

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
SEPTEMBER 19, 2016 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners L. Calsetta, A. Chamenko, M. DeSousa, and E. LeBorious were present.

Motion made and duly approve to hold recess at 7:01pm. Motion made and duly approved to resume at 7:05pm.

Motion made by Commissioner Calsetta to take agenda item 14.A – Jennifer Svelnys, The Housing Development Team out of order. All in favor, motion passed.

14. NEW BUSINESS:

A. – Jennifer Svelnys, The Housing Development Team - Jennifer explained her role in assisting the housing authority in development of the 7 acre parcel and redevelopment of Park Hill.

2. MEETING MINUTES:

A. Regular Meeting August 15, 2016

The minutes of the Regular Meeting of August 15, 2016 were reviewed by all Commissioners present.

Commissioner Calsetta made motion, 2nd by Commissioner LeBorious, to approve the minutes as presented. All in favor - Motion carried.

3. ADDED AGENDA ITEMS - None

4. PUBLIC COMMENT – None

5. LEGISLATIVE BILLS - None

6. COMMUNICATIONS - None

7. FINANCIAL REPORTS – August 2016

Commissioner DeSousa would like notes added regarding what has earmarked for PILOT and replacement of carpets and repainting of occupied units.

Motion made to acknowledge financials, motion carried

8. REPORT OF THE BOARD OF SELECTMEN – Dale Nelson

Dale announced the Broad Brook School open house this Sunday, September 25th, at 1:00pm.

9. REPORT OF THE TENANT ASSOCIATION – Viola Andrews - President

Viola read the minutes of the Regular Meeting September 13, 2016 (Hereto attached as Exhibit A).

10. REPORT OF THE RSC

Hereto attached as Exhibit B

11. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit C

12. POLICIES AND PROCEDURE – None

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13. UNFINISHED BUSINESS

A. Procurement Policy – Motion made by Commissioner Calsetta and 2nd by Commissioner Chamenko to approve the procurement Policy effective 9/19/2016. All in favor – Motion carried.

15. PUBLIC COMMENT –

Janice Sedore, 26 Park Hill - Can't the town look into speedbumps?

Linda Collins, Executive Director, did tell everyone that we are looking into getting removable speedbumps.

Commissioner Burnham offered the use of the speedbumps from Scout Hall that are not in use. Linda Collins will check with the town regarding the regulations for it.

16. SUGGESTION BOX - NONE

17. EXECUTIVE SESSION - NONE

ADJOURNMENT

Motion to adjourn at 8:50pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary
Marisa Prior

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EXHIBIT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING
September 13, 2016

The meeting was opened at 10:00 a.m. by president Viola Andrews. Officers Jeanne Swicklas, secretary, John Kupisz, Vice President and Jim Palozi, treasurer also attended along with eight resident members.

President Viola Andrews stated that on August 29, 2016 she received a letter of resignation from Alice Samson from the position of member-at-large due to health problems. She then asked if anyone was interested in running for the office. There was no response.

President Viola Andrews nominated Sharleen Craft for the office of member-at-large. The motion was seconded by Jeanne Swicklas, secretary. All members will vote on this nomination at the October meeting due to the thirty day rule.

President Viola Andrews reported that we are still reaching out to our sick. Get well cards were sent to Janette Graham and Natalie Porter. This program depends on tenants letting us know who is ill or has lost a loved one along with their addresses.

Viola Andrews, president stated that our newest outreach program is Operation Gratitude for our military. A meeting was held on August 25, 2016. All information on this program was researched by Jeanne Swicklas, secretary. It was decided that every tenant would receive this information in a notice sent out to every home here. Jeanne Swicklas, secretary was put in charge of this program.

All members agreed to extend this program to the East Windsor Senior Citizens and that Laverne Calsetta will handle that. Viola then asked for reports from Jeanne and Laverne.

Jeanne Swicklas, secretary reported that we have received a large amount of care package items along with \$75.00 in cash donations to purchase more items with. Our hope is to send out a large box each month. We have only received two letters though.

A meeting was set for Thursday, September 15, 2016 to get together and write letters or cards.

Laverne Calsetta reported that she posted a copy of our information on the bulletin board at the senior center and also made an announcement to the seniors there regarding donations.

President Viola Andrews reported that the horseshoe area is built and that anyone interested in playing should see John Kupisz, vice president. We are also looking for anyone interested in forming a walking group, a WII bowling league and playing pool.

President Viola Andrews stated that there will not be a pot luck supper in September due to the Housing Authority picnic being held on September 29, 2016.

Sharleen Craft, social director spoke about the craft and bake sale scheduled for November 3, 2016. She asked for help in making signs. Jeanne Swicklas, secretary volunteered. She also asked for someone to go out and hang the signs in stores, etc. John Kupisz, vice president volunteered for this.

