

326

**HOUSING AUTHORITY
TOWN OF MONTVILLE**

**MINUTES OF MEETING OF
OCTOBER 20, 2015**

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:07 PM on October 20, 2015 In the Community Room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, and Sullivan. Commissioner Thomes was absent with cause. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.**4. REMARKS FROM PUBLIC ON AGENDA ITEMS (Time Limit - 5 minutes):** No remarks.**5. APPROVAL OF MINUTES**

MOTION by Commissioner Sullivan, seconded by Commissioner Fecher to approve the minutes of the Annual Meeting of September 15, 2015 as submitted. Voice vote. ALL IN FAVOR.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN SEPTEMBER

R. Spiess	243.00	Maintenance 9/14-9/18
Beaver Electric	135.26	Install new electrical outlets- IV community room
Solvit	2000.00	Emergency company to work with well pump service to install new well pump - IV
Lawn Stars	700.00	Landscaping IV & FV
Maintenance, USA	825.99	Range parts; kitchen & lav faucets; shower heads; hand-held shower parts
Andersen Corp	298.08	12 sets of window hinges - IV
Werner Pump Service	1500.00	Pull IV well pump - install new one, puller truck
Postmaster	98.00	Postage stamps
C. Lathrop	216.86	H2O; garbage bags; trifold and paper towels, toilet tissue, misc
R. Spiess	225.00	Maintenance 9/21-26; call in for well pump problem

PAID IN OCTOBER

Payroll	5165.00	5 weeks
Frontier	312.05	September bills
Town of Montville	1482.66	October health insurance
Metrocast	2060.00	October cable
CT Comptroller, MERF	541.37	HA - \$452.01; employee - \$89.36
Eversource	1011.63	September bills
Sterling Superior	341.00	September service
Staples	606.96	Office supplies
R. Spiess	234.00	Maintenance 9/28-10/2
Renaldi's Getty	27.00	Gas for mower & weed whacker
Home Depot	33.22	Floor stripper

Page 2 of the Housing Authority minutes of meeting of October 20, 2015

Montville Hardware	77.98	WC seals; toilet bolts; gloves; mop; glass cleaner; sink baskets; misc.
Waltham Services	242.00	October service
Depot Pump	2080.00	New well pump
IRS	1621.36	HA - \$468.15; employees - \$1,153.21
CT Rev. Svces	210.00	September withholding
Adm., Unemployment Comp	74.50	3rd quarter assessment
R. Spiess	324.00	Maintenance 10/5-10/9
Copy Cats	131.32	500 envelopes
Carol Lathrop	105.59	Batteries for FV portable smoke detectors
Jay's Sewer Rooter	375.00	#19, #34, #9
Aqua Pump Co	212.50	Primed booster pump
R. Spiess	<u>297.00</u>	Maintenance 10/12-10/16; closet door #11; cabinet door #68; new weatherstripping #28 & 22; new LED light #28
	\$23,808.33	

O & M - \$15,345.43; RMR - \$7,010.33; Employees - \$1,452.57

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

7. CORRESPONDENCE

- 09/16/2015 From DOH, a letter regarding Elderly Assistance Payments Program for 7/1/08-6/30/09 and requesting payment of 703.50
- 09/18/2015 From HA to DOH, an e-mail regarding proof of payment of \$703.50 EAP to DOH
- 3/29/2015 From Connecticut Housing Finance Authority, a letter regarding the 2016 Management Plan
- 09/30/2015 From CT State Treasurer's Office, notice of September Interest on CT STIF of \$58.30 and confirmation of balance of 365,174.24
- 10/02/2015 From Fire Marshal's office, agreement regarding short-term use of community centers for emergency management
- 10/02/2015 From CT DOH, approved program costs for Elderly Assistance Payments for 7/1/08-6/30/09
- 10/13/2015 From Housing Authority to B & W Paving, an e-mail requesting costs for paving the water distribution line repair and the parking lot it goes through
- 10/13/2015 From B & W Paving, an E-mail regarding paving the water distribution line repair and the parking area it traverses
- 10/13/2015 From B & W Paving, an e-mail request to Bill to handle HA request

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$131,558.53. STIF account balance is \$365,174.24.

B. OCCUPANCY: There is a vacancy in #84, a handicapped-accessible unit and one at #80, a double-occupancy unit.

C. TENANT PROBLEMS: Nothing new to report.

D. EMERGENCY POLICY: ED reported that Assistant Fire Marshal had informed her that it was not necessary to have supervision at the Community Centers if being used as short-term shelters.

E. FIRE MARSHAL INSPECTION: The Fire Marshal inspection as been scheduled for October 30, 2015.

9. OLD BUSINESS

A. RECRUITMENT OF NEW COMMISSIONER: Nothing to report.

10. NEW BUSINESS

A. QUARTERLY REPORT FOR PERIOD ENDING 9/30/15: Report has not been completed.

Page 3 of the Housing Authority minutes of meeting of October 20, 2015

10. NEW BUSINESS continued

B. MANAGEMENT PLAN FOR 2016: ED had included the Proposed 2016 Management Plan with the Agenda distribution. Chairman Fecher introduced the following RESOLUTION: Be it hereby resolved that the Housing Authority of the Town of Montville adopts the 2015 Management Plan as distributed. Roll call vote. VOTING AYE: Commissioners Fecher, Roemmele, and Sullivan. THE RESOLUTION IS ADOPTED

C. ADOPT A RESOLUTION WAIVING BIDDING FOR SNOW REMOVAL

Chair Introduced the following RESOLUTION:

WHEREAS, proper snow removal is of paramount importance to the safety and welfare of our elderly and disabled tenants; and

WHEREAS snow removal under the bidding system has resulted in poor and at times no performance which endangered the health and safety of our elderly and disabled tenants and made emergency response almost impossible; and

WHEREAS, It is in the best interest of our tenants and the Authority to engage a snow removal firm with a proven performance record;

THEREFORE, the Housing Authority of the Town of Montville hereby resolves to waive bidding for a snow removal contract.

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adopt the RESOLUTION as introduced. ROLL CALL VOTE: Voting aye: Commissioners Fecher, Roemmele, and Sullivan. The RESOLUTION is adopted.

D. APPROVE SNOW REMOVAL CONTRACT FOR THIS SNOW SEASON

ED reported that the costs had increased for the first time in five years to \$70./Plow truck with driver (up \$10.); to \$45./per man per shovel or snow blower (up \$5.00) and straight salt application to \$100./ton from Sand/Salt @\$35./yard. Calcium blend is same at \$15/bag. Snow relocation rates are per hour at a 4-hour minimum and will be based on discussion with ED prior to any action. This work would be done outside of basic snow removal contract. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to accept the proposal from B & W Paving & Landscaping for this 2015-16 snow removal based on their previous past and very satisfactory performance. Voice vote. All in favor. MOTION CARRIED.

E. AUTHORIZE PAVING FOR PARKING AREA AND DISTURBE AREA

ED reported that since the parking area that was disturbed by the water line replacement from the well pump to the mechanical room has been in poor condition for many years now, she requested a price to pave the Pump line in the street and a second price to excavate and re-pave the parking lot the pump line traverses. Bill Carson said that the work would be done for under \$5,000.00. MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to authorize B & W Paving and Landscaping to excavate and re-pave the parking area and the well pump line in the street for an amount not to exceed \$5,000.00 Voice vote. All in favor. MOTION CARRIED.

F. CHANGE TELEPHONE AND INTERNET PROVIDER

ED explained that since Frontier has taken over from A T & T, the internet service has been terrible. In addition to the lack of service, Frontier has not responded to almost daily calls from her regarding her attempts to upgrade their service. In addition to that, Frontier has changed the service to HA completely. Therefore, ED requested a price from the company that has bought out Metrocast called Atlantic. It appears that HA could get 50 megs at nearly the same price that it is now paying for 3 megs. At any rate, it now appears that Frontier is not providing any service or at best minimal service. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to transfer internet service to Atlantic. Voice vote. All in favor. MOTION CARRIED.

330

Page 4 of the Housing Authority minutes of meeting of October 20, 2015

11. REMARKS FROM PUBLIC (Time Limit- 3 minutes)

No remarks.

12. REMARKS FROM COMMISSIONERS

Tim asked ED about the pay rate that had been approved for her at the last meeting and that she had requested be changed to a 5% increase. Inasmuch as the rate was diminished, and the Board had voted on the increased amount, the Board decided that no action was necessary. The rate will be the 5% increase at \$1043. per week.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adjourn at 5:57 PM. Voice vote. All in favor.

Respectfully submitted,

Carol J. Lathrop
Executive Director