

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF JULY 20, 2010

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:05 PM on July 20, 2010 in the community room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Thomes, and Waters. Commissioner Patterson 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 June 15, 2010 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 JUNE

Home Depot	306.35	New baseboard in FV men's room; new FV building numbers with screws; new gutter elbows; shed door stop, FV
C L & P	37.67	Final bill, apt. 54
GM Construction	675.00	Mow & trim IV & FV
Robert Spiess	333.00	Maintenance 6/14-6/18; replace wc innards #14; install new refrigerator #19; new shower valve #22
KN Barber	115.00	Install new defrost thermostat in fridge from #19
Blaine Window Hardware	281.15	5 window operators with shoes
Norwich Plumbing	222.53	Replace thermostats in hw htrs #'s 22 & 64
Early Warning Safety Systems	4700.00	Install 4 closed circuit television monitoring system
Housing Authority Risk Retention GP	3280.00	Liability 7/1/10-7/1/11
Robert Spiess	252.00	Maintenance 6/21-6/25, accts receivable #5

PAID IN JULY

Payroll	3925.00	5 weeks
Housing Insurance Services Inc.	5476.00	Master Commercial 7/1/10-7/1/11
A T & T	384.33	July bills
Metrocast	1560.00	July bill
CT Comptroller, MERF	306.14	June contribution, HA - \$235.50; employee - \$70.64
Town of Montville	1422.91	July health insurance
Commissioner, Revenue Svces	130.00	2nd Qtr. withholding
Citizens Bank (IRS)	1339.08	June withholding & FICA, HA - \$417.04; employees- \$922.04
CT Adm. Unemployment Comp.	198.12	2nd quarter assessment
C L & P	1119.79	June bills
Robert Spiess	270.00	Maintenance 6/29-7/2
Montville Hardware	151.38	Shower head & shower valve #22; WC flush & handle; Tool hangers, FV shed; washer kit

G M Construction 675.00 Mow & trim IV & FV

Page 2 of Housing Authority minutes of meeting of July 21, 2010

6. APPROVAL OF PAYMENT OF BILLS continued

Home Depot	102.94	Closet doors #17; fabuloso (floor cleaner)
Tenants #1,5,11,16,18,20,24,28	150.00	Rear light operation, 3rd quarter
Robert Spiess	207.00	Maintenance 7/6-7/9; oversee ISS new fire alarm system installation
Waltham Services	200.00	July service
Integrated Security Systems	1920.00	Install fire alarm dialers for new alarm monitoring system Annual fire alarm monitoring fee
Norwich Plumbing	266.58	New hw htr #76; new hw htr thermostats #50
Sterling Superior	341.00	June service
ISS	30.00	Battery replaced in water system alarm
R. Spiess	207.00	Maintenance 7/13-7/16
TriTown Groceries	90.40	Water for FV during storage tank rehab
A A Lock & Key	129.99	Repair electronic door opener, FV
	<u>\$30,507.96</u>	

O & M - \$22,191.92; RMR - \$7463.76; Employees - \$1,122.68; Accounts receivable - \$27.00

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

7. CORRESPONDENCE

6/10/10 From Extech, LLC, Proposal for FV storage tank rehabilitation in amount of \$11,075.00
6/15/10 From Donald Woodmansee to Montville Town Clerk, a letter resigning from HA
6/30/10 From CT STIF, notice of June interest of \$79.19 and confirmation of balance of \$361,968.13
6/30/10 From Citizens Bank, notice of June interest of \$1.86 and confirmation of balance of \$18,873.22
7/06/10 From CT DECD, approval of the 2010-2011 ERAP budget in amount of \$600.00
7/12/10 From HA to CHFA, a letter explaining the 10% overages and underages in the quarterly
7/13/10 From HA to FV tenants, a letter regarding the storage tank rehabilitation
7/14/10 From HA to CT Dept. of Health, a letter regarding the storage tank rehabilitation and regarding composite testing of SOC's, IOC's, and Asbestos
7/16/10 From Hungerfords, a proposal to furnish water to FV tenants during storage tank rehabilitation in estimated amount of \$19,675.00

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$84,420.63. STIF account balance is \$361,968.13 and Citizens Money Market account balance is \$18,873.22, bringing total cash reserve to \$380,841.35.

B. OCCUPANCY: is 100%. In August, there will be a vacancy in apt. 29, a single wheelchair accessible unit.

C. TENANT PROBLEMS: Currently the tenant in apt. 62 is still in violation of the regulations regarding cleanliness in her unit. ED is getting ready to force the issue.

D. QUARTERLY REPORT: ED presented the quarterly report for the period ending June 30, 2010. It was noted there is an operating gain of \$3862.73, with only \$2,138.14 over the budget even though contractual is over budget by \$3,018.14.

E. LONG TERM DISABILITY INSURANCE: ED reported that the Human Resource person at the Town Hall has indicated that ED is not eligible to participate in that insurance plan even though HA pays the premium and has been in the plan since 1997. ED is going to discuss the issue with the former HA Chair who established the coverage.

F. ANNUAL REPORT TO COMMISSIONERS: ED presented the report.

G. ANNUAL REPORT TO TOWN OF MONTVILLE: ED presented the report for the Town's FY 09-10.

8. REPORTS continued

H. FIRE ALARM SYSTEM MONITORING: ED reported that the fire alarm system monitoring has been installed and seems to be working fine except for the fact that Alarm Central is notifying ED every time a fire alarm is activated. She is hoping that is not necessary and can be eliminated.

I. IV SECURITY SYSTEM: ED reported that four closed circuit television cameras have been installed in FV community center, one in her office, one in the laundry, one in the kitchen, and one in the community room. Although the system was installed at the end of June, she did not learn how to operate the playback until July 8. The system is now set to record on event only which will make it easier to monitor.

9. OLD BUSINESS

A. ACCEPT PROPOSAL FROM HUNGERFORD PUMP SERVICE

ED reported that Hungerford will handle everything dealing with FV storage tank rehabilitation except the actual rehabilitation. The company will jump the system, deliver potable water as needed, and do all the testing. The estimated cost for a possible on-site presence of 14 days is \$19,675.00. It is hoped that all work will be completed within a 7-day period, but that depends on the condition of the tank.

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to accept the estimated proposal of \$19,675.00 from Hungerford Pump Service for its work during the storage tank rehabilitation. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS: No new business.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS

Commissioner Fecher asked how the proposed law regarding the appointment of Tenant Commissioners had fared. ED stated that the Governor had vetoed the bill but she is not sure if the CT Legislature had over-ridden her veto.

ED stated that the ConnNAHRO convention is being held at the end of August at the Mohegan Sun and that is there is a day with an agenda that would be helpful, she would like to attend the session. It was agreed that was not a problem.

Commissioner Fecher asked about the possibility of Mr. Roemmele being appointed to HA. Commissioner Waters stated he would call him again.

13. ADJOURN

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to adjourn at 5:30 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director