

Oxford Housing Authority

Regular Board Meeting

June 23, 2017

Call to Order: The meeting was called to order at 2:00 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance: Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Bob Peck and Peter Aiksnoras. Also present was David Keyser (Executive Director), Kevin Brown (Property Manager) and Harry Witcher (Maintenance).

Additions to the Agenda: There were none.

Minutes: Commission Chairman Burns entertained a motion to accept the May 26, 2017 minutes. Commissioner Barrett made a motion to accept the May 26, 2017 minutes as stated, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Audience of Citizens: Tenants present: Gary Blow, LouAnne Evon, Muriel Sabetta, Kay Boyers, Shirley Gaetano, Ray Scheitenger, Jeanette Laird, Frank Tomis and Virginia Sobolisky.

- Frank Tomis is going to pursue applying for 2 new flagpoles for the Oxford Housing Property.
- A tenant requested management look into the reasoning behind water getting into the hallway when it rains.
- Along with finding the problem regarding the water getting into the hallway when it rains, all the doors will be looked at.
- It was requested by the tenants that the flowers in the back of Building D not be chopped down.
- It was brought to management/the board's attention that there is an issue with doorbells being rung and noise in the hallways at night by someone who is not a resident. Only the family of the tenant who is being bothered was called, not law enforcement. If this incident occurs again the tenants were advised to contact law enforcement.

Correspondence: There was none.

Treasurer's Report: Commissioner Aiksnoras presented his report for May as follows:

Petty Cash: \$100

Operating Cash: \$ 106,376.01

Stiff Account: \$ 202,576.08

Total Cash: \$308,952.09

- Commissioner Peck requested that the checking account be brought down \$25,000. Commissioner Aiksnoras replied that this request will be revisited at a later date.

Commission Chairman Burns entertained a motion to accept the May treasurer's report. Commissioner Barrett made a motion to accept the May treasurer's report, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Management and Budget:

- There is currently 1 vacancy that will be occupied come Monday, June 26, 2017. Crestview Ridge will be at full capacity on Monday.
- The 2017 – 2018 Management Plan Budget was approved by CHFA.
- There will be a vote at next month's meeting for the posts and beams repairs/replacements.
- The semiannual CHFA report, July 1, 2016 – December 31, 2016 was submitted to CHFA. There is only a signed affidavit needed to officially complete the report.
- The Notice to Proceed, the contract, and the initial payment was sent to Bullock Access. The lift has been ordered. The delivery and installation is scheduled for July 15, 2017. The completion of work is estimated for August 31, 2017.
- The Nature's Edge has administered a Tick Treatment. They have also evaluated the post for the beams to determine the damage they have. They have begun to trim trees, shrubs, and bushes on the property.
- The Crestview Ridge tenants and OHA met, June 14, 2017, to discuss possible repairs and maintenance that may need to be done on the property. They walked all around the property. In attendance: Elaine Barrett, Mary Lee Bachhuber, Kathleen O'Connell, Frank Tomis, David Keyser (OHA), and Kevin Brown (OHA). Items discussed: Storage room cleanup, Trim back trees hanging over the building, Trim back shrubs and bushes of building, Removing vegetation behind the sign at the entrance of Crestview Ridge, Communicate with Oxford Public Works regarding the damage caused by snow removal, Sweeping the loose gravel from the potholes, Remove the loose telephone and internet cable off grass and affixed to building.
- Follow up to the May 24, 2017 tenants meeting:
 - Replace deck: Partially complete (will be completed by next week)
 - Replacing the broken fence beams: Was awaiting fence post inspection
 - Replacing the window shutter: Received 2 quotes to replace the shutters, the cost of labor not included.
 - Painting the entry and exit doors: The work order has been generated, work has not begun
 - Power washing the buildings: The work order has been generated, work has not begun

- Repairing the sidewalks: Awaiting the contractors quote
- Cleaning the gutters: Awaiting the contractors quote
- The Residential Service Coordinator, Teila Cheever, has scheduled a Domestic Violence meeting, to discuss Senior Financial Abuse and Domestic Violence. This will take place Thursday, June 29, 2017, 2:00 p.m. in the Community Room.
- There will be a notice sent out regarding a Building Safety meeting.
- Building C will be reprogrammed due to the code being given out to non – residents.

Old Business:

- Everyone is satisfied with the laundry services.
- A memo will be sent out prior to the Fire Marshall coming for the annual inspection.
- Memos will be sent out in July regarding the apartment inspections.
- In regards to the Oxford State Troopers requesting fobs; it will be asked why they can't just use the Knox box like the Fire Department.
- Next month, one fan for the bathrooms will be bought, installed, and tested before we buy them in bulk.
- Commissioner Aiksnoras made a motion to ratify the fob policy as stated, and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.
- The tenants association for their \$300 that they requested be matched.

New Business: There was none.

Adjournment: Commission Chairman Burns entertained a motion to adjourn and go into Executive Session at 3:11 p.m. Commissioner Barrett made a motion to adjourn at 3:11 p.m., and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Executive Session:

MOTION: Elaine, second by Bob to enter into executive session at 3:11pm.

Passed Unanimously.

Exited executive session at 3:42pm.

MOTION: Peter, second by Elaine to authorize payment to Silver Petrucelli for invoices related to the Capital Needs Assessment (CNA) project and key fob project Totaling @\$9,790.00

Passed unanimously.

MOTION: Elaine, second by Peter to adjourn at 3:43pm.

Passed unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Stephanie Dimon', with a stylized flourish at the end.

Stephanie Dimon

Clerk

17 JUN 27 AM 10:36
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK

Oxford Housing Authority
Balance Sheet for May 2017
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	(6,710.00)	0.00
TOTAL ACCOUNTS PAYABLE	<u>(6,710.00)</u>	<u>0.00</u>
TOTAL LIABILITIES	<u>(6,710.00)</u>	<u>0.00</u>
SURPLUS		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	43,625.85
2814 Contributions by the Municipality	0.00	314,198.92
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
2821.13 Capital Grant by St of CT	0.00	1,147,811.18
2827.1 RAP Unissued	4,170.00	8,340.00
RETAINED EARNINGS		
Unappropriated	289.61	39,377.64
Appropriated	2,417.00	275,138.20
TOTAL RETAINED EARNINGS	<u>2,706.61</u>	<u>314,515.84</u>
TOTAL SURPLUS	<u>6,876.61</u>	<u>5,864,659.47</u>
TOTAL LIABILITIES AND SURPLUS	<u>166.61</u>	<u>5,864,659.47</u>
PROOF	<u>0.00</u>	<u>0.00</u>