

**Town of Montville
Housing Authority Meeting Minutes
November 20, 2018 5:00 PM
Freedom Village – Oakdale, CT**

1. CALL TO ORDER

2. The chairman called the meeting to order at 4:57 PM in the community room at Freedom Village in Oakdale.

2. ROLL CALL

Commissioners Szarzynski, Sullivan and Brower were present. The E.D. was also present.

3. REMARKS FROM TENANTS

None

4. REMARKS FROM PUBLIC ON AGENDA ITEMS (Time Limit- 5 minutes)

None

5. APPROVAL OF MINUTES

Motion by Commissioner Szarzynski, seconded by Commissioner Brower, to approve the minutes of the October 16, 2018 as submitted. Voice vote. All in favor. MOTION PASSED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN OCTOBER

Integrated Security Solutions	\$95.00	Call to aid alarm repairs
Atlantic Broadband	\$531.74	Phone charges for FV and IV
Millenium Water	\$29,610.00	Water testing and well hook ups
Currie's Plumbing	\$2,145.00	New water heaters FV
P. Spiess	\$111.59	Cleaning 43 and 45
R. Spiess	\$302.93	Maintenance and vacancy repairs
Eversource	\$1,158.52	Electrical charges September
Millenium Water	\$453.00	Water monitoring both villages
Crystal Rock LLC	\$907.14	Water delivery FV
Ron & Sons Lawn	\$920.00	Final lawn trimming & bush trimming
Curries Plumbing	\$426.13	HVAC cleanings
P. Spiess	\$80.04	Cleaning 43
R. Spiess	\$279.61	Maintenance

PAID IN NOVEMBER

M. Cahoon	\$2390.40	Salary for November
M. Cahoon	\$109.85	Stamps and background checks
A&R Appliance	\$269.67	Repair of refrigerator 53
AA Lock & Key	\$747.00	Lock and handle repairs 40

Sterling Superior Services	\$376.00	Trash removal
Atlantic Broadband	\$2,060.00	Cable and internet
Montville Hardware	\$212.10	Cleaning and painting supplies
P. Spiess	\$74.11	Cleaning 45
R. Spiess	\$326.25	Maintenance
CT DOR	\$125.00	CT tax withholding
Staples	\$366.15	Printer ink, paper, paper supplies
P. Spiess	\$117.52	Cleaning unit 45
R. Spiess	\$326.25	Maintenance
Suburban Propane	\$470.49	Propane Refill
Jays Sewer Rooter	\$250.00	Shower drain repair
Comptroller, ST of CT	\$418.04	MERFund contribution October
Treasurer, Tn of Mntvll	\$1,934.91	Health insurance November
Currie's Plumbing	\$3,574.50	New water heaters FV HVAC cleaning
Atlantic Broadband	\$531.74	Telephone charges FV IV
Millenium Water	\$18,746.66	Excavation charges for FV well
M. Cahoon	\$54.50	Commissioner gift
P. Spiess	\$104.67	Cleaning unit 43
R. Spiess	\$264.06	Maintenance
Crystal Rock LLC	\$1,068.99	Water delivery FV

Motion by Commissioner Szarzynski, seconded by Commissioner Brower, to approve the payment of the bills as submitted. Voice vote. All in favor. MOTION PASSED.

7. CORRESPONDENCE

10/15	CT to MHA	Unit issue 46
10/31	CT to MHA	STIF dividend reinvestment of \$690.20
11/14	MHA to 18	Tenant issue

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$92,168.35.
STIF balance is \$375,983.80.

B. DEPOSIT VALIDATION: The deposits were inspected and validated as submitted.

C. OCCUPANCY: 43, 45, 65 and 71 are vacant

D. TENANT PROBLEMS: None

E. BUDGET APPROVAL FOR 2019: No material changes were made budget submitted by the E.D.Commissioner Brower motioned, seconded by Commissioner Sullivan, to approve the budget as submitted. Voice vote. All in favor. MOTION PASSED.

9. OLD BUSINESS**A. FREEDOM WELL UPDATE:**

The plumbing for the new well was approved by the state and hooked up to the old well. Also the new treatment tanks were hooked up and started. The state will require several "clean" tests before they can send a request to Uncas Health to lift the drinking ban.

10. NEW BUSINESS**A. APPROVAL OF 2019 COMMISSION MEETING SCHEDULE**

No material changes were made budget submitted by the E.D. Commissioner Brower motioned, seconded by Commissioner Sullivan, to approve the budget as submitted. Voice vote. All in favor. MOTION PASSED.

B. HOLIDAY BONUSES FOR 2018

A decision was made to award the same bonuses to the employees as what was given last year. Motion by Commissioner Szarzynski, seconded by Commissioner Brower, to award the same bonuses the first pay period in December. Voice vote. All in favor. MOTION PASSED.

C. CHANGE OF POLICY ON APPLICATIONS

There was a suggestion from CHFA to remove the policy on current applications that offers preference to former tenants as it is vague and could potentially violate fair housing rules. Motion by Commissioner Szarzynski, seconded by Commissioner Brower, to remove the vague former tenant policy as suggested by CHFA to align the Housing Authority with HUD and fair housing recommendations. Voice vote. All in favor. MOTION PASSED.

11. REMARKS FROM PUBLIC (Time Limit- 3 minutes)

None

12. REMARKS FROM COMMISSIONERS

None

13. ADJOURN

Motion by Commissioner Brower, seconded by Commissioner Szarzynski, to adjourn the meeting at 5:23 PM. Voice vote. All in favor. MOTION PASSED.

Respectfully submitted,

Mary Cahoon
Executive Director