

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF SPECIAL MEETING OF MARCH 22, 2011

1. CALL TO ORDER

Its Chairman called the special meeting of the Housing Authority to order at 5:06 PM on March 22, 2011 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Roemmele, Thomes, and Waters. Commissioner Fecher was absent with cause. Commissioner Patterson was absent. 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 Roemmele, seconded by Commissioner Thomes to approve the minutes of February 15, 2011. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN FEBRUARY

Suburban Propane	30.00	Quarterly propane tank rental
R. Spiess	432.00	Maintenance 2/14-2/18; work on thermostat upgrade
Integrated Security Solutions	90.00	Check out alarm systems after power surge
B & W Paving & Landscaping	1992.00	Ice & freezing rain - 2/2
Beaver Electric	2604.74	Repairs to electronic equipment after power surge; Repair to #39 thermostat connections
Norwich Plumbing & Heating	104.92	Replace tub diverter #39; lower hw htr thermostat #14

PAID IN MARCH

Payroll	3280.00	4 weeks
A T & T	448.93	March bills
Metrocast	1660.00	March bill
Town of Montville	1472.77	March health insurance
ST of CT, Comptroller, MERF	385.40	HA - \$311.60, employee - \$73.80
C L & P	2242.83	February bills
Robert Spiess	180.00	Maintenance 2/22-2/25; new lav sink & faucet #19
Montville Hardware	98.06	WC parts, shower parts; bulbs, screws; wall plate, misc
Maintenance USA	480.43	48 kitchen ceiling light bulbs
Carol Lathrop (reimburse)	20.00	4 American flags
B & W Paving & Landscaping	1338.00	Storm of February 21
Norwich Plumbing	108.64	New tub diverter, #39
Beaver Electric	3568.65	Upgrade digital thermostat installation - 252 units
Sterling Superior	341.00	February service
Electronic Federal Tax Deposit	1279.82	HA - \$439.91; employees - \$839.91
Home Depot	145.04	Toilet #39; floor stripping supplies (apt re-rent)
Robert Spiess	279.00	Maintenance 2/28-3/4; work on new hot water heater pilots
T. Gray	727.50	Prepare apt. 9 for re-rent
Franklin Impressions	155.00	500 envelopes

6. APPROVAL OF PAYMENT OF BILLS continued

Jay's Sewer Rooter	225.00	Cleared apt. 9 tub drain; cleared toilet drain IV cc men's wc
Piela Electric	313.75	Repair two FV water system booster pumps
Robert Spiess	333.00	Maintenance 3/7-3/11; work on water heater pilot lights
T. Gray	195.00	Clean community centers, paint ac framing
Lathrop Brothers	432.00	wc leak #39; replace vinyl siding #35; replace tile floor #9 (2 men)
C L & P	36.84	Final bill, apt. 7
Norwich Plumbing	155.25	Service FV water system filters
Sherwin Williams	93.95	Paint
Safeguard Business Systems	224.66	1250 Rent receipt forms
Electrical Wholesalers	211.00	10 hot water heater pilot lights
Robert Spiess	<u>216.00</u>	Maintenance 3/14-3/18
	\$25,901.18	

O & M - \$16,795.89; RMR - \$8,191.58; employees - \$913.71

MOTION by Commissioner Thomes, seconded by Commissioner Roemmele. Voice vote. All in favor. MOTION CARRIED.

7. CORRESPONDENCE

No date	From NAHRO, notice of proposed Connecticut legislation dealing with many aspects of Elderly Housing residents and Senior Center participants (attached)
02/25/11	From HA to tenant in apt. 67 regarding her illegal resident
02/28/11	From Citizens Bank, notice of February interest of \$2.05 and confirmation of balance of \$18,884.77
02/28/11	From STIF, notice of February interest of \$68.36 and confirmation of balance of \$362,546.64
03/01/11	From CT DAS, a letter regarding Commercial Liability Insurance limit increased to \$5. million
03/07/11	From HA to Attorney Lavigne regarding the tenant in apt. 73 and attaching current application form and Statement of Understanding
March	From CT Dept. of Labor, a notice of 2011 rate of 1.9%, unchanged from 2010
March	From CT Dept. of Labor, notice that there will be 2011 assessments to cover loan payments to US Dept. of Labor, approximate cost to be \$61.00 per employee

8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$46,413.11. STIF account balance is \$362,546.64 and Citizens Money Market account balance is \$18,884.77 for a cash reserve of \$381,431.41.
- B. OCCUPANCY: Apartments 7 and 10 have been rented. Being vacated at the end of March are: # 3, a single; #14, a double; #64, a double-handicapped. Now vacant are #69, a double and #61, a double-handicapped. #3 will be rented as soon as it is ready. There are no current applications for a double. There is one application for a double handicapped but the applicants are being evicted from their present quarters and ED is trying to find out why.
- C. TENANT PROBLEMS: The same person was causing a problem with tenants in #67 and #51. ED thinks that problem is resolved. Apt. 73 tenant has been arrested for illegal drug possession. HA attorney has been contacted, but no decision as to institute eviction proceedings has been made at this time. Tenant is due in court on March 24.
- D. RE-CERTIFICATIONS: ED is presently processing tenants' annual re-certifications which is a very time consuming job. Some office items are on hold during this period.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS: No new business.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to adjourn at 5:37 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop
Executive Director