

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF MARCH 15, 2016

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order on Tuesday, March 15, 2016 at 5:15 PM.

2. ROLL CALL

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

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC RELATING TO AGENDA ITEMS: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to approve the minutes of December 8, 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 DECEMBER

ConnNahro	100.00	2016 Dues
R. Spiess	369.00	Maintenance 12/7-12/12; install towel holder #20; lite #32; get new refrigerator #57; parking lot lines in replaced lot;
R. Spiess	216.00	Maintenance 12/14-18; kitchen lite #55; wc flapper #59, install fridge #57
Beaver Electric	85.50	Repair IV cc outside light
Spiess & Gray	150.00	Christmas bonuses
R. Spiess	180.00	Maintenance 112/21-25

PAID IN JANUARY

C. Lathrop	4172.00	4 weeks
CT Comptroller, MERF	710.82	HA - \$593.47; employee - \$117.35
Safeguard Business Systems	70.24	Rent cards
Eversource	1440.46	December bills
R. Spiess	144.00	Maintenance 12/28-12/31
Montville Hardware	93.65	Highway paint; plastic gloves; phone cords
Jay's Sewer Rooter	215.00	Clear lines #60 and #3
Sterling Superior	341.00	December rubbish collection
B & W Paving	5000.00	Replace pavement in street & parking lot, IV
A A Lock & Key	416.25	Replace lock & keys #1, make keys for #16 mailbox
Town of Montville	1482.66	January health insurance
Atlantic Broadband	1960.00	January cable bill
R. Spiess	162.00	Maintenance 1/4-1/8
D J McCarthy Plumbing	403.00	Water heater thermostats #69; added media -FV water system
B & W Paving	1570.00	Remove snow/ice 12/29-30
CT Revenue Services	240.00	December Withholding
IRS	1828.50	Dec. HA - \$476.75; employees - \$1,351.75

6. APPROVAL OF PAYMENT OF BILLS continued

CT Dept. of Labor	66.86	4th quarter Unemployment Tax
The Granite Group	192.91	FV ws PH control chemicals
G. M. Construction	1350.00	Clear Independence Village of downed trees, brush, etc
Theodore Gray	232.50	Clean Freedom Village community center
R. Spiess	216.00	Maintenance 1/11-1/15; order and buy RMR supplies
Maintenance, USA	302.94	Shower parts
Atlantic States RWWA	260.00	2016 Dues
R. Spiess	225.00	Maintenance 1/18-1/22; install vanity & faucets #58; new refrigerator #57
T. Gray	682.50	Clean & paint #58
B & W Paving	3790.00	Storms and ice, Jan 12-13 & 17-18
Sherwin Williams	219.64	Paint
<u>PAID IN FEBRUARY</u>		
C. Lathrop	4172.00	4 weeks
Atlantic Cable	2060.00	February cable
CT Comptroller, MERF	426.49	HA \$356.08; employee - \$70.41
Town of Montville	1482.66	February health insurance
Eversource	2217.88	January bills
Montville Hardware	44.58	Molding adhesive; wc fittings; keys
R. Spiess	207.00	Maintenance 1/25-1/29; work on cabinet door #58; replace refrigerator gaskets #53; pick up 2 refrigerators
T. Gray	765.00	Clean IV comm ctr; prepare #69 for re-rent
McCarthy Heating Oil Svce	312.50	HVAC work on #74
Groton Utilities	615.00	Monthly bacteria IV; IV & FV quarterly & nitrate-nitrates
B & W Paving	4260.00	Storm of 1/23
Beaver Electric	336.69	Replace bad element #28; install new junction box in mail room; replace IV bathroom receptacles
R. Spiess	189.00	Maintenance 2/1-2/5; order & pick up shades; purchase paint
Home Depot	384.45	Wall base; vacant unit cleaning supplies
Beaver Electric	221.68	Replace photocells - buildings 3 & 9 - FV
Keith's Appliances	998.00	2 refrigerators
A & R Appliance Service	143.57	Refrigerator gaskets #53
Sterling Superior	341.00	January rubbish removal
Eversource	95.10	#58 electric
Town of Montville	\$30,879.17	2015 PILOT (payment in lieu of taxes)
IRS	1233.02	Ha - \$366.51; employees - \$866.51
Dept. of Rev. Svces	140.00	January withholding
R. Spiess	189.00	2/8-2/12; shades #22 bedroom; pick up thermostats, etc.
T. Gray	390.00	Paint & prepare #33 for re-rent
Roto Rooter	481.95	(Emergency - had to unplug #15 tub
Staples	84.52	IRS forms
Atlantic Broadband	397.01	February bills
R. Spiess	207.00	Maintenance 2/15-2/19
B & W Paving	8190.00	Storms of 2/5 & 2/8
Electrical Wholesalers	683.26	12 Thermostat face plates
Patterson Co.	130.47	6 Handicap shower bars
B & W Paving	3695.00	Snow & ice 2/10-2/11

