

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF SPECIAL MEETING OF
FEBRUARY 25, 2014

1. CALL TO ORDER

Its Chairman called a special meeting to order at 5:06 PM on February 25, 2014 in the community room at Independence 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 Roemmele, seconded by Commissioner Thomes to approve the minutes of the Special Meeting of January 11, 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 DECEMBER

R. Spiess	243.00	Maintenance 12/9-12/13; kitchen faucet #57; vanity & lav sink #65; wc seat #66; thermostat # 56
Sherwin Williams	134.43	Paint
R. Spiess	324.00	Maintenance 12/16-12/20; new lite fixture IV CC
B & W Paving	625.00	Storm - ice on 12/9/13
McCarthy Oil Service	125.00	Diagnose HVAC problem #7
T. Gray	772.50	Prepare #48 for re-rent
R. Spiess	144.00	Maintenance 12/23-12/27
Maintenance, USA	225.08	Shower heads; range bowls
Staples	385.00	Office supplies
B & W Paving	2230.00	Storm of 12/10/13
Carol Lathrop	288.94	Reimburse for office ledger sheets, garbage bags
C L & P	1847.10	December bills
A T & T	293.12	December bills
CT Comptroller, MERF	533.33	HA - \$449.01; employee - \$84.32
Commissioner, Revenue Svces	580.00	4th quarter withholding
Adm, Unemployment Compensation	92.18	4th quarter assessment
Montville Hardware	64.00	Piping; tv cable; wall plates; mop head; trash bags; coil cleaner; drill bits; wc supply lines
Jay's Sewer Rooter	125.00	Clear toilet line #51
Sterling Superior	341.00	December service
Home Depot	353.55	LED lite fixture - IV CC; vanity top #65; floor finish
<u>PAID IN JANUARY</u>		
Payroll	4685.00	5 weeks
Metrocast	1960.00	January bill
IRS	1550.34	HA - \$442.65; employees - \$1107.69

6. APPROVAL OF PAYMENT OF BILLS continued

Tenants #'s 1,5,11,16,20,,28	144.00	Rear light operation - 1st quarter
Town of Montville	1484.53	January health insurance
USI CT	126.17	Fidelity Bond 1/1/14-1/1/15
R. Spiess	171.00	Maintenance 12/30-1/3/14
R. Spiess	252.00	Maintenance 1/6-1/10; Kitchen faucets #5 & IV CC; kitchen sink drain #50; wc fill valve #78
Groton Utilities	60.00	January IV coliform testing
B & W Paving	11045.00	Storm of 12/14 & 12/15/13, 12/17,1/6-7/14,10; ice control 1/2/14
Integrated Security Solutions	352.00	Install fire alarm sounder #49; smoke detector #60; roof strobe- bldg 10 FV
Maintenance USA	1223.52	Lav & kitchen faucets, water supply lines
CT DMV	19.00	Mower trailer registration
Beaver Electric	1034.88	12 new thermostats; install 2 new thermostats - 60,80
Safeguard Business System	51.16	Payroll ledgers
R. Spiess	153.00	Maintenance 1/20-1/23
Granite Group	40.37	3 shower mounts
Atlantic States	80.00	Water System Operator's class registration
<u>PAID IN FEBRUARY</u>		
Payroll	3748.00	4 weeks
Metrocast	1960.00	February bill
AT & T	293.25	January bills
CT Comptroller, MERF	666.66	HA - \$561.26; employee - \$105.40
Town of Montville	1484.53	February health insurance
C L & P	2294.69	January bills
All-Time Mfg	10.00	Repair storm window
Montville Hardware	71.74	Ice melt, caulking, toilet bolts, paint brushes door closer, GFI, rocker switch #31
R. Spiess	216.00	Maintenance 1/27-1/31
B & W Paving	5905.00	Ice 1/15; storms of 1/21-22; 1/25; 1/29
D J McCarthy Plumbing	470.00	Charge FV WS filters, Dec & Jan
T Gray	697.50	Prepare #18
Sterling Superior	341.00	January service
Town of Montville	29648.02	PILOT - 2013
R. Spiess	198.00	Maintenance 2/3-2/7; kitchen faucet -FV CC; bath faucet- #41
Jay's Sewer Rooter	125.00	Clear bathtub drain #5
Integrated Security Solutions	90.00	Repair IV Fire alarm communicator wiring
Sherwin Williams	93.44	Paint
IRS	1724.98	Deposit January taxes HA - \$475.00; employee - 1249.98
CT Dept. of Revenue	215.00	January withholding
R. Spiess	225.00	Maintenance 2/10-2/14
T. Gray	172.50	Clean FV community center
C. Lathrop (reimburse)	128.62	Paper towels, multi-fold towels, toilet tissue, garbage bags
B & W Paving	7700.00	Storms of 2/10 & 2/12
Groton Utilities	195.00	IV & FV quarterlies & nitrite-nitrates
Lowe's	239.40	Closet doors #20
R. Spiess	207.00	Maintenance 2/17-21; work on generator alarm
B & W Paving	14604.00	Storms of 2/9;2/13-14;15-16;18-20

