

HOUSING AUTHORITY  
TOWN OF MONTVILLE

MINUTES OF MEETING OF JUNE 21, 2011

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:02 PM on June 21, 2011 in the Community Room at Independence Village.

2. ROLL CALL

Commissioners Fecher, Roemmele, Thomes, and Waters were present. 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 meeting of May 17, 2011 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 MAY

C L & P	35.54	Final bill #61
Robert Spiess	351.00	Maintenance 3/5/16-5/21; replace lav sink drain #10
Suburban Propane	30.00	Quarterly tank rental
Sherwin Williams	60.76	Bathtub paint kit
G M Construction	775.00	Mow and trim IV & FV
Beaver Electric	154.44	New rear light fixture, bldg 4, IV
Norwich Plumbing	227.60	Replace tub valves #'s 6 & 11
Maintenance USA	249.30	6 lav sink faucets
Norwich Plumbing	107.79	Replace HW htr thermostat, #32
Advanced Storage	130.00	Window replacement storage, FV project

PAID IN JUNE

Payroll	3280.00	4 weeks
Carol Lathrop (Reimburse)	26.90	USPS Postal scale
A T & T	458.39	June bills
Metrocast	1660.00	June bill
Town of Montville	1472.77	June health insurance
CT Comptroller, MERF	385.40	HA - \$311.60; employee - \$73.80
C L & P	1208.03	May bills
Robert Spiess	279.00	Maintenance 5/23-5/27; new lite fixture #50; work on generator pad
BP Petroleum	131.00	Gas for mower and weed whacker
Montville Hardware	119.17	Lite bulbs, keys, paint supplies, oil & filter for mower, wc wax ring, glue, misc; handicapped door closer #61
Sterling Superior	341.00	May service
Concrete Express	398.80	Concrete for generator pad IV
Lathrop Brothers	902.00	Work on new well controls, FV replacement windows, IV generator pad construction
State Treasurer for MERFund	103.00	Annual amortization charge

6. APPROVAL OF PAYMENT OF BILLS continued

State Treasurer for MERFund	100.00	Annual administrative charge
R. Spiess	306.00	Maintenance 5/31-6/3; replace wall #32 for electric panel; accts receivable #10 ac
G M Construction	775.00	Mow and trim IV & FV, cut trees down at FV
Waltham Services	200.00	May service
Norwich Plumbing	527.85	Charge FV ws filters, work on FV ws pumps and controls
Home Depot	307.86	Shades, light bulbs
Postmaster, Uncasville	88.00	Postage stamps
Staples	199.99	Copier cartridge
C L & P	6.75	Final bill, Apt. 64
Robert Spiess	369.00	Maintenance 6/6-6/10; Install lite fixture #64, GFI - #79; New wall around new electric panel #32
Theodore Gray	405.00	Clean & paint doors & woodwork, IV & CC community ctrs
Jay's Sewer Rooter	250.00	Clear lav sink drain to main line #2; toilet line to main #47
G M Construction	492.00	Work on installing generator pad, IV
Beaver Electric	975.34	New electric panel #32
Norwich Plumbing	178.82	New thermostats in h w htrs, IV & FV comm ctrs
Integrated Security Solutions	225.00	Install new roof strobe IV bldg 1; new call-to-aid bell IV bldg
IRS (Electronic Transfer)	1464.67	May withholding & soc sec & medicare
Lavigne, Mark & Rogers	270.00	Counsel dealing with #73 and HA application for rentals
GM Construction	675.00	Mow & trim IV & FV
R. Spiess	279.00	Maintenance 6/13-6/17; work on utility cabinet sills, finish new wall around new electric panel #32; accts rec. ac #39
A A Lock & Key	226.99	Install new lock for front door #32
Advanced Storage	130.00	Replacement window storage rent for July
Atlantic States RWWA	75.00	Class for water system operator
Mr. Appliance	105.00	Repaired refrigerator, #79
	<u>\$21,519.16</u>	

O & M - \$15,074.44; RMR - \$5,354.60; Employees - \$1,018.12; Accts Receivable - \$72.00

