

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF FEBRUARY 15, 2011

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:02 PM on February 15, 2011 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Roemmele, Thomes, and Waters. Commissioner Fecher was absent with cause. Commissioner Patterson was absent. 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 meeting of December 14, 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 DECEMBER

R. Spiess	261.00	Maintenance 12/13-12/17
Jay's Sewer Rooter	520.00	Cleared WC drains 45 & 47; major tub clog work #;70 & 71
Granite Group	1049.12	2 hot water heaters
R. Spiess	198.00	Maintenance 12/20-12/30
RC Knox Company Inc	64.00	Fidelity Bond 1/1/11-1/1/12
Staples	240.28	Copier Cartridge, calendars, pens, paper
C L & P	2146.68	December bills
Groton Utilities	1300.00	IV storage tank coliform and IV & FV radiologicals
Montville Hardware	424.82	Nite lite motion detectors, snow removal reflectors, sink drain parts, IV storage tank power washing project pumps and parts, misc
Sterling Superior	341.00	December service
Piela Electric	646.82	Repair 2 FV ws booster pumps

PAID IN JANUARY

Payroll	3280.00	4 weeks
Town of Montville	1472.77	January health insurance
Commissioner of Rev. Svces	140.00	4th qtr withholding 2010
A T & T	428.37	January bills
Metrocast	1660.00	January bill
CT Comptroller, MERF	481.75	HA - \$389.50, employee - \$92.25 2010
IRS EFTPS	1448.54	HA - \$424.26, employees - \$1024.28 2010
Adm, Unemployment Comp	103.88	4th qtr assessment 2010
Tenants, apt #'s 1,5,11,16,18,20,24,28	180.00	Rear light operation
Norwich Plumbing	279.45	Replace booster pumps & fill media tanks, FV ws
B & W Paving & Landscaping	2740.00	Storm of 12/26
Home Depot Credit Services	47.12	Silicone for FV window replacement
Robert Spiess	99.00	Maintenance Jan 3 to Jan 5

6. APPROVAL OF PAYMENT OF BILLS continued

Beaver Electric	317.57	Replaced utility room heater thermostat, bldg 6, FV Repaired street light pole FV
B & W Paving & Landscaping	4619.00	Storms of Jan 7/8 & 8/9
T Gray	240.00	Clean community centers
R. Spiess	243.00	Maintenance 1/10-1/14
Granite Company	105.14	Calcite for FV water system filters
Town of Montville	26,774.97	Pilot for 2010
R. Spiess	180.00	Maintenance 1/17-1/21
B & W Paving	8076.00	Storm of Jan 11-12, relocation of snow
<u>PAID IN FEBRUARY</u>		
Payroll	3280.00	4 weeks
Atlantic States RWVA	410.00	2011 dues and 2010 CCR preparation
A T & T	433.33	February bills
Metrocast	1660.00	February bill
CT Comptroller, MERF	385.40	HA - \$311.60, employee - \$73.80
Town of Montville	1472.77	February health insurance
C L & P	2121.41	January bills
Robert Spiess	270.00	Maintenance 1/24-1/28
Carol Lathrop (Reimburse)	56.68	Reimburse for bath tissue, multifold towels, correct type
Montville Hardware	161.94	Replacement sink drain parts - FV, GFI & outlet, sawzall blades,
Electrical Wholesalers	301.32	12 digital room thermostats
B & W Paving	4638.00	Storms of 1/20-21, 1/25, & relocation of snow
Sterling Superior	341.00	January service
Home Depot	29.96	Grab bar for #29 bathroom
Postmaster, Uncasville	96.40	200 44's, 40 17's
Carol Lathrop (reimburse)	14.83	Garbage bags
IRS EFTPS payments	1093.50	
B & W Paving	4212.00	Storm of 1/26, 27, & 28
Robert Spiess	234.00	Maintenance 1/31-2/4; install new lav faucet #55
Lathrop Brothers	525.00	IV storage tank project; 70 & 71 tub drain problem; generator problems - FV; ADA compliance job #29, various snow removal problems, misc.
Sherwin Williams	206.29	Paint
T. Gray	652.50	Prepare apts 29, 7, & 19 for re-rent
Norwich Plumbing & Heating	704.25	New toilet #39; service FV ws filters
B & W Paving	14,350.00	Remove snow from IV & FV roofs over entries
B & W Paving	2494.00	Storm of Feb 1
Maintenance USA	94.50	Patio light bulbs
R. Spiess	567.00	Work on thermostat upgrade, new wc #39; maintenance 2/7-2/11
T. Gray	585.00	Prepare apt. 69 for re-rent
Haslam Fiberglass Repair	175.00	Repair hole in fiberglass tub enclosure #71

