

MINUTES
**OXFORD HOUSING AUTHORITY, INC. at
CRESTVIEW RIDGE
Special Meeting – April 17, 2014 – 3:00 p.m.**

Commissioners present: Chairman Bill Burns, Peter Aiksnoras, Kathy O'Connell, Elaine Barrett, Robert Peck. Also present: Donna Lane, Harry Witcher, Donald W. Smith, Jr., Kathleen O'Neil, Marni Soss. Absent: Elaine Barrett.

The meeting was called to order by Chairman Bill Burns at 3:01 p.m. and the Pledge of Allegiance was recited.

Review and Acceptance of Minutes – **Motion** to accept the Minutes of the March 28, 2014 regular meeting was made by Robert Peck. Second by Kathy O'Connell. Motion passes unanimously.

Correspondence – None.

Treasurer's Report - Peter Aiksnoras reported as follows:

Operating cash balance:	\$92,712.54
STIF:	\$174,134.48
Petty Cash:	\$100.00
Total:	\$266,947.02

A copy of the March 2014 General Ledger Cash Payment/Receipt Register report is Attachment A.

Motion to approve Treasurer's report of March 2014 made by Robert Peck. Second by Kathy O'Connell. Motion passes unanimously.

Management and Budget

Donna reported that Unit 28 was leased out today. Unit 26 went vacant on April 7 and it will be leased on April 21. The quarterly report will be done next week and the goal is to have it sent via email by April 24.

Springer Sanitation – She asked about sliding door and was told their trucks are not equipped for those dumpsters. She asked if lighter plastic top door with bungee cord holding lid would be sufficient to keep animals out and they answered no. Animals would eat through plastic doors. Donna suggested a metal mechanism on the side of the lid that would allow people to open the dumpsters in locked position so that management can open the dumpsters in the morning for residents and close them at 4 p.m. when they leave. He is looking into that possibility and will get back to her next week.

Insurance – Donna indicated that she spoke to the insurance company, as asked, with the question of liability and renovation work being done without an officer maintenance staff on site. Greg Schpak assured her that there is no liability issue. If something were to happen it would happen if we were here on or off site. There is no additional insurance policies that can be purchased for this and that is why the contractor is insured and names Oxford Housing Authority as an additionally insured person.

Old Business

Kathy O'Neil reported on the electric permit that she spoke with Gordon Gramolini and he indicated that there was no electrician required at the time the water heaters were being attached and reattached. The permit is in place for subsequent electrical work.

The pencil requisition is ready. She noted Radovich has not given any additional costs. The requisition will include the contractor, Don Smith, the attorney, CHFA and herself. Bill spoke about his conversation with Penny Fisher who indicated that there is a possibility of submitting two requisitions on one submission/one payment.

Don Smith reported that the propane service for new generator was installed. They are waiting for Town to inspect the work. They started preparing to paint railings. The kitchen cabinets were released early this week and there is an expected four to six week delivery period. New shower heads were installed. Miscellaneous repairs to wireless thermostats were done. Underground oil tank is scheduled for abandonment next week. Oil was removed to a temporary tank. He indicated that the electric permit was pulled for work to be done on the generator. The permit was not required for changing of hot water heaters and changing of exterior light fixtures.

Twin Brooks – Bill noted that the Commissioners agreed at the March meeting that they would send a letter to the Board of Selectmen on the matter (letter dated 4/10/14). Bill knew from Kathy O'Neil that he needed to make a formal request to have the matter put on the Board of Selectmen's agenda and he put in the request. The matter did not get placed on the agenda because the three Selectmen are still discussing the matter of placement of the right-of-way road. Kathy O'Neil noted she will encourage them to make a decision and follow-up on having the matter placed on the agenda. Kevin Condon has the Deed ready and needs the right-of-way description to be included.

Discussion of Grant funds for expansion ensued. Bill noted that he heard we did not get the funding and Donna noted we did not get the notice in writing. Submission for the next application period will be done (deadline in June).

Kathy noted she understands there is a meeting set with the project manager for May 1 and she asked that she be in attendance because it was her work. She found out that there is an RFP for other grant writers. Bill indicated that was due to the strong suggestion by the State that we bid our work. She noted she would like to hear the feedback and would like to attend the meeting. Donna noted that one of the rules is that applicants need to increase their complex by 20%,

which we will be doing. They are also looking for twenty or more units, which is not in our plan. Donna noted that the meeting is to obtain information as to how to focus on the fact that we are increasing the complex by 20% and that we don't have the room for twenty additional units. Bill suggested that Donna place a call to Nathan to find out where we may have fallen short with the application to give us information for filing the new application.

New Business

Donna asked if Kathy O'Connell will be a signer on the three bank accounts. Commissioners agreed to this. She needs to complete the paperwork with the bank.

Kathy O'Neil excused herself from the meeting at 3:20 p.m.

Motion to take a twenty minute recess made by Peter Aiksnoras at 3:20 p.m. Second by Kathy O'Connell. (4) Ayes (1) Nay by Bob Peck. Motion passes.