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

7. CORRESPONDENCE

- 5/10/11 From Peoples United Ins. Agency, notice of renewal of Work's Compensation Insurance
- 5/19/11 From HA to Peoples United Ins. Agency, submittal of requested 2010-2011 Workmans' Comp audit info
- 5/25/11 From HA to GE Money Bank re: Lowes, letter requesting credit of \$2.03 for interest on non-taxable acct
- 5/25/11 From HA to CT DECD, Certification of Tenant Rent Roll for 2011-2012 RAP Subsidy
- 5/27/11 From HA to Fire Marshal's office, a letter advising that roof strobe & call to aid horn have been replaced
- 5/27/11 From Waltham Services, a letter stating the current monthly cost of \$100./village will increase by 5% effective 7/1/11
- 5/31/11 From STIF, notice of May interest of \$63.40 and confirmation of balance of \$362,743.82
- 5/31/11 From Citizens Bank, notice of May interest of \$0.80 and confirmation of balance of \$18,887.15
- 6/01/11 From CT Comptroller, a letter regarding the Annual Amortization and Administrative charges and revised payroll percentage contribution
- 6/01/11 From CT DAS, a letter enclosing the annual Master Insurance Program participation agreement
- 6/06/11 From HA to CT DECD, a letter enclosing the Appointment of Auditor Notification
- 6/06/11 From HA to Garvey & Associates, MHA auditor, a letter requesting an extension of time to perform the 2009-2010 audits

7. CORRESPONDENCE continued

- 6/07/11 From Town of Montville, notice that the monthly insurance premium will increase from 1472.77 to \$1484.53, effective July 1, 2011
- 6/07/11 From GE Money Bank re: Lowes, notice of cancellation of \$2.03 interest charge
- 6/08/11 From Senator Edith Prague, a copy of a letter to Mr. & Mrs. Stauffer to Chairman Waters regarding the possession of pets; i.e., dogs in MHA units and enclosing the statute that pertains to pet possession
- 6/10/11 From HA to CT DAS, executed Master Insurance Program participation agreement
- 6/13/11 From CT DAS, executed Master Insurance Program participation agreement
- 6/16/11 From Housing Authority Insurance Co., a Terrorism Insurance Coverage Offer for Commercial coverage in amount of \$147.00
- 6/16/11 From HA to Housing Authority Insurance Co., acceptance of Terrorism Insurance Coverage
- 6/20/11 From HA to Attorney Lavigne, a letter regarding a request for an opinion of the status of tenant in #73 and status of adding to rental application

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$49,026.72. STIF account balance is \$362,743.82 and Citizens Money Market account balance is \$18,887.15, bringing total cash reserve to \$381,630.97.

B. OCCUPANCY: The only vacancies are in #'s 14 and 69, both double occupancy units.

C. TENANT PROBLEMS: Nothing new or pressing.

D. FINAL PHASE, FV WINDOW REPLACEMENT: ED has sent an invitation to bid to three highly regarded contractors with a bid submission deadline date of July 1, 2011.

E. IV GENERATOR PAD PROGRESS: ED reported that the pad has been poured and the 1 1/2 concrete block walls have been installed. Installation has been cleared with the CT Health Dept., the Fire Marshal, and we know what the building inspector wants. We are now waiting for the generator to arrive in order to complete construction of the housing and venting. There is no schedule at this time.

F. STREET LIGHT REPLACEMENT IV & FV: The new street lights on the snow-plow vulnerable corners have been installed.

G. WATER SYSTEM OPERATOR'S LICENSE: ED (also Certified Water System Operator) reported that she attended a class in Groton called the Connecticut Emergency Response Exercise for the Water Sector in order to obtain enough credit hours to renew her Operator's License, however the class proved to be an excellent source of information on emergency preparedness. ED said she will attend a Leak Detection class on July 20 in Groton which will be daylong and give 4 credit hours toward the next three-year renewal period. This way, she will only have to attend one class per year, instead of all at the same time. Other classes could be attended for value, not just for credit.

H. CHFA INSPECTION: ED reported that Mr. Vardar from CHFA made his annual inspection and she has no idea how the Authority fared in the inspection. The inspector gives no feedback. He did discuss, among other things, a suggestion that an energy audit be conducted by Access Agency from Willimantic. Eleven units were inspected and he questioned tenants on whether they like living there; if everything worked; and how long they had lived there. He also took a lot of pictures. ED distributed a list of on-going and planned capital projects that she had given the inspector. Nearly everything on the list had been submitted to CHFA prior to the inspection.

