

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF JUNE 17, 2014

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:07PM on June 17, 2014 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Sullivan, Thomes, and Waters. 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 Sullivan, seconded by Commissioner Thomes to approve the minutes of meeting of May 20, 2014 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 MAY

R. Spiess	369.00	Maintenance, 5/19-5/23; new wc #20
Suburban Propane	30.00	Quarterly tank rental
A A Lock & Key	165.00	Repair & exchange lock #74
G. M. Construction	750.00	Mow, trim & rake IV & FV

PAID IN JUNE

Payroll	3748.00	4 weeks
Carol Lathrop	86.05	Reimburse for flowers, paper towels, bulletin board supplies
A T & T	337.92	May bills
Metrocast	1960.00	June bill
CT Comptroller for MERF	666.66	HA - \$521.26, employee - \$105.40
Town of Montville	1484.53	June health insurance
C L & P	1230.33	May bills
Commissioner of Revenue Svces	215.00	May withholding
IRS	1792.22	HA - \$508.60; employees - \$1,282.62
R. Spiess	207.00	Maintenance 5/27-5/30; new handicap bars, IV cc bathrooms
John Deere Landscapes	128.18	Grass seed to repair winter lawn damage
Renaldi's Getty	98.00	Gas for mower, trimmer, April & May
Montville Hardware	28.89	Caulking, light starters, 409 cleaner
Rheume Heating	684.67	Diesel fuel for IV generator
Waltham Services	226.00	June service
Sterling Superior	341.00	May service
Beaver Electric	9588.96	Replace all light fixtures on rear of buildings, IV & FV; replace FV exit light and lobby emergency light
Home Depot	374.44	Wall baseboard; toilet for #20
State of CT, Treasurer for MERF	102.00	Annual amortization fund
St. of CT, Treasurer for MERF	130.00	Annual adm. charge
R. Spiess	234.00	Maintenance 6/2-6/6; install handicap bars - FV cc bathrooms

6. APPROVAL OF PAYMENT OF BILLS continued

G M Construction	1512.00	Mow, trim, & rake IV & FV; Repair winter lawn damage - FV
McCarthy Heating Oil Service	111.68	Service call #19
The Granite Group	528.28	Flip-up handicapped bars for IV & FV cc bathrooms
T. Gray	502.50	Replace base molding & paint FV cc men's room & paint Ladies room; clean FV community center
R. Spiess	207.00	Maintenance 6/9-6/13; new refrigerator #47
T. Gray	172.50	Clean IV comm ctr
Integrated Security Solutions	165.00	Install new call-to-aid bell- IV bldg 5, 1 to stock
Superior East	449.95	Gas-powered backpack blower
Staples	<u>125.24</u>	New IV office chair
	\$28,752.00	

O & M - \$15,574.11; RMR - \$11,573.82; employees - \$1,604.02

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

7. CORRESPONDENCE

- 05/21/14 From HA to Integrated Security Solutions, a faxed request to replace the call-to-aid bell on IV building 5 and to troubleshoot the problem with some of the unit strobes not resetting on the call-to-aid system
- 05/21/14 From HA to tenants in units 1,5,11,16,20,24, and 28, a letter stating the rear lights on their buildings are no longer connected to their house meters
- 05/22/14 From Montville Fire Marshal's Office, a notice that no violations were cited in the Bi-annual inspection
- 05/30/14 From HAI Group, a notice that the Master Property Insurance will increase by 3% to \$6,160. and the General Liability Insurance will increase by 4.3% to \$3,606.
- 05/30/14 From Waltham Services, a letter stating that effective July 1, the charge for service will increase by 3% from \$226. monthly to \$232.
- 05/31/14 From STIF, notice of May interest of \$46.48 and confirmation of balance of \$364,418.15
- 05/31/14 From Citizens Bank, notice of May interest of \$0.16 and confirmation of balance of \$18,905.30
- 06/02/14 From CT Comptroller for MERF, a notice that the annual amortization and administrative charges are due by July 1
- 06/06/14 From Stewart & Stevenson, a notice that the June major maintenance inspection was performed on the IV generator and the unit appeared to be in proper operating condition
- 06/13/14 From ISS, a notice that the call to aid bell on IV building 5 has been replaced

From Commissioner Thomes, a thank you card to the Commissioners & ED for the flowers she received at the occasion at the Senior Center honoring her as person of the year for her volunteerism

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$65,813.00. STIF account balance is \$364,418.15 and Citizens money market account balance is \$18,905.30, bringing total cash reserve to \$383,323.45.

B. OCCUPANCY: Apt. 14 was rented as of June 15 and apt. 31 is rented as of July 1. Unit 18 is a handicapped unit and ED is waiting for references from a handicapped person. Apt. 15 will be vacated at the end of July.

C. TENANT PROBLEMS: None reported.

D. RECAP CONFERENCE: Nothing to report.

E. COMMUNITY CENTER HANDICAPPED FLIP-UP BARS: ED reported the bars have been installed and it was not necessary to add any blocking so it was a simple, inexpensive installation.

8. REPORTS continued

F. CHFA ASSET INSPECTION: ED reported that the CHFA Asset Manager, Mr. Vardar, had scheduled an inspection for June 19, but last week he re-scheduled it for July 10. He will be checking to be sure that the property is in good condition. At the same time, he will be discussing the Recap findings and possible state assistance.

9. OLD BUSINESS: No report.

10. NEW BUSINESS

A. PURCHASE LINE STRIPER FOR \$1,490.00 FROM SHERWIN-WILLIAMS

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to purchase the \$1,490. Line-striper from Sherwin-Williams. Voice vote. All in favor. MOTION CARRIED.

B. PURCHASE GASOLINE-POWERED BACKPACK BLOWER FOR \$449.95 FROM SUPERIOR EAST

MOTION by Commissioner Fecher, seconded by Commissioner Sullivan to purchase a gasoline-powered backpack blower from Superior East for \$449.95. ED reported she was mistaken in the price because the \$50.00 discount had all ready been taken off the price in the quote. We need to have a better blower to clear road and parking lot debris before line-striping and numbering as well as to clear leaves from doorways, patios, and breezeways. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS

Commissioner Thomes thanked everyone again for the flowers she received on the occasion of her being named the "Person of the Year" at the Senior Center for her volunteerism. ED mentioned that Commissioner Thomes has been a Commissioner since 1995, longer than any other person and has done an exceptional job.

13. ADJOURN

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to adjourn at 5:25 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J.Lathrop, Executive Director