The meeting resumed at 3:36 p.m.

David Keyser attended this portion of the meeting.


Bill spoke about the previously passed motion from the March 28, 2014 meeting about full time staffing for the balance of the renovation project.

Motion to agree to not pursue full time staffing during the term of the remainder of the renovation project. Second by Peter Aiksnoras. Discuss: Bill noted that one of the concerns is that the full time position will end up with a high degree with additional expense on the commission. Benefits for the full time person is also part of the cost. Bob Peck noted that we have information about liability insurance now. Bill agreed that the insurance that we carry in conjunction with the insurance that the contractors/subcontractors have cover liability. Peter noted that he feels the full time position is not needed. Bill noted that management spoke to the subcontractors about the importance of them wearing badges to identify themselves at all times and that they use the door tags if they enter units when there is nobody home. Kathy noted she is concerned that the full-time person will not keep busy for forty hours a week and that the contractors is not here forty hours a week. Vote: (4) Ayes – Motion passes unanimously.

Motion to adjourn was made by Bob Peck at 3:44 p.m. Second by Kathy O'Neil. Motion passes unanimously.

Respectfully submitted, subject to approval


Marni Soss, Clerk

14 APR 24 PM 3:31
TOWN OF OXFORD, CT

TOWN CLERK

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

ATTACHMENT A

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: March 2014, 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: Ion Bank-Renovation, Bank Account: 1101, GL Account: 1101

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1010	03/25/2014	CHK	Donald Smith JR., PE	owners field observer	Yes	\$1,265.00
1011	03/25/2014	CHK	K. O'neil & Associate, LLC	monthly fee for administration	No	\$3,625.00
1012	03/25/2014	CHK	Radovich Builders LLP	Rehab req 3 contractor	Yes	\$53,298.80
1013	03/25/2014	CHK	Silver Petrucelli & Associates, Inc.	bills accumulated from 07/01/13	Yes	\$5,830.00
Cleared: 3						\$60,393.80
Uncleared: 1						\$3,625.00
Total Payments: 4						\$64,018.80

Project Summary

<u>Program - Project</u>	<u>Payments</u>
CT State Elderly - E197 - Crestview Ridge	\$64,018.80
Total:	\$64,018.80

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
9165	03/15/2014	CHK	21st Century Media	permit advertising	Yes	\$468.00
9166	03/15/2014	CHK	AT&T	acct 203 881-9555 141	Yes	\$68.10
9167	03/15/2014	CHK	Calvert Save & Lock LTD	elevator keys	Yes	\$18.60
9168	03/15/2014	CHK	comcast	acct 8773 40 215 0141857	Yes	\$79.90
9169	03/15/2014	CHK	Comcast	acct 8773 40 215 0015754	Yes	\$637.91
9170	03/15/2014	CHK	Connecticut Light & Power	acct 51817693054 bldg D	Yes	\$119.75
9171	03/15/2014	CHK	Connecticut Light & Power	acct 51023793078 bldg B	Yes	\$107.50
9172	03/15/2014	CHK	Connecticut Light & Power	acct 51789793007 Bldg A	Yes	\$107.03
9173	03/15/2014	CHK	Connecticut Light & Power	acct 51178593018 bldg E	Yes	\$109.82
9174	03/15/2014	CHK	Connecticut Light & Power	acct 51673693024 bldg C	No	\$901.95
9175	03/15/2014	CHK	F.W. Webb	radiator seals	Yes	\$23.76
9176	03/15/2014	CHK	Friends of Fur, LLC	cricket removal unit 21	Yes	\$75.00
9177	03/15/2014	CHK	Home Depot	also inv# 8021335	Yes	\$130.40
9178	03/15/2014	CHK	Springer's Sanitation Inc.	February container service	No	\$304.00
9179	03/15/2014	CHK	Suburban Propane	second delivery....not enough on truck	Yes	\$3,591.20
9180	03/30/2014	CHK	American Rooter	clog in A3 kitchen sink	No	\$168.50
9181	03/30/2014	CHK	Cash	replenish petty cash	Yes	\$103.42
9182	03/30/2014	CHK	Connecticut Light & Power	acct 51277944096 unit C21	No	\$159.79
9183	03/30/2014	CHK	Experian	acct TCTA-6906070	No	\$19.22
9184	03/30/2014	CHK	Oxford Paint & Hardware, Inc.	plumbing supplies	No	\$8.07
9185	03/30/2014	CHK	Seymour Housing Authority	March Management fee	No	\$2,700.00
9186	03/30/2014	CHK	Seymour Janitorial Services	common area cleaning march	No	\$340.00
Cleared: 14						\$5,640.39
Uncleared: 8						\$4,601.53
Total Payments: 22						\$10,241.92

Project Summary

<u>Program - Project</u>	<u>Payments</u>
CT State Elderly - E197 - Crestview Ridge	\$10,241.92
Total:	\$10,241.92