

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF JULY 19, 2011

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order on July 19, 2011 at 5:13 PM in the Community Room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, 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 Roemmele to approve the minutes of June 21, 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 JUNE

Housing Authority Insurance Services	5499.00	Master property insurance 7/1/11-7/1/12
Housing Authority Risk Retention GP	3288.00	Liability insurance 7/1/11-7/1/12
Robert Spiess	225.00	Maintenance 6/20-6/24; fan motor order; change exhaust fan motors #'s 49 & 64; work on new kitchen counter #28
Maintenance USA	140.58	40 Kitchen exhaust fan filters
All Time Mfg.	21.30	Replace glass in storm door, apt. 5
Integrated Security Solutions	720.00	Fire alarm monitoring contract IV & FV, 7/1/11-7/1/12
UBS	220.94	Generator pad & housing construction materials
Beaver Electric	4032.63	New street lite poles installed - 1 each IV & FV; photo cell on street lite, FV

PAID IN JULY

Payroll	3280.00	4 weeks
R. Spiess	324.00	Maintenance 6/27-7/1
Norwich Plumbing	155.25	Trouble shoot water system control panel with control expert
Shipman's Fire Equipment	52.00	Annual fire extinguisher inspection
A T & T	454.15	July bills
Metrocast	1660.00	July bill
Commissioner, Revenue Svces	370.00	2nd quarter withholding
CT Comptroller, MERF	481.75	HA - \$389.50; employee - \$92.25
Town of Montville	1483.53	July health insurance
Adm., Unemployment Comp	218.46	2nd quarter contribution
C L & P	1055.20	June bills
Tenants-#'s 1,5,11,16,18,20,24,28	180.00	Rear light operation
Home Depot Credit Services	177.52	Lite fixtures 50 & 64; wall trim, closet parts, GFI (returned)
Montville Hardware	439.65	4 kitchen exhaust fan motors; water supply lines; tools; drain pipe; maintenance items
Maintenance, USA	140.58	40 kitchen exhaust fan filters

6. APPROVAL OF PAYMENT OF BILLS continued

Sterling Superior	341.00	June service
Waltham Services	210.00	July service
Safeguard Business Systems	79.98	Rent journals
R. Spiess	225.00	Maintenance 7/5-7/8; Replace kitchen exhaust fan #28; kitchen exhaust fan filter replacement project; replace broken window #2;
Bozrah Hardware	17.64	Weed whacker repair
CT Dept. of Adm. Svces	768.00	Master Insurance Adm. Fee
Norwich Plumbing	155.25	Service FV WS filters
GM Construction	725.00	Mow & trim IV & FV
Renaldi's BP	139.90	Gas for mower
USA Blue Book	362.49	Neptune 2" Rebuilt PD water meter, IV
John Deere Landscapes	434.24	Lawn reclamation products (weed killer)
DeRosier Electric	238.36	Alteration to control voltage in water pump control panel
Sherwin Williams	155.15	Road paint
R. Spiess	288.00	Maintenance 7/11-7/15; paint st. and parking lines, work with ACCESS for WRAP
GM Construction	400.00	Phase II of the lawn reclamation project
Beaver Electric	173.81	Install new photo cell on bldg. 10, FV
EFTS (IRS)	<u>1493.08</u>	HA 456.17; employees - \$1036.91
	\$30,538.44	