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Pauline Legasse suggested that we ask people from outside Park Hill to purchase tables for the craft show. It was decided that we will offer tables to people at the senior center for free.

Sharleen Craft, social director talked about the pot luck supper for October. It will be a Halloween party with three prizes for those who want to dress up. She also asked anyone who brings food to take their dishes home.

John Kupisz, vice president asked if anything had been found out about the legality of the stop signs and speed bumps. This will be brought up at the next Director's meeting.

Pauline Legasse stated that on the heating units outside some of the units the insulation has split and wires are exposed. We will bring this up at the next Director's meeting.

President Viola Andrews closed the meeting at 10:34 a.m.

Respectfully submitted by,
Jeanne Swicklas
Secretary

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EXHIBIT B

**Resident Services Report
East Windsor Housing Authority**

September 2016

Resident Activities

A consistent number of residents, around 10-12 residents, attend the Tenant Association's Coffee Hour Tuesday mornings from 9-10 a.m. The Association also hosts a monthly pot luck supper with approximately the same number of attendees.

Chair Yoga will be held on Wednesdays from 4pm – 5pm starting September 14th. It continues to be popular with our residents and we are looking forward to having additional residents join the group with the change in day.

In August we had the first of three presentations from UCONN Health & the SNAP Program. We are doing this in conjunction with the senior center. This food presentation was about fruits & vegetables and included a demonstration as well. The second presentation will be held at the senior center and will focus on whole grains.

On August 23rd we held a Voter Registration Session to help residents register for the upcoming presidential election.

Community Programs

The Flu Clinic for this year has been scheduled with the VNA for October 11.

The Visiting Nurse Association continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if warranted.

Upcoming Resident Programs

On October 6th we will have our 3rd and final presentation from UCONN Health & the SNAP Program. The topic will be a virtual tour of a grocery store and how to properly read nutrition labels. This last presentation will be held at Park Hill.

Approximately every eight to twelve weeks, we have a hairstylist available in the Park Hill Community Hall to cut our residents' hair for a \$12.00 fee. Several of our residents participate and find it very affordable.

Respectfully Submitted,

Marisa Prior

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EXHIBIT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

September 2016

Management-

On Tuesday, September 13th, Jeannine Henneberger started her new position as our Resident Services Coordinator for Park Hill. On the same day, she met some of the residents at Coffee Hour and a more formal meet and greet will be on September 29th at our annual summer picnic. Jeannine has an extensive background in Human Services and most recently was the Resident Services Coordinator at another Housing Authority. Her experience and knowledge will certainly be beneficial to our residents.

On Monday, September 19th Maletta & Company will begin our biennial audit. It is anticipated that the entire process will take approximately one month. A full report will be forwarded to the Board of Commissioners and the Department of Housing.

On August 29th and 30th, I attended the annual ConnNahro convention held at Mohegan Sun. Marisa Prior, our Executive Assistant and two Commissioners, Marie DeSousa and Laverne Calsetta also attended. It is a wonderful opportunity to network and connect with people on various levels. There were several workshops throughout the two days that addressed various topics such as Fair Housing issues to legislative updates.

Projects:

Water System

The Connecticut Water company has provided estimated costs to install water main lines to Park Hill and ongoing fees for supplying the water. The installation would be approximately \$305,000. The annual fee for usage and meter charges would be \$16,194. Charges associated with three fire hydrants or as deemed necessary by the Fire Department would be \$2,047.92 per year. Total, \$18,241.92 per year.

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Heating and Cooling Wall Units

Several of the apartment wall units that supply heat and air-conditioning have been leaking. Over time, the blower wheel in the unit accumulates residue and has to be replaced. I'm currently getting quotes to have all the units inspected to determine if this is a potential issue in other units.

Other Matters:

Critical Needs Funding

The plans for the sidewalks have been completed and the project has been put out to bid. The notice is on the Town of East Windsor and the Department of Administrative Services web sites. It is also being published in the Journal Inquirer. The dead line for submitting the bids is October 6th.

Small Cities Grant

The Housing Development Team LLC will be working with us on the predevelopment for the 7 acre parcel and the redevelopment plans for Park Hill. Jenifer Svelnys, one of the principles from HDT, will be attending the Board of Commissioners meeting on Monday September 19th.

The commitment agreement between the Department of Housing and the Town of East Windsor for the grant has been submitted timely to the state for approval. In the meantime the projects will be going out to bid with the exception of a start date until the agreement has been signed by the Department of Housing.

Vacancies

We recently had a resident move out and anticipate that the apartment will be rented within the next couple of weeks.

Respectfully Submitted,

Linda Collins, Executive Director