6. APPROVAL OF PAYMENT OF BILLS continued

D J McCarthy Plumbing	235.00	FV WS filter charge
Stewart & Stevenson	950.00	2014 Maintenance agreement
	\$110,254.93	

O & M - \$71,207.62; RMR - \$5,880.39; APTS- \$176.51; Employees - \$3,342.39; PILOT - 2013 - \$29,648.02
MOTION by Commissioner Sullivan, seconded by Commissioner Fecher to approve payment of bills as submitted. Voice vote. All in favor. MOTION CARRIED.

7. CORRESPONDENCE

- 12/06/13 From Groton Utilities, notice of satisfactory results from January Coliform sample, IV
- 12/12/13 From HA to Citizens Bank, a letter advising that HA will monitor the requirement for 2 signatures on every check, rather than pay Citizens \$25.00 per month to do so
- 12/24/13 From National Union Fire Insurance Co. of Pittsburgh, PA, a Binder of Insurance confirmation letter
- 12/27/13 From CT Dept. of Labor, a notice stating the HA contribution will remain at 1.9% for 2014
- 12/31/13 From STIF, notice of December interest of \$45.10 and confirmation of balance of \$364,187.59
- 12/31/13 From Citizens Bank, notice of December interest of \$0.16 and confirmation of balance of \$18,904.52
- 01/06/14 From HA to CT Public Utilities Regulatory Authority, response to a survey regarding Small Community Water Systems
- 01/13/14 From Groton Utilities, test results of quarterlies & nitrite-nitrates - IV & FV
- 01/23/14 From HA to CHFA, the required explanation of overages and underages by 10% of budget
- 01/24/14 From HA to previous tenant #48, a letter requesting that he move his truck from our premises
- 01/29/14 From HA to tenant in #46, a letter stating he is in major violation of his lease and threatening eviction proceedings unless he corrects the violations expeditiously
- 01/31/14 From STIF, notice of January interest of \$47.24 and confirmation of balance of \$364,234.83
- 01/31/14 From Citizens Bank, notice of January interest of \$0.16 and confirmation of balance of \$18,904.68
- 02/10/14 From HA to former tenant in #48, a letter stating the freezer he left on the patio and his truck must be removed from the premises not later than February 17 or the HA will dispose of them
- 02/10/14 From Atlantic-Detroit Diesel, a technician report on condition of IV generator (6-month maintenance per contract)
- 02/14/14 From HA to Elizabeth Terico, a letter regarding her request for waiting list information

8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$39,754.69. STIF account balance is \$364,234.83 and Citizens Money Market account balance is \$18,904.68, bringing total cash reserve to \$383,139.51.
- B. OCCUPANCY: Double occupancy units 14 and 24 are vacant. Double handicapped-accessible unit 18 is vacant. The winter we are having discourages everyone from wanting to move.
- C. TENANT PROBLEMS: The only current problems are those referenced in correspondence.
- E. QUARTERLY REPORT: The quarterly report for the period ending December 31, 2014 was presented. It was noted there was an operating gain of \$9,517.31.
- F. IV GENERATOR: ED reported that the remote visual and audible alarms to notify of a problem with the generator has been installed in her office and is also visible to occupants of the community center because she had it mounted in view of the office door. The January tune-up showed the generator is operating properly.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS: No new business.

11. REMARKS FROM THE PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS

ED reported that to date, \$39,255.00 has been spent for snow removal. The Management Plan has budgeted \$34,000.00 for that item.

Commissioner Roemmele extended condolences from those present to Commissioner Sullivan on the death of his sister.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adjourn at 5:54 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop
Executive Director