

HOUSING AUTHORITY
TOWN OF MONTVILLE

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:18 PM on July 15, 2014 in the community room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Sullivan, 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 Thomes to approve the minutes of June 17, 2014 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

C L & P	24.37	Final bill #14
R. Spiess	464.00	Maintenance 6/16-6/21; new refrigerator #28; purchase blower; truck use
GM Construction	700.00	Mow, trim, & rake IV & FV
Renaldi's Getty	115.32	Gas for mower & trimmer
Integrated Security Solutions	150.00	2 call to aid bells & install one in bldg 5, IV
Keith's Appliances	1198.00	2 refrigerators

PAID IN JULY

Payroll	3748.00	4 weeks
Housing Insurance Services	6160.00	Master Property Insurance 7/1/14-7/1/15
Housing Authority Risk Retention Gp	3606.00	General Liability Insurance 7/1/14-7/1/15
Blumenthal & Donahue	2150.00	Public Officials Insurance 8/1/14-8/1/15
A T & T	337.91	June bills
Metrocast	1960.00	July bill
CT Comptroller, MERF	533.33	HA - \$449.01; employee - \$84.32
Town of Montville	1484.53	July health insurance
C L & P	979.28	June bills
R. Spiess	270.00	Maintenance 6/23-6/27
Montville Hardware	141.92	Joint compound; cove base adhesive, trimmer line; screws; toilet handles, lt bulbs; paint for parking lines
Groton Utilities	160.00	IV June & July monthly coliform testa
Integrated Security Solutions	720.00	Annual fire alarm monitoring fee
Home Depot	250.79	Sidewalk cement patch; base molding
Sterling Superior	341.00	June service
CT Commissioner, Revenue Svces	180.00	June withholding
CT Dept. of Labor	149.78	2nd quarter assessment unemployment tax
Internal Revenue Service	1479.21	HA- \$419.60; employees \$1,059.61

6. APPROVAL OF PAYMENT OF BILLS continued

United States Postal Service	98.00	Postage stamps
Lavigne, Mark & Rogers	450.00	Matter re: #31 death
R. Spiess	288.00	Maintenance 6/30-7/3; HVAC - IV CC; purchase line striper
McCarthy Oil Service	649.26	Repair #13, 34, & 57 HVAC units
Waltham Services	234.00	July service
Maintenance USA	47.99	Burner Plates
Adelman Sand & Gravel	640.56	Processed stone for IV site drainage installation
Lathrop Brothers	270.00	Install IV & FV handicapped flip bars in CC baths, carpentry
G M Construction	4400.00	Install IV site drainage system
T. Gray, Sr.	285.00	Prepare #15 for re-rent
T. Gray, Sr.	735.00	Prepare #76 for re-rent; clean IV & Fv Comm Ctrs.
Sherwin Williams	1490.00	Parking lot line & number striper
GM Construction	1024.96	Mow, trim, & rake IV & FV; repair FV asphalt ramps
R. Spiess	423.00	Maintenance 7/7-7/12
McCarthy Heating Oil Service	199.24	Re-charge HVAC #56
Shipman's Fire Equipment	89.10	Annual fire extinguisher re-charge
	\$38,627.55	

O & M -\$27,784.94; RMR - \$9,518.68; Employees - \$1323.93

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

7. CORRESPONDENCE

- 05/09/14 From Groton Utilities, satisfactory result from monthly IV coliform sample
- 06/05/14 From Groton Utilities, satisfactory result from monthly IV coliform sample
- 06/17/14 From Blumenthal & Donahue, a notice regarding renewal of the Public Officials Liability Ins. policy and including a renewal questionnaire
- 06/25/14 From CHFA Asset Manager, a notice he will be doing site inspections on July 10 and requesting a variety of items for review including the rent roll and stating he will be visiting 5 units at each facility
- 06/30/14 From STIF, notice of June interest of \$47.04 and confirmation of balance of \$364,465.19
- 06/30/14 From Citizens Bank, notice of June interest of \$0.16 and confirmation of balance of \$18,905.46
- 07/01/14 From The Hartford Insurance Co, a letter stating a representative will be at the Housing Authority office to conduct a audit of 2013-14 Workman's Compensation information and requesting a list of items to be available to him
- 07/03/14 From Housing Authority Risk Retention Group, a dividend in the amount of \$259.64
- 07/14/14 From People's United Insurance Co., a notice that the 2013-14 audit resulted in a return premium of \$1,710.00
- 07/14/14 From HA to CHFA, a letter explaining the 10% difference between 2nd quarter actual v.s. budget
- 07/15/14 From HA to Town of Montville, the 2013-14 FY annual report
- 07/15/14 From Homer Waters, a copy of a letter to Montville Town Clerk tendering his resignation from the Housing Authority effective July 31, 2014

8. REPORTS

Executive Director reported the following:

A. ACCOUNT BALANCES: Checking account balance is \$58,542.06. STIF account balance is \$364,465.19 and Citizens Money Market account balance is \$18,905.46, bringing total cash reserve to \$383,370.65.

B. OCCUPANCY: Handicapped-accessible unit 18 is still vacant. Single Units 15 and 76 are available and will be rented as of August 1.

C. TENANT PROBLEMS: Nothing new to report.

8. REPORTS continued

D. IV DRAINAGE PROJECT: The job started with a plan to pipe water away from the back entrance to unit 11. Once the excavation was started, it was discovered the drainage pipes already installed were too high to connect to the pipe from #11; therefore, the existing piping had to be excavated and placed at a lower level. The finished job has successfully drained all the water away from the affected buildings.

E. CHFA ASSET INSPECTION: CHFA Asset Manager Mr. Orrie Vardar visited both sites on July 10 and was satisfied that HA is doing a good job of maintaining the facilities. ED & Mr. Vardar discussed the RECAP report and reassured HA that the authority has the final say in what it does.

F. WORKMAN'S COMPENSATION AUDIT: A representative from the insurance company visited the office on July 9 to conduct an audit of the period from May 1, 2013 through April 30, 2014. ED furnished all the records he had requested. As a result it appears that the Authority will be reimbursed \$1,710.00 of payments for that period.

G. ANNUAL REPORT TO COMMISSIONERS: ED furnished the requested report for the period of July 1, 2013 through June 30, 2014.

H. HVAC INSTALLATION: The HVAC units were finally installed in the community rooms at both Independence and Freedom Villages.

I. QUARTERLY REPORT: ED furnished the quarterly report for the period ending June 30, 2014 and its contents were duly noted. It was observed that budget projections and actual expenditures were very close except for the Contractual account. That overage can be blamed on the fact that the entire annual snow removal budget was expended by the end of March.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS: No new business.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS

Commissioner Waters announced that he was submitting his resignation from the Authority effective July 31. Personal reasons are preventing him from completing his term that would have expired April 30, 2015. The other Commissioners and the Executive Director joined in thanking him for his very capable and dedicated leadership and for his considerable efforts on behalf of the Authority and the tenants that have been served during his terms in office which began in 1996.

13. ADJOURN

MOTION by Commissioner Fecher, seconded by Commissioner Sullivan to adjourn at 5:55 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director