\$101,674.36

O & M - 95,336.65; RMR - \$4,243.76; Employees - \$2,093.95

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

7. CORRESPONDENCE

- 11/23/10 From CHFA, E-mail stating HA has permission to write off vacated, uncollectible tenant's account receivable in amount of \$1059.50
- 12/10/10 From Groton Public Utilities, satisfactory sample results from IV storage tank after power washing and satisfactory sample results from IV & FV radiological testing
- 12/21/10 From CT MERF, a letter stating that the annual adm. charge will be \$100.00 and the annual amortization assessment will be \$103., both due in July, 2011. The monthly contribution rate for HA will be 7.61% Normal Cost and 3.95% Unfunded Accrued Liability, effective July 1, 2011
- 12/23/10 From Garvey & Associates, a proposed Audit Service Contract for 2009-2010 in the amount of \$3,250 with an option for 2011-2012 in the amount of \$3,500.00
- 12/31/10 From Citizens Bank, notice of December interest of \$1.28 and confirmation of balance of \$18,882.72
- 12/31/10 From STIF, notice of December interest of \$74.45 and confirmation of balance of \$32,408.63
- Dec. 2010 From CT Dept. of Labor, a notice that Connecticut's Unemployment Trust Fund is insolvent and in order to start paying \$500 million in loans to date, a Special Assessment is scheduled to be levied on CT employers beginning Aug 1, 2011 for an estimated \$40.00 per employee
- 01/14/11 From CHFA, E-mail stating HA is responsible for municipal vehicle tax
- 01/24/11 From HA to CHFA, quarterly report for period ending 12/31/10 and the 10 % overage-underage letter
- 01/31/11 From Citizens Bank, notice of January interest of \$1.28 and confirmation of balance of \$18,884.00
- 01/31/11 From STIF, notice of January interest of \$69.65 and confirmation of balance of \$362,478.28
- 02/01/11 From CHFA, a notice regarding the Housing Authority Annual Report Requirement
- 02/07/11 From HA to tenant in Unit 28, a letter regarding his attitude and behavior in the community center
- 02/09/11 From HA to CHFA, the Housing Authority Annual Report
- 02/10/11 From HA to tenant in apt. 5, a letter regarding damage to the kitchen sink drain

REPORTS

- A. ACCOUNT BALANCES:** Checking account balance is \$44,016.04. STIF account balance is \$362,478.28 and Citizens Money Market account balance is \$18,884, bringing total cash reserve to \$381,362.28.
- B. OCCUPANCY:** Apartments 7 & 19 have been rented as of March 1. Apartments 61 and 64 are to be vacated in the near future, exact time as yet unknown. They are both double handicapped-accessible units and at the present time, there are no viable applications for that type of unit.
- C. TENANT PROBLEMS:** Note letters to tenants in apartments 5 and 28.
- D. THERMOSTAT REMEDY:** ED explained that a thermostat in apartment 39 had malfunctioned and it was found that the wire nuts on the wiring were causing the problem. Beaver Electric is currently in the process of checking all thermostats at both villages for damage and replacement of all wire nuts. So far, five thermostats have been found to have been damaged by arcing.
- E. SNOW REMOVAL:** ED explained that the steep roofs over the entryways had a major build-up of snow and she was afraid that the snow would cascade down on a tenant entering or leaving his unit. Chair and ED agreed that the snow removal company be requested to remove the snow over the entries. Inasmuch as that is not an anticipated budget item, the cost to remove said snow for a cost of \$14,350 would be charged to the extraordinary expense account. So far this year, snow removal has cost \$24,039 out of the \$35,000. budget for the entire year.
- F. QUARTERLY REPORT:** The quarterly report for the period ending December 31, 2010 was reviewed. It was noted there was an operating gain of \$27,301.22 and an under-budget expenditure of \$10,645.

8. REPORTS continued

G. GENERATOR PROBLEM: ED explained that when the generator was started for exercising, somehow it fed 440 volts back to the Freedom Village community building and caused a lot of equipment damage. A washer and dryer control panel was fried, along with a GFI, both electronic door opener panels and one door opener motor, the emergency light in the community room, and the alarm enunciator in the mechanical room. Fortunately the alarm systems for fire and water system operation were not damaged. At any rate, Beaver Electric responded to the emergency and repaired all items he had parts for and obtained the part to repair the alarm enunciator that day. The generator is not connected and ED recommended that it not be. It is not big enough for the job and it is very old, having been donated by Oakdale Fire Co. many years ago and after they had had it for about 20 years. It is more dangerous to use than to have it de-commissioned.

H. STREET LIGHTING: ED is still waiting for a quote from a company that is working with CL & P to upgrade the street lighting at both villages with LED lighting with C L & P and HA to share the cost 50-50.

I. WATER SYSTEM OPERATOR TRAINING: ED explained that she needs 10 hours of credits to renew her water system operator's license in June of this year. Usually, she tries to get 3 or 4 hours per year for the three years of renewal time, but this year she will need to get all 10 hours by the end of May.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. ACCEPT PROPOSAL FROM GARVEY AND ASSOCIATES FOR 09-10 AUDIT SERVICES

ED reported that the company of Garvey and Associates, the audit company we have been using ever since the State discontinued audit services, had submitted a proposal for \$3250 for audit of calendar years 2009 and 2010, with an option for services for 11-12 in the amount of \$3500.00 MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to retain the services of Garvey and Associates for the 09-10 audit. Voice vote. All in favor. MOTION CARRIED.

B. DISCUSS AND ACT ON PURCHASE OF GENERATOR FOR FV

ED reported that the Fire Marshal has obtained a 55 KW generator for IV, said generator has been housed at Mohegan Fire Co., however the Fire Co. has just purchased a new generator. We really need to get a generator that is sized to produce enough power to run the necessary items in the building and there really is no sense in spending any more money on the present inadequate generator. ED stated she has a quote from Beaver Electric for a 45 KW generator but it may be possible to find out the needed output from CL & P. She is asking if she should pursue this issue. It was agreed that the Authority wants to pursue the purchase of a new generator.

C. AUTHORIZE PREPARATION FOR IV GENERATOR

ED referred to the above information regarding the generator coming from Mohegan Fire Co. She stated that a pad will need to be installed in an area that will require excavation. Also since Industrial Engineers is going to remove the generator from the Fire Co. pad, it makes sense to have that company bring it to IV. It will be available in early April, so she wants to get everything lined up now for the installation. MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to authorize ED to prepare for generator installation at IV. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: None

12. REMARKS FROM COMMISSIONERS: None

13. ADJOURN: MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to adjourn at 5:59 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director

