

Housing Authority  
Town of Montville

Minutes of Annual Meeting, September 20, 2011

1. CALL TO ORDER

Its Chairman called the Annual Meeting to order at 5:07 pm on September 20, 2011 in the community room at Independence 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 Roemmele, seconded by Commissioner Fecher to approve the minutes of the meeting of July 19, 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 JULY

R. Spiess	297.00	Maintenance 7/18-7/22; fan filter replacement project; new lite fixture #3
Lathrop Brothers	969.00	Replace utility cabinet sills IV; work on IV generator pad & housing; replace window #2, landscaping work
UBS	798.76	Replacement sills for IV utility cabinets
Norwich Plumbing	155.25	Replace IV well water meter
Advanced Storage	130.00	Storage for FV replacement windows

PAID IN AUGUST

Payroll	4100.00	5 weeks
A T & T	490.45	August bills
Metrocast	1660.00	August bill
CT Comptroller, MERF	452.97	HA \$379.17, emp. - \$73.80
Town of Montville	1484.53	August health insurance
Adm., Unemployment Comp	59.94	Special assessment
C L & P	1082.90	July bills
Lathrop Brothers	390.00	Landscaping work 32.50 hours
Montville Hardware	124.61	Weed killer, cleaning & painting supplies, gloves, keys, caulking for FV replacement window project, paint mixer
Jays Sewer Rooter	550.00	Cleared lav sink lines #'s 1 & 17; cleared kitchen drain to main line #13; cleared shower drain to main line #29, cleared bathroom tub and lav sink to main line- #51
Integrated Security Solutions	240.00	FV water system annual monitoring fee
Groton Utilities	125.00	Quarterly water testing
USA BlueBook	66.01	New FV water system stainless steel probes
Beaver Electric	302.36	Work on electric panel & install new GFI outlet #19
Sterling Superior	341.00	July service
Theodore Gray	390.00	Paint IV utility cabinet doors; clean IV & FV comm. ctrs

6. APPROVAL OF PAYMENT OF BILLS continued

Robert Spiess	306.00	Worked with Access on WRAP project; maintenance 7/25-29 New toilet in IV comm ctr mens room
John Lathrop Construction	6000.00	FV window replacement per bid, extras to be paid separately
Electronic Fed. tax deposit	1147.06	HA \$337.67, employees - \$809.39
Garvey & Associates	3250.00	Perform 2009-2010 financial audits
Staples	453.65	2 copier cartridges, office supplies
Franklin Impressions	295.00	Stationery
R. Spiess	207.00	Maintenance 8/1-8/5; window replacement project, new refrigerator #79
Waltham Services	210.00	August service
Lowe's	56.96	Light fixture #3
John Lathrop Construction	150.00	Extras on window replacement FV
Norwich Plumbing	155.25	Service FV ws filters
Sherwin Williams	64.08	Sealer for utility cabinet sill replacement IV
R. Spiess	162.00	Maintenance 8/15-8/19
C. Lathrop (Reimburse)	45.56	Reimburse for purchase of toilet tissue & trifold towels
Suburban Propane	30.00	Quarterly tank rental

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GM Construction	750.00	Mow & trim IV & FV
Carol Lathrop (Reimburse)	79.80	Water for FV distribution- bad quarterly water test
CT DECD	145.00	Refund unused RAP subsidy 2010-2011 FY
R. Spiess	378.00	Maintenance 8/22-8/27
Norwich Plumbing	292.05	Chlorinate FV well after coliform exceedance, check system
<u>PAID IN SEPTEMBER</u>		
Payroll	3280.00	4 weeks
Stop & Shop	267.90	Water for FV distribution- bad quarterly & hurricane
A T & T	503.20	September bills
Metrocast	1660.00	September bill
CT Comptroller, MERF	566.21	HA - \$473.96; HA - \$92.25
Town of Montville	1484.53	September health insurance
C L & P	1070.74	August bills
R. Spiess	405.00	Maintenance 8/29-9/3
Tri Town	245.16	Water for FV distribution - bad quarterly & hurricane
Renaldi's BP	39.97	Gas for mower & trimmer
All Time Mfg.	15.00	Repair storm door window #37
Montville Hardware	86.77	Nails & caulking for FV window replacement; gloves; oil & trimmer line; misc
Home Depot Credit Services	201.44	Toilet for IV comm center; cleaning supplies
Sterling Superior	341.00	August service
Federal Tax Deposit	1463.57	HA - \$439.19, HA - \$1024.38
Robert Spiess	261.00	Maintenance 9/5-9/9; new wc #13; GFI - #66, new lav faucets - FV bathrooms
GM Construction	750.00	Mow & Trim IV & FV
Norwich Plumbing	511.13	Service FV WS filters, unclog FV comm ctr water lines and chlorinate well after IRENE
Waltham Services	210.00	September service

