

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF JANUARY 17, 2012

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:03PM on January 17, 2012 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Roemmele, Thomes, and Waters. Commissioner Fecher was absent with cause. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to approve the minutes of December 13, 2012 as submitted. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN DECEMBER

T. Gray	757.50	Prepare apt. 65 for re-rent
R. Spiess	441.00	Maintenance 12/12-12/16; work with WRAP
R. Spiess	100.00	Year-end bonus
T. Gray	50.00	Year-end bonus
UBS	3242.88	Roof replacement material, bldg 3, FV
C L & P	1754.77	December bills
Emco Testing & Engineering	980.00	FV WS study on control rod problems
Norwich Plumbing	155.25	Charge FV WS filters
A A Lock & Key	158.00	Repair front door lock #65
Sherwin Williams	93.95	Paint
R. Spiess	504.00	Maintenance 12/19-12/23; work with WRAP
G M Construction	1225.00	Trench & yard work, IV
R. Spiess	324.00	Maintenance 12/26-12/30; work with WRAP

PAID IN JANUARY

Payroll	3400.00	4 weeks
Staples	13.98	Legal size paper
AT&T	376.86	January bills
Metrocast	1760.00	January bill
Atlantic States	410.00	2012 dues & CCR preparation
CT Comptroller, MERF	586.95	HA - \$491.30, Employee - \$95.65
Town of Montville	1484.53	January health insurance
Adm., Unemployment Comp.	120.82	4th quarter 2011 assessment
Tenants #'s 1,5,11,16,18,20,24,28	180.00	Rear light operation, 1st quarter
C. Lathrop (Reimburse)	76.54	Trifold paper towels, toilet tissue
Montville Hardware	65.53	Bulbs, closet repair- #48, wc parts, misc
Norwich Plumbing	108.25	New thermostat HW heater #13
Home Depot	165.55	Toilet #10; cleaning supplies

Sterling Superior	341.00	December service
Lathrop Brothers	336.00	Work with WRAP
CT Commissioner, Rev. Svces	465.00	4th quarter withholding
Peoples United Insurance Agency	66.00	Fidelity Bond 1/1/12-1/1/13
R. Spiess	225.00	Maintenance 1/3-1/6; faucet #13
G M Construction	950.00	Drainage ditch clearing
Jay's Sewer Rooter	150.00	Cleared kitchen sink to tub line #
Robert Spiess	387.00	Maintenance 1/9-1/13; WRAP program
CT LT & Power	38.37	Final bill, unit 65
Federal Tax Deposit	<u>1731.46</u>	HA- \$584.57; employees - \$1156.79
	\$23,235.09	

O & M - \$15,630.07; RMR - \$5887.58; Employee - \$1,717.44

MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to approve payment of bills as submitted. Voice vote. All in favor. MOTION CARRIED.

7. CORRESPONDENCE

- 12/12/11 From CT Dept. of Public Health, a letter stating HA is in violation of the CCR report requirements for 2010
- 12/12/11 From HA, a letter enclosing copies of all CCR reports that was sent to CT DPHS on June 27, 2011 and requesting violation notice be rescinded
- 12/16/11 From EMCO Testing & Engineering, a report on the analysis of the well control probes and the subsequent finding that the cathodic protection installation is responsible for the probe coating of calcium
- December From CT Dept. of Labor, a notice regarding 2012 FUTA payments
- 12/22/11 From CHFA, a notice of the 2012 income limits
- 12/27/11 From CL & P, a letter of agreement for Energy Efficiency Services
- 12/30/11 From STIF, notice of December interest of \$54.99 & confirmation of balance of \$363,167.81
- 12/30/11 From HA to tenants in #22, a letter regarding the way their car is parked and a request to be more understanding and compassionate towards their neighbors' needs
- 12/30/11 From CT Dept. of Public Health, a letter rescinding the CCR Report violation notice
- 12/31/11 From Citizens Bank, notice of December interest of \$0.80 and confirmation of balance of \$18,891.89
- 01/09/12 From CT Comptroller for MERF, a letter stating that effective 7/1/12, the monthly contribution rate will increase to 11.79% from 11.56% and the annual amortization rate will be \$103. with an annual administrative charge of \$115. per active and retired member each (currently there is one active member)
- 01/10/12 From HA to CT DECD, a requisition for \$288.00 RAP subsidy payment for 7/1/11 to 6/30/12
- 01/10/12 From Housing Authority Insurance Group, a letter concerning release of information regarding Housing Authority property losses
- 01/11/12 From Housing Authority Risk Retention Group, a request for Data for "Estimating the Impact of Congressional Funding Cuts Study"
- January From CHFA, a notice of a CHFA HA Small Improvement Program
- 01/11/12 From HA to all tenants, notice of a continuation of the Weatherization Program
- 01/12/12 From Conn Nahro, an E-Mail regarding the deadline for the submission of proposed regulations Regarding Tenant Rights in State Housing to be adopted by CT DECD
- 01/13/12 From HA to CHFA, a letter regarding 10% overages on the final 2011 Financial Report

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$88,376.06. STIF account balance is \$363,167.81 and Citizens Money Market account balance is \$18,892.69, bringing total cash reserve to \$382,060.50.

B. OCCUPANCY: ED reported that #14 is still vacant, however she has just received an application for double occupancy.

C. TENANT PROBLEMS: The letter sent to the occupants of #22 was discussed and ED reported that the tenant in #57 has not paid her rent for the past two months not including this month. She has been in contact with the tenant who says that she is going to get the money to pay the rent. ED will send a letter to tenant with some stipulations.