O & M - \$22,217.27; RMR - \$6,984.01; employees - \$1,499.16

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

7. CORRESPONDENCE

- 6/22/11 From HA to Camaro Signs, E-mail regarding Independence Village signage
- 6/22/11 From HA to Persons & Firms invited to bid on FV window replacement, regarding changes in bid specifications
- 6/23/11 From HA to CT DECD, a request for audit submission extension
- 6/24/11 From HA to CT Senator Prague with copies to Montville Mayor and Russell & Sandra Stauffer, a letter regarding the HA policy that does not allow dogs as pets
- 6/27/11 From CT DECD, approval of audit submission extension request
- 6/27/11 From HA to CT Dept. of Health, a letter enclosing the CCRS for IV & FV, including the letters to the tenants at IV & FV regarding availability of CCRS and the Health Department Certifications
- 6/30/11 From STIF, notice of June interest of \$62.44 and confirmation of balance of \$362,806.26
- 6/30/11 From Citizens Bank, notice of June interest of \$0.78 and confirmation of balance of \$18,887.93
- 6/30/11 From HA to Michael Brisson, a letter responding to his telephone call regarding his application for a unit
- 6/30/11 From ConnNAHRO, a newsletter regarding HA matters and including a summary of legislative action regarding bills relating to public housing
- 7/01/11 From CT DECD, a notice requesting the information for the 2011 Affordable Housing Appeals list
- 7/07/11 From US Post Office, a returned letter from the Stauffers
- 7/08/11 From HA to Irving Small, a letter thanking him for his bid on installing the FV replacement windows and informing him that a bid of \$6,000.00 was lower than his but stating we would like to keep him on the bid list
- 7/14/11 From Atlantic States, confirmation of registration for training session scheduled for 7/20
- 7/15/11 From Housing Authority Insurance Groups, a letter enclosing 2010 dividend checks in the amount of \$1,312.86

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$48,098.96. STIF account balance is \$362,806.26 and Citizens Money Market account balance is \$18,887.93, bringing total cash reserve to \$381,694.19.

B. OCCUPANCY: Double occupancy apartments 14 and 69 are still vacant. We do not have any double occupancy applications at present.

C. TENANT PROBLEMS: ED reported that the tenants in apartment 22 are complaining about the noise from the air-conditioner and oxygen machine in apartment 24. She is in the process of trying to find out if there is excessive noise.

D. FINAL PHASE, FV WINDOW REPLACEMENT: This item is on the agenda.

E. IV GENERATOR PAD PROGRESS: ED reported that there has been no new information regarding the arrival of the generator from Mohegan Fire Company. She is hoping to get some information this week.

F. ROAD AND PARKING LOT PAINTING: ED reported that the maintenance man has painted new signs on the street and parking areas at Independence Village.

G. ACCESS (WRAP) PROGRESS: ED reported that she had a meeting with two representatives from ACCESS regarding the energy audit to be scheduled. The maintenance person accompanied them on an inspection of some of the units. Some of the items that were discussed as probable improvements were heat pumps for both heating and cooling each unit, new windows were necessary, new refrigerators, new exterior and interior light fixtures, bathroom and kitchen exhaust fans, and ceiling insulation.

H. QUARTERLY REPORT: ED stated she had not placed this item on the Agenda ahead of time because she did not know if she would have time to complete it. The Commissioners reviewed the quarterly report for the period ending June 30, 2011.

I. ANNUAL REPORT TO COMMISSIONERS: ED stated she had not placed this item on the agenda ahead of time in case she was not able to produce it. She distributed the report to the Commissioners.

9. OLD BUSINESS

A. AWARD WINDOW REPLACEMENT BID

ED informed the Commissioners that only two bids were submitted. The third interested bidder notified her at the very last minute that he was not going to submit a bid because he would not be able to complete the job in the specified time frame. Irving Small's bid was for \$6,480.00 and John Lathrop Construction's bid was for \$6,000.00. Both contractors are equally qualified for the job. MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to award the job to John Lathrop Construction for \$6,0000.00. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS

A. AUTHORIZE INSTALLATION OF SNOW PARK AND ADDED PARKING, IV

ED reported she did not have an estimate from the Snow Removal company for the snow park or the additional parking at this time. MOTION by Commissioner Fecher, seconded by Commissioner Roemmele to table this item until the September meeting. Voice vote. All in favor. MOTION CARRIED.

B. INSTALL NEW ROOF ON BUILDING 3, FV

ED reported that the roof on building 3 at FV had been installed quite some time before the rest of the roofs at FV were re-shingled with architectural shingles thus it is in poor condition. Since it is too hot to shingle right now, she is requesting that the item be tabled until the September meeting. So moved by Commissioner Fecher, seconded by Commissioner Roemmele. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS

ED reported that the 2009 and 2010 audit will be conducted next week. It is scheduled for July 26 & 27. She also gave the Commissioners a report on the legislative action dealing with housing issues in this years session.

13. ADJOURN

MOTION by Commissioner Thomes, seconded by Commissioner Fecher to adjourn at 5:56 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director