

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING**  
**MAY 27, 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, Present were Commissioners LeBorious, Chamenko, and DeSousa.

Motion made by Commissioner DeSousa to go out of order and start with item #5 – Key Policy motion seconded by Commissioner Chamenko – motion passed.

**2. PUBLIC COMMENTS – None**

**3. KEY POLICY – 12-0005**

12-0005 Key Policy – Amend - After review and discussion a motion was made by Commissioner DeSousa and seconded by Commissioner Chamenko to amend 12-0005 Key Policy with the following change: To remove Tenant Commissioner from the list of Master Key holders. The motion passed. Motion made by Commissioner Burnham and seconded by Commissioner Chamenko to amend as such: Effective July 1, 2015 if a tenant is locked out of their apartment and chooses to call for assistance to unlock their door for them during non-business hours and holidays they will be charged. 1<sup>st</sup> assistance call will be free, all other assistance calls will cost the tenant \$50.00 per call per calendar year.

Motion made by Commissioner DeSousa to go back in order with item #3 2015/2016 Management Plan, motion seconded by Commissioner Chamenko. Motion passed.

**4. 2015/2016 MANAGEMENT PLAN –**

Motion made by Commissioner DeSousa to table for further review, seconded by Commissioner LeBorious. Motion passed

**5. DATE FOR SOUTH RD. MEETING –**

Executive Director Collins will contact First Selectman Menard with 2 dates to choose from for a meeting with the residents of South & Phelps Rd.

**6. EXECUTIVE SESSION –**

Motion to go into Executive Session at 8:35pm to include Executive Director Collins duly made and approved. Motion to come out of Executive Session at 9:25pm duly made and approved. No action was taken while in executive session.

**7. ADJOURNMENT** - Commissioner DeSousa made motion to adjourn at 9:26 pm, motion seconded by Commissioner Chamenko. Motion approved.

Respectfully submitted,  
Marisa Prior  
Recording Secretary