D. ACCESS (WRAP) PROGRESS: ED reported that most of the HVAC units that were not working are now repaired. There is still one apartment without service. Attics have been insulated; air-conditioning sleeves have been insulated and closed up; and weatherstripping of doors and windows, new aerators, new lite bulbs, and electrical outlet insulators have all been installed at both villages. We are now waiting for CL & P to install new light fixtures. We are still not sure about the replacement of exterior building light fixtures, windows at IV, and refrigerators at both IV & FV. A HVAC unit will be installed at each of the community rooms.

E. QUARTERLY REPORT: The Commissioners reviewed the report and noted that the operating gain was \$2,953.96 in spite of the fact that there was extraordinary expense of \$17,682.32 due to heavy snow and a dangerous tropical storm.

F. MUNICIPAL FINANCE DIRECTOR CONVERSATION: ED reported that the Town Finance Director had called looking for Mrs. Thomes and was very rude to the Executive Director. She asked who was over her, what her hours are, and what her title is, using a very demeaning tone of voice. ED replied that since she is on call 24 hours a day, her hours are somewhat erratic and she gave her title, responding with courtesy to a total lack of it. Commissioner Roemmele stated that he had had a call asking for ED's work schedule. All Commissioners questioned the reason for the call in view of the fact that the Town Government does not have any jurisdiction over the Housing Authority operations. ED said that when she delivers the PILOT check to the Mayor in the amount of \$28,272.68, she will question the reason for the call and why it was made by Ms. Hart and not the Mayor's office if in fact it was a legitimate question that should have been asked by an appropriate Municipal Official, who certainly would have known who the Executive Director of the Authority is.

9. OLD BUSINESS

A. GENERATOR PURCHASE FOR FV (TABLED FROM DEC. MEETING): No action.

10. NEW BUSINESS

A. DISCUSS APARTMENT 14 OCCUPANCY (TABLED FROM DEC. MEETING) No action.

B. ADOPT RESOLUTION ESTABLISHING 2012 INCOME LIMITS

Chairman Waters introduced the following RESOLUTION:

Where it is desirable and in the best interest of the State of Connecticut, the Housing Authority of the Town of Montville, and the elderly citizens of the State of Connecticut, BE IT HEREBY RESOLVED THAT:

1. Effective January 18, 2012, the Maximum Income Limits for Application to all applicable State-assisted Elderly and Congregate Elderly Housing Facilities owned by the Housing Authority of the Town of Montville shall be the low income listed in the area in which such housing facility is located based on the latest US Department of Housing and Urban Development's published public housing guideline.

2. The maximum income allowable for occupancy is:

For one person \$45,500.00 and for two persons \$55,000.00

3. **This resolution rescinds and replaces any and all previous resolutions establishing Maximum Income Limits for application and Continued Occupancy for all applicable State-assisted Elderly and Congregate Elderly housing owned by the Housing Authority of the Town of Montville.**

10. NEW BUSINESS: ITEM B. continued

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to adopt the RESOLUTION as introduced. Roll call vote. Voting aye: Commissioners Roemmele, Thomes, and Waters. All favor. RESOLUTION IS ADOPTED.

C. ADOPT POLICY FOR USE OF COMMUNITY CENTER

ED stated that there has always been an unofficial policy of requiring notification to and permission by ED for anyone to use the Community Center for private use at any time. Unfortunately, that policy was not followed this year at Christmas at Freedom Village. Inasmuch as the Authority is responsible for any problems and insurance of the properties, there needs to be an official policy in case problems arise from unauthorized use of the Community Center.

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to require any person who wishes to use the center for private use at any time must gain permission from the Executive Director. In addition, any person who requests said permission is to be notified that the use of illegal substances and alcohol are prohibited in the common areas. Roll call vote. Voting aye: Commissioners Roemmele, Thomes, and Waters. MOTION CARRIED.

D. DISCUSS PROPOSED DECD REGULATIONS REGARDING TENANTS' RIGHTS IN STATE-FUNDED HOUSING

ED reported that the proposed regulations that were delivered as an addendum to the Agenda package need to be reviewed and commented within the next few days. She is requesting any Commissioners' comments as soon as possible.

E. DISCUSS EMCO REPORT AND ACTION THEREOF

ED reported that the person who compiled the report has a PHD in Chemistry. He researched the problem with the coating of the Freedom Village storage tank level probes thoroughly. When he came to the conclusion that cathodic protection that was installed when the storage tank was rehabilitated is responsible for the problem, he checked with CT DPHS to find out if cathodic protection is mandatory. It is not. ED in consultation with our plumber reviewed the report and decided the most efficient and inexpensive solution it to disconnect the cathodic protection this summer when potable water is available in Town at a much lower cost to the Authority than it is with the Connecticut Water Co. supply. Commissioners concurred.

F. RECOMMEND TO TOWN COUNCIL: APPOINTMENT OF TIMOTHY SULLIVAN TO HA

ED stated that Mr. Sullivan had an appointment to come to the office to get acquainted with Authority Operations but became ill and was not able to keep the appointment. Commissioner Roemmele stated that he is very much interested in becoming a Commissioner and that he has great credentials. MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to recommend to the Town Council, the appointment of Timothy Sullivan to the Housing Authority to fill the vacant seat. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC:

No remarks.

12. REMARKS FROM COMMISSIONERS

Commissioner Roemmele stated that his appointment is up on April 30 and he would like to re-appointed if the Board so desires. All Commissioners were in hearty approval of said re-appointment.

ED stated she had received a proposal that day from a company regarding the inspection and preventative maintenance of the HVAC units. She would like to postpone discussion until she has had a chance to consult with other Authorities that have the units what their experience has been. She also stated that she needs to buy a copier for the office at Freedom Village, said copier does not need to be at all fancy. The one she has there now is in very bad condition. Commissioners agreed to her request.

13. ADJOURN

MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to adjourn at 5:57 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop
Executive Director