

**HOUSING AUTHORITY TOWN OF MONTVILLE
MEETING OF FEBRUARY 21, 2017
COMMUNITY ROOM-INDEPENDENCE VILLAGE, UNCASVILLE**

MEETING MINUTES

1. CALL TO ORDER

The meeting was called to order at 5:10PM in the Community Room of Independence Village in Uncasville. MOTION by Commissioner Sullivan, seconded by Commissioner Macher, to hold election officers to replace the absence left by Chairman Fecher. The following officers were appointed: Chairman, Commissioner Sullivan; Vice Chairman, Commissioner Brower; Secretary, Commissioner Macher and Treasurer, Commissioner Roemmele. Voice vote. All in favor. MOTION CARRIED.

2. ROLL CALL

Commissioners Sullivan, Macher, and Brower were present. The ED was also present. Commissioner Roemmele was absent with cause.

3. REMARKS FROM TENANTS

None

4. REMARKS FROM PUBLIC ON AGENDA ITEMS (Time Limit- 5 minutes)

None

5. APPROVAL OF MINUTES

MOTION by Commissioner Brower, seconded by Commissioner Macher, to accept the minutes of December 13, 2016 as written. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN DECEMBER

| | | |
|------------------|----------|---------------------|
| Sherwin Williams | \$116.13 | Paint |
| T. Gray | \$92.35 | End of year bonus |
| T. Gray | \$547.17 | Clean and paint #19 |
| R. Spiess | \$138.52 | End of year bonus |

| | | |
|------------------------------|-----------|---|
| R. Spiess | \$131.23 | Maintenance 12/12-12/16; Bedroom shade #55, Kitchen Light #51 |
| M. Cahoon | \$67.29 | Food for tenant holiday party |
| R. Spiess | \$114.61 | Maintenance 12/19-12/23 |
| Electrical Wholesalers | \$222.54 | Exhaust Fans- Bathroom |
| A&R Appliance | \$67.00 | New fridge handle #18 |
| Atlantic Broadband | \$407.30 | Phone service November |
| Treasurer, Town of Montville | \$1574.12 | January Insurance premium |

PAID IN JANUARY

| | | |
|------------------------|-----------|--|
| M. Cahoon | \$2792.50 | Salary for January |
| St. of CT. Comptroller | \$304.47 | December MERFund Contrib. |
| R. Spiess | \$172.79 | Maintenance 12/27-12/30 |
| Montville Hardware | \$95.62 | Ladder and tools |
| Sterling Superior | \$358.08 | December trash removal |
| Home Depot | \$374.44 | Wood, light bulbs, sink baskets, shades |
| Eversource | \$1586.31 | December electric bill |
| Cash | \$100.00 | Petty Cash reimbursement |
| M. Cahoon | \$288.16 | Roto Rooter for #51 |
| Stewart and Stevenson | \$1157.15 | Generator repair IV |
| Electrical Wholesalers | \$222.54 | Exhaust fans- Kitchen |
| Atlantic Broadband | \$2060.00 | December Internet and Cable |
| R. Spiess | \$139.34 | Maintenance 1/2-1/6 |
| R. Spiess | \$172.79 | Maintenance 1/8-1/12 |
| D.J. McCarthy | \$806.00 | Treatment FV well |
| USI Insurance | \$124.17 | Crime Insurance renewal |
| DJ McCarthy | \$337.00 | Well treatment FV |
| AA Lock & Key | \$347.00 | Unit 76 and 19 lock repair |
| B&W Paving | \$7110.00 | Snow Removal |
| Millenium Water | \$1005.01 | Water Testing and Monitoring |
| M. Cahoon | \$326.03 | 40 toilet filters, 2 tenant screening |
| Jamco Electric | \$80.89 | Switch repair 27 |
| Atlantic Broadband | \$406.76 | Phone Bills December |
| T. Gray | \$685.70 | Clean and Repaint 67 |
| Frontier | \$557.62 | Back owed phone bills |
| B&W Paving | \$9930.00 | Snow removal |
| Millenium Water | \$1024.16 | February water monitoring |
| M. Cahoon | \$146.74 | Flowers for funeral |
| R. Spiess | \$172.79 | Maintenance 1/16-1/20 |
| Leopold Pierre-Louis | \$95.00 | 1/2 month rent- tenant deceased |
| Comm. of Revenue Serv. | \$9.00 | Fee and interest quarterly report |
| Electrical Wholesalers | \$933.47 | 8 exhaust fan motors |
| R. Spiess | \$156.17 | Maintenance 1/23-1/27 |

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|------------------------|-----------|--|
| Treasurer Tn. of Mont. | \$1574.12 | Heath insurance February |
| Beaver Electric | \$175.72 | Street light, outlet #3 |
| Montville Hardware | \$315.81 | tools, painting supplies, screens, keys, mousetraps |
| B&W Paving | \$2630.00 | Snow removal |
| Eversource | \$1937.05 | Electric bills December |
| St. of CT. Comptroller | \$380.59 | MERFund contribution |
| T. Gray | \$311.68 | Clean and paint 80 |

