

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
SEPTEMBER 17, 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, M. DeSousa, and E. LeBoriosis were present.

2. MEETING MINUTES:

A. Regular Meeting August 20, 2018

The minutes of the Regular Meeting of August 20, 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.

3. ADDED AGENDA ITEMS –

Motion made and duly approved to add to Unfinished Business as item B: Smoking Policy

4. PUBLIC COMMENT - None

5. LEGISLATIVE BILLS AND COMMUNICATIONS -

A. Invitation to the Water Mill Landing Ground Breaking Event

Motion made and duly approved to go out of order to 12A Jen Svelnys of Housing Development Team.

Jen and her colleague Kent were updated on the purchase of the 6 acre parcel by Commissioner Burnham. It was discussed what the commissioners would like to with the 7 & 6 acre parcels. Jen stressed the importance of doing a feasibility study. The commissioners decided to meet on Thursday, September 27th at 6:30pm to discussion the vision of the housing authority.

Motion made and duly approved to go back in order.

Motion made and duly approved to take at recess a 8:10pm. Motion made and duly approved to enter back from recess at 8:20pm.

6. FINANCIAL REPORTS – August 2018

Motion made to acknowledge financials, motion carried.

7. REPORT OF THE BOARD OF SELECTMEN –

Commissioner DeSousa asked Executive Director Collins if she had spoken to First Selectman Maynard regarding a statement made about funds from Millpond. ED Collins did speak with him and was told that he actually was correcting the statement made by an individual.

8. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Vice President

Hereto attached as Attachment A –

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

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

Hereto attached as Attachment C – ED Collins has been working with our asset manager from CHFA in completing a grant application for the replacement of the community hall roof. It does require us to hire an architect which would cost \$2000.00. If the grant is approved, it would cover the architect expense, if not we would have to cover it. ED Collins requested the funds to cover the architect expense. Commissioner DeSousa made motion, 2nd by Commissioner LeBoriosis to spend up to \$2000.00 for architectural services for the Community Hall Roof Replacement Grant Application. All in favor – Motion passed.

11. POLICIES AND PROCEDURE –

A. Policy #09-0014 Schedule of Fees – Executive Director Collins distributed both old and new policies. The commissioners reviewed the proposed policy. Commissioner Calsetta made motion, 2nd by Commissioner Bowsza to rescind policy #09-0014 and replace it with policy #18-0005 with changes to the description of the counter top. All in favor - Motion passed.

12. UNFINISHED BUSINESS

B. Smoking Policy – Commissioner Burnham ask ED Collins what the status was. She informed the board that she did call Fair Housing and is waiting to hear back from our attorney.

13. NEW BUSINESS –

A. December Board Meeting – If the December meeting is changed to the 4th Tuesday it would be held on December 25th. The commissioners decided to leave the date the 3rd Monday of the month which is December 17th.

14. PUBLIC COMMENT - None

15. SUGGESTION BOX – None

16. EXECUTIVE SESSION

A. Employee Benefits - Motion made and duly approved to go in to Executive Session at 9:20pm to discuss employee health benefits to include Executive Director Collins and Executive Assistant Marisa Prior. Motion made and duly approved to come out of Executive Session at 9:45pm.

Motion made and duly approved to select United Health/Oxford for health insurance for the housing authority.

17. ADJOURNMENT

Motion made and duly approved to adjourn at 9:50pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

PARK HILL TENANT ASSOCIATION REGULAR MEETING
September 11, 2018

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 five member residents.

President Viola Andrews led a moment of silence to honor all those who died on September 11, 2001.

The minutes from the August 14, 2018 meeting were read by Jeanne Swicklas, Vice President and were accepted by all in attendance.

Pauline Legassie, treasurer read the treasurer's report for the month and it was accepted by all in attendance. We currently have \$690.66 in the bank.

Words from our President

President Viola Andrews reported on the August 20, 2018 East Windsor Housing Authority board meeting.

All tenants who participated in the architect meetings for the three parcels of land will be happy to know that the Board of Commissioners selected J. R. Russo Company to do surveying of all three parcels of land. The survey will provide critical information that we allow Park Hill and the Housing Authority to make informed decisions on how to proceed with plans for development.

Director Linda Collins is working on an application to obtain funding for the replacement of the community hall roof through the Critical Needs Funding Program.

There's approximately \$4,000.00 remaining in the fund for the sidewalk project. A request has been made to use money for an additional curb cut on the third level and to widen a sidewalk apartment entrance for a resident who needs an aide to walk beside her. The approximate cost for both projects is \$2,000.00. It was suggested that some of this money could be used to fix flooding problems in front of the second level laundry room.

The policy of no open flames in apartments was again discussed. According to our insurance company, residents could be held responsible for damage if a fire is due to an open flame. The commissioners asked Director Linda Collins to get more information before a vote is taken.

Policy #09-007 was revised regarding clogging of pipes due to wipes, diapers and paper towels being flushed down the toilets along with other damage being done to apartments and the residents having to pay for it.

Tenant Viola Andrews stated that all piping takes care of two apartments. She asked how they could know which resident caused the problem. Director Linda Collins replied that if they are unable to prove which tenant is at fault then Park Hill will have to pay for the plumbing work.

