

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF
MARCH 17, 2015

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:12 PM on March 17, 2015 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, and Sullivan. Commissioner Thomes was absent with cause. 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 Sullivan, seconded by Commissioner Roemmele to approve the minutes of January 20, 2015 as submitted. Voice vote. All in favor. MOTION CARRIED.

It was noted that no meeting was held in February due to the extremely inclement weather.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN JANUARY

R. Spiess	207.00	Maintenance 1/19-1/23; new ranges #'s 28 & 57, stock; new kitchen faucet #63
UBS	26.68	Wood for making door dividers
P & J Trucking	314.18	Disposal of #28 belongings
A & R Appliance Service	110.00	Gaskets for oven door #20
All-Time Mfg.	30.00	Screen repair
Keith's Appliances	918.00	2 ranges #57 & stock
<u>PAID IN FEBRUARY</u>		
Payroll	3972.00	4 weeks
Frontier	328.77	January bills
Metrocast	2060.00	February bills
Town of Montville	1485.53	February health insurance
CT Comptroller, MERF	706.51	HA - \$594.81; employee - \$111.70
C L & P	2035.83	January bills
R. Spiess	198.00	Maintenance 1/26-1/30
Montville Hardware	260.57	WC supply lines & parts; paint; thermostat lock boxes; shower valve; misc.
McCarthy Oil Service	450.64	HVAV work #57 & 68
Beaver Electric	126.00	Troubleshoot range receptacle & breaker #28
Home Depot	596.28	Shades, paint, lumber, vanity top
Sterling Superior	341.00	January service
D. J. McCarthy Plumbing	1146.70	Charge FV ws filters; replace split pipe & elbow #77 hwh line; install new supply valves on lav sinks 18, 28, and shower valve #12 & 79
Postmaster, Uncasville	98.00	Postage stamps

6. APPROVAL OF PAYMENT OF BILLS continued

Lathrop Brothers	369.00	Mill work on closets and misc doors (Dec & Jan)
IRS	1840.32	HA - \$520.12; employees - \$1320.20
C L & P	145.67	Final bill #57
R. Spiess	234.00	Maintenance 2/3-2/7
Lowe's	488.73	Closet doors #28
Blaine Window Hardware	490.24	8 window operators
T. Gray	442.50	Prepare #73 for re-rent
Groton Utilities	195.00	IV & FV quarterlies and annual Nitrate-Nitrites
B & W Paving	36130.00	Snow removal from 12/8 through 2/6
Atlantic States	150.00	2014 CCR preparation
Frontier	328.46	February bills
Eversource	96.85	Final bill #57
R. Spiess	252.00	Maintenance 2/16-2/20
Jay's Sewer Rooter	125.00	Clear #51, main sewer
Suburban Propane	30.00	Quarterly tank rental
UBS	166.80	FV Window operators
<u>PAID IN MARCH</u>		
Payroll	3972.00	4 weeks
Comptroller, MERF	565.21	HA - \$475.85, employee - \$89.36
Town of Montville	1484.53	March health insurance
Eversource	2676.02	February bills
R. Spiess	180.00	Maintenance 2/23-2/27
All Time Mfg.	70.00	14 Storm door handles
A A Lock & Key	277.50	Repair lock #47; Replace locks #18
Jay's Sewer Rooter	210.00	Tub drain #36, toilet #60
Beaver Electric	130.94	New Pilot light switch prep #27
UBS	831.60	4 window sash #28
Sterling Superior	341.00	February service
Eversource	160.58	Final bill #73
R. Spiess	225.00	Maintenance 3/2-3/6; Purchase replacement room thermostats
Montville Hardware	243.09	Tools, keys, manual smoke detector, misc
Beaver Electric	140.85	Generator maintenance, IV
T. Gray	772.50	Prepare #47 for re-rent
D.J. McCarthy Plumbing	168.00	2 HW Heater thermostats #38
CT Groton Utilities	80.00	IV March coliform sampling
Electrical Wholesalers	446.58	8 Baseray thermostats
ADI	366.67	10 Smoke detectors
R. Spiess	189.00	Maintenance 3/9-3/13
T. Gray	382.50	Prepare #29 for re-rent
IRS	1584.43	HA - \$462.18; employees - \$1122.25
CT Rev. Svces	<u>200.00</u>	February withholding
	\$72,520.08	

