

Housing Authority
Town of Montville

Minutes of Meeting of December 13, 2011

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at on December 13, 2011 at 5:09 PM 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 Fecher, seconded by Commissioner Thomes to approve the minutes of the meeting of November 15, 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 NOVEMBER

R. Spiess	207.00	Maintenance 11/14-11/18, work with Access, roof job- FV
Suburban Propane	30.00	Quarterly tank rental
Irving Small	3,318.50	Strip and install roof on building 3, FV
R. Spiess	297.00	Maintenance 11/22-11/25, work with Access

PAID IN DECEMBER

Payroll	4250.00	5 weeks
C. Lathrop (reimburse)	21.26	2012 Norton Internet Security
A T & T	507.56	December bills
Metrocast	1760.00	December bill
CT Comptroller for MERF	469.56	HA - \$393.04; employee - \$76.52
Town of Montville	1484.53	December health insurance
C L & P	1469.56	November bills
Groton Utilities	160.00	IV & FV quarterlies
Norwich Plumbing	155.25	Charge FV WS filters, clean probes
UBS	469.90	Roofing material, bldg. 3, FV
Montville Hardware	47.11	Sink supply lines, material for hw heater drain, misc
R. Spiess	801.00	11/28-12/2 work with ACCESS on WRAP
P & J Trucking	838.83	Cartage for FV roof job
Mr. Appliance	137.81	Replace defrost timer, refrigerator - 74
Beaver Electric	174.91	Replace photo cells, patio lites IV, street lite, IV
Integrated Security Solutions	130.00	Replace Call to Aid bell, Building 9, IV
Sterling Superior	341.00	November service
Home Depot	20.54	Sheetrock for hot water heater wall
Lathrop Brothers	384.00	Work with ACCESS (WRAP)
R. Spiess	414.00	Maintenance 12/5-12/9; work with ACCESS
B & W Paving	1662.50	Storm of 10/29-30
Federal tax deposit	<u>1212.84</u>	HA - \$349.61; employees - \$863.23

\$20,764.66

O & M - \$12,970.22; RMR - \$6,854.69; employees - \$939.75

6. APPROVAL OF PAYMENT OF BILLS continued

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

7. CORRESPONDENCE

- 11/03/11 From Groton Utilities, satisfactory quarterly water test results, IV & FV
 - 11/16/11 From Montville Fire Marshal's Office, notice that certain tenants have their grills too close to bldgs
 - 11/16/11 From CHFA, a letter enclosing the approved 2012 Management Plan
 - 11/30/11 From Town of Montville, Electrical & mechanical building permits for heat/cooling pump installation
 - 11/30/11 From STIF, notice of November interest of \$60.83 and confirmation of balance of \$363,112.82
 - 11/30/11 From Citizens Bank, notice of November interest of \$0.78 and confirmation of balance of \$18,891.89
 - 12/06/11 From HA to Fire Marshal's Office, a letter stating all grill owners have relocated their grills the required distance from buildings and openings
- NOTICES From Executive Director to all tenants, information regarding the weatherization program that will be on-going

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$80,897.33. STIF account balance is \$363,112.82 and Citizens Money Market account balance is \$18,891.11, bringing total cash reserve to \$382,004.71.

B. OCCUPANCY: Apartment 14, a double occupancy unit is still vacant, however, a person was given an application today for a couple. It is possible apartment 28 will be vacant at the end of December.

C. TENANT PROBLEMS: None at this time.

D. ACCESS (WRAP) PROGRESS: All the heating/cooling units have been installed, however, there are quite a few that are not working. We are waiting for the problems to be resolved in those units. The contractor has begun insulating the attics, and we are still waiting for the contractor who will close up and insulate the air-conditioning sleeves.

E. GENERATOR, IV: The gas line has been installed to Mohegan Fire Company but we are still waiting to hear when the generator will be available.

9. OLD BUSINESS

A. GENERATOR PURCHASE FOR FV

ED reported that she had estimated the required KW's for the unit at 35 but since it is a costly purchase, she wants to be sure the KW's will be adequate to handle the required loads. She has requested the electrician to provide that information and requests that this item be tabled. MOTION by Commissioner Thomes, seconded by Commissioner Fecher to table this item. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS

A. DISCUSS APARTMENT 14 OCCUPANCY

ED stated that since a couple had expressed an interest in renting apartment 14, she would like to have this item tabled. MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to table this item. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS continued

B. YEAR-END BONUS FOR PART-TIME EMPLOYEES

ED recommended that the two part-time persons receive a year-end bonus because they are very reliable in answering requests with little notice. MOTION by Commissioner Fecher, seconded by Commissioner Thomes to give a bonus of \$100.00 to the maintenance person and a bonus of \$50.00 to the cleaner/painter. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC

No remarks.

12. REMARKS FROM COMMISSIONERS

Commissioner Roemmele brought up the subject of the vacancy that exists on the Board and stated that he would ask a couple of people that he thought would make good Commissioners if they were interested. All Commissioners agreed to this.

13. ADJOURN

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

Respectfully submitted,

Carol J. Lathrop
Executive Director