

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
DECEMBER 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, and M. DeSousa were present. Commissioner E. LeBorious was absent.

2. MEETING MINUTES:

A. Regular Meeting November 21, 2016

The minutes of the Regular Meeting of November 21, 2016 were reviewed by all Commissioners present. Commissioner Chamenko 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 – November 2016

Motion made to acknowledge financials, motion carried

8. REPORT OF THE BOARD OF SELECTMEN – None

9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas - Secretary

Jeanne read the minutes of the Regular Meeting December 8, 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

A. Satellite Dish Installation Policy #16-000 Rent Collection #10-0002

Commissioner DeSousa made motion, 2nd by Commissioner Calsetta to rescind policy #10-0002 and approve Rent Collection Policy #16-0006

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS - None

15. PUBLIC COMMENT –

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Commissioner DeSousa would like to look at the policy that addresses the use of alcohol in the community room. She also mentioned the use of the fireplace in the evenings. Executive Director Linda stated that the use of the fireplace while the staff is not here is not allowed due to safety issues as per the recommendation of the East Windsor Fire Marshall and our insurance provider.

Kathy Pippin, Woolam Rd – Merry Christmas.

16. SUGGESTION BOX - NONE

17. EXECUTIVE SESSION – None

ADJOURNMENT

Motion to adjourn at 7:30pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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ATTACHMENT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

December 13, 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 twelve resident members.

The minutes from the November 8, 2016 regular meeting were read by Jeanne Swicklas, secretary and were accepted by all in attendance.

President Viola Andrews began with a moment of silence for resident David Mills who passed away on December 10, 2016.

She went on to review some important issues that were resolved at the last Executive Director's meeting and Housing Authority board meeting.

The Housing Authority has been responsible for rent collections for the South Rd. property. In order to simplify management of the property the responsibility has been returned to the town of East Windsor.

On October 4, 2016, the Department of Health conducted a sanitary inspection on our well system. It was found that much of our pump system needs replacing. If it is not done it could cause water contamination. We recently had an emergency repair due to loss of water pressure. The booster on pump #1 needed to be replaced. Controls on the panel that automatically switch power from one well to the other didn't work. This can be done manually if necessary. Bladders in tanks that push water into pipes leading to the buildings also needed replacing.

Aqua Pump recommended that we replace two pump motors and pressure tanks as soon as possible at a cost of \$15,250 - \$16,250. The replacement of the panel can wait or be included in the repairs. The total cost would then be \$27,000. The Housing Authority Board voted to do a complete repair now.

On November 9, 2016, Housing Authority chairman John Burnham and Executive Director Linda Collins went to the police commission regarding the problem of people speeding and running stop signs at Park Hill. John and Linda asked about using portable speed bumps and getting official town stop signs. Police Chief Ed DeMarco said that an assessment by the police department would be conducted for thirty days and the results and recommendations could be discussed at the December Police Commission meeting.

President Viola Andrews then opened the floor for comments.

Alice Samson stated that people are parking by the first building in the area that the ambulance pulls into. She feels that there should be a "Emergency Parking" sign there. This will be brought up at the next Executive Director's meeting.

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Sharleen Craft, social director set the date of our next pot luck supper for January 27, 2017.

President Viola Andrews reported that our tree trimming gathering was held on November 27, 2016 and a good time was had by all. She also reminded everybody to sign up for the Christmas party being held on December 16, 2016 at 4:00 p.m.

She also stated that the WII bowling group is doing really well.

Jeanne Swicklas, secretary reported that Operation Gratitude is also doing well. Our latest package contained 40 pairs of socks, 15 hats and many different toiletries. She thanked everyone for the donating and writing cards and letters as well.

President Viola Andrews closed the meeting at 10:02 a.m.

Respectfully submitted by,
Jeanne Swicklas
Secretary

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ATTACHMENT B

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

Resident Activities

Resident and staff decorated the community room on November 28th for the Holidays. We had a great time and also enjoyed coffee, hot chocolate and cookies.

On December 1st James from Panda Home Care who does marketing in the community for this agency hosted "Name the Tune". Name The Tune is a musical trivia game sponsored by this agency. 10 residents attended and prizes were awarded. It was a fun time for all.

