

MINUTES
OXFORD HOUSING AUTHORITY at CRESTVIEW RIDGE
12-28-2012
2:00 P.M.
REGULAR MEETING

1. Call to Order/Roll Call.
Chairman Bill Burns called the meeting to order at 2:01 P.M. Present were Bob Peck, Peter Aiksnoras, Kathy O'Neil, Elaine Barrett, Bill Burns, Harry Witcher, David Keyser, Chris Brooks.
The Pledge of Allegiance was recited.
2. Grant Administrator.
Twin Brooks Construction Project.
Ms. O'Neil reports that the transfer of the Twin Brooks property from the Town to the Housing Authority is in progress. This will ultimately be brought up at a Town Meeting.

Crestview Ridge Expansion Project.
Ms. O'Neil also reports that Spath-Borklund is working to get the septic system approval for the eight new units here. This project should be shovel ready by April of 2013.
3. Additions to Agenda.
Bill suggested that all look over the meeting schedule for 2013 to see if there might be any conflicts. None were found.
Bill also suggested that the Commission go into Executive Session at the end of the meeting for the purpose of discussing Consultant Fees.
4. Review and Acceptance of Minutes.
A motion was made by Elaine and seconded by Peter to accept the minutes of the November meeting as read. All were in agreement.
5. Audience of Citizens.
The Audience of Citizens included Jeannette Laird, Muriel Sabetta, Kathy O'Connell.
6. Correspondence.
Several letters were received, none of which required Commission action.
7. Treasurers Report.
A Vendor Accounting Check Register was received showing recent checks issued. Please see Exhibit 1.
Bob Peck brought up the subject of returning to a policy of showing each month the balances of both the Checking account and the S.T.I.F. account. These balances are as follows:

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

Exh. b. + 1

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
8792	12/19/2012	No	CHK	American Rooter	Main line clog Bldg B	\$520.50
8793	12/19/2012	No	CHK	AT&T	acct 203 881-9555 141	\$130.77
8794	12/19/2012	No	CHK	Cash	replenish petty cash	\$100.99
8795	12/19/2012	No	CHK	comcast	acct 8773 40 215 0026439	\$56.39
8796	12/19/2012	No	CHK	Comcast	acct 8773 40 215 0015754	\$607.70
8797	12/19/2012	No	CHK	Connecticut Light & Power	acct 51789793007 Bldg A	\$74.06
8798	12/19/2012	No	CHK	Connecticut Light & Power	acct 51210154076	\$19.43
8799	12/19/2012	No	CHK	Connecticut Light & Power	acct 51023793078	\$77.02
8800	12/19/2012	No	CHK	Connecticut Light & Power	acct 51673693024 bldg C	\$690.65
8801	12/19/2012	No	CHK	Connecticut Light & Power	acct 51178593018 Bldg E	\$38.84
8802	12/19/2012	No	CHK	Connecticut Light & Power	acct 51817693054 Bldg D	\$65.87
8803	12/19/2012	No	CHK	Experian	December credit checks	\$29.92
8804	12/19/2012	No	CHK	Fuss & O'Neill	Radon Testing	\$560.00
8805	12/19/2012	No	CHK	Great American Leasing	December copier	\$77.98
8806	12/19/2012	No	CHK	New England Septic & Excavating	annual septic pump	\$1,560.00
8807	12/19/2012	No	CHK	Office Depot	office supplies	\$320.77
8808	12/19/2012	No	CHK	Phil's Landscaping	clean up trees that fell from	\$440.00
8809	12/19/2012	No	CHK	Springer's Sanitation Inc.	November container service	\$304.00
8810	12/19/2012	No	CHK	Valley Electric Supply & Lighting	dual lite cv-5	\$190.93
8811	12/27/2012	No	CHK	American Rooter	B16 clog	\$128.50
8812	12/27/2012	No	CHK	Connecticut Light & Power	acct 51210154076 A5	\$49.19
8813	12/27/2012	No	CHK	D'Amico Associates	legal description/map	\$1,000.00
8814	12/27/2012	No	CHK	Professional Carpet	carpets unit A5	\$159.53
8815	12/27/2012	No	CHK	Seymour Housing Authority	December management fee	\$2,700.00
8816	12/27/2012	No	CHK	Seymour Janitorial Services	December cleanings	\$540.00
Cleared: 0						(0.00)
Uncleared: 25						\$10,443.04
Total Payments: 25						\$10,443.04

Project Summary

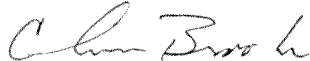
<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
CT State Elderly - E197 - Crestview Ridge	\$10,443.04	\$0.00
Total:	\$10,443.04	\$0.00

Checking account	\$75352.28	
S.T.I.F. account	\$ 173831.68	(Short Term Investment Fund)
Total	\$ 249183.96	

A motion was made by Elaine, seconded by Bob, to accept the Treasurers' Report as read. All were in agreement.

8. Management and Budget.
Security questions concerning the Maintenance Shop were discussed. Several ways of securing the Shop were discussed, and will be implemented.
9. Old Business.
 - a. Vacancy on the Commission.
This item was discussed, but as yet no decision has been reached.
The revised fees from Silver & Petrucelli were discussed at last months' meeting, but a motion to accept them was omitted. Please remember that these fees will be completely covered by the Grant funds.
Bill Burns, seconded by Peter Aiksnoras, moved to accept the revised compensation fees from Silver & Petrucelli architecture firm related to completion of the current Crestview Ridge renovation project.
This motion was passed by a vote of 4 to 0.
10. New Business.
 - a. Bill reported that the recent Audit went very well.
Elaine, seconded by Bob, moved to authorize, without prior approval, purchases for management of up to \$2000.00 and for the OHA Chairman of up to \$2500.00. Any and all such purchases made will be reported to the Commission at the next regularly scheduled meeting. Motion was passed by a vote of 4 - 0.
11. Executive Session.
Bill Burns moved to go into Executive Session, seconded by Peter Aiksnoras, at 3:22 P.M., to discuss Consultant Fees. David Keyser was requested to attend. Elaine, seconded by Peter, moved to end Executive Session and return to Open Meeting, at 4:16 P.M.
12. Elaine moved, seconded by Bob, to adjourn at 4:20 P.M. Motion passed 4 - 0.

Respectfully submitted, subject to approval.



Chris Brooks
Clerk,
Oxford Housing Authority

13 JAN -3 AM 11:23
TOWN OF OXFORD, CT
TOWN CLERK
August A. West