

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
NOVEMBER 20, 2017 MINUTES**

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**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 October 16, 2017

The minutes of the Regular Meeting of October 16, 2017 were reviewed by all Commissioners present. Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner Chamenko to approve the minutes as presented. All in favor - Motion carried.

**3. ADDED AGENDA ITEMS –**

Motion made and duly approved to add Personnel to Executive Session.

**4. PUBLIC COMMENT**

Janice Sedor #26 – Are the catch basins going to be fixed before winter?  
Executive Director Collins will discuss it during her Director’s Report.

**5. LEGISLATIVE BILLS AND COMMUNICATIONS - None**

**6. FINANCIAL REPORTS – October 2017**

Motion made to acknowledge financials, motion carried.

**7. REPORT OF THE BOARD OF SELECTMEN – None**

**8. REPORT OF THE TENANT ASSOCIATION – Viola Andrews, President**

Viola read the minutes from their November 14, 2017 meeting. (Hereto attached as Exhibit A)

**9. REPORT OF THE RSC - Hereto attached as Exhibit B**

**10. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins** (Hereto attached as Exhibit C) Executive Director Collins discussed the next steps to proceed with the Small Cities Fund Program. The Housing Authority would be responsible to cover the cost of asbestos testing and abatement if any asbestos was found. The total cost would be approximately \$13,700.00. Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner Chamenko, to authorize Executive Director Collins to spend up to \$14,000.00 on the asbestos testing and abatement if needed.

Executive Director Collins discussed the additional work to be performed under the Critical Needs Funding. The work will begin on November 27<sup>th</sup> and includes the catch basins, sidewalk repairs, and repairing the light pole in the first level.

**11. POLICIES AND PROCEDURE - None**

**12. UNFINISHED BUSINESS - None**

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**13. NEW BUSINESS**

a. Annual Calendar of Commissioner Meetings – Motion made and duly approved to accept the 2018 Commissioner Meeting Dates.

b. Election of Officers – Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner Calsetta, to table this item until next meeting.

In favor: DeSousa, Calsetta Chamenko

Opposed: Burnham

Motion passed – Item will be tabled until the December meeting.

**14. PUBLIC COMMENT**

Viola Andrews #25 – I know we are supposed to get automatic doors for the laundry rooms, are we still getting them? Executive Director Collins replied yes, she was in the process of getting quotes to perform the work.

**15. SUGGESTION BOX - None**

**16. EXECUTIVE SESSION**

a. Personnel

Motion made and duly approved to go into Executive Session at 8:00pm to include Executive Director Collins. Motion made and duly approved to come out of Executive Session at 8:15pm

Motion made by Commissioner Burnham, 2<sup>nd</sup> by Commissioner Chamenko to increase the part-time maintenance staff position up to 29 hours per week as needed and determined by the Executive Director. All in favor – motion passed.

Motion made and duly approved to give all staff members a year-end bonus.

**17. ADJOURNMENT**

Motion made and duly approved to adjourn at 8:17pm.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**ATTACHMENT A**

PARK HILL TENANT ASSOCIATION REGULAR MEETING  
November 14, 2017

The meeting was opened at 10:00 a.m. by President Viola Andrews. Officers Jeanne Swicklas, vice president, Pauline Legassie, treasurer and Sharleen Craft, member-at-large also attended along with eleven resident members.

The minutes from the October 10, 2017 regular meeting were read by Jeanne Swicklas, vice-president and were accepted by all in attendance.

Treasurer Pauline Legassie read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$591.91 in the bank and there were no expenses for the month.

Words from our president

President Viola Andrews reported on some issues discussed at the October 16 2017 Housing Authority board meeting.

Director Linda Collins, Assistant Director Marisa Prior and CHFA asset manager Penny Fisher will meet to discuss stratifying rents for Park Hill. Stratifying rents would allow Park Hill to house applicants with diverse rates of income. Also discussed was the conversion of our waiting list from the point system to a lottery system. More information will be given at the next board meeting.

Wagner Associates submitted an application on behalf of the Housing Authority to the Department of Housing for the purpose of utilizing Small City Grant funds that were awarded to the town of East Windsor. The grant is for \$52,000 and, if awarded, will be used to put in eight showers for those unable to use tubs.

All laundry rooms are up and running. New washers and dryers will be installed today. The cost for washing or drying will be increased to \$1.35. A meeting concerning the use of the new card system is scheduled for today at 1:00 p.m.

The Golden Gavel has offered to pay for postage for our Operation Gratitude program. A thank you card will be sent to them. Donations need to be in by the end of November so the packages will be received by Christmas.

The craft and bake sale was held on November 4, 2017. All who participated felt that it was a great success. Jeanne Swicklas, Vice President reported that we made \$100 to get gift cards to be sent to our service people:

Raffle (items donated by crafters).	\$45.00
Table rental (minus \$15 for advertising).	35.00
Coffee, tea and hot chocolate	11.00
Personal donation	9.00

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Director Linda Collins held her director's meeting on November 9, 2017. This was followed by a meeting to discuss our Christmas party. It was decided that the party will be held on December 15, 2017 at 1:00 p.m.

There will be no pot luck suppers in November or December because of the holidays.

