

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINUTES OF MEETING OF JULY 19, 2016

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MONTVILLE, CT
2016 AUG 19 AM 9:10

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:10 PM in the community room at Freedom Village.

Lisa Terry
TOWN CLERK

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, and Waters. The Executive Director was also present. The Executive Director introduced the person who is going to take her place, Mary Cahoon.

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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 June 21, 2016 as submitted. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

Safeguard Business Systems	318.12	Rent receipts
Risk Retention Group	4251.00	Liability insurance 7/1/16-17
Housing Insurance Services	6494.00	Property insurance 7/1/16-17
R. Spiess	396.00	Maintenance 6/20-6/24; medicine cabinet #40; Vanity, faucet, tile floor, redo walls bathroom #46, kitch lite #17, ordered range #34
McCarthy Oil	1605.00	Tune-up & clean AC's #'s 29,13,8,5. Repair #64
T. Gray	442.50	Prepare #62 for re-rent
Maintenance USA	119.37	Medicine cabinet
A & R Appliance	120.00	2 burner switches
<u>PAID IN JULY</u>		
Payroll	4172.00	4 weeks (Carol)
Payroll	1077.00	2 weeks (Mary)
Atlantic Broadband	2060.00	July cable bill
CT Comptroller, MERF	568.65	HA - \$474.77; employee - \$93.88
Town of Montville	1574.12	July health insurance
Eversource	1172.58	June bills
R. Spiess	297.00	Bought refrigerators and stoves; bath lite #34, installed range #34
C. Lathrop (Reimburse)	79.71	Reimburse for toilet tissue, 6 gals chlorox; computer disks
Montville Hardware	185.66	Door closer, adhesive remover, 6 smoke detectors, toilet levers, caulking, shop towels, trash bags, screen repairs, rope, keys, joint compound, sponges, sink drains, plastic pipe
Wilton Utilities	80.00	IV monthly coliform test
McCarthy Oil	719.50	Service #57, #31, IV CC HVAC's
Sterling Superior	358.08	Garbage disposal - June
Home Depot	660.66	Floor stripper, fabulouso, shades, toilet #63, vanity & toilet #46

6. APPROVAL OF PAYMENT OF BILLS continued

Keith's Appliances	2994.00	6 refrigerators
Integrated Security Solutions	275.00	New horns & strobes- buildings 1 & 7 - IV
Gano's Power Equipment	1209.41	Replace motor on lawn mower
Ron & Son Lawn Care	550.00	Mow trim and cut vegetation at FV
F. Lathrop	360.00	Service from Feb. 1 through 6/30/16
Eversource	36.22	Accounts receivable #40
R. Spiess	342.00	Installed range #34; picked up 3 hwhts; install shade & fridge #62
The Granite Group	626.40	FV treatment tank & accessories; corosex & calcite
Ron & Son Lawn Care	450.00	Mow & trim IV
Jay's Sewer Rooter	125.00	Cleared drain in mainline #15
Waltham Services	250.00	June services
Lathrop Construction	1380.00	Remove all flooring & install new tile #62
McCarthy Heating Oil Services	1708.50	Clean HVAC's #'s 28, 34, 40, 34
Lowe's	532.97	Tile & tiling material #62
The Granite Group	1320.56	3 hot water heaters
Eversource	16.31	Accounts receivable #40
Robert Spiess	252.00	Maintenance 7/11-7/15
Ron & Son Lawn Care	250.00	Trim IV
T. Gray	735.00	Prepare #4 for re-rent & finish #62
McCarthy Heating Oil Service	4349.40	Service to 28,44,57,46,61,62,55, 69, and 77
A A Lock & Key	207.00	Replace lock on 38 front door
Eversource	39.86	Final bill #53
Atlantic Broadband	398.58	Telephone bills
IRS	1778.39	HA - \$604.18; employees - \$1174.21
CT Dept. of Rev. Svces	140.00	June withholding
CT Dept. of Labor	184.74	2nd quarter assessment
	\$47,262.29	<i>OTM - 17968.58 ; RMR 17088.09, Emp 1408.09 INSURANCE 101745.00 6005 Rec 52.53</i>

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

7. CORRESPONDENCE

- From CT Dept. of Health Development Assessment of IV- #96 and FV - #86
- 6/23/16 From HA to CT Dept. of Health, copies of the 2015 Drinking Water Quality Report for IV & FV
- 6/29/16 From HA to #62's Dad, a bill for charges for excess work on #62 after death of tenant
- 6/29/16 From HA to tenants in #18, a letter warning of eviction if overdue rent does not start being paid
- 6/30/16 From CT STIF, notice of payment of June interest of \$130.77 and confirmation of balance of \$366,072.65
- 7/07/16 From CT DAS, notice of payment of \$153.22 which is our share of an insurance income and enclosing the Master Insurance Program participation agreement for execution for the 2016-2017 year
- 7/14/16 From Fire Marshal's office, a letter stating there were no violations during the semi-annual inspection

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$126,560.00 and STIF account balance is \$366,072.65, a total of \$492,632.65.

B. OCCUPANCY: #'s 53 and 62 have been rented. Unit 76 is still vacant. The single person in #16 is moving to #4 (a single unit) so that his sister and her husband can move into #16, a double unit.

C. TENANT PROBLEMS: No problems at this time.

8. REPORTS continued

D. QUARTERLY REPORT: ED stated that she is off by \$586.11 on the quarterly report, but since there is no meeting in August, she is presenting what she has at this time which shows a loss of \$8,261.64. The Commissioners reviewed the report.

9. OLD BUSINESS: No old business at this time.

10. NEW BUSINESS

A. DISPOSITION OF LAWN MOWER

ED stated that the lawn mower was repaired. It needed a new motor at a cost of \$1209.41. She is suggesting we sell the repaired mower to our lawn care person for a cost of \$1,000.00 above what it cost to repair. The workman at Gano' (where it was repaired) said it is probably worth about \$3,500.00 now that it is fixed. Commissioner Sullivan stated we are better off to sell it to our lawn care person, than pay Gano's a commissioner to sell it. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to sell the mower to our lawn care person for \$2,209.00 Voice vote. All in favor. MOTION CARRIED.

11. REMARKS FROM THE PUBLIC

No remarks.

12. REMARKS FROM COMMISSIONERS

Commissioner Fecher stated that the Housing Authority really appreciated the work that Commissioner Thomes did while she was a Tenant Commissioner and expressed deep sympathy on her death. Commissioner Sullivan added that Commissioner Thomes was a wonderful person and she will be sorely missed.

13. ADJOURN

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to adjourn at 5:50 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,

Carol J. Lathrop, Executive Director