

HOUSING AUTHORITY  
TOWN OF MONTVILLE

MINUTES OF SPECIAL MEETING OF MAY 26, 2015

1. CALL TO ORDER

Its Chairman called the special meeting of the Authority to order at 5:09 PM on May 26, 2015 in the community room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Sullivan, and Thomes. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC: No public present.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to approve the minutes of April 21, 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 APRIL

R. Spiess	522.00	Maintenance 4/20-4/24; Shower valve & new lite fixture #66
Jay's Sewer Rooter	125.00	Clear tub drain #68
Eversource	12.83	#37
McCarthy Heating Oil	854.50	HVAC circuit board #21; HVAC fan motor #7
Beaver Electric	131.12	New bathroom light switch

PAID IN MAY

Payroll	4965.00	5 weeks
Frontier	332.16	April bills
Metrocast	2060.00	May bill
Town of Montville	1484.53	May health insurance
CT Comptroller, MERF	565.21	HA - \$475.85; employee - \$89.36
Eversource	1882.25	April bills
Montville Hardware	175.15	Screen repair; paint brushes; shop towels, lestoil, shower valve; flashlight;
Sterling Superior	341.00	April service
Home Depot	701.15	Shades, vanity tops, LED light fixtures, range burners, closet doora
R. Spiess	342.00	Maintenance 4/27-5/1; Closet doors #28; ordering
Carol Lathrop (Reimburse)	679.90	Reimburse for purchase of toilet tissue & garbage bags; router and 2 extenders to furnish WIFI to IV tenants
All-time Mfg.	110.00	Replacement recycling bin parts
A A Lock & Key	800.00	New door opening mechanism #57 - ADA compliance
T. Gray	112.50	Do FV comm ctr floors -- slippery
Eversource	44.47	Final bill #37
R. Spiess	450.00	Maintenance 5/4-5/8; Replace window sash #57'
Bozrah Hardware	74.35	Maintenance products - lawn tractor
McCarthy Heating Oil	555.00	HVAC filters

6. APPROVAL OF PAYMENT OF BILLS continued

G M Construction	775.00	Mow, trim & rake IV & FV; perform mower maintenance
All-Time MFG	10.00	Sash repair
Waltham Services	234.00	May service
Beaver Electric	143.19	Install new circuit breaker, panel #41
R. Spiess	288.00	5/11-5/15; new faucets 22 & 37; new toilet #30
T. Gray	277.50	Strip and wax IV & FV community center floors
Town of Montville	29,727.02	2014 PILOT
Groton Utilities	125.00	IV & FV quarterly water sampling
G M Construction	700.00	Mow, trim & rake IV & FV
R. Spiess	360.00	Maintenance 5/18-5/22
T.Gray	277.50	Clean IV & FV community centers
Suburban Propane	30.00	Quarterly tank rental
Peoples United Insurance Agency	4789.00	Workers' Comp insurance 5/1/15-4/30/16
Sherwin Williams	84.00	Paint
CT Revenue Svces	200.00	April withholding
IRS	<u>1467.83</u>	April deposit
	\$56,907.16	

O & M - \$51,812.00; RMR - \$3,741.88; employees - \$1,353.28

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

7. CORRESPONDENCE

- 04/27/15 From HA to CHFA, letter explaining Management Plan overages and under-ages that exceed 10%
- 04/27/15 From Fire Marshal's Office, a letter advising there were no violations cited in the semi-annual inspection
- 04/30/15 From STIF, notice of April interest of \$44.51 and confirmation of balance of \$364,926.90
- 04/30/15 From Citizens Bank, notice of April interest of \$0.16 and confirmation of balance of \$18,907.04
- 04/30/15 From HA to Dun & Bradstreet, request for DUNS # (required for request for FEMA funds)
- 05/01/15 From HA to CT Public Assistance Office, application for FEMA funds for snow removal on Jan. 26-28 (blizzard)
- 05/11/15 From CT Public Assistance Office, request for additional information for FEMA request
- 05/13/15 From HA to CHFA, a letter enclosing a new Administration Fund Agreement between the Housing Authority and Dime Bank
- 05/15/15 From HA to CT Dept of Health Services, a letter enclosing the Public Water System Annual Statement for CT 0866301 and CT0860191 and change in Chairperson contact
- 05/15/15 From Groton Utilities, satisfactory results of quarterly water sampling, IV & FV
- 05/15/15 From HA to Atlantic States, 2014 sampling results for preparation of CCR's
- 05/20/15 From HA to CT Public Assistance Office, as requested: Proof of legal existence as a Gov. entity; HA By-Laws; Federal W-9 Form; Agency Vendor Form

