

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF FEBRUARY 21, 2012

1. CALL TO ORDER

Its Vice-chairman called the regular meeting of the Housing Authority to order at 5:05 PM on February 21, 2012 in the community room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, and Thomes. Commission Chair Waters was absent with cause. Prospective member Timothy Sullivan was present and 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 January 17, 2012 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 JANUARY

Jay's Sewer Rooter	150.00	cleared line from kitchen sink to main & tub to common
Depot Pump	517.50	Service call on IV well pump operation
Town of Montville	28,272.68	2011 PILOT
Keith's Appliance	350.50	Refrigerator repairs on #'s 45 & 61
R. Spiess	189.00	Maintenance 1/17-1/20; new wc #55
CT DMV	19.00	Trailer registration
T. Gray	262.50	Clean community centers IV & FV
R. Spiess	207.00	Maintenance 1/23-1/27; WRAP, mixing valve #65; GFI #39
B & W Paving	730.00	Storm of January 17
A T & T	514.90	February bills

PAID IN FEBRUARY

Payroll	3400.00	4 weeks
Town of Montville	1484.53	February health insurance
C L & P	1804.55	January bills
Montville Hardware	97.14	faucet & faucet supply lines; keys, caulking, batteries, nite lites
Metrocast	1760.00	February bills
Current Labels	9.90	Return address labels
Staples	333.38	Office supplies
CT Comptroller, MERF	469.56	HA - \$393.04; employee - \$76.52
G M Construction	1370.00	Clear IV drainage swales and leaning trees
B & W Paving	4600.00	Storms of 1/19 & 1/21
R. Spiess	324.00	Maintenance 1/30-2/3; WRAP
Norwich Plumbing	294.55	Charge FV WS filters & clean water level probes; new thermostat hw htr #9
Home Depot	98.00	New toilet #55
Sterling Superior	341.00	January service

6. APPROVAL OF PAYMENT OF BILLS continued

Federal Tax Deposit	1201.20	HA - \$357.29; employees - \$843.91
Jay's Sewer Rooter	125.00	Clear lav sink to main line #18
G M Construction	650.00	Clear drainage swales & trees, IV
R. Spiess	234.00	Maintenance 2/6-2/9; closet doors #20
A A Lock & Key	835.39	New lock set & levers #76
Maintenance USA	173.25	Yard light bulbs, FV
Postmaster Uncasville	146.50	Postage stamps
CT Metallurgical Inc	375.00	Water system FV probe analysis
GM Construction	1150.00	Clear drainage swales & trees, IV
T. Gray	1050.00	Prepare apt. 60 for re-rent
R. Spiess	324.00	Maintenance 2/13-2/17; WRAP, toilet #60, closet doors #20
Suburban Propane	30.00	Quarterly tank rental
The Granite Co	<u>71.08</u>	Calcite
	\$53,965.11	

O & M - \$50,368.95; RMR - 2675.73; Employees - \$920.43

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

7. CORRESPONDENCE

- 1/13/12 From CHFA, a notice that the Administrative Oversight Charge will be zero effective Jan.1, 2012
- 1/20/12 From HA to Montville Town Council, a letter recommending the appointment of Timother Sullivan to the Housing Authority to fill the existing vacancy for the period ending April 30, 2016
- 1/27/12 From CT Dept. of Labor, a notice stating the 2012 contribution rate will remain at 1.9%
- 1/31/12 From CT STIF, notice of January interest of \$34.21 and confirmation of balance of \$363,202.02
- 1/31/12 From Citizens Bank, notice of January interest of \$0.80 and confirmation of balance of \$18,893.49
- 2/03/12 From HA to CT DECD, comments regarding the Proposed Tenant-Landlord Regulations
- 2/08/12 From CHFA, a notice requesting current Commissioner Directory and annual report regarding state of Housing Authority stock

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$63,928.49. STIF account balance is \$363,202.02 and Citizens Money Market account balance is \$18,893.49, bringing total cash reserve to \$382,095.51.

B. OCCUPANCY: Apartment 14 is still empty but we have one application in hand for it. Apt. 60 has been vacant since February 15, we have an applicant for that handicapped-accessible unit.

C. TENANT PROBLEMS: ED reported that the tenant in #28 has been acting in a more strange manner than usual. The Senior Center Director has complained to the Police about his threatening communication to the Mayor. ED has been in touch with Lt. Bunnell regarding his behavior as well.

D. ACCESS (WRAP) PROGRESS: The Montville Building Inspector has inspected the electrical connections of the heat pumps to the electric panel. He has approved the IV installations but is requiring that the electrician install some additional grounding to the panels at FV. We are still waiting to hear what C L & P will be providing in the way of upgrades to both complexes. At the present time, all heat pumps are operational except #45 where we are still waiting for service.

8. REPORTS continued

E. MUNICIPAL FINANCE DIRECTOR CONVERSATION: ED stated that the reason for the Finance Director's call was the new insurance broker was questioning ED's right to health insurance again. ED will supply the Town Treasurer with a copy of the monthly MERF contribution sheet and a letter from Curtin Insurance dated in 1987 regarding the inclusion of Housing Authority personnel in the long-term disability insurance program.

F. POLICIES: ED reported that she and Chairman Waters had discussed instituting a policy for pre-move in inspections with new tenants. ED also stated that she wants to review all HA policies to see if they need updating. As soon as she finishes with rent re-certifications, she will perform that review.

9. OLD BUSINESS

A. GENERATOR PURCHASE FOR FV (TABLED FROM DEC. 2011 MEETING): No action.

10. NEW BUSINESS

A. DISCUSS APARTMENT 14 OCCUPANCY (TABLED FROM DEC. 2011 MEETING): No action.

11. REMARKS FROM PUBLIC

No remarks.

12. REMARKS FROM COMMISSIONERS

No remarks.

13. ADJOURN

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

Respectfully submitted,

Carol J. Lathrop, Executive Director