

Oxford Housing Authority

Special Board Meeting

January 23, 2015

Call to Order: The meeting was called to order at 2:00 pm by William Burns, Commission Chairman, prior to the pledge of allegiance.

Attendance: Present: Commissioners: William Burns, Elaine Barrett, Peter Aiksnoras, Robert Peck, and Kathleen O'Connell. Also present were Donald Smith Jr., Consulting Engineer, Donna Lane, Property Manager, David Keyser, Executive Director, Kathleen O'Neil, Rehabilitation Grant Administrator, and Harry J. Whitcher, Maintenance.

Additions to the Agenda: Chairman Burns reported that there were no additions to the agenda.

Minutes: Chairman Burns then introduced the minutes of December 30, 2014. A motion was made by Commissioner Aiksnoras and seconded by Commissioner O'Connell. Discussion followed with corrections to the minutes as follows: The motion for the financial report was not made by Donald Smith; it was made by Elaine Barrett and seconded by Kathy O'Connell. Under management and budget the letter about personal washing machines was not sent but to be sent, also the tenant was not given written permission to possess a washer from management. Under old business, it should be building committee not building commission. Also under old business the electrician is on site today not working on bridges. Change orders not charge order. Motion to accept change orders 15, 16, 17 was omitted, made by Elaine seconded by Kathy. All were in favor. Motion passed. Where security systems was discussed the information regarding the relations between Jamie Orvis of Security Solutions and Radovich Builders is inaccurate. Chairman Burns revised motion to accept the minutes subject to the changes. Chairman Burns acknowledged the motion and its second and asked all of those in favor of the motion to vote Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns, O'Connell and Peck. Chairman Burns declared the motion carried and the minutes accepted as amended.

Audience of Citizens: Tenants: Jack Timmons B13, Kay Boyers B10, Virginia Keane A5, and Muriel Sabetta A6.

No comments or discussion.

Updates: A form came from the state involving Section 3 quarterly. Kathleen will work with Radovich Builders on the Quarterly compliance. Donald Smith said the electrician has been onsite for the last month completing the Electric service upgrades as well as the lighting. They have completed GFI replacements and plug relocations associated with the Electric Heating. They also completed the lighting at the end of the bridges. He also commented that the Contractor has placed hay on the grounds where concrete pads were to be installed for the outdoor benches. He commented that this may not be completed until March due to weather

conditions. We received from CHFA the latest 3 change orders that were approved at last month's board meeting. The orders were signed off and sent back to us. Two of them have been completed, there is one remaining. They had a meeting yesterday with an alternative fire alarm vendor. They are licensed to work on the system. Discussion ensued regarding obtaining the system password. Hay was placed outside on the ground to help prevent frost for bench slab placement. The contract completion date is now March 19, 2015.

Correspondence: Donna Lane reported we received one letter from Heritage Village Water Company. They are applying for an increase in the rates. They will hold a meeting at Southbury Town Hall, Tuesday, January 27, 2015 at 6:30 in regards to the rate hike. The increase in the application is \$92,138, a 5.07% increase. Chairman Burns stated that he sent a letter to the Fire Chief after talking to him on January 19, 2015. It was a request for them to give us dates for the 2 Annual Events that occur. We will follow up with them in 30 Days.

Treasurer: Commissioner Aiksnoras, treasurer, gave his report as follows (See Exhibit 1).

Checking Account: \$106,433.50

Renovations Account: \$50

Development Account: \$78,742.60

Stiff Account: \$199,345.14

Petty Cash: \$100

Total: \$384,671.24

A motion was made by Commissioner Barrett to accept the treasurer's report and bills to be paid and seconded by Commissioner O'Connell. Chairman Burns acknowledged the motion and its second and asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns, O'Connell and Peck. Chairman Burns declared the motion carried. The quarterlies were emailed by Donna and will be looked over and signed by Commissioner Aiksnoras. A motion was made by Commissioner O'Connell and seconded by Commissioner Barrett to accept the quarterly reports. Voting Aye were Commissioner Aiksnoras, Barrett, Burns, O'Connell, and Peck. Chairman Burns declared the motion carried.

