

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF APRIL 21, 2015

1. CALL TO ORDER

Its Executive Director called the regular meeting of the Housing Authority to order at 5:14 PM on April 21, 2015 in the community room at Freedom Village.

2. ROLL CALL

Chairman Fecher was absent with cause due to an incident with his wheelchair. Commissioners Roemmele, Sullivan, and Thomes were present. 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 March 17, 2015 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

Frontier	329.05	March bills
R. Spiess	369.00	Maintenance 3/16-3/20; shower valve #47
B & W Paving	27,745.00	Snow removal 2/7-3/5
T. Gray	637.50	Prepare #64 for re-rent
Sherwin Williams	84.00	Paint
Beaver Electric	489.62	New pilot switch & breaker, HWH #27
T. Gray	337.50	Clean community centers
R. Spiess	252.00	Maintenance 3/23-3/26

PAID IN APRIL

Payroll	3972.00	4 weeks
Town of Montville	1484.53	April health insurance
Metrocast	2060.00	April cable bill
CT Comptroller, MERF	565.21	HA - \$475.85; employee - \$89.36
Montville Hardware	198.20	Tub valve; GFI; base molding adhesive; ice melt; dryer vent; bleach; misc
Eversource	2228.21	March bills
Sterling Superior	341.00	March service
Simple Onsite Solutions	125.00	Annual computer check-up
R. Spiess	297.00	Maintenance 3/30-4/2; HVAC work
McCarthy Heating Oil Svce	10,986.80	Work on HVAC's - #'s 4,5,6,7,19,21,25,34,48,49,61,60,57,70 60 Replacement filters, 6 cans of evaporating foam cleaner
Home Depot	378.75	Molding; baseray heater; shades, wc parts, floor stripper
Sherwin Williams	50.87	Paint
Maintenance, USA	457.38	WC parts; water supply connectors; burners
T. Gray	487.50	Prepare #37 for re-rent
Waltham Services	234.00	April service
R. Spiess	459.00	Maintenance 4/6-4/10; closet door #37; HVAC work

6. APPROVAL OF PAYMENT OF BILLS continued

Lavigne, Mark, Rogers & Bruggeman	100.00	Counsel on situation at #37
Groton Utilities	80.00	IV April coliform sampling
Beaver Electric	126.66	Install GFI outlet, #6
Robert Spiess	225.00	Maintenance 4/3-4/7
Integrated Security Solutions	155.00	New Battery in FV fire alarm system
IRS	1804.50	HA - \$559.72, Employees - \$1244.78
CT Revenue Services	210.00	March withholding
CT Dept. of Labor	<u>383.01</u>	1st quarter assessment
	\$57,653.29	

RMR- \$14,330.23; O & M - \$41,778.92; employees - \$1244.78

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

7. CORRESPONDENCE

- 03/20/15 From HA to tenants 26,40 & 62, letter regarding the condition of their units
- 03/20/15 From HA to tenant #46, a letter reminding him that he is not to block the emergency exit door
- 03/24/15 From McCarthy Heating Oil Service, a letter regarding the charges for bringing all non-operational HVAC units to proper operating condition
- 03/31/15 From CT STIF, notice of March interest of \$48.55 and confirmation of balance of \$364,882.39
- 03/31/15 From Citizens Bank, notice of March interest of \$0.16 and confirmation of balance of \$18,906.88
- 04/14/15 From CT DOH, a letter enclosing a revised ERAP rent roll for 7/114-6/30/15 FY (which added to tenants to the Rental Assistance Program
- 04/15/15 From Groton Utilities, notice of satisfactory results for the March IV coliform sampling
- 04/16/15 From People's United Insurance Agency, a notice that the Workers' Compensation insurance premium for 5/1/15 to 5/1/16 will be \$4,789., down from last year's premium of \$6,116.

