

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF OCTOBER 19, 2010

1. CALL TO ORDER

The regular meeting of the Housing Authority was called to order on October 19, 2010 at 5:05 PM in the community room at Independence Village. (The location was changed from Freedom Village in order to achieve a quorum.)

2. ROLL CALL

Present were Commissioners Fecher, Thomes, and Waters. Absent with cause were Commissioners Patterson and Roemmele. 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 the meeting of September 21, 2010 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 SEPTEMBER

Robert Spiess	216.00	Maintenance 9/20-9/24; window replacement survey, FV
Groton Utilities	250.00	Copper & lead testing, FV
Norwich Plumbing	102.33	New hwh thermostats, #7
Theodore Gray	952.50	Prepare #24 for re-rent

PAID IN OCTOBER

Payroll	4065.00	5 weeks
A T & T	427.98	October bills
Metrocast	1560.00	October bill
CT Comptroller, MERF	368.94	HA - \$298.30; employee - \$70.64
Town of Montville	1622.35	October health insurance & balance due for 7,8,9/2010
Commissioner, Revenue Svces	130.00	3rd quarter withholding
Citizens Bank (IRS)	1396.00	HA - \$445.51; employees \$950.49
Adm., Unemployment Comp	124.15	3rd quarter assessment
C L & P	1237.97	September bills
Tenants: #'s 1,5,11,16,18,20,24 & 28	150.00	Rear light operation, 4th quarter
R. Spiess	270.00	Maintenance 9/27-10/1; kitchen faucet #35
Montville Hardware	135.95	Phone jack & wire; baseray paint; primer, trimmer line, lite bulbs, brushes, cleaners, socket wrench, keys
Home Depot	132.69	Floor cleaners, wax, screws
Sherwin Williams	103.60	Wall paint
Sterling Superior	341.00	September service
Staples	322.53	Paper, flash drive, fax cartridge, copier cartridge, misc
Carol Lathrop (reimburse)	18.99	Bath tissue
R. Spiess	333.00	Maintenance 10/4-10/8; installed sink drain & kitch fau #7; ordered paint, fridge gasket, range

6. APPROVAL OF PAYMENT OF BILLS continued

T. Gray, Sr.	825.00	Prepared #7 for re-rent; clean community centers
Norwich Plumbing	388.46	Replace tub diverters #7 & 58; service WS filters - FV
Sherwin Williams	21.25	Paint
All-Time Aluminum	15.00	Screen repair #29
Groton Utilities	1995.00	VOC's, IOC's, Quarterlies, SOC's V; IV & FV
Robert Spiess	279.00	Maintenance 10/12-10/15
T. Gray, Sr	622.50	Paint FV c.c. men's room and prepare apt. 70 for re-rent
A & R Appliance Factory Service	95.40	Gasket for refrigerator, #80
Conn NAHRO	90.00	2011 Dues
Jay's Sewer Rooter	250.00	Clear sink drains in #'s 5 & 7
Integrated Security Solutions	90.00	Trouble shoot IV fire alarm communicator
AA Lock & Key	516.85	Install new switch on exterior electric door opener
		Change locks on doors and mailbox for #49
	\$19449.44	

RMR - \$3510.95; O & M - \$14787.36; Employees - \$1151.13

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

7. CORRESPONDENCE

09/17/10	From Groton Utilities, satisfactory lead & copper test results
09/30/10	From STIF, notice of September interest \$76.15 and confirmation of balance of \$362,192.53
09/30/10	From Citizens Bank, notice of September interest of \$1.86 and confirmation of balance of \$18,878.92
09/30/10	From Groton Utilities, notice of satisfactory test results for IOC's; VOC's, SOC's, & quarterlies
09/22/10	From HA to CHFA, a letter requesting to transfer \$1155.50 from TAR to Provision for Collection Loss
09/24/10	From B & W Paving & Landscaping, contract proposal for snow removal
10/04/10	From CHFA, an E-mail regarding weatherization funds
10/07/10	From Montville Town Council clerk, E-mail regarding Mr. Roemmele's appointment to HA
10/02/10	From HA to lead & copper sample site tenants, a letter reporting satisfactory test results
10/08/10	From HA to CT Dept. of Health, a letter enclosing the Certificate of Compliance for the Consumer Notification of Lead TAP Water Monitoring for FV and the letter to site samplers
10/19/10	From CT Dept. of Public Health, a drill notice regarding reaction and emergency response to seismic event at Millstone
Notices to tenants	Letter regarding Call-to-Aid systems and Fire Alarm Systems
	Letter regarding an increase of \$1.00 per month for cable television effective 11/01/10

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$78,358.39. STIF account balance is \$362,192.53 and Citizens Money Market account balance is \$18,878.92, bringing total cash reserve to \$381,071.45.

B. OCCUPANCY: Apts. 7 & 24 were rented as of 10/1/10. Apt. 70 was rented as of October 15. Apt. 29, a handicapped-accessible unit is vacant.

8. REPORTS continued

C. TENANT PROBLEMS: Nothing pressing at this time.

D. QUARTERLY REPORT: Commissioners reviewed the report for the period ending 9/30/10. It was noted the operating gain was \$20,153.29.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. AUTHORIZE ed TO SIGN CONTRACT WITH B & W PAVING FOR SNOW REMOVAL

ED reported that except for snow relocation, the prices for snow removal have remained the same for the past four years. Heavy equipment snow relocation increased \$5.00 per hour. MOTION by Commissioner Fecher, seconded by Commissioner Thomes to authorize ED to sign proposed contract with B & W Paving for snow removal for 2010-2011 season. Voice vote. All in favor. MOTION CARRIED.

B. RESOLUTION ADOPTING 2011 MANAGEMENT PLAN

Chair introduced the following RESOLUTION: Be it hereby resolved that the Housing Authority of the Town of Montville adopts a 2011 Management Plan in the amount of \$313,900.00, contingent upon approval of CHFA. MOTION by Commissioner Fecher, seconded by Commissioner Thomes to adopt the RESOLUTION as introduced. Roll call vote: Voting aye: Commissioners Fecher, Thomes, and Waters. The RESOLUTION IS ADOPTED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Thomes, seconded by Commissioner Fecher to adjourn at 5:35 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director