

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF FEBRUARY 19, 2013

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:00 PM on February 19, 2013 in the community room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, Sullivan, Thomes, and Waters. 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 Roemmele, seconded by Commissioner Fecher to approve the minutes of the meeting of January 15, 2013. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN JANUARY

R. Spiess	270.00	Maintenance 1/14-1/18; new medicine cabinet #55
T. Gray	345.00	Clean community centers, IV & FV
W. Quay	189.00	Service PH filters, FV WS
Sherwin Williams	93.95	Paint
Town of Montville	29,461.30	PILOT- 2012
Cash	89.46	Bring petty cash to \$100.00
R. Spiess	261.00	Maintenance 11/21-1/25; WRAP
C. Lathrop (Reimburse)	13.82	Pkg 9-volt batteries for electronic door closers

PAID IN FEBRUARY

Payroll	3568.00	4 weeks
A T & T	646.70	February bills
Metrocast	1860.00	February bill
CT Comptroller, MERF	626.18	HA - \$525.83; employee - \$100.35
Town of Montville	1484.53	February health insurance
C L & P	1902.17	January bills
R. Spiess	198.00	Maintenance 1/28-1/31; digital cable box #19
Montville Hardware	48.75	Keys, wc rings, ballast starters, switch pull chain, washer tub
B & W Paving	3205.00	Storms of 1/16 & 1/21-22, ice-1/17
Atlantic Detroit Diesel	1500.00	Automatic transfer switch- IV generator
Sterling Superior	341.00	January service
Federal tax deposit	1622.14	HA - \$446.06; employees - \$1176.08
Home Depot	264.11	Toilet #72; medicine cabinet #55; cleaning supplies
R. Spiess	207.00	Maintenance 2/4-2/8
B & W Paving	1760.00	Storm of 1/27/13
T. Gray	562.50	Prepare apt. 66 for re-rent
B & W Paving	2570.00	Storm and winter conditions 2/2-2/6
R. Spiess	243.00	Maintenance 2/11-2/15

6. APPROVAL OF PAYMENT OF BILLS continued

Beaver Electric	443.48	FV generator maintenance; checked heating units #53
	\$53,776.09	

O & M - \$20,640.75; RMR - \$2,397.61; Employees - \$1,1276.43; PILOT - \$29,461.30

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

7. CORRESPONDENCE

- 1/18/13 From HA to Citizens Bank, a letter stating who are the authorized signatories on the checking account
- 1/23/13 From CT MERF, an EM stating 2013 annual amortization payment is \$102; the annual ADM Chg is \$130.; and effective 7/1, the employer contribution will be 11.98%
- 1/23/13 From HA to CHFA, the annual report re: units, unit conditions, and current projects
- 1/30/13 From HAI & HARRG, a letter stating we need to send an original executed membership agreement (These are Master Property and Liability insurance carriers)
- 1/30/13 From HA to Piela Electric, a letter requesting refund of the current credit balance of \$85.00
- 1/31/13 From Citizens Bank, notice of January interest of \$0.48 and confirmation of balance of \$18,902.18
- 1/31/13 From MERF, notice of January interest of \$47.17 and confirmation of balance of \$363,799.54
- 2/14/13 From HA to Social Security Adm., re-submittal of 2012 W-2's and W-3, made necessary by original submission being damaged during Postal processing

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$73,827.03. STIF account balance is \$363,799.54 and Citizens Money Market Account balance is \$18,902.18, bringing total cash reserve to \$382,701.72.

B. OCCUPANCY: ED reported that the Housing Authority had rented apartment 34 for two months to store light fixtures for the next phase of WRAP. We have now stored the fixtures in the shed and the unit will be rented as of March 1. Unit 66 is vacant but will be rented in March. The blizzard prevented people from moving in February.

