

HOUSING AUTHORITY  
TOWN OF MONTVILLE

MINUTES OF MEETING OF JULY 16, 2013

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:12 PM on July 16, 2013 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 Fecher, seconded by Commissioner Thomes to approve the minutes of June 18, 2013 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

C. Lathrop	31.95	Reimburse for paper towels and American Flags
R. Spiess	486.00	Maintenance 6/17-6/21 including power-washing
Integrated Security Solutions	720.00	Annual fire-alarm monitoring contract fee
T. Gray	562.50	Prepare #53 for re-rent
G.M. Construction	1435.00	Work on recycling enclosure pads, lawn work
UBS	59.87	Recycling enclosure pad material
The Granite Group	293.16	FV WS filter media
John Deere Landscaping	91.79	Recycling enclosure backfill seeding

PAID IN JULY

Payroll	3568.00	4 weeks
Commissioner, Revenue Svces	520.00	2nd quarter withholding
A T & T	292.40	July bills
Metrocast	1860.00	July bill
CT Comptroller, MERF	500.95	GA - \$420.67; employee - \$80.28
Town of Montville	1484.53	July health insurance
Adm, Unemployment Comp	212.02	
C L & P	988.36	June bills
Tenants #'s 5,11,16,18,20,24, 28	162.00	Rear light operation, 3rd quarter
T Gray	247.50	Clean community centers
R. Spiess	369.00	Maintenance 6/24-6/29; new wc #37, including call out
Montville Hardware	56.97	Power tester, wasp spray & foam spray, galvanized chain
D. J. McCarthy Plumbing	235.00	Service FV ws filters
G M Construction	2282.00	Mow & trim IV & FV; work on installing recycling enclosure pads and landscaping
A A Lock & Key	196.00	Change locks on #57
Home Depot	568.10	Lt fixture #64; refrigerator #52; floor finish
John Deere Landscapes	87.93	Grass seed, new recycling enclosures, landscaping

6. APPROVAL OF PAYMENT OF BILLS continued

All-Time Mfg.	2437.80	Fencing for recycling enclosures
Sterling Superior	341.00	June Service
Lathrop Brothers	1214.50	Work on recycling enclosures, tile #57
IRS	1566.42	HA - \$463.22; employees - \$1103.20
Petty cash	69.40	Gas, postage (replenish petty cash to \$100.)
R. Spiess	243.00	Maintenance 7/1-7/6
G M Construction	200.00	Install vinyl fencing
Beaver Electric	108.00	Troubleshoot #31 HVAC
Thomaston Comfort Control	602.50	Troubleshoot 57, 60, 61 HVAC
Waltham Services	226.00	July service
The Fence Man	975.00	FV generator fencing
McCarthy Oil Service	990.10	Troubleshoot 47,57,65,66,& 61 HVAC's
Shipmans Fire Equipment	64.20	Annual Fire Extinguisher inspection & service
R. Spiess	261.00	Maintenance 7/8-7/12'; install 5 cable boxes; refrigerator #8
G M Construction	700.00	Mow and trim IV & FV
CT Dept of Adm Services	<u>460.80</u>	Annual Master Insurance Program Fees
	\$27,769.55	

O & M - \$17,1333.78; RMR - \$8932.29; Employees - \$1703.48

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

10. CORRESPONDENCE

- 06/19/13 From HA to CT Dept. of Health Services, Three copies of the annual FV & IV Consumer Confidence Reports; the Certification Forms for each village; and the copy of the notice regarding availability of the CCR's posted on the bulletin boards at each village (with copies of all to the Director of the Uncas Health District
- 06/27/13 From CT Department of Housing, an approved 2013-14 Rental Assistance Payment Program
- 06/30/13 From STIF, notice of June interest of \$55.25 and confirmation of balance of \$363,961.45
- 06/30/13 From Citizens Bank, notice of June interest of \$0.16 and confirmation of balance of \$18,903.56
- 07/01/13 From Garvey & Associates, a notice that he was requesting an extension of audit completion for 7/31
- 07/03/13 From CHFA, approval of the request to extend the audit completion date to July 312
- 07/03/13 From HA Insurance Group, a letter enclosing a dividend for 2012 insurance of \$40.61
- 07/08/13 From Peoples United Insurance Agency, notice of an increase in the 5/1/12-4/30/13 Workers Comp Ins. in the amount of \$2,288.00
- 07/10/13 From CHFA, an E-mail approving the transfer of \$785.00 from Tenants Accounts Receivable to Provision for Collection Loss
- 07/10/13 From HA to CHFA, the reasons for being in excess of 10% of budgeted expense  
Commissioner Roemmele asked about the increase in the Worker's Compensation Insurance and ED explained that it was based on the May 1, 2012 to April 30, 2013 audit and due to the contractors we use who do not have Workers' Comp. Ins., which also includes our part-time maintenance personnel. That figure came to \$46,799.88.

11. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$79,380.40. STIF account balance is \$363,961.45 and Citizens Money Market account balance is \$18,903.56, bringing the total cash reserve to \$382,865.01.

8. REPORTS continued

B. OCCUPANCY: ED reported that double occupancy units 14 and 69 are vacant and we do not have viable applications for same. Single occupancy units 1, 49, and 54 are vacant. #1 has not been prepared as Mr. Gray just underwent an emergency gall bladder surgery. #49 was to be filled, however, the prospective tenant informed ED on Monday, she would not be taking unit. Unit 54 is being shown on the 17th.

C. TENANT PROBLEMS: None at this time.

D. ACCESS (WRAP) PROGRESS: Work is at a standstill.

E. IV GENERATOR: The heat buffer is scheduled to be installed this week, which should result in a CO from the Building Inspector.

F. REFRIGERATORS: The 25 refrigerators that were authorized to be purchased have been ordered. That will allow all refrigerators that were installed prior to 1998 to be replaced.

G. RECYCLING ENCLOSURES: ED reported that the enclosures at IV have been completed, but it has been too hot to dig the holes for the posts at FV. As soon as the weather improves, that work will be done.

Commissioner Fecher asked if we are closed to the budgeted amount. ED said it may be more because the labor costs are somewhat higher than anticipated.

H. POWER-WASHING BUILDINGS: Again, the weather has been prohibiting the completion of this project.

I. WIRELESS ACCESS TO COMPLEXES: ED reported that there was wireless access all along at IV and that the router has been delivered to FV but not yet installed.

J. QUARTERLY REPORT: The quarterly report for the period ending June 30, 2013 was circulated and it was noted that the operating loss \$548.80, which is due to the seasonal snow removal budget still impacting the budget. By the 3rd quarter, that operating loss is usually changed over to an operating gain.

K. FV GENERATOR FENCING: ED reported the fencing is complete and the job was well done.

L. ANNUAL REPORT TO COMMISSIONERS: ED distributed her annual report to the Commissioners.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

ED reported that there was a query from the company that carries our Public Officials' Liability insurance asking if the Housing Authority wished to add Employment Practices Liability to its endorsement. The Commissioners and ED concurred that this addition was not necessary in view of the limited Authority personnel.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Thomes, seconded by Commissioner Sullivan to adjourn at 5:45 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director