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Housing Authority board Chairman John Burnham suggested changing the board meeting night. The board agreed that the fourth Tuesday of every month would be better. The September meeting will remain the same and the new meeting day will start in October.

President Andrews then announced upcoming events:

Director's meeting - Thursday, September 13, 2018 at 10:00 a.m.

Park Hill picnic - Friday, September 14, 2018 at 12:00 p.m.

Board of Commissioners Meeting - Monday, September 17, 2018 at 7:00 p.m.

Resident Breakfast - Friday, September 21, 2018 at 9:00 a.m.

Viola Andrews, president then opened the floor to tenant comment.

A vote was taken and it was anonymously agreed that there will be no pot luck supper in September.

Sharleen Craft, social director brought up having a party for residents. It was decided that it will be held on October 26, 2018 and there will be a \$1.00 non refundable cost. There will be a D-jay and a chili and hot dog supper with ice cream sundaes for dessert. Sharleen will be making up flyers to send around.

The time of coffee hour was discussed and the fact that people are coming too early. It was decided that coffee hour is at 9:00 and doors will open at 8:45. A notice will be sent around.

The meeting was closed at 10:50 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
September 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. This continues to be a popular event.

The next potluck supper will be held on September 28th in the Community Hall at 5:00pm. Approximately 12 to 16 residents attend this event. All residents are invited to attend this event.

The residents continue to enjoy Coffee Hour every Tuesday morning 9:00am to 10:00am. Approximately twelve to sixteen residents attend this popular event. Some of our new residents have been attending Coffee Hour. This is a perfect time for the residents to get to know their neighbors.

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

On Sundays from 1:00pm to 2pm approximately 4 to 5 residents gather in the Community Hall and participate in Wii Bowling. This is a great time for the residents to get out of their apartments and socialize.

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. Five residents participated for the month of September.

The Rental Rebate Program filing period will end Sept 30th, 2018. Residents can set up an appointment with East Windsor Human Services. Many of the residents who live at Park Hill are eligible for this program and use the money for Holiday gifts.

On Thursday October 11th from 10:30am-12:00pm a flu clinic will be held at the East Windsor Senior Center Health Fair. They will accept Medicare Part B, Connecticare, Aetna, Wellcare, or \$35.00. They are unable to accept United Healthcare, Anthem or Cigna at this time.

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On September 21st there will be A Park Hill Day Event in the Community Hall from 9:00am-11:00am. The event will be A Resident Breakfast. This is being sponsored by Fresh River Nursing Facility and East Windsor Human Services. Some of the seniors from East Windsor will be attending as well and transportation will be provided by Dial-A-Ride.

Upcoming Services and Future Events

Some other upcoming programs in the future will include “Preventing Falls” and Resources that provide low cost programs for dental work and why having good Dental Hygiene is important.

Services and Referrals

I assisted several residents with Medicaid 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

September

2018

Management-

JR Russo has started the A2 and T2 surveys for the 6 and 7 acre parcels. The existing Park Hill will also be competed. It will take a few weeks to complete the entire project.

The Town of East Windsor has confirmed that the 6 and 7 acre parcels are included in our PILOT payment. If we choose to build more units, our PILOT payment at that time will increase accordingly.

Marisa Prior, our Executive Assistant and I attended the Conn Nahro annual convention on August 27th and August 28th. We attended several workshops including a session on rent stratification. The presenters from CHFA, The Connecticut Housing Authority emphasized for those state housing authorities that have not stratified their rents should strongly consider doing so. As we approach a new administration and the unknown of our financial climate, it is important that Housing Authorities strive to be self-sustaining. Effective July 1st of this fiscal year Park Hill has included a third base rent of \$500. The stratification base rents for move ins is: \$429, \$449 and \$500. We continue to calculate 31% of a person's gross income. The rent amount will be the higher of the two: the base rent or 31% of the gross income.

Other Matters:

In regards to the roof replacement for the Community Hall, I have been working with our CHFA Asset Manager to complete the application process for funding through the Critical Needs Program. This particular grant program will be a loan program once the grant funds are depleted. Our Asset Manager is encouraging us to continue the application for the grant. As part of the process we need to have an architect to certify that the need is urgent and threatens the life and safety of the residents. The architect would also assist with the project design, bidding phase and construction stage. I received a quote from FLB Architects. The initial cost for the project design phase required for the application is \$2,000. Similarly to the sidewalk project, if the application is approved, the \$2,000 would be included with the funding for the entire project. I am recommending that

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the commissioners approve the cost of the \$2,000 if the application is not approved. It is imperative that the roof is replaced. Therefore, this expense could be applied to an alternate funding source if this application is not approved.

Projects:

Wagner Associates continues to stay in contact with the Department of Housing for updates on the application for the tub to shower conversions.

Critical Needs Funding

CHFA has approved the change orders for two additional projects that qualify to be funded by the Critical Needs Program funds. One of the projects is a curb cut on the third level and the second is to widen a sidewalk apartment entrance for a resident who needs to have her aide walk with her side by side. The cost for both projects is \$1,950. Our Asset Manager is researching if the remaining fund balance of approximately \$2,000 can be applied to other sidewalk projects.

Vacancies

We are at 100% occupancy with no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director