

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF SEPTEMBER 21, 2010
ANNUAL MEETING

1. CALL TO ORDER

Its Chair called the Annual Meeting of the Housing Authority to order on September 21, 2010 at 5:11 PM in the community room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Thomes, and Waters. Commissioner Patterson 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 Fecher, seconded by Commissioner Thomes to approve the minutes of meeting of July 20, 2010 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 JULY

Theodore Gray	172.50	Clean community centers, IV & FV
Susan Wynne	9.00	Refund of overpayment of July rent
Robert Spiess	162.00	Maintenance 7/20-7/23
Jay's Sewer Rooter	275.00	Cleared shower drain #29; main line #'s 51 & 52

PAID IN AUGUST

Payroll	3140.00	4 weeks
AT & T	519.83	August bills and installation of 2nd line for fire alarm system
Metrocast	1560.00	August bill
CT Comptroller, MERF	461.18	HA - \$372.88; employee - \$88.30
Town of Montville	1422.91	August health insurance
Citizens Bank (IRS)	1331.36	HA - \$378.18; employee -\$953.18
C L & P	1121.18	July bills
Integrated Security Solutions	240.00	Annual water system alarm monitoring , FV
Norwich Plumbing	148.27	Secure FV water system filters for storage tank rehab
Montville Hardware	100.37	Surge protector for IV security system, keys, wasp spray, garden loppers, aerators
Home Depot Credit Services	153.97	Shades, weed killer, AC framing material
Sterling Superior	341.00	July service
Postmaster, Uncasville	101.60	200 44 cent stamps, 80 - 17 cent stamps
R. Spiess	180.00	Maintenance - 7/26-7/30
Waltham Services	200.00	August service
Extech	12,685.00	Rehabilitate FV W.S. storage tank
The Hartford	42.00	2009-2010 balance of Workmans Comp
R. Spiess	567.00	Storage tank rehab work, tile #18 shower wall, maintenance 8/2-8/6

6. APPROVAL OF PAYMENT OF BILLS continued

Lathrop Brothers	1116.00	Storage tank rehab work, tile #18 shower wall, flush FV water lines, repair concrete breezeway entrance
G M Construction	675.00	Mow & trim FV & IV
Norwich Plumbing	558.90	Fill FV WS filters, install storage tank sensors
Depot Pump	209.05	New sensors for FV water system storage tank
Hungerford Pump Service	19,675.00	Install and maintain jumpers to FV WS storage tank
A A Lock & Key	591.00	Install new strike plate on electronic door closer, FV
Theodore Gray	757.50	Prepare apt. 29 for re-rent
Sterling Superior	28.00	Extra pick-up, IV
R C Knox & Co	2053.00	Public Officials Insurance 8/1/10-8/1/11
Robert Spiess	189.00	Maintenance 8/9-8/13; install new lite fixture #29
Sherwin Williams	100.19	Paint
Theodore Gray	742.50	Prepare #10 for re-rent
Shipman's	52.00	Recondition fire extinguisher FV
R. Spiess	396.00	Replace refrigerator #57 (call-out), maintenance 8/16-8/23
<u>PAID IN SEPTEMBER</u>		
Payroll	3140.00	4 weeks
A T & T	441.74	September bills
Metrocast	1560.00	September bill
CT Comptroller, MERF	368.94	HA - \$298.30, employee - \$70.64
Town of Montville	1422.91	September health insurance
Citizens Bank (IRS)	1393.72	HA - \$456.87, employees - \$ 936.85
C L & P	1172.14	August bills
R. Spiess	126.00	Maintenance 8/23-8/26
British Petroleum	108.22	Gas for lawn care, June, July & Aug.
Carol Lathrop (reimburse)	39.20	Garbage bags & trifold towels
Montville Hardware	179.24	Re-tile supplies for #18 shower; GFI - #13; new electric switch #22; wc handles, concrete repair material; tools, misc
Suburban Propane	30.00	Quarterly propane tank rental
Maintenance USA	240.74	Range knobs, wc parts, aerators
Sterling Superior	341.00	August service
Claudette Rivard	25.00	Reconcile bank statements
Robert Spiess	198.00	Maintenance 8/30-9/3
Waltham Services	200.00	September service
Home Depot	426.10	Shades, lite fixture, kilz, wire, grout, floor cleaner & wax
R. Spiess	216.00	Maintenance 9/7-9/10
Bozrah Hardware	18.01	Lawn trimmer spools
Sherwin Williams	129.89	Paint #39, 24
T. Gray	750.00	Prepare #39 for re-rent
Robert Spiess	225.00	Maintenance 9/14-9/17
Norwich Plumbing & Heating	223.48	Replace tub drain & diverter #39
G M Construction	<u>675.00</u>	Lawn care
	\$65,727.64	

