

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF REGULAR MEETING OF DECEMBER 8, 2015

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 6:04 PM on December 8, 2015 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, and Sullivan. Commissioner Thomes was absent with cause.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC ON AGENDA ITEMS: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to approve the minutes of the meeting of October 20, 2015 as submitted. Voice vote. All in favor. MOTION CARRIED. (No meeting was held in Nov.)

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN OCTOBER

R. Spiess	297.00	10/19-10/26
G M Construction	800.00	Mow, trim, and rake IV & FV, clear paths to well, FV

PAID IN NOVEMBER

Payroll	4172.00	4 weeks
Frontier	110.61	October bills
Atlantic Broadband	2160.00	November cable
CT Comptroller, MERF	704.00	HA - \$587.78; employee - \$116.22
Town of Montville	1482.66	November health insurance
Eversource	1084.54	October service
R. Spiess	324.00	10/26-10/30
Montville Hardware	43.27	Misc repair items
Sterling Superior	341.00	October service
Lathrop Brothers	810.00	Replace window parts; FV water system; IV water system; order parts
Renaldi's Getty	13.00	Gas for mower
Depot Pump	1153.00	Spare IV water system pump; mushroom vent cap FV
Home Depot	111.03	Closet door; LED
IRS	1826.50	HA - \$483.24; employees - \$1343.26
CT Dept. of Revenue Services	240.00	CT Withholding
R. Spiess	288.00	11/2-11/6; Shower valves - 28 & 79; kitch fan #59; wc #29; nite lites 10,30,36; refrig #69
Beaver Electric	111.83	Replace IV CC emergency lite
R. Spiess	153.00	11/9-11/13; install new shades #27
R. Spiess	371.00	11/16-11/20; picked up new hw heaters, install vanity top & faucets - 25 & 44; wc ring #45; lav fauc #57; new shades - 43 & 44
Suburban Propane	58.83	Propane gas; quarterly tank rental
Groton Utilities	80.00	IV monthly coliform test

6. APPROVAL OF PAYMENT OF BILLS continued

Jay's Sewer Rooter	375.00	Cleared drains #'s 30, 23, 54
A & R Applcance	6.00	Refrigerator door switch #77
Keith's Appliances	998.00	2 refrigerators
Beaver Electric	6939.52	Install new water line from well to IV mechanical room
Granite Group	1796.68	4 hot water heaters
Groton Utilities	250.00	Annual copper & lead testing - FV
R. Spiess	234.00	11/23-11/27; picked up new refrigerators, installed lite switch in refig #77; GFI #12; installed shade pulls #27; new Led lights installed #'s 57 & 44

PAID IN DECEMBER

Payroll	4172.00	4 weeks
Atlantic Broadband	685.89	Nov-Dec telephone
Atlantic Broadband	2160.00	December cable
CT MERF	568.65	HA - \$474/77; employee - \$93.88
Town of Montville	1482.66	December health insurance
Eversource	1314.09	November bills
R. Spiess	252.00	11/30-12/4; replace bathroom lites 59 & 69; kitchen lite starter #8
Montville Hardware	74.47	Shower valves; misc
Sterling Superior	341.00	November service
D J McCarthy Plumbing	2286.00	Tub & shower valve #79; hwheater 46, 47, & 60; hwheater-thermostats #29; flushed main water lines in mech room; added media to FV WS- Sept. ,Oct, Nov.
Beaver Electric	635.53	Replaced photo cells FV
Home Depot	171.00	Toilet, vanity top
CT Revenue Svces	<u>210.00</u>	November withholding
	\$35,989.95	

7. CORRESPONDENCE

- 10/16/15 From Groton Utilities, Quarterly report results for IV & FV satisfactory
- 10/30/15 From HA to tenants in 8, 18, and 40, a letter regarding conditions observed during Fire Marshal inspection
- 10/31/15 From CT MERF, notice of October interest of \$48.42
- 11/09/15 From CT DPHS, notice regarding a violation observed during Tri-annual Sanitary Survey and requiring a response no later than Dec. 9 (air vent on well housing)
- 11/17/15 From Groton Utilities, notice of satisfactory results from 2015 Copper & Lead Testing at F.V.
- 11/30/15 From CT MERF, notice of November interest of \$62.48
- 12/03/15 From HA to CHFA, the annual Tenant Report
- 12/03/15 From HA to CT DPHS, a letter advising that the storage tank & well air vents have been replaced
- 12/10/15 From HA to FV tenants in units 44, 55, 62, 70, and 74 have been giving results of the annual lead testing
- 12/10/15 From HA to CT DPHS, Certification of Compliance with Customer Notification of Lead Tap Water Monitoring

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$143,641.87. STIF account balance is \$365,285.14.

B. OCCUPANCY: Unit 64, a handicapped accessible unit, and Unit 80, a double unit are available.

C. TENANT PROBLEMS: Nothing to report.

D. QUARTERLY REPORT: ED distributed the quarterly report for the period ending 9/30/2015. Commissioners reviewed contents.

9. OLD BUSINESS

No old business

10. NEW BUSINESS

A. AUTHORIZE BONUSES FOR PART-TIME WORKERS

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to give \$100.00 to Maintenance man Robert Spiess and \$50.00 to Cleaner/painter Theodore Gray for Christmas. Voice vote. All in favor.

MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS

Commissioner Roemmele suggested we send flowers to Commissioner Thomes for Christmas and a get-well, a suggestion that was heartily endorsed. Commissioner Roemmele will take care of sending the flowers.

13. ADJOURN

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to adjourn the meeting at 5:35 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director