6. APPROVAL OF PAYMENT OF BILLS continued

Beaver Electric	2383.58	Provide services to run Montville Fire Co. generator Monday through Saturday the week after IRENE
The Hartford	584.00	Additional Workman Comp premium per audit for period April 30, 2011
Jay's Sewer Rooter	65.00	Clear toilet line #13
Camaro Signs	1400.00	New Independence Village sign
Robert Spiess	180.00	Maintenance 9/12-9/16
CT DECD	<u>245.00</u>	Refund unused RAP subsidy 2009-2010 FY
	45,787.39	

O & M - \$32,594.87; RMR - \$10,802.70; Employees - \$1999.82; Refunds - \$390.00

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

7. CORRESPONDENCE

- 7/28/11 From HA to CT DECD, request for extension of submitting 2009-2010 audit to August 31
- 7/31/11 From STIF, notice of July interest of \$54.82 and confirmation of balance of \$362,861.08
- 7/31/11 From Citizens Bank, notice of July interest of \$0.80 and confirmation of balance of \$18,888.73
- 8/01/11 From HA to Town of Montville, FY 2010-2011 Annual Report
- 8/15/11 From Metrocast, a letter advising that as of November 1, 2011, the bulk rate billing will be \$20.75 per unit
- 8/16/11 From People's United Insurance Agency, a notice that the 5/1/10 to 5/1/11 Workers Compensation Audit resulted in an additional premium for that period of \$584.00
- 8/20/11 From HA to Freedom Village tenants, a unit by unit handout of a notice requesting that everyone run their hot water faucet in order to get chlorinated water into the hot water heaters
- 8/22/11 From HA to all Freedom Village tenants, a unit by unit handout of a notice regarding the non-fecal coliform found in the water in the quarterly testing sample and explaining the procedure and HA actions
- 8/23/11 From CHFA, a notice stating that the 2012 budget is due at CHFA no later than October 31
- 8/23/11 From HA to CT Department of Public Health, an Event Notification regarding the presence of non-fecal coliform in the quarterly sample and the follow-up five samples
- 8/23/11 From CT Department of Public Health, a notice that all operator renewal fees will be \$98.00 up from nothing. Initial application fees will be \$224.00 and the Examination Fee will be \$41.00 non-fundable
- 8/30/11 From Attorney Lavigne, a letter stating that there is no recourse for eviction of tenant in #73 and even though we have the applicant statement of understanding, it would not be a basis for eviction and apologizing for delay in answer
- 8/31/11 From Attorney Lavigne, a forgiven bill for \$150.00
- 8/31/11 From STIF, notice of August interest of \$52.38 and confirmation of balance of \$362,913.46
- 8/31/11 From Citizens Bank, notice of August interest of \$0.80 and confirmation of balance of \$18,889.53
- 9/12/11 From HA to CMI, a letter requesting chemical analysis of the matter on the FV WS well pump sensor and giving information about the system
- 9/14/11 From HA to Garvey & Associates, a fax with correct RAP figures for the past 4 RAP years Previous correspondence with Garvey regarding audit was also for the purpose of correcting information in the audit draft
- 9/15/11 A telephone call stating that FV water samples were free of coliforms  
Posted notice to FV tenants stating water is safe to use for all purposes
- 9/15/11 From Montville Fire Marshal's office, notice of semi-annual inspection on 10/6/11

7. CORRESPONDENCE continued

- 9/16/11 From HA to CT DPH and Uncas Health District, a letter regarding actions taken re: exceedance of total coliform rule
- 9/19/11 From Garvey & Associates, the completed and corrected Audit Report for 2009 & 2010  
Also, various informational E-mails from CT Department of Health regarding IRENE

