

HOUSING AUTHORITY  
TOWN OF MONTVILLE

MINUTES OF MEETING OF JULY 17, 2012

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:10 PM on July 17, 2012 in the community room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Sullivan, Thomes, and Waters. 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 Thomes, seconded by Commissioner Roemmele to approve the minutes of June 19, 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 JUNE

R. Spiess	225.00	Maintenance 6/18-6/22; kitchen lite #44; WRAP
All Time Mfg.	10.00	Repair storm door window #17
State Treasurer, MERF	218.00	Annual adm charge, annual amortization chg
Advanced Power Equipment	47.38	Coil for mower

PAID IN JULY

Payroll	3400.00	4 weeks
A T & T	556.34	July bills
Metrocast	1760.00	July bill
CT Comptroller, MERF	586.95	HA - \$491.30; employee - \$95.65
Town of Montville	1484.53	July health insurance
Commissioner, Rev. Svces	405.00	2nd quarter withholding
C L & P	919.98	June bills
Tenants #'s 1,5,11,16,18,20,24,28	180.00	Rear light operation 3rd quarter
R. Spiess	315.00	Maintenance 6/25-6/29
Montville Hardware	123.19	Table casters, closet door hardware, paint supplies, towel bar, TV cables, keys, screws, lestoil
G M Construction	750.00	Repair mower; mow, trim & rake IV & FV
Norwich Plumbing	157.50	Service FV ws filters
Sterling Superior	341.00	June service
Home Depot	105.65	IV office shelving; floor stripper
Adm. Unemployment Comp	195.95	2nd quarter assessment
HA Risk Retention Group	3363.00	Commercial Liability Insurance 7/1/12-13
Housing Insurance Services	5811.00	Master Property 7/1/12-13
Safeguard Business Systems	262.41	Rent receipts
Carol Lathrop (reimburse)	128.62	Paper towels, toilet tissue, garbage bags, trifold towels
A & R Appliance Services	92.00	Gasket for refrigerator #41

6. APPROVAL OF PAYMENT OF BILLS continued

Waltham Services	218.00	July service
T. Gray	742.50	Clean IV & FV community ctrs; prepare #41 for re-rent
R. Spiess	378.00	Maintenance 7/2-7/7; WRAP
Keith's Appliances	1017.00	2 refrigerators
C L & P	54.07	Apt. 30
Theodore Gray	487.50	Prepare #45 for re-rent
TriTown	182.44	Water for IV (water heavily chlorinated)
A & R Appliance Services	294.00	Repaired refrigerator #28; could not fix #59
Federal tax deposit	1507.04	HA - \$464.17; employees - \$1042.87
	\$26,319.05	

RMR - \$2399.15; O & M - \$22,376.38; Employees - \$1543.52

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

7. CORRESPONDENCE

6/25/12	From HA to CT Dept. of Health, copies to Uncas Health District, and Posted: 2011 Consumer Confidence Report for IV & FV Water Systems with Certification Forms
6/28/12	From CT DAS, notice that the Public Officials Liability portion of the Master Insurance Program will be carried by Blumenthal & Donahue Insurance for the coming renewal
6/29/12	From CT Dept. of Public Health, notice that All Community Public Water Systems Statewide Emergency Planning and Preparedness Exercises will be held July 28 through July 31
6/29/12	From HA to R. Baran, CT Dept. of Public Health, notice that C. Lathrop, MHA Water Systems operator will be participating in the EPPI scheduled in Montville 7/30-31
6/30/12	From STIF, notice of June interest of \$35.69 and confirmation of balance of \$363,388.50
6/30/12	From Citizens Bank, notice of June interest of \$0.77 and confirmation of balance of \$18,897.38
7/06/12	From Master Property Insurance Carrier, offer of terrorism insurance coverage for \$156.00 for 7/1/12-7/1/13 renewal
7/06/12	From HA to Master Property Insurance Carrier, acceptance of terrorism insurance coverage
7/09/12	From CT DECD, approved RAP Subsidy for FY 2012-2013
7/11/12	From CT DAS, letter requesting the Master Insurance Program Participation Agreement be executed
7/12/12	From CHFA, request for electronic copy of 2009-2010 Audit
7/13/12	From Blumenthal & Donohue, the renewal request form for Public Officials Liability Insurance
7/13/12	From MHA to Uncas Health District and posted on all IV community center doors and bulletin boards, a Public Notification that the Maximum Contaminant Total Coliform Level of 0 has been violated.
7/14/12	From MHA to each tenant at Independence Village, a letter explaining the Coliform Violation and stating the well is being chlorinated and drinking and cooking water is being distributed

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$382,285.88. STIF account balance is \$363,388.50 and Citizens Money Market account balance is \$18,897.38, bringing total cash reserve to \$382,285.88.

B. OCCUPANCY: ED reported that there have been quite a few vacancies over the past two months. Currently, double apartment 45 is vacant as of 7/1 and single apartment #41 is vacant as of 7/1. Apartment 30 a handicapped accessible unit will be vacated due to death at end of July but has been rented

8. REPORTS continued

C. TENANT PROBLEMS: No current problems.

D. ACCESS (WRAP) PROGRESS: ED reported that there are two units down at this point. Although she has questioned what the schedule is for the remaining items, as yet there has been no answer.

E. IV GENERATOR: The generator was scheduled to be delivered today, but delivery was cancelled and has not been re-scheduled.

F. QUARTERLY REPORT: ED reported that she is \$85.00 out of balance presently but will have a balanced quarterly to send to CHFA & DECD before the deadline. It was noted there is an operating gain of \$22,640.82, mainly due to being way under budget in the snow removal account.

G. WORKMANS COMPENSATION INSURANCE: ED reported the annual audit resulted in an additional premium of \$3,676.00, due to some of our contractors not having their own Workman's Compensation Insurance, which is not mandated. Discussion regarding HA paying the insurance vs. the contractor, but it was decided that cost effectiveness and emergency response should be the governing factors.

9. OLD BUSINESS

A. GENERATOR PURCHASE FOR FV (TABLED FROM DEC. 2011 MEETING): No action.

10. NEW BUSINESS: No new business.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to adjourn at 5:46 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director