

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
APRIL 16, 2018 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

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

2. MEETING MINUTES:

A. Regular Meeting March 19, 2018

The minutes of the Regular Meeting of March 19, 2018 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 –

Motion made and duly approved to add the following to New Business:

- B. Mark Simmons, Veterans Commission
- C. Sale of Mahindra
- D. Performance Evaluations
- E. 2018/2019 Budget

4. PUBLIC COMMENT - None

5. LEGISLATIVE BILLS AND COMMUNICATIONS – None

6. FINANCIAL REPORTS – March 2018

Motion made to acknowledge financials, motion carried.

7. REPORT OF THE BOARD OF SELECTMEN – None

8. REPORT OF THE TENANT ASSOCIATION – Commissioner A. Chamenko

Due to the Tenant Association Board not being present, the minutes of the April 10, 2018 meeting were read by Commissioner A. Chamenko. (Hereto attached as Attachment A)

**9. REPORT OF THE RSC – Jeannine Henneberger, RSC for the E. W. Housing Authority
(Hereto attached as Attachment B)**

10. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins
(Hereto attached as Attachment C) Executive Director Collins discussed the procurement process for architectural services for the development of the 7 acres. The commissioners would like a representative from the Planning and Zoning Commission on the selection committee for this. Executive Director Collins did ask the commissioners to approve the spending of \$8,566.00 needed for the installation of automatic doors for the three laundry rooms.

Commissioner Burnham made motion, 2nd by Commissioner LeBorious to approve to spend \$8,566.00 to automate the laundry room doors. All in favor, motion passed.

11. POLICIES AND PROCEDURE – None

12. UNFINISHED BUSINESS – None

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13. NEW BUSINESS –

A. Melissa Maltese, Director of Recreation and Community Services

Melissa introduced herself to the commissioners and everyone in attendance. She spoke about programs at the Senior Center and mentioned that she is in the process of reviewing all functions of the center along with policies and procedures. Melissa brought a binder with programs, calendars, and information regarding the Senior Center.

B. Mark Simmons, Veterans Commission – Mark presented the East Windsor Housing Authority with a new flag for our flag pole.

C. Sale of Mahindra – Executive Director would like to sell the Mahindra tractor that is no longer needed. Commissioner Burnham would like ED Collins to contact Stanton Equipment regarding the Mahindra. The commissioners would like a policy in place on procedures to follow regarding the sale of Housing Authority items. ED Collins will have the policy ready for the next meeting.

D. Performance Evaluations – Commissioner LeBorious asked when staff performance evaluations would be conducted. ED Collins stated that this is done in June.

Motion made and duly approved to take a recess at 8:50pm. Motion made and duly approved to resume at 9:05pm.

E. 2018/2019 Budget – Executive Director Collins presented to the commissioners her proposed 2018/2019 budget. Motion made and duly approved to accept the 2018/2019 budget with discussed changes.

14. PUBLIC COMMENT- None

15. SUGGESTION BOX – None

16. EXECUTIVE SESSION –

A. Legal Issue - Motion made and duly approved to go in to Executive Session at 9:42pm to include Executive Session Director Collins and Executive Assistant Marisa Prior.

Motion made and duly approved to come out of executive Session at 9:55pm.
No motions made while in executive session.

17. ADJOURNMENT

Motion made and duly approved to adjourn at 10:00pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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ATTACHMENT A

PARK HILL TENANT ASSOCIATION REGULAR MEETING

April 10, 2018

The meeting was opened at 10:00 a.m. by President Viola Andrews. Officer Jeanne Swicklas, Vice President also attended along with eight member residents.

The minutes from the March 15, 2018 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Viala Andrews, President read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$471.27 in the bank.

Words from our president:

President Viola Andrews reported on some issues discussed at the March 19, 2018 Housing Authority board meeting.

Executive Director Linda Collins is working on a worksheet for stratifying future rents for Park Hill. Two of three base rents will remain at \$429.00 for efficiency apartments and \$449.00 for one bedroom apartments. One additional base rents of \$500.00 will be added. Applicants for each base rent would qualify depending on the level structured by state guidelines. The number of applicants for each base rent can change over time to meet Park Hill's financial goals for sustainability. Extremely low income applicants will still be able to apply.

The application process for the Small Cities Grant could not be met by the April, 12, 2018 deadline so it is on hold until next year. The process of applying for the grant usually starts in October. Prior to October 2018 our director must notify the East Windsor Board of Selectmen of our intent to apply for the Small Cities Grant.

The smoking policy has been changed and passed by the Housing Authority board. Many of our tenants are upset by this policy and again feel like we are being treated like children. "Our apartments are our homes. We pay for the use of them, pay the heating and we are the ones to clean and keep them up. Now even the use of candles is being questioned. Our tenants feel like there are too many don'ts and not enough do's being placed on us."

Laverne Calsetta stated that the ban on candles is due to someone using them so they turn the walls black and that the maintenance staff can refuse to enter an apartment if they can't breathe.

