

Oxford Housing Authority

Special Board Meeting

January 23, 2020

**Call to Order** - The meeting was called to order at 10:15 a.m. by Commissioner Elaine Barrett prior to the pledge of allegiance.

**Attendance** - Present: Commissioners Kathy O'Connell, Elaine Barrett, Peter Aiksnoras, and Bob Peck. Also present was Rachael Rosario (Property Manager), and Stephanie Dimon.

**Minutes** – Commissioner Elaine Barrett entertained a motion to accept the November 22, 2019 as stated. Commissioner Peter Aiksnoras made a motion to accept the November 22, 2019 minutes as stated, and was seconded by Commissioner Kathy O'Connell. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

**Audience of Citizens** - Tenants present: Mary Lee Bachhuber, Kathryn Boyers, Helen Jurgens, Bonnie Chevarella, Rita Wilson, Virginia Sobolisky, and Virginia Keane.

- Management is working on obtaining tenant ledgers from previous balances owed.

**Correspondence** – There was none.

**Treasurer's Report** - Commissioner Aiksnoras read his report for December 2019:

Petty Cash: \$100

Operating Cash: \$48,354.00

Development Account: \$73,188.00

Stiff Account: \$212,418.00

Total Cash: \$334,060.00

- Attached are the variance report and the bills that have been paid.
- Management - The unbudgeted line items have been reallocated, as Phuong Murray stated at the November 2019 meeting. Maintenance payroll has been added to the management fee. Cleaning Contract and Grounds have been added in with the Repairs Contract line and phone charges have been added to the cable line.

The financials were accepted by the Board.

**Management and Budget** – Management report includes Old and New Business.

### **Old Business --**

- After meeting with Liz at Suburban propane, Management was able to determine and set up a usage spreadsheet for all tenant propane charges. Propane bills will be sent directly from the accounting Department in Hartford to all tenants in February for the months of November, December, and January. Tenants that would like to know what their usage was for November and December can call Rachael during normal business hours or they can meet with her in the office. Tenants that would like to ask in person should call the office ahead of time to make an appointment. Readings for January will be taken on January 30<sup>th</sup>. Tenants will not incur late charges on the propane billing but will only have until June 1, 2020 to pay it off in full.
- Automated Security has been out to address the upper level building C main doors. They are now locked down after 9:00 p.m.
- The Audit for Year Ending June 30, 2019 has been completed. The reports are being given to each Commissioner at this meeting along with a letter from Hope & Hernandez, P.C.
- Esteban is currently working on finding a window stopper for all lower level unit windows. The one that was given to management was determined that it would damage the window.

### **New Business --**

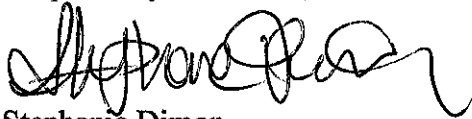
- The Annual report of the Oxford Housing Authority for period July 1, 2018 – June 30, 2019 was submitted to the Town of Oxford and Rachael has included it for all Commissioners' viewing in this month's packet.
- Esteban completed 23 work orders, 3 emergency calls, and he also refurbished the entry door of Unit 22 and painted both Upper and lower hallways in Building C.
- 2 emergency calls were for toilets that had to be reset due to a broken wax seal, and another was for a leaking plumbing valve located in the common bathroom of the upper level building C.
- Buddy's Fuel has come out and replaced 3 thermostats on propane heaters.
- Emergency Contacts sheets have been placed in each tenant's cubby. Management would like up to date contact information on file in the event of an emergency.
- The CT Water Company came out and replaced all water meters on Buildings A, B, & C.
- Massachusetts Fire was called out to update all fire extinguishers. 3 had to be replaced.
- The Fire Marshall Romeo randomly stopped in to check to see if we were in compliance with current codes and standards. Building C was inspected and passed 100%.
- New England septic was called and the Annual Septic Pumping was done.
- Bullock Access came out and did the bi-annual preventative maintenance of the platform lift inspection.
- Rachael spoke to the town clerk and she would like us to submit a request to appoint another commissioner. One of the previous commissioners was not reappointed. A letter

will be sent in, requesting a new commissioner.

- A check was received for the RSC that is for \$5,700.
- Rachael has an appointment with Mainville Construction; they came out to review the stairs on the side of Building C. We know it will be a large ticket item. He will give us a quote on it as soon as possible.
- There is an A.C unit in Building C to be replaced.
- There are currently 65 on the state elderly and 18 on the handicapped waiting list. A total of 83 people on the waiting list.

**Adjournment** – Commissioner Elaine Barrett entertained a motion to adjourn at 10:45 p.m. Commissioner Elaine Barrett made a motion to adjourn at 10:45 p.m. and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

Clerk

20 JAN 28 PM 1:40  
TOWN OF OXFORD, CT  
TOWN CLERK  
Stephanie Dimon

## Balance Sheet

As Of Month: December 2019

Books: Accrual

Property: Oxford Housing Authority(ox)

December 2019

<b>ASSETS</b>	48,354
Cash - Operating	100
Petty Cash	73,188
Cash - Savings	212,418
STIF Account	14,359
Accounts Receivable - Residents	425
Prepaid Expenses	5,871
Prepaid Insurance	215,000
Land	5,158,277
Building	130,637
Construction in Progress	8,740
Furniture & Fixtures	2,706
Maintenance Equipment	36,399
Equipment	-3,439,662
Accumulated Depreciation	
<b>Total Assets</b>	<b>2,466,812</b>
<b>LIABILITIES</b>	12,121
Accounts Payable - Trade	265
Accrued Expenses	195,360
Loan Payable	1,163
Prepaid Rent	
<b>Total Liabilities</b>	<b>208,909</b>
<b>EQUITY</b>	52,113
Owners Equity	2,194,473
Retained Earnings	350
Contribution from Municipality	10,967
RE Appropriated for R M	
<b>Total Equity</b>	<b>2,257,902</b>
<b>Total Liabilities &amp; Equity</b>	<b>2,466,812</b>