6. APPROVAL OF PAYMENT OF BILLS continued

PAID IN MARCH

C. Lathrop	4172.00	4 weeks
Atlantic Broadband	2060.00	March bill
CT Comptroller, MERF	568.65	HA - 474.77; employee - 93.88
Town of Montville	1482.66	March health insurance
R. Spiess	189.00	Maintenance 2/22-2/25; Handicapped bar #20; kitchen faucet-58; range switches #29; purchase parts
A A Lock & Key	147.50	Change keying for doors #6
Atlantic States RWWA	150.00	Prepare 2015 CCR's
Suburban Propane	30.00	Quarterly propane tank rental
B & W Paving	7355.00	Storms of Feb. 15-16; 17; 23-24
Home Depot	608.02	WC auger; window shades
Sterling Superior	358.08	February rubbish pick-up
Eversource	2237.97	February bills
USI Insurance Services	155.92	2016 Fidelity Bond
Eversource	151.03	Unit 33
R. Spiess	153.00	Maintenance 2/29-3/4; lav light starters & bulbs & wc seat #59; storm door closer #80
Granite Group	88.96	Calcite
Montville Hardware	31.34	Saw; electric plate covers; auger; wood glue
Beaver Electric	252.00	Bad burner switch #29; FV generator work
R. Spiess	162.00	Maintenance 3/7-3/11
Frontier Communications	977.23	Final telephone bills before switch to Atlantic
Simple Onsite Solutions	100.00	Up grade computer to new version of Windows (10)
Groton Utilities	80.00	IV monthly coliform sampling
	\$117,973.00	

O & M - \$101,639.60; RMR - \$12,320.38; Employees - \$4,013.02

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

7. CORRESPONDENCE

12/28/15	From CT Dept. of Rev. Services, a letter regarding the deadline for submitting 2015 tax forms
12/31/15	From CT Dept. of Labor, notice that the minimum contribution rate for 2016 will be 1.9%
12/31/15	From CT MERF, notice of December interest of \$84.72
01/06/16	From HA to tenant in #5, a letter regarding her unpaid electric bill
01/06/16	From HA to tenant in #18, a letter regarding her unpaid electric bill
01/13/16	From HA to tenant in #51, a letter regarding keeping her pet in her unit at all times
01/31/16	From CT STIF, notice of January interest of \$115.09 and confirmation of balance of \$365,484.95
Nov & Dec	From Groton Utilities, various satisfactory water testing results
Undated	From U.S. Dept. of Commerce, notice regarding the 2016 Government Census Bureau coming survey
February	From Atlantic States RWWA, directions for completing the 2015 CT Water System CCRs
02/29/16	From STIF, notice of February interest of \$116.81 and confirmation of balance of \$365,601.76
03/01/16	From Montville Fire Marshal's Office, notice that semi-annual alarm and unit survey is scheduled for April 22, 2016
03/01/16	From HA to Town Clerk, E-mail regarding the re-appointment of Timothy Sullivan to HA
03/03/16	From CT Dept of Public Health, a letter regarding a change in reporting Total Coliform to reporting E. coli violations and the required compliance sampling thereof

7. CORRESPONDENCE continued

March From CT Comptroller, the RAP grant of \$312.00 for 2015-16 period
 From HAI Group, a Dividend check from our Liability Insurance Carrier in the amount of \$436.24
 From US Dept. of Commerce, directions for Census Bureau survey completion

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$123,562.67 and STIF account balance is \$365,601.76.

B. OCCUPANCY: ED reported that after all vacant units were thought to be filled, there were two changes. The person who had taken #69 discovered that her allergy to perfume was activated in the unit and had to change her mind. The unit had been well cleaned; however, the perfume odor - not apparent to others - really triggered an allergic reaction. She will be kept on the waiting list. Unit #33 had been given to a person who decided she really needs a handicap-accessible unit, thus she will be kept on the list, but for a different type of unit.

C. TENANT PROBLEMS: ED reported nothing new at this time.

D. QUARTERLY REPORT: The contents of the quarterly report were reviewed and it was noted that there was an operating gain of \$16,848.19 in spite of the extremely high overrun in snow removal for the year.

9. OLD BUSINESS: There was no old business.

10. NEW BUSINESS

A. DISCUSS APPOINTMENT TO AUTHORITY

Prospective member Linda Heller was present for the meeting and requested some information from ED prior to deciding if she would be able to be considered for the open Commissioner's spot since she and her husband do have some other commitments.

11. REMARKS FROM PUBLIC

No public present.

12. REMARKS FROM COMMISSIONERS

No remarks.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adjourn at 6:05 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director