O & M - \$61,451.66; RMR - \$7,984.91; Employees - \$3,083.51

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

7. CORRESPONDENCE

- 01/21/15* From HA to CHFA, a letter explaining 2014 Management Plan overages and underages
- 01/21/15 From HA to tenant in #46, a letter reminding him not to block his rear exit
- 01/23/15* From CT Retirement Services Division, a letter stating that as of July 1, the HA contribution will drop from 11.98% to 11.38%; the ADM Charge will be \$130; and the annual amortization payment will be \$102.
- 01/23/15 From C L & P, a notice that as of February 2, 2015 C L & P will become Eversource
- 01/23/15* From HAI Group, a notice that the Terrorism Risk Insurance Act has been extended for an additional six-year period
- 01/30/15 From HA to Ms. Robinson, a letter requesting current status of unit #37 responsibility
- 01/31/15 From STIF, notice of January interest of \$48.56 and confirmation of balance of \$364,791.34
- 01/31/15 From Citizens Bank, notice of January interest of \$0.16 and confirmation of balance of \$18,906.58
- 02/04/15 From tenant in unit #76, a letter stating there was damage to his vehicle during snow removal on February 3, and requesting we find out who caused the damage
- 02/09/15 From HA to Montville Public Works and B & W Paving, copies of Mr. Kennedy's (#76) letter
- 02/16/15 Received satisfactory sampling results of IV & FV quarterlies and annual Nitrate-Nitrites
- 02/16/15* From HA to Mayor McDaniel, a request to postpone paying the PILOT due to huge snow removal costs
- 02/17/15* From Mayor McDaniel, agreement with HA to postpone paying PILOT as long as it's paid before end of fiscal year (June 30)
- 02/26/15 From HA to Montville Public Works and B & W Paving, a letter requesting an answer to Mr. Kennedy's letter regarding his vehicle damage
- 02/28/15 From STIF, notice of February interest of \$42.50 and confirmation of balance of \$364,833.84
- 02/28/15 From Citizens Bank, notice of February interest of \$0.14 and confirmation of balance of \$18,906.72
- 03/06/15 From Fire Marshal's Office, notice that the semi-annual Fire and Life Safety Inspection will be conducted on April 24, 2015
- 03/09/15 From Groton Utilities, notice of satisfactory results from the February IV coliform sampling
- 03/10/15* From Fire Marshal's Office, a notice that the fire alarm horn on building 5 at FV does not sound loud enough and requesting it be replaced
- 03/12/15* From HS to Attorney Lavigne, requesting counsel regarding the situation with the Probate Judge and unit 37 status

During February, various notices to tenants regarding weather forecasts and cold

* Correspondence via E-Mail

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$112,811.78. (Snow removal has not been billed or paid since the February 6 bill) STIF account balance is \$364,833.84 and Citizens Money Market account balance is \$18,906.72, bringing total cash reserve to \$383,740.56.

B. OCCUPANCY: Units 47 and 73 have been rented. Units 29 & 64 vacated without notice, 29 because he is staying in the convalescent home and 64 who left and did not tell anyone. Unit 37 has been vacant due to death in December and a problem with the Probate Court.

C. TENANT PROBLEMS: Nothing to report at this time.

D. EMERGENCY POLICY: ED reported no progress due to current workload.

E. SNOW: As noted in Approval of Payment of Bills, B & W has not billed HA since the February 6 billing. It can be noted that the piles of snow are finally diminishing.

F. IV GENERATOR: The minor maintenance part of our contract was conducted on March 2 and the unit was found to be in excellent operating condition.

8. REPORTS continued

G. REQUEST TO REP. RYAN REGARDING AN ACT PERTAINING TO HA REFERENCE REQUESTS

ED said that the request for enactment of legislation HA had submitted to Rep. Ryan regarding that would make it a criminal offense to respond to requests for references for occupancy applicants with false information had been entered to Committee and a public hearing was to be held on it. Unfortunately, there was only a one-day notice of the hearing date and the weather precluded ED from driving to Hartford to attend. She has the name of the Committee Chair and will contact him directly and also hopes to involve other authorities with promoting such legislation.

H. DAMAGE RE: FV MECHANICAL ROOM ENTRY: ED explained that a frost heave had occurred right in front of the entry to the mechanical room, also the site of the water distribution pumping. In order to gain entry, the concrete pad in front of the door had to be broken up and removed. There will have to be a major construction effort to replace it once the weather has improved, making sure it cannot happen again.

I. COMMUNITY CENTER CLEANING: ED reported that with the weather being as bad as it has been and the huge amounts of ice melt that has had to be used, the centers are very dirty, especially the floors, but she did not want to waste money cleaning while the poor conditions were continuing.

9. OLD BUSINESS

A. REMOVE FROM THE TABLE:

RECOMMEND HOUSING AUTHORITY APPOINTMENT TO TOWN COUNCIL

Inasmuch as the person who had indicated an interest in being appointed to the Authority is not in a position to follow through at this time, MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to drop this item from the agenda. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS

A. ADDRESS DAMAGED ROAD CONDITIONS (Commissioner Sullivan)

Commissioner Sullivan explained that he had requested this item be placed on the agenda because the roads (which are Town roads) had severe washboard conditions. The frost heaves have since subsided but he thinks that since the Authority is responsible for the safety of the occupants, we should request Public Works to conduct an evaluation of the condition of our roads once all the winter conditions have been reversed. ED will write to the Public Works Director and deliver said request personally.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adjourn at 5:50 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director