Management/Budget Report: Donna Lane, Property Manager, reported that recerts/intakes will take place in a week. They are to be completed prior to May 1st. 1099's will be going out next week. The CNA was done 5 years ago in December 2010. Most of it was addressed through the renovations grant (Governor's 1st Year \$30m), some was not addressed. Donna and Commissioner Aiksnoras discussed the RM&R account. Management would like to start accomplishing things not addressed in renovations. Solomon & Associates completed the last

Capital Needs Assessment. Discussion followed relative to the need to have this completed by a professional as well as the competitive process to procure professional services to complete a five year Capital Needs Assessment. A motion was made to entertain bids for a new Capital Needs Assessment to be done (previous one done 5 years ago) by Kathleen O'Connell. Motion seconded by Elaine Barrett. Brief discussion followed regarding Management input to the list of work items to be included in the Capital Needs Assessment. It was also agreed to incorporate comments from residents. Management agreed, as per State regulatory requirements to include residents in the planning of modernization. The Executive Director also described the details and specifics that a professional Capital Needs Assessment provides. At the conclusion of discussion, Chairman Burns acknowledged the motion and its second as asked all those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Peck, O'Connell, and Burns. Chairman Burns declared the motion carried.

Redistribution of handbook to residents was done; reminder to residents about no washing machines and other corrections/additions.

Security System Review: Jamie Orvis – Security Systems Inc. was to submit a revised proposal incorporating the items that we requested, but he failed to do so. There has been some reluctance to turn over the passwords. Discussion ensued. We are still awaiting the updated proposal. The Executive Director was instructed to write an email to Security Systems Inc. and copy specific individuals.

Old Business: Peter Aiksnoras made a motion to move \$10,000 from checking account to Stiff Account which was seconded by Robert Peck. Voting Aye were Commissioners Aiksnoras, Barrett, Peck, O'Connell, and Burns. Chairman Burns declared the motion carried.

Minutes from last Board of Selectman Meeting: Re-election of Elaine Barrett was read and briefly discussed.

New Business: Elaine asked about new locks for the residents. Robert Peck said that we should consider gas heat in maintenance areas.

Adjournment: Motion to adjourn was made by Kathleen O'Connell and seconded by Elaine Barrett. Voting Aye were Commissioners Aiksnoras, Barrett, Peck, O'Connell, and Burns. Chairman Burns declared the motion carried.

Respectfully Submitted,

Stephanie Dimon

Clerk

15 JAN 28 PM 1:13
TOWN CLERK
STEPHANIE DIMON

Oxford Housing Authority
Balance Sheet for December 2014
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
ASSETS		
CASH		
CASH- OPERATING		
1100 Cash - Operating	(5,448.81)	106,433.50
1101 Renovation Account	0.00	50.00
1102 Development Acct	(5,575.00)	78,742.60
TOTAL CASH- OPERATING	(11,023.81)	185,226.10
RESERVE CASH-SAVINGS		
1113 Cash - CT Treasurer	26.46	199,345.14
TOTAL RESERVE CASH-SAVINGS	26.46	199,345.14
TOTAL CASH	(10,997.35)	384,571.24
1117 Petty Cash	0.00	100.00
TENANTS' ACCOUNTS RECEIVABLE		
TENANTS' ACCOUNTS RECEIVABLE		
1122 Tenants Accounts Receivable	(308.95)	(50.53)
TOTAL TENANTS' ACCOUNTS RECEIVABLE	(308.95)	(50.53)
ALLOWANCE FOR COLLECTION LOSS		
1123.1 Allowance - Collection Loss	(41.66)	(3,101.05)
TOTAL ALLOWANCE FOR COLLECTION LOSS	(41.66)	(3,101.05)
TOTAL TENANTS' ACCOUNTS RECEIVABLE	(350.61)	(3,151.58)
1126 Rehab funds Receivables	(52,185.70)	249,359.62
DEFERRED CHARGES & PREPAYMENTS		
UNEXPIRED INSURANCE		
1211 Prepaid Insurance	(1,031.04)	6,001.67
TOTAL UNEXPIRED INSURANCE	(1,031.04)	6,001.67
TOTAL DEFERRED CHARGES & PREPAYMENTS	(1,031.04)	6,001.67
FIXED ASSETS		
DEVELOPMENT COST		
1405 Development Costs	0.00	3,314,198.92
TOTAL DEVELOPMENT COST	0.00	3,314,198.92
FURNITURE AND EQUIPMENT		
1430.1 Office Equipment	0.00	8,740.13
1430.2 Dwelling Equipment	0.00	32,767.52
1430.3 Maintenance Equipment	0.00	2,118.20
TOTAL FURNITURE AND EQUIPMENT	0.00	43,625.85
CAPITAL IMPROVEMENTS		
1440 Capital Improvements - State Rehab	0.00	840,807.68
TOTAL CAPITAL IMPROVEMENTS	0.00	840,807.68
TOTAL FIXED ASSETS	0.00	4,198,632.45
CLEARANCE		
INSURANCE CLAIMS CLEARANCE		
1502 Insurance Expense - Clearance	918.70	1,895.56

