

MINUTES

OXFORD HOUSING AUTHORITY

at

CRESTVIEW RIDGE

REGULAR MEETING

1-18-2013

1. Call to Order/Roll Call
The meeting was opened by Chairman Bill Burns at 2:10 P.M.
Present were: Elaine Barrett, Bob Peck, Harry Witcher, Peter Aiksnoras, Bill Burns, Donna Lane, David Keyser, Chris Brooks.
The Pledge of Allegiance was recited.
2. Election of Officers.
Chairman Bill Burns resigned his position. Bob Peck seconded by Elaine Barrett, nominated Bill Burns to be the Chairman. No other nominations were received. All were in approval.
The Vice-Chairman's position being open, Bob Peck, seconded by Bill Burns, nominated Elaine Barrett to be the Vice-Chairman. No other nominations were received. All were in approval.
Secretary Bob Peck resigned his position. Peter Aiksnoras, seconded by Elaine Barrett, nominated Bob Peck to be the Secretary. No other nominations were received. All were in approval.
Treasurer Peter Aiksnoras resigned his position. Elaine Barrett, seconded by Bill Burns, nominated Peter Aiksnoras to be the Treasurer. No other nominations were received. All were in approval.
3. Additions to Agenda.
Peter Aiksnoras asked that the Commission go into Executive Session prior to the closing of the Meeting for the purpose of discussing Consultant fees. Donna Lane and David Keyser were invited to attend.
4. Review and Acceptance of Minutes.
Peter Aiksnoras, seconded by Elaine Barrett, moved to accept the minutes of the previous meeting as read. All ayes.
5. Audience of Citizens.
No members of the public were in attendance.

Oxford Housing Authority
General Ledger Cash Payment/Receipt Register
CT State Elderly

Ex 6.6.41

Filter Criteria Includes: 1) Project: All, 2) Payment Date: All, 3) Financial Period: December 2012, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

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

Posted Payments

| <u>Doc Num</u> | <u>Payment Date</u> | <u>Document Recipient</u> | <u>Document Description</u> | <u>Cleared</u> | <u>Amount</u> |
|--------------------|---------------------|-----------------------------------|-------------------------------------|----------------|---------------|
| 8792 | 12/19/2012 | American Rooter | Main line clog Bldg B | Yes | \$520.50 |
| 8793 | 12/19/2012 | AT&T | acct 203 881-9555 141 | Yes | \$130.77 |
| 8794 | 12/19/2012 | Cash | replenish petty cash | Yes | \$100.99 |
| 8795 | 12/19/2012 | comcast | acct 8773 40 215 0026439 | Yes | \$56.39 |
| 8796 | 12/19/2012 | Comcast | acct 8773 40 215 0015754 | Yes | \$607.70 |
| 8797 | 12/19/2012 | Connecticut Light & Power | acct 51789793007 Bldg A | Yes | \$74.06 |
| 8798 | 12/19/2012 | Connecticut Light & Power | acct 51210154076 | Yes | \$19.43 |
| 8799 | 12/19/2012 | Connecticut Light & Power | acct 51023793078 | Yes | \$77.02 |
| 8800 | 12/19/2012 | Connecticut Light & Power | acct 51673693024 bldg C | Yes | \$690.65 |
| 8801 | 12/19/2012 | Connecticut Light & Power | acct 51178593018 Bldg E | Yes | \$38.84 |
| 8802 | 12/19/2012 | Connecticut Light & Power | acct 51817693054 Bldg D | Yes | \$65.87 |
| 8803 | 12/19/2012 | Experian | December credit checks | Yes | \$29.92 |
| 8804 | 12/19/2012 | Fuss & O'Neill | Radon Testing | No | \$560.00 |
| 8805 | 12/19/2012 | Great American Leasing | December copier | Yes | \$77.98 |
| 8806 | 12/19/2012 | New England Septic & Excavating | annual septic pump | No | \$1,560.00 |
| 8807 | 12/19/2012 | Office Depot | office supplies | Yes | \$320.77 |
| 8808 | 12/19/2012 | Phil's Landscaping | clean up trees that fell from storm | Yes | \$440.00 |
| 8809 | 12/19/2012 | Springer's Sanitation Inc. | November container service | No | \$304.00 |
| 8810 | 12/19/2012 | Valley Electric Supply & Lighting | dual lite cv-5 | Yes | \$190.93 |
| 8811 | 12/27/2012 | American Rooter | B16 clog | No | \$128.50 |
| 8812 | 12/27/2012 | Connecticut Light & Power | acct 51210154076 A5 | No | \$49.19 |
| 8813 | 12/27/2012 | D'Amico Associates | legal description/map | No | \$1,000.00 |
| 8814 | 12/27/2012 | Professional Carpet | carpets unit A5 | No | \$159.53 |
| 8815 | 12/27/2012 | Seymour Housing Authority | December management fee | No | \$2,700.00 |
| 8816 | 12/27/2012 | Seymour Janitorial Services | December cleanings | No | \$540.00 |
| Cleared: 16 | | | | | \$3,441.82 |
| Uncleared: 9 | | | | | \$7,001.22 |
| Total Payments: 25 | | | | | \$10,443.04 |

6. Correspondence
Several letters were received and answered, none requiring Commission decisions.

7. Treasurer's Report.
The Treasurer's Report was at hand. A Vendor Accounting Check Register was received showing recent checks issued. Please see Exhibit 1.
Balances for the Checking Account and the S.T.I.F. Account are as follows:
- | | |
|------------------|---|
| Checking Account | \$80828.09 |
| S.T.I.F Account | <u>\$173859.59</u> (Short Term Investment Fund) |
| Total | \$254687.68 |

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

8. Management and Budget.
A recent meeting was held with DEEP. OHA will be allowed to move forward with the septic systems as they are, in conjunction with the Crestview Ridge Expansion Project.
Radon testing has been done, but more is needed.
9. Old Business.
Some old business was discussed, but none requiring Official sanction.
10. New Business.
Peter Aiksnoras, seconded by Elaine Barrett, made a motion to allow only the following Commissioners: Robert Peck, William Burns, Elaine Barrett, and Peter Aiksnoras to be signers of the Oxford Housing Authority dba Crestview Ridge bank account #152002603 with the Naugatuck Savings Bank. All ayes.

Peter Aiksnoras, seconded by Elaine Barrett, made a motion to allow only the following Commissioners: Robert Peck, William Burns, Elaine Barrett, and Peter Aiksnoras to be signers of the Oxford Housing Authority dba Crestview Ridge, Short Term Investment Fund, commonly called the S.T.I.F. Account. All ayes

Peter Aiksnoras moved to authorize the Treasurer as well as the Chairman to sign and submit the Semi-Annual Financial report to the State of Conn. Bill Burns seconded the motion. All were in approval.

- 10-A Executive Session.
At 3:05 P.M., Elaine Barrett, seconded by Peter Aiksnoras, moved to go into Executive Session as referred to in item 3 for the purpose of discussing Consultant fees. All were in agreement. Donna Lane and David Keyser were invited to attend.
At 4:02 P.M., Peter Aiksnoras, seconded by Elaine Barrett, moved to return to

Open Session. All were in agreement.

11. At 4:03 P.M., Peter Aiksnoras, seconded by Elaine Barrett, moved to adjourn.

Respectfully submitted, subject to approval.



Chris Brooks
Clerk
Oxford Housing Authority

13 JAN 25 AM 11:22
TOWN OF OXFORD, CT
Margaret A. Christ
TOWN CLERK