

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF
OCTOBER 21, 2014

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority was called to order at 5:02 PM on October 21, 2014 in the community room at Freedom 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 Roemmele, seconded by Commissioner Sullivan to approve the minutes of September 16, 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 SEPTEMBER

| | | |
|---------------------|---------|-----------------------------------------------|
| R. Spiess | 297.00 | Maintenance 9/15-9/19; order closet doors #30 |
| C. Lathrop | 16.46 | Reimburse for driveway (snow) markers |
| Sherwin Williams | 31.34 | Luminous paint for light pole bases |
| A A Lock & Key | 125.00 | Repair back & front door locks #50 |
| Stewart & Stevenson | 950.00 | Annual maintenance agreement IV generator |
| Beaver Electric | 136.31 | New photo cell for IV exterior lights |
| Depot Pump | 3527.50 | New well pump, FV |
| G M Construction | 700.00 | Mow, trim & rake, IV & FV |
| R. Spiess | 207.00 | Maintenance 9/22-26; refrigerator #18 |

PAID IN OCTOBER

| | | |
|------------------------|---------|----------------------------------------------------------------------------------------------------------------|
| Payroll | 4909.00 | 5 weeks |
| A T & T | 308.17 | Sept. bills |
| Metrocast | 1960.00 | October bill |
| CT Comptroller, MERF | 533.33 | HA - \$449.01; employee - \$84.32 |
| Town of Montville | 1484.53 | October health insurance |
| CL & P | 1082.27 | Sept. bills |
| Sterling Superior | 341.00 | Sept. service |
| Lorman Education Svces | 8.95 | Shipping charge for Landlord - Tenant Law Handbook |
| R. Spiess | 180.00 | Maintenance 9/29-10/3 |
| Waltham Services | 234.00 | October service |
| AA Lock & Key | 150.75 | New locks for #6 doors |
| C. Lathrop (reimburse | 235.96 | Purchase of toilet tissue, multi-fold towels, paper towels, and 48 9-volt batteries for FV manual smoke alarms |
| Renaldi's Getty | 63.93 | Gas for mower and weed-whacker |

6. APPROVAL OF PAYMENT OF BILLS continued

| | | |
|-----------------------------|---------------|----------------------------------------------------------------------------------------------|
| Lathrop Brothers | 150.00 | For locating & mapping FV & IV water system shut-off valves |
| Lowe's | 319.20 | Closet doors #30 |
| Montville Hardware | 52.68 | Tools & work supplies; bleach, flea bombs |
| R. Spiess | 234.00 | Maintenance 10/6-10/10; pick up #30 closet doors |
| IRS | 1420.21 | Electronic deposit - HA 377.60, employees - \$1042.61 |
| Commissioner, Revenue Svces | 190.00 | 3rd quarter CT withholding electronic deposit |
| Adm., Unemployment Comp. | 103.17 | 3rd quarter assessment deposit |
| Lavigne, Mark, & Rogers | 585.00 | Consultation re: Brisson |
| Robert Spiess | 203.00 | Maintenance 10/13-10/17 |
| Sherwin Williams | 84.00 | Paint |
| Groton Utilities | <u>330.00</u> | IV monthly coliform sampling and Freedom Village Annual Copper & Lead Testing, Water Sys. |

\$21,157.76

O & M - \$15,542.07; RMR - \$4,298.76; Employees - \$1316.93

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

7. CORRESPONDENCE

- 09/16/14 From Fire Marshal's Office, notice that semi-annual safety inspection will be held on 10/28
- 09/24/14 From CHFA, notice that the annual Tenant Demographic report is due by 10/31
- 09/25/14 From HA to tenants, notice that Cable Television rates will increase by \$2.00 to \$27. in November
- 09/26/14 From Stewart & Stevenson, executed annual IV generator maintenance contract in amount of \$950.
- 09/28/14 From CT DAS, the executed Master Insurance Program Agreement (No commission involved)
- 09/29/14 From Attorney Lavigne, a copy of the letter that was sent to Mr. Brisson regarding his non-waiting list status
- 09/30/14 From STIF, notice of September interest of \$42.60 and confirmation of balance of \$364,605.01
- 09/30/14 From Citizens Bank, notice of September interest of \$0.16 and confirmation of balance of \$18,905.94
- 10/01/14 From HA to Office of Congressman Joseph Courtney, a letter regarding Mr. Brisson
- 10/16/14 From Groton Utilities, satisfactory results from IV monthly coliform sampling and from FV Copper and Lead sampling
- 10/20/14 From HA to Tenants in #'s 44, 55, 62, 70, and 74, a letter providing the results of lead testing in drinking water in September 25, 2014 sampling

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$86,596.11. STIF account balance is \$364,605.01 and Citizens Money Market account balance is \$18,905.94, bringing total cash reserve to \$383,510.95,

B. OCCUPANCY: Occupancy is 100%.

C. TENANT PROBLEMS: Nothing new to report.

D. ATTORNEY CONSULTION: ED reported that because Mr. Brisson had contacted U.S. Congressman Joseph Courtney's office regarding the fact that he has not been given an apartment and the Housing Authority has been remiss in addressing his needs, she decided the Housing Authority attorney should handle the situation to avoid possible litigation.

E. QUARTERLY REPORT: The Commissioners reviewed the quarterly report for the period ending 9/30/14.

8. REPORTS continued

F. APARTMENT 28: ED reported that the occupant of unit 28 had a meltdown and was transported to the hospital, then a rehab facility, and now is in an assisted-living facility. All of his belongings are still in the unit and because he has not been conserved (although conservatorship is being pursued), nothing can be done. He cannot pay the rent because CT Social Services had re-directed his Social Security payments to the facility in which he is now residing. A hearing for conservatorship has been scheduled for some time in November and ED is expected to give evidence. The unit is in a very poor condition.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. ESTABLISH CABLE TELEVISION RATES: ED explained that HA is in the 8th year of a 10-year bulk billing contract with Metrocast and each year in November the rates increase \$1.25 per unit. Because HA does not want to put rent collection on anything except a whole dollar basis, every 4th year, the individual unit cable rate has to be increased \$2.00 while for the next three years, it is increased \$1.00. This is the year that the increase needs to be \$2.00. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to increase the unit cable rate by \$2.00 to \$27.00. Voice vote. All in favor. MOTION CARRIED.

B. ADOPT THE 2015 MANAGEMENT PLAN: The proposed 2015 Management Plan had been submitted to the Commissioners for review prior to the meeting. Chairman Fecher introduced the following RESOLUTION: Be it hereby resolved by the Housing Authority of the Town of Montville that the 2015 Management Plan be adopted contingent on CHFA approval. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adopt the RESOLUTION as introduced. ROLL CALL VOTE. Voting aye: Commissioners Fecher, Roemmele, and Sullivan. The RESOLUTION IS ADOPTED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adjourn at 5:45 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop
Executive Director