

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 18, 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. Bowsza, L. Calsetta, E. LeBorious, and M. DeSousa were present.

Commissioner DeSousa made motion, 2nd by Commissioner LeBorious to go out of order and go to 13 – New Business: Att. Carl Landolina of Fahey & Landolina, Attorneys, LLC
All in favor - Motion carried.

13. NEW BUSINESS –

A. Attorney Carl Landolina of Fahey & Landolina, Attorneys LLC – Attorney Landolina gave a brief history on himself and his experience. He also discussed possible funding available to the Housing Authority for development of additional apartments.

Commissioner DeSousa made motion, 2nd by Commissioner LeBorious to go back in order.
All in favor - Motion carried.

2. MEETING MINUTES:

A. Special Meeting May 16, 2018

The minutes of the Special Meeting of May 16, 2018 were reviewed by all Commissioners present. Commissioner Bowsza made motion, 2nd by Commissioner Calsetta to approve the minutes as presented. All in favor - Motion carried.

B. Regular Meeting 21, 2018

The minutes of the Regular Meeting of May 21, 2018 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner DeSousa to approve the minutes as presented. All in favor - Motion carried.

C. Special Meeting May 23, 2018

The minutes of the Special Meeting of May 23, 2018 were reviewed by all Commissioners present. Commissioner Calsetta made motion, 2nd by Commissioner Bowsza to approve the minutes as presented. All in favor - Motion carried.

D. Special Meeting June 13, 2018

The minutes of the Special Meeting of June 13, 2018 were reviewed by all Commissioners present. Commissioner Bowsza made motion, 2nd by Commissioner LeBorious 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. Hiring of an attorney for the Housing Authority
- C. Closing of 2017/2018 Budget
- D. Survey of 7 Acre Parcel

4. PUBLIC COMMENT - None

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5. LEGISLATIVE BILLS AND COMMUNICATIONS - None

6. FINANCIAL REPORTS – May 2018

Motion made to acknowledge financials, motion carried.

7. REPORT OF THE BOARD OF SELECTMEN - None

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

Hereto attached as Attachment A

9. REPORT OF THE RSC – Hereto attached as Attachment B

10. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins

Hereto attached as Attachment C – Executive Director Collins did discuss the PILOT program. She attended the Board of Selectmen’s meeting on June 7th to request the PILOT to stay at 7%. The board voted to continue to have it at 7% for another year.

11. POLICIES AND PROCEDURE

A. Policy 18-0003 – Tenant Selection Plan – Executive Director Collins presented the new Tenant Selection Policy to the commissioners. It was reviewed by all. Commissioner LeBoriosis and 2nd by Commissioner Bowsza to rescind policy 11-002 and approve policy 18-0003 with correction to a typo on page 10. All in favor - Motion carried.

12. UNFINISHED BUSINESS – None

13. NEW BUSINESS –

B. Hiring of an attorney for the Housing Authority – Commissioner LeBoriosis asked if the commissioners wanted to hire Att. Landolina and his firm to represent the Housing Authority or continue using our current law firm. Executive Director Collins explained that the Hamzy Law Firm deals with housing issues and not real estate purchases. The commissioners asked Executive Director Collins to get additional information from the Fahey & Landolina Attorney Firm.

C. Closing of 2017/2018 Budget – Commissioner LeBoriosis would like to see financials for the close of the budget year 2017/2018 with line by line expenses. Executive Director Collins explained that they would be presented at the July board meeting.

D. Survey of 7 Acre Parcel - Commissioner Burnham check on the progress of proposal on a survey form JR Russo and Assoc., LLC. The proposal will be ready in a few days. The commissioners are also waiting on other proposals for a survey on the 7 acre parcel. Once all proposals have been submitted, the commission will meet to discuss them.

14. PUBLIC COMMENT - None

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15. SUGGESTION BOX – None

Motion made and duly approved to recess at 8:47pm. Motion made and duly approved to come out of recess at 8:59pm.

16. EXECUTIVE SESSION –

A. Personnel - Motion made and duly approved to go in to Executive Session at 9:00pm to include Executive Director Collins and Executive Assistant Marisa Prior.

Motion made and duly approved to come out of Executive Session at 9:15pm.
No decisions made during executive session.

17. ADJOURNMENT

Motion made and duly approved to adjourn at 9:16pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

**PARK HILL TENANT ASSOCIATION REGULAR MEETING
June 12, 2018**

The meeting was opened at 10:00 a.m. by President Viola Andrews. Officers Jeanne Swicklas, Vice President and Sharleen Craft, Member-at-large also attended along with eight member residents.

The minutes from the May 8, 2018 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Sharleen Craft, member-at-large read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$534.31 in the bank.

Words from our President

President Viola Andrews reported on the May 21, 2018 Housing Authority board meeting.

The Housing Authority and Director Linda Collins attended the June 7, 2018 East Windsor Board of Selectmen meeting to discuss the PILOT (payment in lieu of taxes) program for the 2018 - 2019 fiscal year beginning on July 1, 2018. Results of this meeting will be discussed at the Director's meeting on June 14, 2018.

Our director is obtaining quotes and researching grants that may be available from the state for the replacement of our community hall roof.

More signs have been ordered for resident and visitor parking. "Property under Surveillance" signs will be included in that order.

