# HOUSING AUTHORITY TOWN OF MONTVILLE

## MINUTES OF MEETING OF MARCH 19, 2013

## 1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order on March 19, 2013 at 5:08 PM in the community room at Independence Village.

## 2. ROLL CALL

Present were Commissioners Fecher, Sullivan, Thomes, and Waters. Commissioner Roemmele 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 Fecher, seconded by Commissioner Thomes to approve the minutes of the meeting of February 19, 2013 as submitted. Voice vote. All in favor. MOTION CARRIED.

## 6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

<b>PAID</b>	IN F	EBR	UARY
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Best Buy	359.98	Television and wall mount, FV
R. Spiess	180.00	Maintenance 2/18-2/22
B & W Paving	15907.50	Blizzard snow removal 2/8-2/9
Suburban Propane	30.00	Quarterly tank rental

#### PAID IN MARCH

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Payroll	3568.00	4 weeks
AŤ&T	705.91	March bills
Metrocast	1860.00	March bill
Town of Montville	1484.53	March health insurance
CT Comptroller, MERF	500.95	HA- \$420.67; employee - \$80.28
CL&P	1997.43	February bills
T. Gray	240.00	Clean IV & FV community centers
R. Spiess	297.00	Maintenance 2/25-3/1; WRAP, kitchen faucet #45
Montville Hardware	169.64	3 washer tubs, 2 snow shovels, ice melt
Groton Utilities	195.00	Quarterly & nitrate-nitrite water system testing
Sterling Superior	341.00	February service
Staples	202.98	Fax machine, cartridge, and service agreement
Home Depot	77.40	Manual smoke alarm -
Maintenance USA	268.75	Light bulbs, wc parts
CL&P	34.23	Final bills for 34 & 66
R. Spiess	144.00	Maintenance 3/4-3/8
Postmaster, Uncasville	100.00	Postage
R. Spiess	189.00	Maintenance 3/4-3/8
Service Station Equipment	1202.30	Balance due on contract amount, generator oil tanks, IV
Thomaston Comfort	95.00	Service call #31
B & W Paving	6950.00	Storms of 2/13,2/17/33/12
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# 6. APPROVAL OF PAYMENT OF BILLS continued

Federal Tax Deposit 1362.65 HA- \$379.31; Employees - \$983.34

\$38,563.25

O & M - \$25,351.80; RMR - \$1,687.85; APTS - \$459.98; Employees - \$1,063.62

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

## 7. CORRESPONDENCE

2/5, 2/11, & 2/12/13	From Groton Utilities, satisfactory results of quarterly & nitrate-nitrite water sampling
2/27/13	From HA to CHFA, request to transfer \$785.00 from vacated TAR to Allowance for vacancy loss
2/28/13	From STIF, notice of February interest of 33.90 and confirmation of balance of \$363,833.44
2/28/13	From Citizens Bank, notice of February interest of \$0.36 and confirmation of balance of \$18,902.54
3/07/13	From Fire Marshal's office, notice of semi-annual inspection of IV & FV scheduled for April 19
3/08/13	From HA to tenants in 64 & 57, a letter regarding termination of residency
3/12/13	E-Mail from On-Site Insight, a notice scheduling an inspection for 4/18/13 (CHFA program)

# 8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$66,222.31. STIF account balance is \$363,833.44 and Citizens Bank account balance is \$18,902.54, bringing total cash reserve to \$382,735.98.
- <u>B. OCCUPANCY:</u> Occupancy is currently 100%. There will be vacancies in handicapped-accessible units 57 and 64 and double occupancy unit 69 as of April.
- C. TENANT PROBLEMS: No new problems.
- D. ACCESS (WRAP) PROGRESS: Nothing to report.
- <u>E. IV GENERATOR:</u> The fuel pump has been installed and the chimney exhaust unit has been delivered.
- <u>F. A T & T BASIC MONTHLY CHARGES:</u> ED has been in communication with A T & T but does not know exactly how, if any, the charges have changed. She is waiting for the next bill to see if she accomplished anything.
- <u>G. HEALTH DEPARTMENT INSPECTION, IV WATER SYSTEM:</u> ED reported the CT Dept. of Public Health Services has its tri-annual inspection of Independence Village Community Water System scheduled for April 5.
- <u>H. CCR REPORTS:</u> ED reported that she has sent all the information to Atlantic States RWWA necessary for them to prepare the 2012 Consumer Confidence Reports for the tenants and the Health Dept.
- 9. OLD BUSINESS: No old business.

## 10. NEW BUSINESS

A. CONSIDER FENCING IN FV GENERATOR (tabled): No action.

## 10. NEW BUSINESS continued

## **B. DISCUSS RECYCLING CONTAINERS**

ED reported that the Recycling Company does not want us to use 50-gallon containers because they do not pick the units up hydraulically. They want us to stay with the 30-gallon, so ED is proposing the we purchase vinyl-clad fencing to do a three-side surround at each location. She estimates the cost at about \$1500.00 for all six collection points. MOTION by Commissioner Fecher, seconded by Commissioner Sullivan to construct vinyl enclosures for the recycling collection areas/ 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 Thomes to adjourn at 5:35 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop Executive Director