

HOUSING AUTHORITY
TOWN OF MONTVILLE

MINTUES OF ANNUAL MEETING
SEPTEMBER 20, 2016

1. CALL TO ORDER

Its Chairman called the annual meeting of the Housing Authority to order at 5:03 PM on September 20, 2016 in the Community Room at Independence Village.

2. ROLL CALL

Present were Commissioners Brower, Fecher, Macher, Roemmele, and Sullivan. Former Executive Director Carol Lathrop was present. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.

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

5. APPROVAL OF MINUTES

MOTION by Commissioner Fecher, Seconded by Commissioner Roemmele to approve the minutes of July 19, 2016 as submitted. Voice Vote. All in favor. MOTION CARRIED.

APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN JULY

R. Spiess	288.00	Maintenance 7/18-7/22; Replace window cranks#'s24,25,69; Prepped & painted FV utility room doors; Kitn lite #25
Groton Utilities	80.00	July IV coliform testing
ISS 15-8/1	240.00	Annual FV security alarm monitoring
Sherwin Williams	175.00	Paint
McCarthy Heating Oil	932.00	HVAC units- #26 & 48

PAID IN AUGUST

Wages, August, Carol	5215.00	5 weeks
Wages, August, Mary	2692.50	5 weeks
Atlantic Broadband	2060.00	August bill

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CT Comptroller, MERF	568.65	HA- \$474.77, Employee- \$93.88
Town of Montville	1574.12	August health insurance
Eversource	1041.83	July bills
R. Spiess	198.00	Maintenance 7/25-7/29; install burner #60; light over kitchen sink #61; counter top #4; shower head & hose #2
Montville Hardware	137.82	Keys, paint supplies
Ron & Sons Lawn Care	450.00	Mow and trim FV
DJ McCarthy Plumbing	1213.00	HWH element #25; new media tank FWS; load FV filters
Sherwin Williams	65.63	Paint
McCarthy Heating Oil	164.10	HVAC #57
Lathrop Construction	720.00	Install new countertop #62
Sterling Superior	358.08	Rubbish pick up- July
Waltham Services	250.00	July Exterminator Srvces
Mary Cahoon	36.36	Refund July MERF charges
Staples	19.49	Key envelopes
R. Spiess	288.00	Maintenance 8/1-8/5; painted utility door at FV; replaced kitch light #45; picked up screen #28, shower heads
Eversource	40.25	Final bill #62
Home Depot	1480.38	4 ranges; vinyl wallbase; toilet; Fabuloso; Zep
Cash	65.36	Replenish petty cash
CT Dept of Housing	4.00	Unused RAP subsidy
Eversource	32.86	Apartment 4
R. Spiess	288.00	Maintenance 8/8-8/12; Kitch & LR light #40; bath light #39; prepped utility room doors for painting; alarm checks IV; emptied #16; replaced lights in IV
Ron & Sons Lawn Care	450.00	Mow and Trim IV
The Granite Group	204.90	Shower parts
Andersen Corporation	349.60	Weather stripping for windows
Atlantic Broadband	398.40	August bills
R. Spiess	279.00	Maintenance 8/15-8/19; replace fan motor #57 and kitch faucets 44 & 70; purchase new lites for IV cc
T. Gray	697.50	Clean comm ctrs; prepare #16 for rent

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C. Lathrop	176.47	Reimburse for purchase of paper toilet tissue, garbage bags, trifold towels for dispensers
Suburban Propane	30.00	Quarterly propane tank rental
ISS	265.00	Lightning damage - IV
McCarthy Heating	447.00	HVAC work - Units 60 & 4
Anthem	1651.82	September Cobra - Carol
Eversource	1083.23	August bills
R. Spiess	360.00	Maintenance 8/22-8/26; Replace lite fixtures IV CC; Kitch lite #29; kitch faucet #10; patio lite #56; exhaust fan filter #'s 54 & 58; lite over sink #56; work on smoke alarms - insurance coverage
Ron & Sons Lawn Care	450.00	Mow & trim FV
T. Gray, Sr.	412.50	Prepare #6 for re-rent
Frank Lathrop	630.00	Put weather-stripping on IV windows; replace lights in V comm ctr; complete roster of keys at IV & FV; misc
John Lathrop	720.00	Put weather stripping on IV windows
<u>PAID IN SEPTEMBER</u>		
Wages, September, Carol	1043.00	1 week
Wages, September, Mary	2154.00	4 weeks
T. Gray	435.00	Prepare #1 for re-rent
R. Spiess	396.00	Maintenance 8/29-9/2; Repair alarm system, patio light 29, repair closet 23, pick up supp., IV laundry light, kit. faucet 68, smoke alarm 40, toilet seat 4
Waltham Services	250.00	August services
Staples	587.52	Printer IV, paper, pens, ink
Maintenance USA	472.24	Drip pans, plumbing supplies
Home Depot	1190.77	LED lights, shades
Sterling Superior	358.08	Rubbish pick up- August
Montville Hardware	141.41	Paint supplies, screen, pesticide, keys, wall plate, mousetrap
CT Comptroller, MERF	1219.99	HA- \$1018.57, Employee- \$201.42
Atlantic Broadband	2060.00	September bill
Shipmans Fire	68.40	Inspection and testing of fire extinguishers

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R. Spiess	347.34	Maintenance 9/5-9/9; replaced thermostats and lights in #1, replaced window #3
Eversource	69.38	Final bill #16
The Granite Group	218.06	Corosex and Calcite for water system
Atlantic Broadband	396.58	Phone service
Sherwin Williams	116.00	Paint
Robert Spiess	360.00	Maintenance 9/12-9/16; replaced closet doors #29, kitchen light #37, Refrigerator #51, picked up supplies, Replaced outlet #51, kitchen light #12
ISS	4722.50	Lightening damage repair alarm system
Eversource	<u>45.22</u>	Final bill #6, #1 and #76
	\$44,935.34	
O & M-	\$18309.66;	RMR- \$10855.42; Employees- \$15770.26
MOTION by Commissioner Sullivan		

