

HOUSING AUTHORITY  
TOWN OF MONTVILLE

MINUTES OF MEETING OF DECEMBER 14, 2010

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:00 PM on December 14, 2010 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Thomes and Waters. Commissioner Patterson was absent. 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 the meeting of October 19, 2010 as submitted. Voice vote. All in favor. MOTION CARRIED.

ED stated no meeting was held in November due to a lack of quorum.

6. APPROVAL OF PAYMENT OF BILLS

PAID IN OCTOBER

Robert Spiess	288.00	Maintenance 10/18-10/22; work on IV sink drain replacement; work with AA Lock & Key as above
Waltham Services	200.00	October service
Maintenance USA	72.71	Sink drain replacement parts

PAID IN NOVEMBER

Payroll	3280.00	4 weeks
A T & T	422.87	November bills
Metrocast	1660.00	November bill
Town of Montville	1472.77	November health insurance
C L & P	1438.02	October bills
R. Spiess	225.00	Maintenance 10/25-10/29
Montville Hardware	77.90	Drain replacement parts, paint supplies, dryer brushes, trash bags, shop towels, florescent light starters
G M Construction	675.00	Lawn care final season cutting
Sterling Superior	341.00	October service
Citizens Bank (IRS)	1617.42	HA - \$511.21; employees - \$1106.21
CT Comptroller, MERF	477.64	HA - \$386.18; employee - \$91.46
Renaldi's	63.98	Gas for mower and trimmer
Staples	19.99	Norton Anti-virus CD
A A Lock & Key	277.85	New transmitter, electric door opener, IV
R. Spiess	504.00	Maintenance 11/1-11/5; work on replacing k & b sink drains, install faucets and vanity counter tops- 6 & &, unloaded new replacement windows, FV
Home Depot	8724.83	20 replacement windows- FV; shades, new lite fixture, new range #7
R. Spiess	144.00	Maintenance 11/9-11/12

6. APPROVAL OF PAYMENT OF BILLS continued

R. Spiess	378.00	Maintenance 11/15-11/19; replace original bathroom & kitchen sink drains- IV; vanity & bath faucet #13; vanity #19
Groton Utilities	125.00	Quarterly water tests IV & FV
Norwich Plumbing	646.58	Replace FV WS booster pump, hw htr thermostats #17; service FV WS filters
Suburban Propane	30.00	Quarterly propane tank rental
Petty cash	96.18	To replenish petty cash for gasoline & postage expense
R. Spiess	153.00	Maintenance 11/22-11/24
<u>PAID IN DECEMBER</u>		
Payroll	4100.00	5 weeks
Lathrop Brothers	450.00	No water, FV water system; FV window replacement; move abandoned belongings from #39
A T & T	428.04	December bills
Metrocast	1660.00	December bill
Town of Montville	1472.77	December health insurance
CT Comptroller, MERF	385.40	HA - \$311.60, employee - \$73.80
C L & P	1500.30	November bills
R. Spiess	522.00	FV window replacement, IV storage tank project, new faucet #63; maintenance 11/29-12/5
Montville Hardware	225.24	Sink & lav drain parts; bulbs, tools, house #'s; paint caulking
Beaver Electric	198.62	Replace photo cell on FV Bldg. 8 patio lites
Sterling Superior	341.00	November service
Home Depot	1094.49	2 refrigerators, 2 vanity tops, saw blades for window replacement project
Citizens Bank (IRS)	1241.65	HA - \$358.32; employees - \$883.33
Norwich Plumbing	1432.91	Replace lav. hw shut-off; IV storage tank power wash project; clear drains between #70 & 71 tubs
Extech	1975.00	Power wash IV storage tank
R. Spiess	315.00	Maintenance 12/6-12/10; check FV kitchen and lav sink drains for replacement, finish installing FV replacement windows
A A Lock & Key	129.00	Repair back door lock #61
Beaver Electric	922.23	Replace rear light fixtures - IV bldgs 4 & 5; install new photo cells IV street lites
CT Water	1200.00	Refill FV storage tank after power washing
R. Spiess & T. Gray	150.00	Christmas bonuses
John Lathrop Construction	<u>2227.50</u>	Replace 17 windows, FV
	\$45,382..89	

O & M - \$23,117.78; RMR - \$20,110.31; Employees - \$2154.80

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

7. CORRESPONDENCE

Notice	From Citizens Bank, a notice stating IRS payment coupons can no longer be used to make monthly deposits
10/21/10	From HA to tenants, a notice regarding the required documents in order to apply for energy assistance

