

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF APRIL 26, 2011

1. CALL TO ORDER

Its Chairman called the special meeting of April 26, 2011 to order at 5:11 PM in the community room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, and Waters. Commissioner Thomes 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 Fecher, seconded by Commissioner Roemmele to approve the minutes of March 22, 2011 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 MARCH

C L & P	1798.74	March bills
R. Spiess	135.00	Maintenance 3/21-3/25
Norwich Plumbing	155.25	Service FV WS filters
Groton Utilities	195.00	FV & IV quarterly water and nitrate-nitrite testing
KN Barber Appliances	79.00	Refrigerator repair #22
Sherwin Williams	93.95	Paint

PAID IN APRIL

Payroll	4100.00	5 weeks
Metrocast	1660.00	April bill
A T & T	457.42	April bills
CT Comptroller for MERF	481.75	HA - \$389.50 employee - \$92.25
Town of Montville	1472.77	April health insurance
Adm. Unemployment Comp	308.33	1st quarter assessment
Commissioner of Revenue Svces	185.00	1st quarter withholding
R. Spiess	189.00	Maintenance 3/28-4/1; install new refrigerator #16
Montville Hardware	75.79	Keys, gloves, screws, trash bags, toilet seat #29, paint brushes, caulking
B & W Paving	1490.00	February 27 storm
Sterling Superior	341.00	March service
A A Lock & Key	350.00	Replace transformers in electronic door openers, FV
Electrical Wholesalers	301.32	6 room thermostats
Home Depot Credit Services	100.81	New lite fixture, closet doors, shades, AC covering, (toilet)
Norwich Plumbing	107.66	Replace thermostat in hw htr #57
B & W Paving	480.00	Storm of 3/24/11
T. Gray	757.50	Prepare apt. 3 for re-rent
C L & P	16.85	Final bill, apt. 9
R. Spiess	378.00	Maintenance 4/4-4/8; sink drain replacement project - FV

6. APPROVAL OF PAYMENT OF BILLS continued

Lowe's	207.47	Tile for floor, #9
Electronic transfer of Fed. taxes	1495.01	HA - \$471.66, employees - \$1023.35
New England Water Utility Services	1000.00	Potable water for IV for well pump control failure
Norwich Plumbing	995.06	Work on FV water system pumps and controls
Robert Spiess	297.00	Maintenance 4/11-4/15; FV sink drain replacement
Depot Pump & Supply	572.94	New well pump control
Tenants in #'s 1,5,11,16,18,20,24,28	180.00	Rear light operation, 2nd quarter
Waltham Services	200.00	April services
T. Gray	825.00	Prepare #14 for re-rent, clean IV community center
R. Spiess	243.00	Maintenance 4/18-4/22
A A Lock & Key	180.00	Install new lock on front door #36
Sherwin Williams	207.54	Paint
John Deere Landscapes	258.60	Weed killer & fertilizer
Mr. Appliance	160.90	New refrigerator evaporator #30; service call on stored fridge
T. Gray	832.50	Prepare #64 for re-rent; clean FV community center
Norwich Plumbing	310.50	Clean water storage tank probes, service water system filters
Maintenance USA	<u>225.52</u>	Toilet, lav sink, and stove parts
	\$23,901.18	

O & M - \$16,642.99; RMR - \$5,957.59; employees - \$1300.60

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

7. CORRESPONDENCE

- 03/14/11 From Groton Utilities WTP Lab, satisfactory results of Nitrate-nitrite testing at IV & FV and satisfactory results of quarterly testing at IV & FV
- 03/18/11 From Montville Fire Marshal's Office, notice of semi-annual fire and safety inspection scheduled for April 26
- 03/31/11 From CT STIF, notice of March interest of \$67.33 and confirmation of balance of \$362,613.97
- 03/31/11 From Citizens Bank, notice of March interest of \$0.80 and confirmation of balance of \$18,885.57
- 04/15/11 From HA to CT Dept. of Health, required notification of bulk water hauling for FV

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$52,509.75. STIF account balance is \$362,613.97 and Citizens Money Market account balance is \$18,885.57, bringing total cash reserve to \$381,499.54.

B. OCCUPANCY: Apartment 3 has been rented. Apartment 14 may be rented. Apartments 61 and 64, both handicapped-accessible units are vacant. Apartment 69, a double occupancy unit is vacant.

C. TENANT PROBLEMS: Nothing new at this time.

D. RE-CERTIFICATIONS: Rent re-certifications have been completed except for those persons who have been hospitalized during the past few months.

E. FREEDOM VILLAGE WATER SYSTEM: Many items have been replaced due to age. The water storage were found to have foreign material bonded to them. The thought is that this occurred during the power surge that took out quite a few electronic systems. The probes will be checked in August to see if this bonding condition is continuing and if so, the cause will have to be determined.

F. LAWN CARE: The first step of the lawn reclamation project has been completed. Crab grass and weed killer along with a fertilizer has been spread. The next phase will be done in June.

G. CHECKING ACCOUNT SIGNATURES: Signature forms have been submitted to Citizens Bank contained the signatures of Commissioners Fecher, Roemmele, Thomes, and Waters.

8. REPORTS continued

H. FINAL PHASE, FV WINDOW REPLACEMENT: ED has ordered 35 windows which will complete the window replacement project at Freedom Village. The kitchen windows are not being replaced. ED has been able to purchase the window during the semi-annual Anderson Window sales which has greatly reduced the cost of the project.

I. QUARTERLY REPORT: The quarterly report for the period ending March 31, 2011 was circulated and reviewed. It was noted that the operating loss for the 1st quarter was \$27,465.55, mainly due to the entire snow removal budget being nearly used up in this quarter.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. AUTHORIZE ROOF VENT REPLACEMENT, IV

ED explained that the roof vents at Independence Village which have been there since 1979 have begun rusting out and allowing water to go down the exhaust vents onto the electric ranges and floors. MOTION by Commissioner Roemmele, seconded by Commissioner Fecher to authorize Lathrop Construction of Griswold, our roofing contractor, to replace the roof vents at the rate of \$50.00 per unit with HA to provide the material. Voice vote. All in favor. MOTION CARRIED.

B. AUTHORIZE STORAGE RENTAL FOR REPLACEMENT WINDOWS

ED explained that we do not have any room to store 35 windows but can rent a 10 X 15 storage unit for \$130.00 per month. MOTION by Commissioner Fecher, seconded by Commissioner Roemmele to authorize storage rental for the replacement windows.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Roemmele, seconded by Commissioner Fecher to adjourn at 6:10 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director