8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$54,034.68. STIF account balance is \$362,913.46 and Citizens Money Market account balance is \$18,889.53, bringing total cash reserve to \$381,802.99.
- B. OCCUPANCY: Double occupancy apartments 14 & 69 are still vacant. Apartment 75 will be vacant at end of month, new tenant has all ready been selected.
- C. TENANT PROBLEMS: Nothing pressing at this time.
- D. IV GENERATOR PROGRESS: ED stated Mohegan Fire Co. is still waiting for the natural gas line to be brought into the fire house before they can place the new generator at which time, we will get the old one.
- E. ACCESS (WRAP) PROGRESS: The design engineer picked up the Freedom & Independence Village plans on 9/19 in order to begin the design, so project is in progress.
- F. AUDIT: Mr. Garvey finally delivered the audit report on 9/19 after making the corrections required by ED review.
- G. STORM DAMAGE: ED reported that there was no major damage. FV water lines and toilets in the community center were clogged by debris caused by the storage tank rehabilitation and brush was scattered about. Power outages at both villages required generator service by Montville Fire Co., a greatly appreciated service.
- H. FREEDOM VILLAGE WATER SYSTEM: ED reported that she has sent the well sensor probe to a metallurgical analysis company for analysis of the material leaching out of the water and bonding to the probe. She believes that the substance is the result of the cathodic protection system installed when the storage tank was rehabilitated. She also reported on the exceedance of the total coliform rule and the action taken.
- I. INDEPENDENCE VILLAGE WATER SYSTEM: ED reported that the well pump is to be replaced on 9/28 and that the system will only be done for three or four hours. Because the well will be chlorinated after the pump is replaced, we will need to provide drinking and cooking water to the tenants for a three-day period but we have enough water left from the FV purchase for that purpose.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. ELECTION OF OFFICERS

MOTION by Commissioner Roemmele, seconded by Commissioner Fecher to have the Secretary cast one ballot for the election of commissioners to their current offices; i.e., Homer F. Waters, Chair; Michael Fecher, Vice-chair; Mary Thomes, Secretary; and Vincent Roemmele, Treasurer. Voice vote. All in favor. MOTION CARRIED.

B. ESTABLISH 2012 MEETING DATES

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to establish the 2011 schedule for 2012. Voice vote. All in favor. MOTION CARRIED.

C. AUTHORIZE INSTALLATION OF A SNOW PARK AND ADDED PARKING

ED reported that she had met with the Snow Removal firm regarding the installation of a snow park and an additional four parking spaces in the field at IV but she has not received an estimate yet. MOTION to table this item by Commissioner Fecher, seconded by Commissioner Roemmele. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS continued

D. AUTHORIZE RENTAL OF DOUBLE APARTMENT TO ONE PERSON (69)

ED stated that apartment 69 has been vacant since January and there are no double occupancy applications. DECD always had the policy that after six months of holding an apartment for the appropriate number of persons, HA could rent to a single person or visa-versa. MOTION by Commissioner Fecher, seconded by Commissioner Roemmele to authorize ED to rent apartment 69 to a single person. Voice vote. All in favor. MOTION CARRIED.

MOTION by Commissioner Thomes, seconded by Commissioner Roemmele to remove the item dealing with roofing building 3 at FV. Voice vote. All in favor. MOTION CARRIED.

ED explained that this item was tabled in July but she would like to have authority to develop a specification and request bids for the stripping and ref-roofing of that building. It was the only building that was never done when the other buildings were done in 2002. MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to authorize ED to develop the specification and request bids to strip and re-roof building 3, FV. Voice vote. All in favor. MOTION CARRIED.

E. EXECUTIVE SESSION REGARDING ED'S ANNUAL REVIEW

MOTION by Commissioner Fecher, seconded by Commissioner Roemmele to go into executive session to discuss ED's annual review at 5:40 PM. Voice vote. All in favor. MOTION CARRIED.

Chairman Waters reconvened the meeting at 5:56 PM and declared that no action had been taken during the executive session.

Chairman Waters thanked ED on behalf of himself and the other Commissioners for the work she has done during the past year. MOTION by Commissioner Roemmele, seconded by Commissioner Fecher to increase ED's weekly salary to \$850.00, effective the first full week of October. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

12. ADJOURN

MOTION by Commissioner Thomes, seconded by Commissioner Fecher to adjourn at 6:04 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director