O & M - \$24,588.80; RMR - \$39,080.87; Employees - \$2,048.97; Refund \$9.00

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

7. CORRESPONDENCE

- Undated From ConnNAHRO, a newsletter report regarding the Governor's veto of the Tenant Commissioner bill and subsequent failure of legislature to override the veto
- Undated From HA to Freedom Village tenants, a notice regarding the storage tank rehabilitation
- Undated From Housing Authority Insurance Group, a notice stating there will be a dividend from the Insurance Group for 2009 (subsequently received \$768.97)
- 7/26/10 From RC Knox, a notice of an additional premium (\$42) due for the 5/09-5/10 for Workman's Comp
- 7/31/10 From STIF, notice of July interest of \$73.15 and confirmation of balance of \$362,041.28
- 7/31/10 From Citizens Bank, notice of July interest of \$1.92 and confirmation of balance of \$18,873.22
- 8/02/10 From CHFA, notice that 2011 Management Plan is due by October 31
- 8/02/10 From CHFA, a letter requesting a capital needs survey no later than August 20 and enclosing new definitions of terms
- 8/03/10 From Metrocast, a letter regarding the annual increase of the bulk billing rate of \$1.25 per month per unit
- 8/12/10 From HA to CHFA, a letter enclosing an updated Capital Needs survey
- 8/13/10 From HA to CT Dept. of Health Services, a letter enclosing the Bulk Water Hauling Notification form for the storage tank rehab, the rehab Report, and asking about composite testing for IOC's & SOC's
- 8/13/0 From HA to Hungerfords, a letter enclosing their check for tank rehab plumbing and water supply and reference to some of the deficiencies in their work, and enclosing pictures of same
- 8/13/10 From HA to Extech, a letter enclosing their check for tank rehab and reference to some of the deficiencies in their work, and enclosing pictures of same
- 8/17/10 From HA to tenant in apt. 6, a letter regarding the condition of the apartment
- 8/25/10 From CT Dept. of Health Services, a letter regarding our response to the sanitary survey issued on March 2, 2010 and stating HA is in compliance
- 8/31/10 From Citizens Bank, notice of August interest of \$1.92 and confirmation of balance of \$18,877.06
- 8/31/10 From STIF, notice of August interest of \$75.10 and confirmation of balance of \$362,116.38
- 9/09/10 From Town of Montville Human Resource Officer, a letter stating there is a question of ED's eligibility for the Municipal Group Health Insurance
- 09/16/10 From HAIG, a 2009 dividend check in the amount of \$322.00

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$71,466.63. STIF account balance is \$362,116.38 and Citizens Money Market account balance is \$18,877.06, bringing the total cash reserve to \$380,993.44.

B. OCCUPANCY: Apartments 10 and 39 have been rented. Apt. 29, a handicapped-accessible unit is vacant. Apts. 7 & 24 were vacated September 17, but the occupants failed to pay any rent for September. The tenant in #70 has just died and that unit will be vacant as of Oct. 1; however, a person is in line for it and ready to move in.

C. TENANT PROBLEMS: The tenant in apartment 6 received a letter to clean his apartment, but all he did was pick up items and put them in the closet. The apartment is still very dirty.

D. COPPER AND LEAD TESTING: ED reported that although she has not received a written report as yet, she was informed verbally that the test results were satisfactory.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. ELECTION OF OFFICERS

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to keep the same slate of officers. Voice vote. All in favor. MOTION CARRIED.

The Secretary was directed to cast one ballot for the election of Homer F. Waters, Chair; Michael Fecher, Vice-chair; Mary E. Thomes, Secretary.

B. ESTABLISH 2011 MEETING DATES

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to retain the 3rd Tuesday schedule, except for August and December and to keep the same monthly site we have been using. ED distributed the 2011 schedule of meetings. Voice vote. All in favor. MOTION CARRIED.

C. EXECUTIVE SESSION

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to go into executive session at 5:35 PM. Voice vote. All in favor. MOTION CARRIED.

Chair reconvened the meeting at 5:46 PM and announced that no action had been taken during the executive session.

D. ESTABLISH A NEW PAY RATE FOR THE EXECUTIVE DIRECTOR

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to set the new weekly pay rate for the Executive Director at \$820.00, to be effective the first full week of October. Voice vote. All in favor. MOTION CARRIED. On behalf of the entire Board, Chair thanked ED for her efforts and work.

E. REQUEST CHFA TO PERMIT TRANSFER OF SOME VACATED TAR TO PROVISION FOR COLLECTION LOSS

Chair introduced the following Resolution:

Be it hereby resolved by the Housing Authority of the Town of Montville that \$1059.50 in account 1122 (TAR) be transferred to Account 1123.1 (Allowance for Collection Loss), contingent upon approval of CHFA.

Vacated tenants are as follows: Sarah Markovitz in apartment 60 was arrested and incarcerated in August 2004 and left owing \$268.00. Sheila Elliott in apartment 26 moved August 15, 2005 and failed to pay the one-half month rent due of \$65.50. Jean Mattos in apartment 57 was conserved by the State of Connecticut and her conservator from the Department of Social Services neglected to vacate her apartment and refused to pay the rent in the amount of \$726. The apartment was finally vacated in February 2008, after a six-month period. Her rent had been \$121.00 per month. This will leave \$2109. in the Allowance for Collection Loss.

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

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to adjourn at 5:55 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted:

Carol J. Lathrop, Executive Director