Viola Andrews, President stated that Spring is here and our tenants want to be out enjoying the warm weather. This means our lawns need to be repaired and gazebos put up. It's been two years since our homes were power washed and green mold has built up on many of them. We've received notification that all of this will be done. "The question is when? Last year the gazebos weren't put up until the end of July." Many tenants are on medication that states they can't go out in the sun, so they weren't able to be outside with their neighbors. They need to be able to do

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this. Members stated that gazebos were destroyed and asked if we will be getting new ones. This will be brought up at the director's meeting.

Voter sheets have been sent out. We need the votes to be turned in even if one person is running for a position.

Functions that are coming up:

Director's meeting - April 12, 2018 at 10:00 a.m.

Housing Authority board meeting - April 16, 2018 at 7:00 p.m.

"Name that Tune" fun hour - April 19, 2018 at 1:00 p.m.

"Coffee with a cop" - April 26, 2018 at 11:00 a.m.

Pot luck supper - April 27, 2018

Renter's rebate applications will start on April 1, 2018. Contact Human Services at 860-623-2430 for an appointment.

President Viola Andrews then opened the floor to tenant comments.

Mary Staples stated that there was a problem with aides parking in resident parking. That they refuse to park elsewhere even if someone says something to them. Viola Andrews stated that people should be telling their aides where to park. This will be brought up at the Director's meeting.

It was brought up again that the tenant association should be buying food for coffee hour. The discussion was tabled until a later date.

The meeting was closed at 10:43 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
April 2018**

Resident Activities

On March 17th at 10:00 am the residents hosted a St Patrick's Day Pancake breakfast in the community hall. Approximately 22 people attend this event.

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

The residents continue to enjoy Coffee Hour every Tuesday morning 9:00am to 10:00am and approximately twelve to sixteen residents attend this popular event.

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

Community Programs

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals. On April 10, 2018, 9 residents participated in this program.

A representative from the Town of East Windsor Social Services Department will be at Park Hill in the upcoming months to assist our residents with the Renters Rebate application.

Food Share has a mobile truck that continues to distribute free food from the Saint Catherine's parking lot every other Friday. Several of our residents participate with this very important program.

Upcoming Services and Future Events

I am working on finding a local author to do a presentation on a book they have written some of the interests may include local history. I will be asking the residents what they might like to learn about.

A representative from the CT Department of Banking will be coming in the following months to do a presentation on fraud and how it affects the residents.

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Services and Referrals

I assisted several residents with Husky Insurance and other various entitlement programs that the residents benefit from. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need. I continue to encourage the residents to come and see me as soon as possible when they receive Department of Social Service paperwork. This will help eliminate their services from being interrupted.

Respectively Submitted,
Jeannine Henneberger, RSC

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ATTACHMENT C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

April 2018

Management-

I have been working with Jenifer Svelnys from the Housing Development Team to begin the procurement process for architectural services for the development of the 7 acres. Steps include publishing a notice in the Journal Inquirer for an architect to conduct a feasibility study i.e. site evaluation, analysis to determine the suitability of the site for housing development. A selection committee will be formed to review the proposals. Resident representation and Commissioners will be encouraged to participate on this committee.

The development will be funded through state and local financing including the Department of Housing and Connecticut Housing Finance Authority.

Other Matters:

I'll present the 2018-2019 budget at the Board meeting. The rental income will include the rent stratification that will increase the base rent. What this means is that based on an average of eight turnovers per year. I am proposing that two units be rented at a base rent of \$500, four units at \$449 and two units at \$429. The difference between the budgeted income from the base rent from the current fiscal year and this upcoming fiscal year would be \$58,728.

Projects:

Wagner Associates has submitted the Small Cities Program Fund application to the Department of Housing (DOH) for the conversion of four apartment tubs to showers. The total grant is for \$52,000. The cost for the abatement and installation of the showers will be \$42,660. The remaining \$9,340 will be used for administrative expenses. Approximately 20% towards soft costs such as advertising and 20% towards remaining non rehabilitation expenses.

Critical Needs Funding

The remaining items for the sidewalk project to be completed will be scheduled within the next few weeks.

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Small Cities Grant (Current)

The fuel tank that previously serviced the old generator needs to be removed including the two foot wall surrounding the tank. According to the building inspector the transfer switch for the new generator located on the wall needs to have a 3 foot access path. It was agreed that the general contractor, DEF will remove the wall and the Housing Authority will need to pay for the removal of the tank and fuel. The cost will be approximately \$500 to \$600.

The installation cost of installing the automatic doors for the three laundry rooms will be \$13,950 not the original \$8,550 as previously discussed. There is \$5,384 left in the contingency fund for the grant which leaves a balance of \$8,566. I am requesting from the Board that the Housing Authority pay for the remaining balance.

Matching Funds Grant

The overhang for the front entrance to the community hall has been constructed and almost completed. An electrician will be returning to secure the exterior light over the door. I have received positive feedback from the residents that not only is it attractive, it does provide protection from the rain and snow.

Painting and Carpeting

Five residents have received notices that they are eligible to have their apartments painted. I have heard back from two residents that they are interested. The painting will be completed by our maintenance staff.

Vacancies

We have two pending move outs for the end of April. We currently have twelve people on our waiting list. Due to the several recent turnovers, we housed several applicants. However, we continue to receive an average of two inquires per day for housing at Park Hill and anticipate that our waiting list will continue to grow.

Respectfully Submitted,

Linda Collins, Executive Director