

Oxford Housing Authority

Regular Board Meeting

October 25, 2019

Call to Order - The meeting was called to order at 2:45 p.m. by Commissioner Peter Aiksnoras prior to the pledge of allegiance.

Attendance - Present: Commissioners Kathy O'Connell, Bob Peck and Peter Aiksnoras. Also present was Rachael Rosario (Imagineers), and Stephanie Dimon (Clerk).

Additions to the Agenda – There were none.

Minutes – Commissioner Peter Aiksnoras entertained a motion to accept the September 27, 2019 minutes as stated. Commissioner Peck made a motion to accept the September 27, 2019 minutes as stated, and was seconded by Commissioner Kathy O'Connell. Commissioner Peter Aiksnoras asked all those in favor to vote Aye. All were in favor.

Audience of Citizens - Tenants present: Virginia Sobolisky, and Muriel Sabetta.

- Kathy O'Connell (Unit 30 D) - Cable cancelled channel 54, the movie channel. Some tenants are a little upset. Netflix is an option for the tenants.
- The snow piled up on the islands poses as a hazard when coming out of parking spaces. Management will address this with The Nature's Edge.

Correspondence – There is none.

Treasurer's Report - Commissioner Aiksnoras read his report for September 2019 as follows:

Stiff Account: \$211,452.15

Development Account: \$73,187.60

Operating Cash: \$46,765.82

Total Operating Cash: \$331,425.57

Petty Cash: \$100

Total Cash: \$331,525.57

- Commissioner Aiksnoras asked management to track the monthly expenditures for maintenance; landscaping/ lawn care/snow removal, and provide an average.

Management and Budget – Management noticed there weren't any amounts incorporated for annual budget for grounds maintenance and payroll.

Old Business –

- Huntington power came out and did the bi-annual generator inspection and everything is up to par.
- Belletti was onsite this month to remove the pine tree between buildings B & C.
- Poplar Electric has installed the collar and pole in back of Building C. Management has received confirmation that the fixture will be installed in the first week of November. This is an LED fixture.
- Rachael sent out the audit regarding the storage units. She is waiting on clarification from a few tenants as they were confused on what number storage unit theirs was. They responded incorrectly using their actual apartment number. Rachael will work with those tenants to resolve the issue.
- Radovich Builders is no longer in business therefore, eliminating the approved the approved proposal for the window stoppers obtained by prior management. Esteban will be looking into seeing what options are available. This is a pending item.

New Business –

- Barnum Fire Alarm Company came out and conducted their annual inspection and everything is in good standings. Management would like to remind all tenants to please be sure they aren't posing any fire hazards by having anything around stoves; making sure knobs are off.
- Oxford Fire Marshalls Krassner & Romeo came out for the annual inspection. There were many common hallways where tenants are storing personal property in corridors, under stairwells, and in front of the apartment door. The Fire Marshalls stated that everything must be removed from all common hallways including the welcome mats as they pose a tripping hazard. If it belongs to you and is outside your unit doors, it should not be there. They are only allowing front door decorations. They also advised that the dehumidifiers need to be relocated to underneath the stairwell in the back corner. Rachael will hire an electrician to install outlets under the stairwells in the buildings that have them. There were also 2 emergency lights that were out and an exit sign that was out. Esteban has fixed the issues with the emergency lights and the exit sign. The Fire Marshalls will return in 30 days for re inspection. Walkers must be stored in units.
- It was also suggested by the Fire Marshall to upgrade all pole lights to LED fixtures in place of the current high- pressure sodium in order to brighten up the property at night and save in energy costs. Management was already in the process of obtaining pricing.
- Esteban has completed 34 work orders this month.
- Esteban also changed all batteries on every door's fob system including all unit doors, entry doors and storage room door.

- Esteban placed all air conditioner covers on the exterior AC sleeves.
- If anyone has an air conditioning system that is inside of the window sleeve it is the responsibility of the tenant to install and remove and store it. If they would like management to install, remove or store it, they must sign a release form saying that management is not liable for any damages made during the removal and also absorb the cost of the person removing/installing it.
- Buddy's Fuel was onsite this month to turn on the propane in the units that requested it to be turned on.
- Barry Wilcock from CHFA was onsite on 10/24/19 to meet with Management and randomly inspect 5 units. A few things were noted. Tenants are taping up their pull strings for their emergency call buttons. The concern is, if a tenant falls inside the unit and is on the ground, they will not be able to reach the string. All strings for emergency call buttons must be left freely hanging. Also, the storage of tenant belongings in the common hallways was noted along with the stairwell next to building C.
- Rachael has already been working on obtaining proposals for permanent fixes for the stairwell next to Building C and will present them to the board once received.
- Management received correspondence from Comcast regarding an increase in pricing in the coming year at 5%. Rachael reached out with questions as to why and is waiting in a response from Bulk Sales Team.
- Teila (RSC) said she's been having issues with her printer. Management will have their IT personnel take a look at it before exploring other options for her.
- Commissioner Peck brought it to the attention of Management that a monthly meter reading must be done to properly bill the tenants for propane usage. The tenants will receive an individual bill from management. The former maintenance man was the one who has done this in the past. In the future; the propane meters will be checked prior to turning on the propane.
- The propane heat must be turned on from the maintenance room for the community room. Absolutely no electric heat in the community room. As of right now it is using electric heat.
- Fire Inspection – people blocking second door in apartments; they must be cleared and the chain locks/deadbolts, must be unlocked. There are bolt cutters in the maintenance in room for emergency purposes.
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Adjournment –


Commissioner Peter Aiksnoras entertained a motion to adjourn and go into executive session for an update on personnel issue at 3:42 p.m. Commissioner Aiksnoras made a motion to adjourn and go into executive session at 3:42 p.m. and was seconded by Commissioner O'Connell. Commissioner Peter Aiksnoras asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

Clerk

19 NOV 12 AM 9:49
TOWN OF OXFORD, CT

TOWN CLERK

Banking

Stiff 211,452.15

Ion Savings 73,187.60

Ion checking 46,765.82

Total. \$ 331,425.57

Petty Cash \$ 100

\$ 331,525.57