

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF DECEMBER 9, 2014

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:03 PM on December 9, 2014 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, and Sullivan. Commissioner Thomes was excused in view of the inclement weather and her recent illness. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC: No public present.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to approve the minutes of October 21, 2014. Voice vote. All in favor. MOTION CARRIED. It was noted there were no minutes for November because the November meeting was not held due to a lack of quorum.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

BILLS PAID IN OCTOBER

A T & T	308.99	October bills
Metrocast	2060.00	November bill
CT Comptroller, MERF	698.54	HA - \$588.10; Employee - \$110.44
Town of Montville	1484.53	November health insurance
C L & P	1060.82	October bills
R. Spiess	243.00	Maintenance 10/20-10/24
T. Gray, Sr.	157.50	Clean community centers
D J. McCarthy Plumbing	873.00	Charge FV WS filters, Aug, Sep., Oct; install hw htr #55
Sterling Superior	341.00	October service

PAID IN NOVEMBER

Payroll	3972.00	4 weeks
USPS	98.00	Postage stamps
IRS	1702.37	Oct. tax deposit -HA - \$453.70, Employees - \$1248.67
Commr. Rev. Svces	235.00	October withholding deposit
R. Spiess	279.00	Maintenance 10/27-10/31
Home Depot	98.50	Cleaning supplies
Montville Hardware	65.99	Grass seed, keys
A A Lock & Key	133.00	Re-key #76 back door to master
G M Construction	1924.00	Complete IV site drainage job
Copy Cats	146.10	Envelopes
USA BlueBook	57.34	FV WS PH tester calibration liquids
R. Spiess	180.00	Maintenance 11/3-11/7
T. Gray	337.50	Prepare #49 for re-rent
Staples	344.82	File folders, pens, copier & printer cartridges, misc
Lowe's	86.80	#30 closet door hardware
Granite Group	311.56	FV WS filter media

6. APPROVAL OF PAYMENT OF BILLS continued

Conn NAHRO	100.00	2015 dues
R. Spiess	144.00	Maintenance 11/10-11/14
Suburban Propane	112.89	Propane for FV generator
Jay's Sewer Rooter	250.00	Clear building sewer, Bldg 10 - FV
A A Lock & Key	125.00	Repair dead bolt front door #58
Groton Utilities	125.00	Quarterly testing- IV & FV
Maintenance, USA	384.44	Burner bowls, exhaust fan filters, 9-volt batteries
C L & P	19.83	Final bill #76
R. Spiess	153.00	Maintenance 11/17-21
McCarthy Oil Svce	187.50	Charge HVAC #19
Suburban Propane	30.00	Quarterly tank rental
Jay's Sewer Rooter	85.00	Clear sewer line #55

PAID IN DECEMBER

Payroll	3972.00	4 weeks
Metrocast	2060.00	December bills
CT Comptroller, MERF	565.21	HA - \$475.85, employee - \$;89.36
Town of Montville	1484.53	Dec. health insurance
C L & P	1500.68	November bills'
R. Spiess	234.00	Maintenance 11/24-11/28
Renaldi's Getty	16.47	Gas for mower, weed whacker, leaf blower
Montville Hardware	222.86	Grass seed, molding adhesive, keys
Neutron	128.08	Odor neutralizer
G M Construction	101.25	Mow, trim, rake, clear leaves (amount paid)
	(1100.00)	(actual bill - subtracted amt due to damaged light pole)
Sterling Superior	341.00	November service
Frontier Communications	304.52	November bills
IRS	1435.02	HA - \$387.48; Employees - \$1047.54
CT Revenue Svces	200.00	November withholdin
R. Spiess	252.00	Maintenance 12/1-12/5; new lav sink & piping #55
D.J. McCarthy Plumbing	688.00	HW Htr #55; shower valve stem #49; FV WS filter charge
	\$33,420.39	

