

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF ANNUAL MEETING
SEPTEMBER 16, 2014

1. CALL TO ORDER

Its Vice-chairman called the regular meeting of the Housing Authority to order at 5:05 PM on September 16, 2014 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, and Sullivan. Commissioner Thomes was absent due to illness. 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 Roemmele to approve the minutes of July 15, 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 JULY

R. Spiess	234.00	Maintenance 7/14-7/18
Granite Group	152.66	Calcite & corosex
McCarthy Oil Service	435.40	Service HVAC #13
Integrated Security Solutions	240.00	Annual FV water system monitoring fee
Lorman Educational Services	119.00	Tenant-Landlord Law Manual
Renaldi's Getty	68.00	Gas for mower & weed-whacker
Bozrah Hardware	30.44	Weed-whacker head & engine oil
R. Spiess	252.00	Maintenance 7/21-7/25
G M Construction	1315.52	Mow, trim & rake IV & FV; IV site drainage project
CT Dept. of Housing	22.00	Return unused FV 13-14 RAP subsidy

PAID IN AUGUST

Payroll	4685.00	5 weeks
Internal Rev. Svce	1618.96	HA - \$476.98; employees - \$1141.98
Commissioner of Rev Svces	190.00	July withholding
A T & T	294.70	July bills
Metrocast	1960.00	August bill
Town of Montville	1484.53	August health insurance
ST of CT, Comptroller, MERF	533.33	HA - \$449.01; employee - \$84.32
C L & P	1060.98	July bills
Sterling Superior	341.00	July service
Adm., Unemployment Comp	18.33	Special annual assessment
R. Spiess	486.00	Maintenance 7/28-8/1; Refurbish IV & FV street & yard light poles; bath faucet #15; kitchen light fixture #11
Home Depot	116.54	Gas can, cement patch, fabuloso, engine oil, misc

6. APPROVAL OF PAYMENT OF BILLS continued

Montville Hardware	114.32	IV site drainage piping; lite poles painting supplies; wasp spray; weed killer
Waltham Services	234.00	August service
Shipmans Fire Equipment	28.25	Re-charge fire extinguisher
DJ McCarthy Plumbing	1062.35	Charge FV ws filters- June & July; install new pressure tank FV WS
Lathrop Brothers	991.00	FV water system repairs; IV & FV ws flushing, & exercising valves; patching concrete sidewalks-IV & FV; replace FV sidewalk asphalt ramps
Depot Pump	450.50	Replace FV well pump control box
Granite Group	940.06	Pressure tank for FV water system
Safeguard Business Systems	404.06	Rent roll journals & rent receipts
C L & P	41.46	Final bill #15
G M Construction	700.00	Mow, trim, & rake IV & FV
R. Spiess	351.00	Maintenance 8/4-8/7; replace bath faucet #4; WC innards #71; Re-finished all IV & FV street and yard light poles
Sherwin Williams	101.99	Primer and paint for IV & FV street and yard light poles
R. Spiess	369.00	Maintenance 8/11-8/15; IV & FV st. & yd lite poles
Renaldi's Getty	60.00	Gas for mower & trimmer
T. Gray	180.00	Clean IV & FV Community cernters
R. Spiess	369.00	Maintenance 8/18-8/22; new kitchen lite fixture #53; paint IV & FV street & yard lite poles
C. Lathrop (reimburse)	26.58	Multi-fold towels
Jay's Sewer Rooter	125.00	Clear lav sink line #33
Suburban Propane	30.00	Quarterly propane tank rental
Keith's Appliances	1098.00	2 Refrigerators
A A Lock & Key	343.00	New back door lock cylinder #1
<u>PAID IN SEPTEMBER</u>		
Payroll	3748.00	4 weeks
A T & T	307.95	August bills
Metrocast	1960.00	Sept bill
St of CT, Comptroller, MERF	666.66	HA - \$561.26; employee - \$105.40
Town of Montville	1484.53	September health insurance
C L & P	986.65	August bills
Montville Hardware	206.46	Plumbing supplies, paint materials, shop towels, gloves-misc
Groton Utilities	535.00	Quarterlies, VOC's, IOC"s
G M Construction	700.00	Mow, trim, & Rake IV & FV
Beaver Electric	831.31	Maintenance FV Generator; Repair FV ventilation sys.; trouble-shoot FV WS electrical; replace laundry room dryer `receptacle
Lathrop Brothers	760.50	Landscaping at IV & FV, 1 helper
Home Depot Credit Svces	148.60	4 LED kitchen lite fixtures; toilet kit; cement patch
Sterling Superior	341.00	August service
Waltham Services	234.00	Sept service
R. Spiess	243.00	Maintenance 8/25-8/29; paint IV & FV st. & yd lite poles
Staples	473.90	Office supplies
R. Spiess	180.00	Maintenance 7/2-7/5
McCarthy Heating Oil	125.00	Repair HVAC #1

6. APPROVAL OF PAYMENT OF BILLS continued

Beaver Electric	1498.75	Accounts receivable (lawn care damage)
Commissioner, Rev. Svces	215.00	August deposit
IRS	1760.32	HA - \$492.66; employees - \$1267.66
R. Spiess	261.00	Maintenance 9/8-9/12
Groton Utilities	<u>80.00</u>	IV August monthly bacteria sampling
	\$41,425.59	