Oxford Housing Authority
Vendor Accounting Cash Payment/Receipt Register
CT State Elderly

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: December 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Ion Bank - Development, Bank Account: 1102, GL Account: 1102

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
1013	12/17/2014	CHK	Home Energy Technologies	energy conservation plan	\$600.00
1014	12/17/2014	CHK	Housing Development Team, LLC	Champ 6 application	\$4,475.00
1015	12/17/2014	CHK	Langan Engineering & Environmental	update to Phase I	\$500.00
Total Payments:					\$5,575.00

Bank: Ion Bank-Renovation, Bank Account: 1101, GL Account: 1101

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
1043	12/16/2014	CHK	K. O'neil & Associate, LLC	Administrator Req 12	\$3,625.00
1044	12/16/2014	CHK	Radovich Builders LLP	Contractors Requisition 11	\$48,322.70
1045	12/16/2014	CHK	Silver Petrucelli & Associates, Inc.	Requisition 12	\$238.00
Total Payments:					\$52,185.70

Bank: Oxford Bank, Bank Account: 1000, GL Account: 1100

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
9397	12/15/2014	CHK	comcast	acct 8773 40 215 0141857	\$79.90
9398	12/15/2014	CHK	Comcast	acct 8773 40 215 0015754	\$669.69
9399	12/15/2014	CHK	Connecticut Light & Power	acct 51673693024 bldg. C	\$835.38
9400	12/15/2014	CHK	Connecticut Light & Power	acct 51178593018 bldg. E	\$57.26
9401	12/15/2014	CHK	Connecticut Light & Power	acct 51817693054 bldg. D	\$71.95
9402	12/15/2014	CHK	Connecticut Light & Power	acct 51023793078 bldg. B	\$77.79
9403	12/15/2014	CHK	Connecticut Light & Power	acct 51789793007 bldg. A	\$67.73
9404	12/15/2014	CHK	Donald Smith JR., PE	submittal for December requisition	\$1,735.00
9405	12/15/2014	CHK	Donald Tamis	title rundown for November payment	\$75.00
9406	12/15/2014	CHK	Experian	acct TCTA-6906070	\$11.40
9407	12/15/2014	CHK	Frontier	acct 203-881-9555-121891-5	\$112.19
9408	12/15/2014	CHK	Hope & Hernandez, CPA's PC	audit expenses	\$3,262.50
9409	12/15/2014	CHK	Oxford Paint & Hardware, Inc.	2 pallets ice melt	\$934.88
9410	12/15/2014	CHK	Radovich Builders LLP	Insurance payment flood B13 & B15	\$4,500.00
9411	12/15/2014	CHK	Springer's Sanitation Inc.	container service for November	\$254.00
9412	12/30/2014	CHK	Cash	replenish petty cash	\$72.80
9413	12/30/2014	CHK	Management Computer Services, Inc.	semi-annual pha-web fee	\$707.00
9414	12/30/2014	CHK	Radovich Builders LLP	Repair elevator	\$2,525.00
9415	12/30/2014	CHK	Seymour Housing Authority	clerk bill for board meeting	\$3,411.75
9416	12/30/2014	CHK	Suburban Propane	1005.2 gallons 1.31 gallon	\$1,410.09
Total Payments:					\$20,871.31