O & M _ \$27,186.23.23; RMR - \$3,303.15.15; Employees - \$2,931.01

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

7. CORRESPONDENCE

- 10/22/14 From HA to CT Dept of Health, a letter enclosing a Certificate of Compliance for Consumer Notification of Lead Tap Water Monitoring for Freedom Village.
- 10/25/14 From HA to CT CHFA, 2013-14 Demographic report
- 10/25/14 From HA to CT CHFA, Proposed 2015 Management Plan
- 10/29/14 From Montville Fire Marshal's Office, notice of three violations found during Semi-annual Fire & Life Safety Inspection at Freedom Village, held on October 28, 2014. Also notice that no violations were cited at Independence Village
- 10/31/14 From HA to tenant in #44, a letter regarding her son's prolonged visit
- 10/31/14 From CT STIF, notice of October interest of \$45.98 and confirmation of balance of \$364,650.99
- 10/31/14 From Citizens Bank, notice of October interest of \$0.16 and confirmation of balance of \$18,906.10
- 11/08/14 From tenant in #31, a letter regarding a confrontation she had with an aide in the laundry room at Independence Village

7. CORRESPONDENCE continued

- 11/10/14 From HA to tenant in #20, a letter regarding the actions of her aide and notifying her that her aide is not allowed in the laundry or the Community Center
- 11/13/14 From HA to tenant in #5, a letter regarding the solicitation of money and rides
- 11/14/14 From CT CHFA, a letter stating the Proposed 2015 Management Plan has been approved
- 11/17/14 From Groton Utilities, notice of satisfactory results of the 4th quarter physical water samples
- 11/20/14 From HA to CT Representative Kevin Ryan, an e-mail requesting that he introduce a bill to the CT Legislature that would make giving untrue references for candidates for housing units a punishable crime
- 11/20/14 From CT Representative Kevin Ryan, an e-mail stating that that he thinks such a bill is a good idea and he will introduce it
- 11/30/14 From CT STIF, notice of November interest of \$43.41 and confirmation of balance of \$364,694.40
- 11/30/14 From Citizens Bank, notice of November interest of \$0.16 and confirmation of balance of \$18,906.26
- 12/03/14 From ConnNahro, an E-mail regarding setting limits on young disabled in elderly housing

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$114,630.82. STIF account balance is \$364,694.40 and Citizens Money Market account balance is \$18,906.26, bringing total cash reserve to \$383,600.66.

B. OCCUPANCY: Except for unit #28 which is still occupied by the former tenant's belongings, occupancy is 100%.

C. TENANT PROBLEMS: HA is still unable to come to a resolution with the tenant in #28 who was moved out but whose belongings are still in house. Rent is not being paid. ED went to convalescent home this a.m. to try to see him but he had been discharged. Tenant in #47 is still in rehabilitation and is not expected back but he wants to keep his apartment. He is paying the rent.

D. ATTORNEY CONSULTATION: ED called HA counsel to ask what can be done about the unit #28 issue and was told that since a permanent change of address has been filed with the Post Office, that it can be a valid assumption that the tenant will not be returning. If we cannot talk to the former tenant, we can send a letter stating that if his belongings are not collected within 14 days, they will be disposed of. ED is following up on that.

E. EMERGENCY POLICY: ED explained that the Fire Marshal's office had finally given input for the emergency policy that is being revised to accommodate the fact that HA now has generators to service the community buildings and provide water. She will try to have revision done for review by the next meeting.

9. OLD BUSINESS: No old business

10. NEW BUSINESS

A. AUTHORIZE CHRISTMAS BONUSES

ED explained that HA usually gives a bonus to the 2 part-time employees because they are very faithful to their duties. MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to give a \$100.00 bonus to the maintenance man, R. Spiess, and a \$50.00 bonus to the cleaner-painter, T. Gray. Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: Holiday greetings were exchanged.

13. ADJOURN

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

Respectfully submitted:

Carol J. Lathrop, Executive Director