

Oxford Housing Authority

Regular Board Meeting

March 18th, 2016

Call to Order: The meeting was called to order at 2:02 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance: Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Katy O'Connell, and Peter Aiksnoras. Also present was David Keyser (Executive Director), Lori Caruso (Property Manager), and Harry Whitcher (Maintenance).

Additions to the Agenda: There were none.

Minutes: There were no corrections. Commissioner Burns entertained a motion to accept the February 26, 2016 minutes as stated. Commissioner Aiksnoras made a motion to accept the February 26th minutes as stated, and was seconded by Commissioner Barrett. Commissioner Burns asked all those in favor of the motion to vote Aye. All were in favor.

Audience of Citizens: Tenants present: Lenore Lyder, Gary Blow, Muriel Sabetta, Virginia Keane, Kay Boyers, and Marylou Bachhuber.

- There have been concerns regarding there not being manuals for the stoves and refrigerators. We will look online for these manuals.

Correspondence:

- The 2014 and the 2015 completed financial reports by Bob Bailey and Hope & Hernandez were presented to the Commissioners by management for viewing.
- The state single audits 2014 and 2015 were also presented to the Commissioners.
- An extension for the grant needs to be signed to extend the final closing date from the end of March to April. Also, the cost certification needs to be signed.

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

Petty Cash: \$100

Operating Cash: \$107,276.86

Stiff Account: \$234,563.08

Total Cash: \$341,839.94

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

Management and Budget:

- The bid for the locks is currently proceeding. It ran for 2 weekends in the CT Post and one Thursday in the minority newspaper. There is only one set of bids. There were 3 vendors for the walkthrough on Wednesday at 10 a.m.; one was the supplier. The other 2 were Radovich and Calvert Safe & Locks.
- On Monday April 4th @ 2 p.m. the specks will be available at Seymour Housing.

Old Business:

- The SOFYT lights were completed on March 3rd and they are working well.
- In regards to the cable, David met with a company that said they would have to rewire each of the apartments. Lori will contact Comcast next week; she has been doing the recertifications.
- A suggestion was made to have visitors wear badges.
- Commissioner Aiksnoras suggested we keep the CNA's in Old Business to continue reviewing it until the locks are done and all issues are addressed.
- Commissioner Burns entertained a motion to get estimates on extra parking spaces for people to put their car in for snow removal. Commissioner Barrett made a motion to get estimates on extra parking spaces for people to put their car in for snow removal, and was seconded by Commissioner Aiksnoras. Commissioner Burns asked all those in favor of the motion to vote Aye. All were in favor.
- Mr. Smith (Consulting Engineer) will come and inspect and make a recommendation on the extra parking spaces.
- A work order has been put in for the damaged SOFYTs that occurred during bad weather. We've just been waiting for warmer weather.

New Business:

- Frank has fixed up around the sign, and has requested mulch for around the sign. There was a motion that was passed for a \$1,000 spending limit.
- Also, we would like to start using all 3 sheds for everyone's garden tools, etc.
- All the castors have been moved.

Adjournment: Commissioner Burns entertained a motion to adjourn at 2:45 and go into executive session to discuss the loan for the expansion. Commissioner Barrett made a motion to adjourn at 2:45 and go into executive session, and was seconded by Commissioner Aiksnoras. Commissioner Burns asked all those in favor of the motion to vote Aye. All were in favor.

Executive Session:

MOTION: Elaine, second by Kathy to exit executive session at 3:05pm.

Passed: 4 For, 0 Opposed.

MOTION: Kathy, second by Elaine to adjourn at 3:06pm.

Passed: 4 For, 0 Opposed.

Respectfully Submitted,



Stephanie Dimon

16 MAR 28 AM 11:41
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK

Oxford Housing Authority
Balance Sheet for February 2016
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	7,559.48	46,410.95
Sundry Accounts Payable	0.00	229.00
TOTAL ACCOUNTS PAYABLE	<u>7,559.48</u>	<u>46,639.95</u>
TOTAL LIABILITIES	<u>7,559.48</u>	<u>46,639.95</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
2820.1 Rehab Funds Authorized No.1	0.00	1,197,379.00
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
RETAINED EARNINGS		
Unappropriated	1,733.49	70,442.70
Appropriated	2,310.83	275,683.41
TOTAL RETAINED EARNINGS	<u>4,044.32</u>	<u>346,126.11</u>
TOTAL SURPLUS	<u>4,044.32</u>	<u>5,937,497.56</u>
TOTAL LIABILITIES AND SURPLUS	<u>11,603.80</u>	<u>5,984,137.51</u>
PROOF	<u>0.00</u>	<u>0.00</u>