

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF REGULAR MEETING OF JUNE 21, 2016

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:10 PM on June 21, 2016 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: There were no remarks.

4. REMARKS FROM PUBLIC ON AGENDA ITEMS: There were no remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to approve the minutes of the meeting of May 17, 2016 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 MAY

Maintenance USA	637.90	Lights, kitchen faucets
Blaine Window Hardware	862.99	8 Window operators, 12 window crank handles
R. Spiess	270.00	Maintenance 5/16-5/20; closet doors #40; LED light #65
Suburban Propane	30.00	Tank rental 3 months
Atlantic Broadband	413.10	Telephone bills- May
Blumenthal & Donahue	2150.00	HA insurance 5/1/16-5/1/17
Groton Public Utilities	80.00	IV coliform testing

PAID IN JUNE

Payroll	4172.00	4 weeks
Atlantic Broadband	2060.00	June cable bill
St of Ct, Comptroller, MERF	710.82	HA - \$593.47; employee - \$117.35
Town of Montville	1482.66	June health insurance
Eversource	1244.99	May bills
R. Spiess	270.00	Maintenance 5/23-5/27; purchase RMR supplies; replace range #13; GFI - #44; kitchen light - \$71
GM Construction	724.38	Cut, mow & trim IV & FV; gas for mower
Montville Hardware	69.26	Trimmer line; ant killer, cove molding glue
Bozrah Hardware	7.99	Trimmer spool- edger
Sterling Superior	358.08	May trash pickup
Beaver Electric	150.08	Install new GFI #37
R. Spiess	243.00	Maintenance 5/31-6/3; Re-tiled bath #63; fill valve wc - #49; Starters in bath #22; shade #64;
T. Gray	697.50	Paint & clean #53
Home Depot	297.84	Toilet #40; LED lights; closet doors
Waltham Chemical	242.00	June service
Sherwin Williams	229.17	Paint
The Hartford	4117.00	Workers Comp Insurance 5/1/16-17

6. APPROVAL OF PAYMENT OF BILLS continued

Uncasville Post Office	47.00	Postage stamps
R. Spiess	279.00	Maintenance 6/6-6/10; bathroom floor #63; shower head #39; vanity & toilet pickup #46
All Time Mfg	30.00	Repair screen and sash
Ron & Sons	900.00	Mow, trim, & rake IV & FV
DJ McCarthy Plumbing	815.00	Tub waste line #40; water heater #57; WH thermostats #39; Charge FV ws filters
T. Gray	330.00	Paint & prepare #76 for re-rent
USA BlueBook	458.65	Water test equipment- FV
McCarthy Heating Oil svce	741.10	Replace HVAC gas & tighten fittings & start-up W#64
Maintenance USA	356.00	10 Shower heads
Lowe's	35.08	Tile & glue bath floor #63
Commr. Revenue Svces	140.00	May CT withholding
IRS	1811.67	HA - \$593.34; employees - \$1218.33
Renaldi's Gulf Station	25.00	Gas for mowing (GM Construction)
Robert Spiess	243.00	Special cleaning, unit 62, FV (to be billed to tenant's father)
T. Gray	555.00	Special cleaning, unit 62, FV (to be billed to tenant's father)
R. Spiess	270.00	Maintenance 6/13-6/17; kitchen faucet 62; Baseboard in bath- #20; work on replacement of bathroom in #46
Carol Lathrop	102.82	Postage for return of merchandise; paper towels; paper cups; garbage bags
Postmaster	51.20	Postage stamps
Ron & Son Lawn Care	450.00	Mow & trim IV
P & J Trucking	615.70	Clear #62 discards (to be billed to tenant's father)
Atlantic Broadband	398.72	June telephone bills
Integrated Security Solutions	720.00	Fire Alarm monitoring- 7/1/16-6/30/17
McCarthy Heating Oil	<u>187.50</u>	check #57 HVAC
	\$30,535.00	

RMR - \$6,027.90; O & M - \$15,350.72; Insurance premiums - \$6,267.00; Billed to relative of #62 1,413.70; Employees - \$1475.68

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

7. CORRESPONDENCE

May, 2016	To Atlantic States, CCR information
05/31/16	From CT STIF, notice of May interest of \$104.45 and confirmation of balance of \$365,941.88
06/03/16	From Groton Utilities, notice of satisfactory PH for IV & FV
05/11/16	From Groton Utilities, notice of satisfactory PH for IV on 8/5 and 9/1
05/27/16	From HA to GM Construction, a letter stating the Housing Authority will not supply tools or machines for lawn care and thanking him for work done to date
06/01/16	From HA to tenants in 65,66, and 69, a letter stating that no food at all is to be outside their units as it is very dangerous
06/02/16	From Waltham Chemical, notice that as of July 1, the extermination services will increase by 3%
06/20/16	From HA to various applicants for housing, letters requesting further information

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$141,814.90 and STIF account balance is \$365,941.88.

B. OCCUPANCY: There are three units vacant at FV. Two are ready to occupy and unit 62 is in progress.

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

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. DISCUSS REPLACEMENT FOR EXECUTIVE DIRECTOR

The Executive Director stated that she would have the new person at the next meeting for everyone to meet. She is going to have her(the new person) work three days a week starting in July so that she (ED) can show her the ropes.

B. APPOINT NEW GROUNDSKEEPER/LAWN MOWNG

ED explained that since the lawns were a foot high, she retained the services of Ronald Percy who will use his own equipment at the rate of \$450.00 per cutting per village. This will eliminate the need for the Housing Authority to provide equipment for lawn care. MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to approve the hiring. Voice vote. All in favor. MOTION CARRIED.

C. RECOMMEND COMMISSIONER REPLACEMENT

Commissioner Roemmele stated that he would bring Mr. Macher to the office to meet ED and discuss his appointment.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to adjourn the meeting at 5:45 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director