8. REPORTS

A. ACCOUNT BALANCES: Citizens checking account balance is \$19,373.68 and Dime Bank checking account balance is \$58,763.48, bringing total cash to \$77,507.26. STIF account balance is \$364,926.90. Citizens Money Market account is closed.

B. OCCUPANCY: #29 AND #64, both wheelchair accessible units, are vacant.

C. TENANT PROBLEMS: No new problems.

8. REPORTS continued

D. EMERGENCY POLICY: ED reported that she had completed the policy and the Assistant Fire Marshal had approved it. Commissioner Sullivan had reviewed the policy and had some questions, namely regarding the use of the two centers as short-term emergency shelters. ED is going to review those questions with the Assistant Fire Marshal.

E. HVAC STATUS: ED reported that all units have been repaired as far as we know. Because the installation was not in accordance with specifications, none of the units' Warrantees are valid. Maintenance is in the process of cleaning the filters in all of the units.

F. JANUARY BLIZZARD ASSISTANCE (75%): ED reported that all required information and documentation that has been requested to date has been submitted.

G. CHANGE OF BANKS: Once the documents that were signed by everyone tonight have been submitted, the account will be active. Deposit tickets have been received and checks and endorsement stamp have been ordered.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. ADOPT RESOLUTION REQUIRED BY DIME BANK, DESIGNATING DEPOSITORY

Chair introduced the following RESOLUTION:

*Under the Governing Municipality of the Town of Montville, State of Connecticut -by its Housing Authority- "IT IS RESOLVED THAT: DIME BANK (THE "Financial Institution"), qualified as a public depository under state law, is hereby designated as a depository in which the funds of this Municipal Authority may from time to time be deposited;*

*The following described account be opened and maintained the name of this Municipal Authority with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect;*

*The persons and the number thereof designated by title designated account is hereby authorized, for and on behalf of this Municipal Authority, to sign orders or checks in accordance with state law, for payment or withdrawal of money from said account and to issue instructions regarding the same and to endorse for deposit, negotiation, collection, or discount by Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipal Authority;*

*The endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and*

*Any officer, agent or employee of this Municipal Authority is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipal Authority at the Financial Institution." THIS RESOLUTION APPLIES TO Specific Account Number 942003889. (Date this RESOLUTION IS ADOPTED IS May 26, 2015)*

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adopt the RESOLUTION as introduced. Roll call vote. Voting aye: Commissioners Fecher, Roemmele, Sullivan, and Thomes. THE RESOLUTION IS ADOPTED.

B. DISCUSS REQUEST TO HOUSE A TENANT WITH A DOG

ED explained that a person had called and wanted to apply for a unit and have her dog with her. ED asked if her animal is a Registered Service Dog. The person stated that her dog is not a Registered Service Dog. MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to deny the request to waive the rules to permit the dog in residence because the tenants had voted to not allow dogs in residence. Voice vote. All in favor. MOTION CARRIED.

10. NEW BUSINESS continued

C. DISCUSS 2 REQUESTS TO NOT REQUIRE REFERENCES

ED explained that two different persons who wanted to apply for a housing unit could not furnish references because they have nothing to do with other people. Both persons were acting on behalf of another person, one a brother and one a daughter, and were requesting a waiver of the Authority's policy of requiring three references before an application can be considered. After much discussion, MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to deny the requests for a policy waiver and to continue to require all applicants to furnish three references in order to be considered an applicant for occupancy. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC

No public present.

12. REMARKS FROM COMMISSIONERS

No remarks.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to adjourn at 5:57 PM. Voice vote. All in favor. MOTION carried.

Respectfully submitted,

Carol J. Lathrop  
Executive Director