There was much discussion concerning the craft and bake sale and what can be done differently next year. It was decided that we will be holding a meeting just for this purpose in the coming months.

Sharleen Craft suggested we hold some kind of party (pizza or otherwise) for the tenants in January or February. It was decided that we will hold one on the last Friday in January. This will be discussed further next month.

The meeting was closed at 10:45 a.m. by Viola Andrews, president.

Respectfully submitted by,  
Jeanne Swicklas  
Vice President

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**ATTACHMENT B**

**Resident Services Report  
East Windsor Housing Authority  
November 2017**

**Resident Activities**

On November 5<sup>th</sup> 2017 the Tenant Association held a Craft and Bake Sale from 10am-3pm; many homemade gifts and food were sold. The residents were pleased with the turnout.

Bingo is held from 6:30pm to 8:30pm on Wednesday evenings. There are approximately a dozen residents that participate every week.

The monthly potluck supper was held on October 27<sup>th</sup> at 5:00pm. Many of the residents dressed up in Halloween Costumes. Approximately 14 residents attended this event.

The monthly calendar continues to be prepared and distributed to each household.

**Community Programs**

Several residents continue to participate in the monthly VNA Health and Wellness program. They offer free blood pressure and blood sugar screenings the second Tuesday of every Month from 9:00am-10:30am. 7 residents participated in the Flu Clinic for the month of October.

On Thursday October 12<sup>th</sup> Kim Pietrorazio from TOVAH, Inc. was the guest speaker at the Executive Directors' Tenant Meeting. She reviewed policies and procedures regarding tenant associations and how they pertain to the Park Hill residents. Approximately 10 residents attended this informative presentation.

**Upcoming Services and Future Events**

On November 28<sup>th</sup> at 1:00 in the Community Hall a representative from The North Central Area on Aging will be hosting a game of Fraud Bingo. Prizes will be awarded.

On Friday December 15<sup>th</sup> at p.m. the Annual Holiday Party will take place in the Community Hall. All residents, commissioners and staff are invited to attend this Festive event.

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**Services and Referrals**

I assisted several residents with Safe Link, Husky Insurance and other various entitlement programs. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need.

Respectively Submitted,  
Jeannine Henneberger, RSC

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**ATTACHMENT C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**November**

**2017**

**Management-**

On October 17<sup>th</sup> our Executive Assistant and I met with our CHFA Asset Manager, Penny Fisher to discuss the advantage of stratifying rents for Park Hill. I am currently working on a spread sheet developed by CHFA to project our rental income based on different levels of income. At our next Board Meeting, I will present to the Board my findings.

Also, per our tenant selection policy our CHFA asset manager suggested that we close our waiting list. This will allow applicants who have been on the waiting list for more than a year to move to the top of the list. We can open the waiting list at our discretion. Our Affirmative Fair Housing Marketing Plan (AFHMP) must be followed when we close and open the waiting list.

CHFA is suggesting that we consider using the lottery system for our application process. The State is considering eliminating the point system for all Housing Authorities. We are one of the few Housing Authorities that is still using the point system.

**Other Matters:**

As part of the application process for the Small Cities Fund Program awarded to the Housing Authority from the Town of East Windsor, The Department of Housing, (DOH) is requesting that asbestos testing be completed on each of the three levels. This would be for the anticipated conversion of approximately six bathrooms. The cost for the asbestos testing and abatement if necessary would be the responsibility of the Housing Authority.

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Kim Pietrorazio from TOVAH met the Park Hill residents and staff to review the guidelines for Tenant Associations and offered to meet with us on a quarterly basis. She also said that she could attend a Board meeting to discuss and answer questions that the Board members may have regarding Tenant Associations.

The annual apartment inspections have been completed. Two apartments have evidence of a recurrence of mold. All necessary steps will be taken to eradicate this issue.

Our annual Holiday Party will be on December 15<sup>th</sup> at 1:00. All Park Hill residents, staff and commissioners are invited. The menu consists of a buffet turkey dinner with dessert and a DJ for entertainment. Staff and residents collectively planned the party.

**Projects:**

**Critical Needs Funding**

The additional work under the sidewalk project has been approved by CHFA. Beginning Monday November 27<sup>th</sup> the contractor will be here to complete all the remaining work including the punch list and additional items.

**Small Cities Grant**

The testing of the new fire alarm system was conducted on Wednesday, October 25<sup>th</sup>. The Fire Marshall signed off on his final inspection as well. The staff and several residents had an opportunity to meet with the Fire Marshall and the electricians to ask questions regarding the new system.

The new washers and dryers were installed on November 14<sup>th</sup>. A representative from the laundry company met with the residents to distribute the laundry cards and explain how to operate the new machines.

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**Matching Funds Grant**

The contractors for the construction of the overhang for the community hall front entrance and the installation of the automatic interior doors for the community room have been contacted. Ansaldi, the contractor for the overhang is applying for the permit this week and Stanley Access Technologies has indicated that they will schedule a date for the install of the automatic doors within the next couple of weeks.

**Vacancies**

We are 100% occupied and no pending move outs.

Respectfully Submitted,

*Linda Collins*, Executive Director