C. TENANT PROBLEMS: Nothing new.

D. ACCESS (WRAP) PROGRESS: Nothing has been scheduled as of this date.

E. IV GENERATOR: The "chimney" was due to be shipped on Feb. 15, but has not been received as yet.

F. OTHER HOUSING AUTHORITY'S SNOW REMOVAL POLICY, RE: TENANTS' CARS: ED reported that there was a question from one Authority as to what other authorities are doing regarding cleaning off tenants' cars. All authorities that responded via E-mail stated they do not clean tenants' cars because of the insurance issues.

G. 2013 LEGISLATIVE PROPOSALS, RE: HOUSING: ED read the list of proposed legislation that deals with public housing. The list includes evictions, forced rental to persons that have been convicted of a crime, drug-related activity by tenants, over-population of a unit, generators that would power entire complexes, and disposal of deceased tenants' possessions.

H. CHFA CAPITAL PLAN QUESTIONNAIRE: ED explained how she answered some of the questions on the capital plan questionnaire that is being promulgated by CHFA and includes such questions as would you want to change the basis for rentals to mixed income rentals, that is high-income units along with the current basis. The questionnaire raised many alarming red flag questions.

I. A T & T BASIC CHARGES: ED reported that the telephone basic charges have increased, the reason being the plan HA has went off annual to month to month. She has questioned the reason and is waiting for a return call.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. CONSIDER FENCING IN FV GENERATOR (TABLED)

B. ADOPT A RESOLUTION AUTHORIZING THE TRANSFER OF \$785.00 (UNIT 24) FROM TAR TO ALLOWANCE FOR VACANCY LOSS, CONTINGENT ON CHFA APPROVAL

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adopt a resolution to transfer \$785.00 from TAR account to allowance for vacancy loss, contingent on CHFA approval. ED explained that CHFA wants HA's to go to Small Claims Court to recover vacated TAR, so she waits until that vacated person dies before she requests a transfer. Roll call vote. Voting aye: Commissioners Fecher, Roemmele, Sullivan, Thomes, and Waters. The RESOLUTION IS ADOPTED.

C. ADOPT A RESOLUTION TO CHARGE \$159. AGAINST CABLE TELEVISION INCOME #3510

MOTION by Commissioner Fecher, seconded by Commissioner Thomes to adopt a resolution authorizing a transfer of \$159.00 from TAR to Cable Television Income #3510. ED explained that loss of television bulk billing to vacated tenants stays in TAR and that we have a surplus in the television income account. Roll call vote. Voting aye: Commissioners Fecher, Roemmele, Sullivan, Thomes, and Waters. The RESOLUTION IS ADOPTED.

D. DISCUSS RECYCLING CONTAINERS

ED reported that a recycling bin at Freedom was destroyed during snow removal after the blizzard and that instead of replacing the wooden bins, all of which are falling apart, she suggests purchasing regular recycling receptacles. This move would stop the practice of throwing anything and everything in the bins and would keep the area much cleaner. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to authorize ED to purchase 12 recycling receptacles for a cost not to exceed \$1000.00. Voice vote. All in favor. MOTION CARRIED.

MOTION by Commissioner Roemmele, seconded by Commissioner Thomes to add the following item to the agenda: TO AUTHORIZE ED TO PURCHASE A TELEVISION AND MOUNT FOR FREEDOM VILLAGE. Voice vote. All in favor. MOTION CARRIED.

E. AUTHORIZE ED TO PURCHASE A TELEVISION AND MOUNT FOR FREEDOM VILLAGE

ED reported that there are funds in the APTS account to purchase special items and that since we do not have to buy a new air conditioner from Freedom, she would like to get a better television since the one there now is an old cast-off. MOTION by Commissioner Sullivan, seconded by Commissioner Fecher to authorize ED to purchase a television and mount for Freedom Village. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: Commissioner Fecher announced that he was interviewed for re-appointment at the February meeting of the Town Council.

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

Respectfully submitted,

Carol J. Lathrop, Executive Director