Coffee hour is scheduled every Tuesday morning from 9-10 and continues to be a popular event.

Community Programs

The Visiting Nurse Association (VNA) held its monthly Wellness Clinic at Park Hill on December 13th and ten residents participated.

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

The schedule for 2017 Wellness Clinic has been posted on the community bulletin boards.

The Town of East Windsor Human Services has distributed the Holiday Baskets for November and December. Many of the Park Hill residents received the baskets.

Upcoming Services and Events

On January 26, 2017 at 1 pm Danielle Hebert from Way to Go CT will be here to discuss transportation options for the residents. Way to Go Ct offers information about all types of transportation for the State of Ct which includes free and for fee transportation services.

On December 16th, Park Hill's Annual Holiday Party at 4 pm will take place in the community hall. Fifty residents have already signed up to attend the party and looking forward to celebrating the holidays with each other

I've been in contact with Susan Wilk from Intercommunity Recovery Center who provides

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Outreach to folks who suffer from depression and other mental illnesses. She will be doing a presentation on Healthy Living In February or early March.

I'm continuing to reach out to other agencies and organizations to do a presentation for the residents that deal with Addictive Disorders in the near future.

Services and Referrals

I assisted several residents with renewals for programs with the Department of Social Services (DSS) such as SNAP, Medicare Savings Program and check lists for Energy Assistance. 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.

I attended a webinar in Early November which was sponsored by Department of Social Services which discussed the upgrading for Department Of Social Services computer system which will allow easier access to sign up for benefits. This upgrade will take about nine months to complete.

Respectively Submitted,

Jeannine Henneberger, RSC

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ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

December 2016

Management-

Maletta & Company are finalizing their report for the audit. They will be scheduling a date and time in January to review and discuss the audit. As soon as it is available I will forward a copy to all the Commissioners.

On November 9th, our Board Chairman John Burnham and I met with the Police Commission to present our concerns regarding people who speed and run stop signs when driving through the property. The Commission recommended that an assessment by the police department be conducted. This issue will be discussed again at the next Police Commission meeting on Wednesday, December 14th.

The annual Park Hill Holiday Party will be held on December 16th at 4:00pm. A delicious catered dinner and entertainment is on the venue. We had a tree trimming gathering on November 28th. The staff and several residents had a fun time decorating the community room and the tree. Of course we had hot chocolate and cookies!

We have a new fee account available to us on an as needed basis. He is also proficient with Quick Books. He was recommended to us by the company that services our computers.

Projects:

Water System

Aqua Pump is scheduled to begin the repairs on our well water system the first week of January. The repairs include, replacing the panel, pressure tanks and the pump motors. It is anticipated that there may be some interruption of water going into the apartments from 2-4 hours during the time that the repairs are being completed. Once I have a definite date and time, the residents will be notified.

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Other Matters:

Maintenance

I have received several applications for the maintenance laborer position. The closing date for accepting applications is December 15th. The job posted in the Journal Inquirer and posted on the town web site. Interviews will begin the week of December 19th.

Critical Needs Funding

The application for replacing the sidewalks has been submitted to the Connecticut Housing Finance Authority. If approved, the actual work would begin in the Spring of 2017.

Small Cities Grant

On Thursday, December 15th, I will be meeting with the general contractor to sign the contract for the Small Cities Grant projects. The work has been awarded to DEF Services Group, Ltd. Start dates will be discussed for each of the three projects; upgrades to the fire alarm system, laundry rooms and replacing the generator. Our architect, Alan Lamson and Nancy Wagner from Wagner Associates will be present as well.

Matching Funds Grant

I recently applied for state funds available to Housing Authorities that have been awarded funding from other grant programs. Since we were recently approved for Small Cities Grant funds, we are eligible to apply for funds for projects related to the safety and well-being of the residents. The projects include, replacing all the apartment door front and back exterior lights, four new security cameras, automating the two interior doors to the community room for easier accessibility and constructing an overhang for the front entrance of the community hall building to prevent the rain and snow from falling on people when entering the building.

Vacancies

There is one vacancy. We have someone scheduled to move in, the last week of December.

Respectfully Submitted, *Linda Collins*, Executive Director