

Alice #4 – The bathrooms go down slow and fill up slow, the toilets. They take more water than if we had new ones. You had said to get new ones.

Commissioner Burnham – Lets look into getting new toilets.

Alice #4 - About Bingo that I run on Wednesday afternoons, I was wondering if we can get new cards because the ones we have are very old.

Laverne #52 – Maybe we can get a new Bingo machine. Sometimes when you spin it the balls get stuck and sometimes they bounce out. The laundry room, somehow nobody here got any information, they went up a quarter. Weren't you going to look in to getting a new service?

Viola #25 – A lot of us were surprised to read in the paper that South Rd is being managed by our Housing Authority. I had questions on that, I don't know if this is the time to ask.

Commissioner Burnham – It is on here and we will be discussing it.

Alice #4 – A couple of years ago CL&P two guys came out and looked at our meters and said they were old and they were going to replace them.

Richard #5 – That was part of the project and then a new guy came in and he immediately added \$9000.00 to do the poles.

Executive Director Linda will check with Eversource regarding the meters.

5. LEGISLATIVE BILLS AND COMMUNICATIONS

A. RSC Quarterly Report

Commissioner LeBoriosis asked if the director saw it before it was sent to the state.

B. CHFA Quarterly Report

6. FINANCIAL REPORTS – April 2015

Motion made to acknowledge financials, motion carried

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7. REPORT OF THE FIRST SELECTMAN – None

8. REPORT OF THE TENANT ASSOCIATION – Carmela Mills

This month we had a meeting and discussed our events for this month and next month. This month we will hold a pot luck supper and next month will be an ice cream social. There are signs already up on the front door as to who to contact for it. The main reason for our meeting was to meet with Kim who has been helping us with our by-laws and election proceedings. Kim was unable to be here and we are not sure when she will be coming back. It was discussed that we would continue with the election process and do everything that needed to be done for next month.

9. REPORT OF THE RSC

Hereto attached as Exhibit A

10. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit B

11. POLICIES AND PROCEDURE – None

12. OLD BUSINESS

A. 7 Acres *

B. South Rd Project - The commissioners discussed with the residents that the East Windsor Housing Authority would only be managing the property. We do not own it. We are not responsible for taxes or maintenance.

C. PILOT *

13. NEW BUSINESS

A. 2015/2016 Management Plan – Executive Director Collins

The Management plan was discussed and it was decided to hold a special meeting on May 27th to discuss further.

B. Tree Trimming – Commissioner Burnham

Commissioner Burnham would like the maintenance staff to look at down trees on the fence line.

14. Public Comment –

Richard #5 – On behalf of all the residents, I want to thank the Board, Linda, and anyone else who helped get the new TV. Linda, you brought up about the haircuts, I would like to see haircuts back.

Alice #4 – I'm not looking for trouble, I've been here 16 years and I've never had my place re-done. It's been said that it doesn't matter how long you've been here, those that really need it will be done first. There's a lot of them that don't clean and deserve to be first.

Louise #6 – I live in #6 and now that Pauline doesn't have a key anymore, I don't think that Marisa should have to come and unlock our doors. Is there something that can be done with

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that? The hall was not unlocked on Saturday, whoever has the keys should be unlocking it every day.

Marie #8 – Last fall a guy come out for the cooling system and took a battery out of my unit and they never replaced it.

Marian #16 – I've brought this up once before about getting a change machine in the laundry room and they said it would broken into. Well we have 2 washing machine and 2 dryers that are full of money and they haven't been broken into.

Commissioner Chamenko left the meeting at 8:15pm.

Alice #4 – Linda, you said you were going to check in with that guy. I can't see going up on the laundry when half the time they break down. It's not fair to us that have to spend the money.

Jeanne #20 – Do we still have a suggestion box? Also, you go through that and through the director first. And also there's a reason that there is a tenant association. It seems this whole meeting has been taken up by a lot of questions that could have gone through Linda.

Suggestion Box – The Board of Commissioners presented Pauline Legassie with an envelope.

1. We need a change machine in the laundry room.
2. What about our round tables.
3. In July we sign our lease, we should be provided with policies effecting our housing and responsibilities so we can be in compliant.
4. The guy that cuts the grass should have a bag on the lawnmower. Right now he is making a mess, dust, dirt going in our houses.
5. Change policy for grill. Must be written that the grills must be the back yard and kept 10ft away. Some units have grills in front and it does not look presentable, it looks to dirty and messy.
6. I wish someone would check trees on the other side of the fence on the 3rd level.
7. Why do we have rules when none are followed? No follow up is done to make sure rules are being followed.

15. Executive Session

A. Employee Health Benefits –

Motion to go into Executive Session at 8:25pm to include Executive Director Collins duly made and approved. Motion to come out of Executive Session at 9:50pm duly made and approved.

No action was taken while in executive session.

ADJOURNMENT

Motion to adjourn at 9:51pm duly made and approved.

Respectfully submitted,

Marisa Prior
Recording Secretary

EXHIBIT A

Resident Services Coordinator Report Month of April 2015

Department of Economic & Community Development Quarterly Report

The Resident Services Coordinator Program Quarterly Report for the 3rd quarter has been compiled and submitted to State of CT without incident. A copy of this report has been provided to the Executive Director, Linda Collins.