The first generator fuel tank and concrete half wall has been removed.

The automatic doors for the three laundry rooms will be installed in the next few weeks.

Power washing our buildings, cleaning gutters, getting prices for tree limb trimming and planting of flowers and shrubs around the community hall should be started soon.

A thank you letter was sent to our State House of Representatives and Senators regarding the passing of the Medicare Savings Program. The letter was sent representing the tenants of Park Hill and is as follows:

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Dear

As president of the Park Hill Tenant Association, I've been asked to write a letter to our House and Senate Representatives. Our tenants want you to know how grateful we are to all who voted to keep the Medicare Savings Program. You've given many of us back faith in our state officials and showed us you really do care for the people you serve.

Thank you for taking care of us we will show you our gratitude in November.

Sincerely,

Viola R. Andrews

President, Park Hill Tenant Association

Three meetings have been held to select an architect to help plan a design for the development of the seven acres. Tenants have been invited to the vote on the selection of the architect but only a few tenants have been interested enough to attend.

"This is one of the reasons I felt a welcoming committee to visit with new tenants might help us get new members who care about what is happening in our community."

President Viola Andrews then opened the floor to tenant comments.

Sharleen Craft, social director stated that we should get started with the welcoming committee now. It was discussed and Viola Andrews, president will be getting together the items to be delivered.

Laverne Calsetta announced that Bingo will be cancelled this week due to the Housing Authority special board meeting.

Sharleen Craft, social director announced that she will not be planning a craft show this year but that anyone else can do it if they want to.

Viola Andrews, president announced upcoming events:

Director's meeting - June 14, 2018 at 10:00 a.m.

Housing Authority board meeting - June 18, 2018 at 7:00 p.m.

Pot luck supper - June 28, 2018 at 5:00 p.m

The meeting was closed at 10:30 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
June 2018**

Resident Activities

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. Some of our new residents have been attending coffee hour. It's nice to see new faces at Tuesday Morning Coffee Hour.

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

On Friday nights approximately 4 to 6 residents get together to watch a movie in the community room. They usually have popcorn and beverages. It's a great time for the residents to get out of their apartments and socialize with each other.

Community Programs

A representative from the Town of East Windsor Social Services Department was here at Park Hill on May 30th for the Rental Rebate Program. Approximately 19 Park Hill Residents participated in this program. The Rental Rebate Program runs from April 1st through September 30th.

The VNA continues to provide free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals. 8 residents participated for the month of June.

Kathleen Tisworth a representative from the CT Department of Banking was here on May 31st and hosted a game of Fraud Bingo. They also discussed various types of fraud including Identity theft and phone and internet scams. Approximately 12 residents attended this event and prizes were awarded.

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Upcoming Services and Future Events

I am in the process of scheduling for July a presentation by local author; Shawn Flynn. The name of the book is The Kitty Who Rescued Me After I Rescued Him.

Some other upcoming programs in the future will include “Preventing Falls” and “Money Management.”

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 services.

Respectively Submitted,
Jeannine Henneberger, RSC

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Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

June 2018

Management-

Interviews with four architects to develop a feasibility study for the 7 acre parcel have been completed. The selection committee comprised of the Board of Commissioners, management staff, Park Hill residents, neighbors, the First Selectman and Director of the Building Department will continue to discuss the next steps.

The Housing Authority has decided to purchase a 6 plus acre parcel adjacent to the 7 acres. We do not have any definitive plans for development of the 6 plus acres at this time. We are considering having this parcel, the 7 acres, and the existing Park Hill community surveyed. This will allow us to plan on what are options are in the future for further development.

On June 7th I attended the Board of Selectmen meeting to request that the Housing Authority continue to pay the 7% for our PILOT (Payment in Lieu of Taxes) payment for the upcoming fiscal year effective July 1st 2018. Commissioners Marie DeSousa and Betsy LeBorious were also present to offer their support along with Mark Nicholson, one of our Park Hill residents. Many thanks to the First Selectman and the Board for voting in favor of our request.

The Department of Housing (DOH) budget for the upcoming 2018-2019 was approved. This means that Resident Service Coordinator positions funded through the state of Connecticut will continue. The award letters will be sent out to the Housing Authorities in July. Compliance with reporting requirements will be taken into consideration when determining how the funding will be allocated.

Other Matters:

Our community hall roof is due to be replaced. I'm currently researching if there is funding available through the state of Connecticut.

Projects:

Wagner Associates continues to follow up with the Department of Housing (DOH) regarding the status of the Small Cites Program Fund application for the conversion of four apartment tubs to showers.

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Critical Needs Funding

As part of the sidewalk replacement project the restriping of the parking spaces and walkways on levels two and three is scheduled to be completed on Tuesday June 19th by "Safety Marking." For an additional \$440 they will be striping the first level as well.

Small Cities Grant

The automatic door systems for the three laundry rooms will be installed within the next few weeks. The contractor is waiting for the materials to be delivered.

Warm Weather Projects

Three portable canvas canopies will be erected on each level so that the residents can sit outside socialize and be in the shade. A more permanent type of gazebo will hopefully be an option in the future.

Maintenance is currently working on a schedule for power washing the buildings.

Vacancies

We have three vacancies and one pending move out.

Respectfully Submitted,

Linda Collins, Executive Director