9. OLD BUSINESS

A. PET POLICY AS IT PERTAINS TO STAUFFER APPLICATION

ED referred to correspondence from Senator Edith Prague regarding the Stauffer request for action to require the Housing Authority to admit them along with their two dogs. Senator Prague suggested that the Housing Authority might want to reconsider its Pet Policy and included a CT Statute dealing with tenant voting on allowing pets, and specifically dogs. Commissioner Thomes informed the Board members that she had a dog when she wanted to move in but waited until her dog died to put in the application. She was emphatic that

ITEM 9A continued

dogs do not belong in this type of housing because it is too dangerous for the tenants. ED reported that the vote that had been taken in 1988 was against admitting dogs as pets by a huge majority with the main reasons being that if a person is ill or trying to sleep, barking dogs are a major nuisance and a fear of slipping and falling in dog droppings. Even if there are rules, as we all well know, many tenants do not obey them. MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to send a letter to Senator Prague with copies to the Mayor and the Stauffers stating that the Board members are unanimous in their opposition to reconsider allowing dogs in Authority-owned units. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS

A. RESOLUTION ADOPTING 2011 INCOME LIMITS

Chairman Waters introduced the following RESOLUTION:

**Where it is desirable and in the best interest of the State of Connecticut, the Housing Authority of the Town of Montville, and the elderly citizens of the State of Connecticut,**

**BE IT HEREBY RESOLVED THAT:**

- 1. Effective June 21, 2011 the Maximum Income Limits for Application to all applicable State-assisted Elderly and Congregate Elderly Housing Facilities owned by the Housing Authority of the Town of Montville shall be the low income listed in the area in which such housing facility is located based on the latest US Department of Housing and Urban Development's published public housing guideline.**
- 2. The maximum income allowable for occupancy is for one person \$44,950. and for two persons \$51,400.**
- 3. This resolution rescinds and replaces any and all previous resolutions establishing Maximum Income Limits for application and Continued Occupancy for all applicable State-assisted Elderly and Congregate Elderly housing owned by the Housing Authority of the Town of Montville.**

**MOTION by Commissioner Fecher, seconded by Commissioner Roemmele to adopt the RESOLUTION as introduced. Roll call vote. Voting aye: Commissioners Fecher, Roemmele, and Waters. Commissioner Thomes abstained. THE RESOLUTION IS ADOPTED.**

B. AUTHORIZE INDEPENDENCE VILLAGE SIGN PRODUCTION

**ED presented a proposed format for the sign sent by Camaro Sign Co. The only problem is the dimensions of the sign which need to be scaled back in order to meet the \$1500. limit set for it at the last meeting. MOTION by Commissioner Thomes, seconded by Commissioner Fecher to authorize ED to order the sign so long as we stay within the \$1500.00 limit. Voice vote. All in favor. MOTION CARRIED.**

C. AUTHORIZE AGREEMENT WITH ACCESS FOR ENERGY EFFICIENCY AUDIT

**ED reported that Access had called her, probably as a result of a call from Mr. Vardar of CHFA, and sent the agreement and some information on the program. MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to authorize ED to sign the agreement for the audit. Voice vote. All in favor. MOTION CARRIED.**

**10. NEW BUSINESS continued**

**D. AUTHORIZE ELECTRIC SERVICE FOR IV STORAGE SHED**

ED informed the Board members that when the Lions Club constructed the shed for IV, it had been wired inside for lighting and with receptacles for using power tools and other light duty use. However, it has never been provided with electricity. When Beaver Electric was installing the street light on the corner by the shed, ED asked if service could be provided from that wiring. Beaver Electric checked the amperage available and in the daytime, there would be sufficient power available to use small power tools. Lighting would always be available. ED reported she does not have a price for the connection and that a trench would have to be dug from the light pole to the corner of the shed. Our lawn care person has access to a small excavator. MOTION by Commissioner Fecher, seconded by Commissioner Thomes to authorize electric service to the IV storage shed. Voice vote. All in favor. MOTION CARRIED.

**11. REMARKS FROM PUBLIC:** No remarks.

**12. REMARKS FROM COMMISSIONERS**

Chairman Waters requested ED to distribute the notes she took at the Emergency Response Exercise to the Commissioners. ED asked if she could send a draft of the letter to Senator Prague to the Board members. It was decided that whenever possible, ED would E-mail the meeting package and other information as necessary.

**13. ADJOURN**

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to adjourn at 6:00 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director