

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
OCTOBER 17, 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.

2. MEETING MINUTES:

A. Regular Meeting September 19, 2016

The minutes of the Regular Meeting of September 19, 2016 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2nd by Commissioner Calsetta, 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 – September 2016

Commissioner DeSousa would like notes added regarding balance due towards PILOT.
Motion made to acknowledge financials, motion carried

8. REPORT OF THE BOARD OF SELECTMEN – None

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

Viola read the minutes of the Regular Meeting October 11, 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

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS - None

15. PUBLIC COMMENT –

John Kupisz #30 – Suggested adding a bedroom to efficiencies to add income and accommodate more people.

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16. SUGGESTION BOX - NONE

17. EXECUTIVE SESSION - NONE

ADJOURNMENT

Motion to adjourn at 7:59pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary
Marisa Prior

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EXHIBIT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING October 11, 2016

The meeting was opened at 9:45 a.m. by president Viola Andrews. Officers John Kupisz, vice president, Jeanne Swicklas, secretary, Jim Palozi, treasurer and Sharleen Craft, member-at-large also attended along with seven resident members.

The minutes from the September 13, 2016 regular meeting were read by Jeanne Swicklas, secretary and were accepted by all in attendance.

Sharleen Craft, who was nominated as member-at-large at the September 13, 2016 meeting, was voted into that position now and the vote was unanimous.

Viola Andrews, president invited Director Linda Collins, Assistant Director Marissa Pryor and Resident Service Coordinator Jeannine Henneberger to attend this meeting and they accepted. President Viola Andrews explained that on Tuesday, September 13, 2016 Jeannine Henneberger began to work in the position of Resident Service Coordinator. She was introduced at our coffee hour on that day and had a more formal meet and greet on September 29, 2016 at the annual Housing Authority picnic. She was welcomed by all attending tenants, who wish her a happy and successful stay.

Viola Andrews, president stated that plans for the new sidewalks have been completed and the job has been put out to bid. The deadline for bidding is October 11, 2016 at 2:00 p.m.

President Viola Andrews reported that Jennifer Svelnys from the State Housing Department Committee attended the Monday, September 19, 2016 Housing Authority board meeting to discuss plans for the predevelopment for the seven acres and redevelopment of Park Hill. There will be no start date until a commitment agreement is submitted and signed by the Department of Housing.

Viola Andrews, president also stated that according to Jennifer Svelnys an approximate cost to develop the seven acres is \$2.8 million. Presently, state funding is not open to congregate living sites. To be competitive in applying for state funding we would need family housing. Jennifer Svelnys suggested rebuilding apartment area #1-30 into apartments large enough for families and keeping the hill area and the seven acres into apartments for seniors and disabled.

President Viola Andrews went on to say that Chairman of the Housing Authority John Burnham said that agreements had been made with our town authorities to use Park Hill and the seven acres for senior and handicapped housing. Jennifer Svelnys then said that we might be more competitive for state funds if 10% of our apartments were rented to veterans. The Housing Authority could also meet with the state to see if they

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could get special conglomerate funding for plans that were presented to the state three years ago. Ms. Svelnys also suggested doing environmental testing on the seven acres now and to hold off on all other projects.

Viola Andrews, president stated that our veteran outreach program is a great success. One box of wish list items and letters will be sent out in October and we hope to continue sending one package each month.

On Friday, October 28, 2016 we will hold our Halloween pot luck supper. Three prizes will be awarded in a costume contest.

Viola Andrews, president stated that our WII bowling and walking clubs are off to a great start and that the pool club should start in October.

President Viola Andrews asked Sharleen Craft, member-at-large and social director about the craft and bake sale being held on November 5, 2016 from 10:00 a.m. to 3:00 p.m. Sharleen said that we had 6-7 tables requested from Park Hill residents and that she would be calling the senior center to see if there were any requests from there. There are also a couple of people from outside requesting tables.

Viola Andrews, president stated that our director, Linda Collins had asked to be included in the meeting to discuss ideas we might have for the annual Christmas party. She then gave the floor over to Linda.

A thank you card from Mike Provencher was read.

Director Linda Collins stated that they could give the tenant association money and have us plan the party or that we could work together with the staff on it. It was decided that we should all work together.