O & M - \$31,690.17; RMR - \$5551.31; Employees - \$3004.36; Accounts receivable - \$1498.75 (Beaver Elec.); Unused RAP subsidy FY 13-14 returned - \$22.00

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

7. CORRESPONDENCE

- 07/15/14 From Montville Building Dept., copies of electrical permits for HVAC installation in community centers
- 07/15/14 From CT DAS, a letter stating there will be no commission charge for the Master Insurance Program for FY 2014-15
- 07/18/14 From CHFA Asset Manager, a letter regarding his site visit and stating the property site and units appeared to be in decent, safe and sanitary condition and in good repair
- 07/23/14 From CT DOH, the approved FY 2014-15 RAP subsidy request
- 07/28/14 From CT DAS, an executed Master Insurance Program contract for FY 2014-15
- 07/31/14 From STIF, notice of July interest of \$48.76 and confirmation of balance of \$364,513.95
- 07/31/14 From Citizens Bank, notice of July interest of \$0.16 and confirmation of balance of \$18,905.62
- 08/01/14 From Groton Utilities, satisfactory result of IV July coliform sample
- 08/07/14 From Groton Utilities, satisfactory results of FV quarterly and FV VOC's and IOC's
- 08/14/14 From Groton Utilities, satisfactory results of IV Aug. coliform
- 08/22/14 From HA to tenant in #57, a letter regarding his objectionable behavior
- 08/31/14 From STIF, notice of August interest of \$48.46 and confirmation of balance of \$364,562.41
- 08/31/14 From Citizens Bank, notice of August interest of \$0.16 and confirmation of balance of \$18,905.78
- 09/02/14 From Carol Lathrop, Executive Director to all tenants at Freedom Village, a letter regarding her employment and the fact that all tenants are to obey regulations and that there are no privileged tenants
- 09/12/14 From HA to GM Construction, a bill for replacement of the damaged yard light and pole at FV in the amount of \$1498.75

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$76,877.77. STIF account balance is \$264,562.41 and Citizens Money Market account balance is \$18,905.78, bringing total cash reserve to \$283,468.19.

B. OCCUPANCY: The only vacant unit at this time is single occupancy unit #76. We do have people on the waiting list but ED was trying to fill the vacancy with an emergency.

C. TENANT PROBLEMS: We are having a lot of problems with persons who are abusing alcohol but it is very difficult to evict elderly and disabled persons. ED has been reading the riot act to the offenders which hopefully will help. The situation at this time is confined to Freedom Village.

D. FREEDOM VILLAGE WATER SYSTEM: ED reported that a new well pump was installed on Monday after the system failed numerous times on the weekend. During the summer, a new pressure tank also had to be installed. ED is fairly confident that the system is now in good operating order.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. ADOPT A RESOLUTION WAIVING BIDDING FOR SNOW REMOVAL

Chair introduced the following RESOLUTION:

WHEREAS, proper snow removal is of paramount importance to the safety and welfare of our elderly and disabled tenants; and WHEREAS, snow removal under the bidding system has resulted in poor and at times no performance which endangered the health and safety of our elderly and disabled tenants and made emergency response almost impossible; and WHEREAS, it is in the best interest of our tenants and the Authority to engage a snow removal firm with a proven performance record; THEREFORE, the Housing Authority of the town of Montville hereby resolves to waive bidding for snow removal contracts.

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to adopt the RESOLUTION as introduced. Roll call vote: Voting aye - Commissioners Fecher, Roemmele, and Sullivan . The RESOLUTION is adopted.

B. AUTHORIZE ED TO SIGN CONTRACT WITH B & W PAVING FOR SNOW REMOVAL FOR UPCOMING WINTER STORM SEASON

ED stated that the snow relocation rates had increased but the normal snow removal rates had remained the same and have been the same for the past five years. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to authorize ED to sign the contract with B & W Paving for the upcoming snow season based on their very satisfactory performance and acceptable consistent rates. Voice vote. All in favor. MOTION CARRIED.

C. ELECTION OF OFFICERS

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to elect the following officers: Chair - Commissioner Fecher; Secretary - Commissioner Thomes; Treasurer - Vincent Roemmele; and Assistant treasurer - Commissioner Sullivan. Voice vote. All in favor. MOTION CARRIED.

D. ESTABLISH 2015 MEETING DATES

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to maintain the current schedule, that is the third Tuesday of each month except August (no meeting) and December (the second Tuesday at 6:00 PM and to maintain the currently scheduled location for meetings. Voice vote. All in favor. MOTION CARRIED.

E. ESTABLISH PAY RATE FOR EXECUTIVE DIRECTOR

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to go into executive session at 5:30 PM. Voice vote. All in favor. MOTION CARRIED. The meeting reconvened at 5:38 PM. Chair announced that no action was taken during the executive session.

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to establish the weekly rate of pay for the Executive Director at \$993.00, effective as of the first full week of October. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM THE PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: ED informed the Commissioners about a person who is aggressively seeking a unit but has not satisfied the requirements of the application; therefore she has consulted the Authority Attorney about HA recourse.
Commissioner Sullivan thanked ED for her good work during the course of her duties.

13. ADJOURN: MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to adjourn at 5:57 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director