CORRESPONDENCE

- 7/29/16 From People's United, notice of Workers Compensation audit and returned premium of \$1,451.00
- 7/29/16 From CT STIF, Notice of payment of July interest of \$143.81 and a balance of \$366,216.46
- 8/11/16 Signed 2017 lawn care contract with Ron and Son's Lawn Care
- 8/11/16 From HA to Atlantic Broadband renewed contract with Atlantic Broadband for phone and internet service through September 2019
- 8/12/16 From HA to IV tenants regarding widespread lightening damage to Independence Village's fire and aid systems, asking them to call dispatch rather than rely on the alarms until repaired
- 8/19/16 From HA to FV tenants notifying them of a test result for the water of .018 with lead
- 8/23/16 HA to tenant in #26 in regards to cleaning up the apartment
- 8/24/16 Montville Fire Marshal to HA, annual inspection on 10/7/16
- 8/26/16 HA to Town Council, request to appoint Michael Brower as Tenant Commissioner in place of Mary Thomes
- 8/26/16 HA to Town Council, request to appoint Robert Macher as commissioner in place of Homer Waters
- 8/30/16 Dept. of Health to HA, Regarding sanitary survey of IV water system. No major or minor deficiencies were found

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- 8/29/16 Atlantic Broadband to HA, notice that the rate for cable per unit is increasing from \$25.75 to \$29.75.
- 8/30/16 From CT STIF, Notice of payment of August interest of \$130.30 and a balance of \$366,346.76
- 9/12/16 HA to tenants at both villages, Notice that the increased cable will increase rent by \$2.
- 9/15/16 HA to tenants at FV, notice about water usage and to immediately report leaking or running water
- 9/16/16 HA to tenant #41, notice to clean unit and unblock back door
- 9/16/16 Director signed up to attend training in Rocky Hill on new accounting system for CHFA. Training will be on Friday 9/23/16 from 8-4.

8. REPORTS

ACCOUNT BALANCES: Checking account balance is \$132,612.05. STIF account balance is \$366,346.76.

B. OCCUPANCY: Occupancy is currently 100%.

C. TENANT PROBLEMS: Nothing presently.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. ELECTION OF OFFICERS

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan, to have all officers retain their present positions and to appoint Commissioner Macher as the secretary and Commissioner Brower as the Vice Chair. Voice vote. All in favor. MOTION CARRIED.

B. ESTABLISH 2017 MEETING DATES

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan, to maintain the same schedule of meetings and locations in 2017 as was scheduled in 2016, namely the 3rd Tuesday of the month with exceptions in August (no meeting) and December (2nd Tuesday). Voice vote. All in favor. MOTION CARRIED.

C. APPROVAL OF SNOW REMOVAL CONTRACT

The costs for snow removal this year are \$70/hr for a plow truck with driver \$45/hr per man or snowblower. Straight salt application is \$100/ton and calcium blends on the walkways are \$15/bag. Snow relocation rates are per hour at a 4 hour minimum and will be based on discussion with the ED prior to any action. This work would be done

outside of basic snow removal contract. MOTION by Commissioner Brower, seconded by Commissioner Roemmele, to authorize B & W Paving and Landscaping for this 2016-2017 snow removal contract based on their previous past and very satisfactory performance. Voice vote. All in favor. MOTION CARRIED.

D. ADOPT RESOLUTION ESTABLISHING 2016 INCOME LIMITS

Chairman Fecher introduced the following RESOLUTION:

Where it is desirable and in the best interest of the State of Connecticut, the Housing Authority of the Town of Montville, and the elderly citizens of the State of Connecticut, BE IT HEREBY RESOLVED THAT:

1. Effective September 20, 2016, the Maximum Income Limits for Application to all applicable State-assisted Elderly and Congregate Elderly Housing Facilities owned by the Housing Authority of the Town of Montville shall be the low income listed in the area in which such housing facility is located based on the latest US Department of Housing and Urban Development's published public housing guideline.
2. The maximum income allowable for occupancy is:
For one person \$46,000 and for two persons \$52,600.
3. This resolution rescinds and replaces any and all previous resolutions establishing Maximum Income Limits for the application and Continued Occupancy for all applicable State-assisted Elderly and Congregate Elderly housing owned by the Housing Authority of the Town of Montville.

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adopt the RESOLUTION as introduced. Roll call vote. Voting Aye: Commissioners Brower, Fecher, Macher, Roemmele, and Sullivan. The RESOLUTION IS ADOPTED.

E. REIMBURSEMENT OF CAROL LATHROP FOR WATER SYSTEM OPERATOR DUTIES

Carol Lathrop will remain on as water operator. It is unknown, at this time, how much time this will require so there is a request that this item be tabled while it is evaluated how best to reimburse this service. MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele. Voice vote. All in favor. MOTION CARRIED.

F. ESTABLISH RATE OF PAY FOR EXECUTIVE DIRECTOR

MOTION by Commissioner Sullivan to add an agenda item establishing a \$20 increase to the rate of pay for the Executive Director upon taking on the duties of water system monitoring, seconded by Commissioner Roemmele. Effective September 2, 2016, the Executive Directors pay is \$558.50 a week. Voice Vote. All in favor. MOTION CARRIED.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS:

Chairman Fecher remarked how grateful the Authority is for Carol Lathrop's many years of service and the time she dedicated to the tenants of the Authority. She will be missed by all in her retirement.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adjourn at 6:13 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully Submitted,

**Mary Cahoon
Executive Director**