PAID IN FEBRUARY

| | | |
|--------------------|-------------|--|
| M. Cahoon | \$1675.50 | Salary |
| R. Spiess | \$139.54 | Maintenance 1/30-2/3 |
| Staples | \$271.33 | Game night supplies, paper supplies, printer paper, pens, tape |
| Atlantic Broadband | \$2060.00 | Cable and internet |
| Sterling Superior | \$358.08 | Trash removal |
| A&R appliance | \$355.98 | Stove repair #58 |
| Millenium Water | \$640.00 | Well Site inspection FV |
| Jays Sewer Rooter | \$175.00 | Shower back up 20 |
| Eversource | \$183.31 | Electric for 67 |
| Lenard Engineering | \$3000.00 | Well site mapping FV |
| R. Spiess | \$197.73 | Maintenance 2/6-2/10 |
| M. Cahoon | \$41.21 | Background check, 1099 forms |
| Jamco Electric | \$210.00 | Outlet in #3, parking lot lights |
| Sherwin Williams | \$102.78 | Paint |
| AA Lock and Key | \$158.50 | handle repair 66 |
| B&W Paving | \$18,515.00 | Snow removal |
| Atlantic Broadband | \$406.76 | Phone Bills January |
| R. Spiess | \$144.00 | Maintenance 2/13-2/17 |

MOTION by Commissioner Brower, Seconded by Commissioner Macher, to approve payment of bills. Voice vote. All in favor. MOTION CARRIED.

7. CORRESPONDENCE

| | | |
|--------|------------------------|---|
| 1/5/17 | State of CT to MHA | Notice that the new contribution rate for unemployment compensation will be 1.9% |
| 1/5/17 | State of CT to MHA | Notice that the dividend in the STIF account was being reinvested at \$167.68 |
| 1/5/17 | Millenium Water to MHA | Notice that Millenium Water has now taken over the operations for both properties |

| | | |
|---------|--------------------|---|
| 2/5/17 | State of CT to MHA | Notice that the dividend in the STIF account was being reinvested at \$196.91 |
| 2/13/17 | IRS to MHA | Notice of overpayment for employment taxes of \$170.11 |

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$162,888.62.
STIF balance is \$367,114.21.

B. OCCUPANCY: #1 and 15 are currently vacant. There are tenants waiting for them to be repainted and cleaned ready to move in

C. TENANT PROBLEMS: Chairman announced executive session to discuss tenant issue at 5:20PM. Executive session ended at 5:35PM with the decision made for actions to begin with letter from ED.

D. QUARTERLY REPORT 2016, 4TH QUARTER: MOTION by Commissioner Sullivan, seconded by Commissioner Brower, to submit the quarterly report as written. Voice vote. All in favor. MOTION CARRIED.

9. OLD BUSINESS

No old Business

10. NEW BUSINESS

A. CHANGING LOCKS FOR BOTH VILLAGES

ED noted that of the three bid requests sent out the only one returned, from AA Lock & Key, to rekey both properties for an estimate of \$7,000.00. The Commissioners directed the ED to inquire about the cost of getting keys marked DO NOT DUPLICATE to try to secure the tenants keys more closely. MOTION by Commissioner Sullivan, seconded by Commissioner Brower, to begin the process of changing the keys.

B. PROBLEMS WITH SNOW PLOWING

Commissioner Brower stated the current contractor for snow removal is slow to arrive and often leaves work incomplete. They are not consistent with the scope of the work either. ED confirmed that it does appear they are inconsistent and slow. As we are ending the winter season it was decided to stay with the current contract and take new bids next season.

C. ACCOUNTING SOFTWARE

ED indicated that it was important to start moving accounting records onto the computer and it was suggested that other local Housing Authorities are using Quickbooks. Commissioner Sullivan also noted that the commission would like to open up the schedule for ED to allow for more hours at Freedom Village. In order

to facilitate the ability of ED to work efficiently from both offices it was suggested a laptop computer would be of use for the ED. Commissioner Brower offered a new laptop with extensive processing and memory to the Housing Authority for a cost of \$300.00. MOTION by Commissioner Sullivan, seconded by Commissioner Macher, to purchase the laptop from Commissioner Brower and to authorize the ED to purchase Quickbooks and begin working two full days from Freedom Village and three full days from Independence Village. Voice vote. All in favor. MOTION CARRIED.

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

None

12. REMARKS FROM COMMISSIONERS

None

13. ADJOURN

Chairman Sullivan called to adjourn the meeting at 6:26PM. MOTION by Commissioner Brower, seconded by Commissioner Macher, to adjourn. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted,