

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF JANUARY 20, 2015

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:10 PM on January 20, 2015 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Rommele, and Sullivan. Absent with cause was Commissioner Thomes. The Executive Director was also present.

3. REMARKS FROM TENANTS: No tenants present.

4. REMARKS FROM PUBLIC: No public present.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to approve the minutes of December 9, 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 DECEMBER

Advanced Self Storage	130.00	Rent storage unit for #28 belongings
R. Spiess	243.00	Maintenance 12/8-12/12
T. Gray	525.00	Clean IV & FV community centers (includes stripping floors)
R. Spiess & T. Gray	150.00	Bonuses
A A Lock & Key	346.00	Change locks #37
T. Gray	127.50	Preparing #28 for re-rent
Integrated Security Solutions	95.00	Repair fire alarm unit sounder #49
Staples	281.54	Office supplies
Frontier	339.78	December bills
CT Comptroller, MERF	565.21	HA \$475.85, employee - \$89.36
C L & P	1651.07	December bills
R. Spiess	198.00	Maintenance 12/22-12/26; install new lite fixture - FV cc kitchen; meet ISS to install new visual strobe - fire alarm #64
Groton Utilities	80.00	IV monthly coliform sample
Sterling Superior	341.00	December service
Montville Hardware	70.84	Misc. supplies
Atlantic States RWVA	260.00	Dues - 2015
R Spiess	329.00	Maintenance 12/15-12/19; truck use to transport #28 belongings to storage unit
T. Gray	1207.50	Prepare #28 for re-rent (after 20 years)
Jay's Sewer Rooter	235.00	Clear main #'s 41 & 42; toilet #60
Home Depot	383.70	LED lite fix - FV cc kitchen; base3 molding, lav sink #55; cleaning supplies #28

6. APPROVAL OF PAYMENT OF BILLS continued

PAID IN JANUARY

Payroll	4965.00	5 weeks
Metrocast	2060.00	January bill
Town of Montville	1383.53	January health insurance (\$1.00 short)
R. Spiess	342.00	Maintenance 12/29-1/2/15; #28; thermostat lock boxes- community centers; closet doors #30
Adm., Unemployment Assessment	95.99	4th quarter, 2014
IRS	1717.08	HA -
Commissioner, Revenue Svces	200.00	December withholding
USI Insurance Services	154.48	2015 Fidelity Bond
Current Labels	9.95	Return address labels
C L & P	201.19	Final electric bill #28
R. Spiess	324.00	Maintenance 1/5-1/9; installed vanity, faucet, & drain #28; new lav faucet#79
Groton Utilities	80.00	IV January coliform sampling
Beaver Electric	127.59	Install new thermostat, IV community room
Integrated Security Solutions	135.00	New fire alarm visual ceiling strobe #64
A A Lock & Key	78.00	Lock set
R. Spiess	279.00	Maintenance 1/112-1/16
Keith's Appliances	459.00	Range - #28
Attorney Lavigne	350.00	Counsel & action on abandonment of #28
T. Gray	682.50	Prepare #57 for re-rent
IRS, CT Rev. Svces, CT Labor Dept.	82.99	Balance on payroll taxes for December & CT withholding
Jay's Sewer Rooter	125.00	Clear shower drain to main #30
Sherwin Williams	193.37	Paint
	\$21,604.81	
RMR - \$4,127.16; O & M - \$15,943.36; Employees - \$1,534.29		

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

7. CORRESPONDENCE

- 12/03/14 From CT Dept. of Health, a notice requiring maps showing the water system distribution lines be submitted in preparation for the new WUCC
- 12/10/14 From HA to CT Dept. of Health, maps showing the water distribution lines
- 12/16/14 From Attorney Gary Lavigne, a copy of a letter to the former tenant in unit 28 regarding the abandonment of the unit and the disposition of this personal effects still in the unit
- 12/22/14 From Groton Utilities, notice of satisfactory results of the IV coliform sampling in December
- 12/31/14 From CT STIF, notice of December interest of \$48.38 and confirmation of balance of \$364,742.78
- 12/31/14 From Citizens Bank, notice of December interest of \$0.16 and confirmation of balance of \$18,906.42
- 12/31/14 From CT Dept. of Labor, notice that the 2015 assessment rate for Unemployment Compensation will remain at 1.9%
- 12/31/14 From Housing Authority Insurance Group, a letter enclosing a check from \$525.72 as a dividend from the Master Property and General Liability Insurance coverages

7. CORRESPONDENCE continued

- 12/30/14 From Housing Authority Insurance Group, a notice stating that Congress did not renew the Terrorism Risk Insurance Act, therefore insurance coverage against acts of terrorism will no longer be covered and if the act is not renewed, a pro-rated premium will be returned
- 01/12/15 From USI Insurance Services of Connecticut, a binder and a bill for the Fidelity Bond for 2015 in the amount of \$154.48
- 01/20/15 From HA to Montville Fire Marshal's Office, a letter stating all violations cited in the semi-annual inspection have been corrected

8. REPORTS

A. ACCOUNT BALANCES: ED reported that the checking account balance is \$124,975.94. STIF account balance is \$364,742.78 and Citizens Money Market account balance is \$18,906.42, bringing total cash reserve to \$383,649.20.

B. OCCUPANCY: Occupancy is rather confusing. Unit 28 has been vacated of possessions of former tenant (see report on tenant problems) and is occupied. There was a death in #37 and due to family descention has not been vacated. Unit 73 tenant died suddenly but is being cleared of belongings. It appears that unit 64 may have been abandoned.

C. TENANT PROBLEMS: With Authority Counsel advice, the unit was cleared of belongings 30 days after the notice to clear the unit was sent. The contents that had been secured in a storage unit at Advanced Storage were consigned to a P & J dumpster at the storage site and removed. No other problems to report at this time.

D. EMERGENCY POLICY: ED has not had time to work on the revised policy with all the year-end requirements, however, she will make it her next project.

E. ANNUAL FINANCIAL REPORT: The report had been circulated with the agenda package and Commissioners had reviewed the information. It was noted that the year had ended with an operating gain and the RMR account has a balance of \$408,180.54. Expenses were \$2,407 over budget, mainly due to electricity overage.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. RECOMMEND HOUSING AUTHORITY APPOINTMENT TO TOWN COUNSEL

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to table this item. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adjourn the meeting at 6:40 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director