East Windsor Housing Authority Calendar(s)

The monthly calendar for May was prepared, published and posted to the community boards. A copy was delivered to each tenant's household.

Community Based Services /Programs and Activities

Community based services, programs and activities have been identified and this information was disseminated to tenants for the month via the EWHA monthly calendar and through announcements. Dates and times of services have been confirmed and publicized as well. I met with Tenant Association Social Director to ascertain activities and events for the month of April and in the upcoming month of May for publication in EWHA calendar.

AARP free Tax-Aide Program Service has been included in our monthly calendar publication during the months of February, March up to the first week in April. This service was available through the East Windsor Senior Center programming efforts for residents who still file tax returns.

Seven residents participated in our monthly Health and Wellness program. Four of those residents were counseled and educated to health related issues with the "Ask the Nurse" component of this Health and Wellness program.

On April 27, a free Educational Presentation entitled, "*Heart Health*" & *Early Warning Signs of a Heart Attack*" was offered to our residents, on-site, in the community room with four residents participating. Educational handouts provided were posted to the community board. A follow up acknowledgement of appreciation was sent to VNA.

Upcoming Programs and Activities

A free Educational Presentation has been arranged and the date confirmed for May 19, 2015 with Webster Bank entitled, "Safe and Secure Banking Practices". An informational flyer corresponding with this event has been posted to the community bulletin board.

During the upcoming month of May, two full days have been arranged and scheduled for tenants of Park Hill to receive assistance with the application process for the Tax Relief of Elderly Renters and Totally Disabled Persons Program (Renters Rebate). This is a financial benefit program to assist residents with limited income. Residents are taking advantage of this opportunity and the schedule is filling quickly. The East Windsor Human Service Aide will be providing this outreach service. This program will be held in the community room. Filing for

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benefits will be done electronically, utilizing the computer donated last year for Park Hill residents.

Services and Referrals

The daily provision of the computer and printer for residents was made available (set-up/storage) during scheduled hours.

A referral to Protective Services was made for a tenant for determination of a court appointed Conservator.

A request for information pertaining to Widows Pension Benefits for Veterans was made by a tenant and information was provided.

During the month of April, I had the opportunity to meet with several of our tenants who were relocated within the complex during the previous month. Home visits were made to assess any transitional issues of concern. All tenants were very pleased with their new apartments. Contact was made with two of our newest residents and I introduced myself and role of RSC. I will provide a follow-up visit and welcoming packet to orient them to available program and services.

Three welfare checks were conducted during this month. Three files of life were requested and provided.

I met with Officer Tudryn to confirm the continuance of on-going community policing status and touched base with any issues of concern.

Respectfully,
Laura Clynch,
Laura Clynch, RSC

EXHIBIT B

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

May 2015

Management-

I have received two quotes to repair the damage in the Community Hall as the result of roof leaks during the winter months. I am getting estimates to have the carpet cleaned as well. This expense was included in the insurance settlement. I anticipate that the repairs will be completed within the next couple of months. Contractors are still extremely busy with emergency winter related repairs; therefore delaying the scheduling of any new projects.

I had anticipated assistance for the selection process for a new Resident Commissioner from TOVAH (Transforming Outcome for Vibrant Affordable Housing.) This agency has been very helpful with tenant council organizational questions. Unfortunately, they are not available for assistance at this time. I will be overseeing the election process. The residents have been sent notification to contact me should they be interested in the position of Resident Commissioner.

Projects-

Annual Apartment Inspections

Beginning the week of April 27th, I started the annual apartment inspections. There have been no serious concerns. The maintenance staff is following up with completing minor repairs.

Spring Maintenance Projects

Maintenance will be cleaning all the filters in the AC/Heating apartment wall units. There are several divots throughout the property that will be filled in with top soil and then seeded. We will also be seeding lawn areas that have been affected by the salt and sand.

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Other Matters-

Rent Increase

The residents are in the process of signing their new leases effective July 1st. The approved rent increase and any adjustments as the result of their recertification will be included in the residents' new rent amount.

Direct Debit

The residents will now have the option to have their rent debited directly from their bank account. The process to sign up for this option is simple and secure.

Policies and Procedures

I am reviewing the policies and procedures and will make any recommendations for revisions to the Board of Commissioners.

Grant Application

CHFA (Connecticut Housing Finance Authority) has announced that there is funding available for small capital improvements/cosmetic repairs. The Authority is required to demonstrate 100% matching funds from private and /or philanthropic sources. \$25,000 is the maximum amount allowable for each property.

Additional grant money is available for resident activities and or projects that would directly improve the quality of life for the residents (e.g. exercise, nutrition, and gardening.) There are no required matching funds. Applicants can request between \$1,000 and \$5,000. I have sent a memo to all the residents asking for suggestions.

There is no deadline for this funding. However, it is on a first come first serve basis. There is \$750,000

Vacancies

We currently have two recent vacancies. We continue to have an average of thirty applicants on the waiting list.

Respectfully Submitted,

Linda Collins

Executive Director