Many items were discussed including catering, the time of the party, entertainment, drinks, tickets or sign-up, etc. No final decisions were made. Linda Collins, director suggested we form a subcommittee for this. A meeting will be held on Tuesday, October 18, 2016 at 2:00 p.m. to form the subcommittee and discuss this again. A notice will be sent out inviting all to attend.

John Kupisz, Vice President thanked the staff for the increase of police patrols concerning stop signs and speeding.

President Viola Andrews closed the meeting at 10:37 a.m.

Respectfully submitted by,
Jeanne Swicklas
Secretary

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EXHIBIT B

**Resident Services Report
East Windsor Housing Authority
October 2016**

Resident Activities

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

Chair Yoga is held on Wednesdays from 4pm – 5pm. It continues to be popular with our residents.

On September 29th Park Hill held its annual Resident Summer Picnic. It was attended by 34 residents and staff who had an opportunity to socialize and have a good time. Many residents brought tasty side dishes and desserts. As the new Resident Services Coordinator it gave me an opportunity to introduce myself and talk to the residents.

On October 6th SNAP (Supplemental Nutrition Assistance Program) completed the last series of the three part presentations at Park Hill. The presenter reviewed with the residents how to read food labels, discussed the importance of determining which food ingredients are better for you and how to save money when going to the grocery store. 8 residents attended this program.

Community Programs

The Visiting Nurse Association (VNA) held a flu clinic at Park Hill on October 11th. 8 residents participated and received their flu shots.

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if requested.

Upcoming Services and Events

The Medicare Part D open enrollment period begins October 15th through December 7th. It is extremely important that the residents review their medication list to ensure that they will be covered. I will be meeting with the residents to assist with this process.

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Services and Referrals

I assisted several residents with renewals for programs with the Department of Social Services (DSS) such as SNAP and Husky Insurance.

Several Home visits have been made throughout the month to introduce myself to residents and assist with specific issues and continue follow up visits as needed.

Respectfully Submitted,

Jeannine Henneberger

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EXHIBIT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

October 2016

Management-

Maletta & Company is currently reviewing our financials that were electronically sent to their office. It is expected that they will actually be at Park Hill to continue the audit at the end of October. A full report will be forwarded to the Board of Commissioners and the Department of Housing.

On September 22nd, our Executive Assistant Marisa Prior and I attended the conference of the Housing Coalition. This is an annual event that focuses on topics relevant to affordable housing opportunities including increasing the quality and quantity of affordable housing. We attended workshops pertaining to state funding, fair housing, and accessibility and preventing evictions.

On September 29th we had our annual resident summer picnic and a meet and greet for Jennifer Henneberger our new Resident Services Coordinator. The staff provided and grilled the hamburgers and hotdogs. Many of the residents brought delicious side dishes and desserts. Approximately thirty four residents attended

Projects:

Water System

On October 4th the Department of Public Health conducted a Sanitary Survey Inspection for our well water system. This inspection is mandatory every three years; there did not appear to be any major findings during the inspection. A report will be forthcoming within the next few weeks. Please see the attached analysis for expenses related our current water system versus connecting to the main water line.

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Other Matters:

Snow Removal and Maintenance Support

Since one of our two maintenance staff is out on medical leave for at least three months, I have contacted several staffing agencies for assistance with snow removal and projects that may require additional help. Pinnacle Maintenance LLC will be on call to assist with clearing snow from the sidewalks and in between the cars. They are also available for other projects such as working on vacant units. They come highly recommended by other local Housing Authorities and they are registered with the Department of Administrative Services. We will also be using temporary help that we have used previously.

Critical Needs Funding

On October 11th the eight sealed bids for replacing the sidewalks was held in the Park Hill Community Hall. Our architect will be meeting with the lowest bidder to ensure that the entire scope of work was included in the bid. There was a \$163,213 difference between the lowest bid and the next lowest bidder. The next step will be to submit the Critical Needs Funding application to the Connecticut Housing Finance Authority.

Small Cities Grant

The Assistance Agreement between the Town of East Windsor and the state has been signed by the Department of Housing. We can now go out to bid for the three projects; upgrades to the fire alarm systems, laundry rooms and a new generator. It is anticipated that the bid announcement will be published the week of October 17th.

Vacancies

There are no vacancies and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director