

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF DECEMBER 11, 2012

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order on December 11, 2012 at 5:04 PM in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Sullivan, Thomes, and Waters. Commissioner Roemmele was absent with cause. 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 Sullivan to approve the minutes of November 20, 2012 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 NOVEMBER

R. Spiess	189.00	Maintenance 11/19-11/23
Carol Lathrop (Reimburse)	110.53	AAA batteries for HVAC remotes, Norton, trifold paper towels
Suburban Propane	30.00	Quarterly propane tank rental
Groton Utilities	125.00	Quarterly water tests
B & W Paving	18,600.00	Install new parking areas & snow park

PAID IN DECEMBER

Payroll	3568.00	4 weeks
A T & T	623.17	December bills
Metrocast	1860.00	December bill
Atlantic States RWVA	410.00	2013 dues and CCR preparation
CT Comptroller, MERF	500.95	HA - \$420.67; employee - \$80.28
Town of Montville	1484.53	December health insurance
C L & P	1371.86	November bills
R. Spiess	279.00	Maintenance 11/26-11/30; faucet #19
Montville Hardware	31.59	Driveway markers, nails, bleach
Sterling Superior	341.00	November service
A A Lock & Key	202.00	Repair front door latch, #36
The Granite Group	58.78	Calcite
R. Spiess	288.00	Maintenance 12/3-12/7; WRAP; paint lines on new parking areas
Federal tax deposit	1204.23	HA - \$345.23; Employees - \$859.00
Postmaster, Uncasville	90.00	200 postage stamps
T. Gray	390.00	Prepare #34 for re-rent
	\$31,757.64	

O & M - \$11,693.36; RMR - \$19,125.00; Employees - \$939.28

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

7. CORRESPONDENCE

- 10/12/12 From Groton Utilities, satisfactory results from IV & FV quarterly drinking water sampling
- 11/30/12 From STIF, notice of November interest of \$69.41 and confirmation of balance of \$363,693.94
- 11/30/12 From Citizens Bank, notice of November interest of \$0.67 and confirmation of balance of \$18,901.22

8. REPORTS

- A. ACCOUNT BALANCES: Checking account balance is \$92,705.35. STIF account balance is \$363,693.94 and Citizens Money Market account balance is \$18,901.22, bringing total reserve cash to \$382,595.16.
- B. OCCUPANCY: There is a vacancy in #34 as of December 1 that should be filled by 12/15.
- C. TENANT PROBLEMS: Nothing new.
- D. ACCESS (WRAP) PROGRESS: ED reported that we have received some light bulbs and fixtures from Electrical Wholesalers, sent by CL & P. This may mean that they are getting ready to do the inside and outside lighting, but there has been no word to date.
- E. IV GENERATOR: ED reported that a worker had been on the site twice in the last week to install the exhaust pipe but it has not been installed at this time. The transfer switch has been installed. It is now a matter of the exhaust piping, the fuel pump, and Detroit Diesel tune-up and start up to have the generator operational.
- F. PARKING SPACE ADDITIONS: ED reported that the additional parking areas have been installed and line painted and they are being utilized properly.
- G. NORWICH PLUMBING: ED reported that Norwich Plumbing will be available through January. She has interviewed the owner of DJ McCarthy Plumbing & Heating who indicated he would be willing to provide plumbing services. He is fully insured and licensed and services a two-hundred unit complex in Groton so is familiar with this type of residence needs. He also has worked with water systems including filters and pumps. His rate is \$135. for the first hour and \$90.00 per hour for additional time. He indicated the work force of two partners and two employees are very efficient and use their time expeditiously. ED has spoken to McCarthy and to our present plumber who is willing to show McCarthy how to service our filter system at FV WS. This item has been added to the agenda.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. CONSIDER FENCING IN FV GENERATOR: ED stated that the generator's service area is exposed to mischief and vandalism and suggests that it be fenced in with a locked gate. She was instructed to obtain prices for galvanized and for vinyl-coated metal fencing for consideration at the next meeting.

B. DISCUSS PLUMBING CONTRACTOR

MOTION by Commissioner Sullivan, seconded by Commissioner Thomes to contract with D.J. McCarthy Plumbing & Heating to provide our plumbing services. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Fecher, seconded by Commissioner Sullivan to adjourn at 5:25 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted, Carol J. Lathrop

Executive Director