

**HOUSING AUTHORITY
JUNE 20, 2017
MEETING MINUTES**

1. CALL TO ORDER

The Chairman called the meeting to order at 5:01 PM in the community center of Independence Village in Uncasville.

2. ROLL CALL

Present at the meeting were Commissioners Sullivan, Brower, Szarzynski, and Macher. Commissioner Roemmele was absent with cause. Also present was the ED and several tenants.

3. REMARKS FROM TENANTS

One tenant reported that the community center needed a new dustpan. Also the tenant asked for permission to arrange and use the kitchen for a community event.

One tenant had a complaint about the noise level of the refrigerators. ED explained the model they have to use has a noisy defrost cycle and it is unavoidable.

4. REMARKS FROM PUBLIC ON AGENDA ITEMS (Time Limit- 5 minutes)

None

5. APPROVAL OF MINUTES

Commissioner Brower motioned, seconded by Commissioner Szarzynski, to approve the minutes of May 2017 as written. Voice vote. All in favor. MOTION PASSED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN MAY

Lavigne, Mark, et. Al.	\$731.60	Legal advice on tenant issue
Ron & Sons Lawn Care	\$900.00	Lawn care at IV and FV
Staples	\$262.67	Ink, paper, envelopes, pens, paper Supplies
R. Spiess	\$189.00	Maintenance
Cash	\$100.00	Replenishment petty cash
St. of CT comptroller	\$304.47	MERFund contribution April
Ron & Sons Lawn Care	\$1000.00	Plow damage clean up and lawn Mowing at IV and FV
R. Spiess	\$153.00	Maintenance 5/15-5/19
Atlantic Broadband	\$407.05	Telephone bills for May

M. Cahoon	\$340.24
Suburban Propane	\$30.00
AA Lock & Key	\$158.50
A&R Appliance	\$129.99
Millenium Water	\$258.17
M. Cahoon	\$39.90
R. Spiess	\$198.00
Tn. Of Montville Treasurer	\$1574.12
Eversource	\$561.30

Umbrellas for picnic tables
 Tank rental at FV
 Lock repair #45
 Refrigerator repaid #33
 Lead testing at FV
 Tenant background check
 Maintenance 5/22-5/26
 Health insurance premium June
 Electric bills May

PAID IN JUNE

M. Cahoon	\$2234.00
Eversource	\$431.52
Atlantic Broadband	\$2060.00
R. Spiess	\$261.00
Sterling Superior	\$358.08
Montville Hardware	\$119.20
Waltham Pest Control	\$258.00
Jays Sewer Rooter	\$125.00
Staples	\$136.81
The Hartford	\$4431.00
Ron & Sons Lawn Care	\$900.00
R. Spiess	\$342.00
AA Lock & Key	\$323.50
M. Cahoon	\$74.42
Millenium Water LLC	\$1024.16
July	
Atlantic Broadband	\$407.05
AA Lock & Key	\$203.00
All time manufacturing	\$15.00
Bonner Electric	\$127.50
R. Spiess	\$252.00

June Salary
 May electric bills
 Cable and internet for June
 Maintenance 5/29-6/2
 Trash removal for May
 Keys, wood and tools
 June pest control
 Sink clearing #3
 Office supplies, laminator
 Workers compensation insurance
 Lawn care FV and IV
 Maintenance 5/5-5/12
 Door handle repair #17
 Extra wire for antenna at FV
 Licensure and water monitoring for
 Telephone for June
 Handle repair for #20
 Door repair #51
 Photocell repair at FV
 Maintenance 6/12-6/194

Commissioner Brower motioned, seconded by Commissioner Macher, to approve the payment of bills. Voice vote. All in favor. MOTION PASSED.

7. CORRESPONDENCE

6/3	CT to MHA	STIF dividend for May at \$261.03
6/1	MHA to tenant 51	Notice about nuisance noise
6/7	MHA to tenant 13	Notice about garbage left outside

REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$197,510.25
 STIF balance is \$368,032.15.

B. OCCUPANCY: #31 is currently vacant

C. TENANT PROBLEMS: None

9. OLD BUSINESS

A. Rules and Regulations changes:

Several of the regulations were clarified, including the rules about what kinds of furniture are allowed to be stored in breezeways and on patios and the addition of a new regulation of the consequences of being late with rent payments. All of the current tenants will receive the new rules and regulations booklet by the end of June and the new regulations will take effect in August.

10. NEW BUSINESS

A. Fire alarm purchase:

During the last fire inspection it was noted that the fire alarms in many of the units are outdated. ED has found the new model smoke alarm at Home Depot for \$33.73 each and estimates that the Authority needs to purchase about 70 units to change over all of the units that need to be replaced. Commissioner Macher motioned, seconded by Commissioner Macher, to purchase the needed alarms. Voice vote. All in favor. MOTION PASSED.

B. HVAC cleaning

ED noted that last year only a portion of the HVAC units were cleaned during the summer and that they all needed to be done this year. ED also noted that the Authority could purchase the coil cleaner and have Authority maintenance clean the system for less money than contracting the cleaning. The coil cleaner is approximately \$25 per gallon at Home Depot and ED suggested they would start with 4 gallons and see how many units it completed. Commissioner Brower, seconded by Commissioner Macher, to purchase the coil cleaner and have maintenance complete the cleaning. Voice vote. All in favor. MOTION PASSED.

C. New rental policies

ED suggested two changes to rental policy. One change would be to place tenants who are behind on payments on a month to month tenancy rather than the yearlong tenancy. The second change was to start all new tenants on a probationary month to month tenancy for the first year. If the tenant is in good standing with the Authority at the time of redetermination they will have the option of signing a year lease. Commissioner Brower motioned, seconded by Commissioner Szarzynski, to adopt the new rental policies. Voice vote. All in favor. MOTION PASSED.

11. REMARKS FROM PUBLIC (Time Limit- 3 minutes)

None

12. REMARKS FROM COMMISSIONERS

None

13. ADJOURN

Commissioner Sullivan motioned, seconded by Commissioner Brower to adjourn at 6:30 PM.
Voice vote. All in favor. MOTION PASSED.

Respectfully submitted,

Mary Cahoon
Executive Director