8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$84,903.87. STIF account balance is \$364,882.39 and Citizens Money Market account balance is \$18,906.88, bringing total cash reserve to \$383,789.21.
- B. OCCUPANCY: There are two vacancies, both in handicapped-accessible units 29 and 64.
- C. TENANT PROBLEMS: Except for those tenants listed in correspondence, there is nothing to report.
- D. EMERGENCY POLICY: ED hopes to complete the proposed policy by Friday of this week in time for the Fire Marshal inspection.
- E. SNOW REMOVAL: There are still a few outstanding bills that have not been received, but paid to date is \$63,875.00. The budget provided for \$44,000.00.
- F. FIRE MARSHAL INSPECTION: The semi-annual inspection is scheduled for Friday, April 24.
- G. HVAC STATUS: ED explained that maintenance had started all the HVAC's in every unit in order to find out which were operational and which were not. A number of the HVACs did not start and McCarthy Heating Oil Service worked on them on a Time & Material basis. One unit required a complete new refrigerant line. Some of the units did not start because the sensors that were in them which were not supposed to be installed prevented them from starting. All sensors have been removed. Unfortunately, none of the HVACs are covered by the Warranty because of improper installation. ED plans to notify the appropriate agencies of this problem. To date, the cost to repair the HVACs has been \$10,986.80.
- H. JANUARY BLIZZARD SNOW REMOVAL ASSISTANCE: Because New London County has been designated a Disaster Relief Area, the Housing Authority could possibly realize an assistance package of 75% of the cost to remove snow that fell during that storm or \$10,788.75. ED is trying to find out how to apply for same.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. REPLACE MECHANICAL ROOM ENTRY PAD, FV

ED explained that the former entry pad had to be demolished because a frost heave had prevented access to the water system distribution facility. Our site and lawn maintenance person estimates that the cost to install a new entry pad, but to do it properly including installing drainage, will be between \$1,500. and \$2,000. MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to authorize replacement of the FV entry pad. Voice vote. All in favor. MOTION CARRIED.

B. REPLACE 24 RECYCLING BIN RECEPTACLES: ED explained that the present receptacles are getting old and some have jagged edges where they have been broken. One tenant cut herself on one. The price for each without a discount is \$14.97, thus 24 pieces would be \$359.28. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to replace 24 Recycling Bin receptacles. Voice vote. All in favor. MOTION CARRIED.

C. AUTHORIZE CHANGING BANKS AND SIGNING NEW BANK AGREEMENTS THEREOF

ED reported that there was a serious problem with a rent deposit on April 8. She explained how she prepares the deposit tickets and keeps the checks in the same sequence in which she collects them on said deposit tickets. One tenant's check was missing from the deposit and which deposit ED found out had not been processed prior to leaving the bank with a deposit receipt that listed the amount of the deposit that included the missing check. ED asked the Bank Manager if it was possible to have a deposit receipt for every deposit that had been verified as correct before leaving the bank. She was told that if there was a line and she had a large deposit that the deposit would be verified later or she could sit on a bench and wait until the bank had time to process her deposit. ED does not consider this to be justified and does not want to leave the bank until her deposit has been verified by a bank teller. She is requesting that the Authority change its banking from Citizens Bank to Dime Bank. She has been in touch with Dime Bank and has found out what is required. The Authority will not be charged any fees in connection with the account.

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele do adopt a RESOLUTION that designates DIME BANK as the depository for the Housing Authority Administration Fund. ROLL CALL VOTE. Voting aye: Commissioners Roemmele, Sullivan, and Thomes. THE RESOLUTION IS ADOPTED. ED stated that she will try to have the new account operating by the time of the first deposit in May.

D. CHANGE SCHEDULE FOR IMPLEMENTING NEW RENTAL AMOUNTS

ED explained that she is behind schedule with the annual rent re-certifications and she is required to give tenants 30-day notice if their rent is to increase. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to change the 2015 schedule for implementing the rent re-certifications to June, this year only. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS continued

E. WAIVE BIDDING FOR LAWN CARE

ED introduced the following RESOLUTION:

WHEREAS, proper lawn care is important to the safety and welfare of our elderly tenants by preventing insect infestation and tick habitat; and

WHEREAS, lawn care under the bidding system has resulted in poor performance and damage to shrubs, plants, and tenant and Housing Authority property; and

WHEREAS, it is in the best interest of the Housing Authority and its tenants to engage a lawn care firm with a proven performance record;

NOW THEREFORE, the Housing Authority of the Town of Montville hereby resolves to waive bidding for lawn care contracts.

MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to adopt the RESOLUTION as introduced. ROLL CALL VOTE. Voting aye: Commissioners Roemmele, Sullivan, and Thomes.

THE RESOLUTION IS ADOPTED.

11. REMARKS FROM PUBLIC

No remarks.

12. REMARKS FROM COMMISSIONERS

No remarks.

13. ADJOURN

MOTION by Commissioner Thomes, seconded by Commissioner Sullivan to adjourn at 6:05 PM. Voice vote.

All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director