7. CORRESPONDENCE continued

- 10/21/10 From CHFA, an E-mail noting receipt of 2011 Management Plan and requesting two original executed copies of the signature page
- 10/25/10 From Fire Marshal's Office, notice that there were no violations cited during the semi-annual inspection
- 10/25/10 From HA to IV tenants, a notice that original kitchen and bathroom sink drains will be replaced beginning 11/2
- 10/26/10 From Montville Town Council, a letter stating that Vincent Roemmele was appointed to the Housing Authority on October 13, 2010 for a term to expire 4/30/2012
- 10/27/10 From HA to CHFA, a fax and by USPS, the letter regarding overages and underages in the quarterly for the period ending 9/30/10 and including two signature pages for the 2011 Management Plan
- 10/28/10 From HA to Town of Montville Assessor's Office, a letter requesting an extension of time to file the Declaration of Personal Property
- 10/31/10 From STIF, Notice of October interest of \$73.19 and confirmation of balance of \$362,265.72
- 10/31/10 From Citizens Bank, notice of October interest of \$1.28 and confirmation of balance of \$18,880.20
- 11/03/10 From CHFA, an E-mail requesting the HA resolution approving the write-off of TAR amount of \$1059.50
- 11/04/10 From Extech, a fax scheduling the IV storage tank power wash for Dec. 1
- 11/08/10 From HA to Extech, a letter acknowledging the storage tank schedule and requesting time frames for starting and finishing
- 11/09/10 From HA to tenants, a notice regarding snow removal and tenant responsibilities
- 11/09/10 From CHFA, an E-mail stating the 2011 Management Plan is approved
- 11/09/10 From CHFA, a fully approved and executed 2011 Management Plan
- 11/10/10 From Extech, projected time table and needs regarding the IV storage tank powerwashing project
- 11/23/10 From HA Insurance Group, a letter stating there will be an open enrollment for Life Ins. for up to \$5,000. Term life Insurance Benefit free of charge for qualified members and enclosing an enrollment form
- 11/27/10 From IRS, a notice of methods for payment of Federal Tax Deposits
- 11/30/10 From STIF, notice of November interest of \$68.46 and confirmation of balance of \$362,334.18
- 11/30/10 From Citizens Bank, notice of November interest of \$1.24 and confirmation of balance of \$18,881.44
- 11/30/10 From HA to CT Water, a fax of an Executed Agreement to Furnish Potable Water and a Tax Exempt certificate
- 12/03/10 From Extech, A Report regarding the Independence Village Underground Concrete Water Storage Tank Cleaning, and including before and after pictures
- 12/03/10 From HA to Groton Utilities, an E-Mail requesting a bacteria test on IV water system distribution
- 12/07/10 From CHFA, an E-Mail regarding Procedures Incorporating Tenants in the Housing Program process
- 12/09/10 From Groton Utilities, an E-mail stating bacteria test result was clean
- 12/13/10 From HA to CT Dept. of Public Health,, a copy of the Extech report on powerwashing the IV water system storage tank and the bulk water hauling notification

8. REPORTS

A. ACCOUNT BALANCES: ED reported the checking account balance is \$89008.70. STIF account balance is \$362,334.18 and Citizens Money Market Account balance is \$18,881.44, bringing total cash reserve to \$381,215.62.

8. REPORTS continued

B. OCCUPANCY: ED reported that there is a tenant for the wheelchair accessible apartment 29 and that the tenant in apt. 7 may not be coming back from rehabilitation

C. TENANT PROBLEMS: None at present.

D. WINDOW INSTALLATION, FV: ED reported that this year's scheduled replacement is complete.

E. FEDERAL TAX DEPOSITS: ED reported that she will be using the Electronic Transfer system to make monthly tax deposits

F. IV STORAGE TANK POWERWASHING PROJECT: ED reported that the power washing project and having the water distribution system off line went very smoothly. She showed the before and after pictures that were contained in the Extech report which also stated the tank lining is in excellent condition.

G. SITE LIGHTING: ED reported that Beaver Electric is working with CL & P to get matching payment to upgrade the street lighting system to LED lighting at IV & FV

H. KITCHEN AND LAV SINK DRAINS: ED reported that all drains at IV have now been replaced with plastic piping. FV drains are mostly plastic with only the top portion being metal. Bob will start replacing them in January.

I. TUB DRAIN PROBLEM: ED reported that the connecting tub drains in apts. 70 & 71 were clogged solid and that the plumber had to cut a hole in both the tub and the wall in order to break the clog with water pressure. ED is trying to find someone who repairs fiberglass tub enclosures.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. DISCUSS CHRISTMAS BONUSSES

ED suggested that the part-time workers should get a Christmas bonus since they are very obliging to being called in on very short notice. MOTION by Commissioner Fecher, seconded by Commissioner Thomes to give Robert Spiess a bonus of \$100.00 and Theodore Gray a bonus of \$50.00. Voice vote. All in favor. MOTION CARRIED.

B. DISCUSS INCREASING TENANT REIMBURSEMENT FOR REAR LIGHT OPERATION AT IV

ED reported that the reimbursement rate for rear light operation has not been increased since 2006. It is presently at the \$5.00 per month rate. MOTION by Commissioner Roemmele, seconded by Commissioner Fecher to increase the reimbursement rate to \$6.00 per month, payable quarterly in advance. Voice vote. All in favor. MOTION CARRIED.

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to add the following Item C to the agenda: TO ELECT VINCENT ROEMMELE AS BOARD TREASURER. Voice vote. All favor. MOTION CARRIED.

C. TO ELECT VINCENT ROEMMELE AS BOARD TREASURER

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to elect Vincent Roemmele to the office of Board Treasurer. Voice vote. All favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARAKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to adjourn at 5:40 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director

