

MINUTES
**OXFORD HOUSING AUTHORITY, INC. at
CRESTVIEW RIDGE
Regular Meeting – May 23, 2014**

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

The meeting was called to order by Chairman Bill Burns at 2:03 p.m. and the Pledge of Allegiance was recited.

Additions to Agenda – Peter Aiksnoras proposed to add discussion of contract renewal with Seymour Housing Authority and review of proposed budget for FY 2014-2015. All agreed.

Review and Acceptance of Minutes – **Motion** to accept the Minutes of the April 17, 2014 meeting was made by Elaine Barrett. Second by Kathy O'Connell. Motion passes unanimously.

Old Business

Kathy O'Neil commented that we are in a delayed mode for getting the checks disbursed because CHFA is asking for information from Donna that dates back prior to the contracts and a project manager that has asked for documents numerous times which were already provided. Kathy noted that she has also been asked for documents more than one time that have been provided. Donna noted that Pat Johnson has been replaced as our project manager by Penny Fisher. Donna noted that Chuck Radovich has been kept informed of the situation with the delay.

Don Smith reported that the weather has finally become more cooperative. The metal railings are 50% complete (scraping and painting) and 25% complete with the installation of new plastic handrails. The oil tank has been abandoned. The old generator is in the parking lot and new generator is up and running. Testing was done and there was no suspect of problems when they were doing excavation. Final lab report will be received soon. The kitchen cabinets should be shipped in the beginning of June and installation should begin the end of June. They anticipate doing four units per week. All cabinets should be in by Labor Day. In a week or two they will be starting with electric service replacements which will cause shut-down of power in the buildings. Bob asked if the new generator is run on propane and he was told yes. Don noted that the joints were pressure tested and inspected by Gordon Gramolini. Bob asked for information as to consumption when the generator runs. Donna noted that approximately seven gallons per hour would be used run at twenty minutes per week. Bob noted that if we had an extended power outage we could be using 100 gallons per day and Donna agreed. Bob noted we have capacity for 6,000 if they are full and Donna agreed.

Audience of Citizens

Jeanette Laird, Unit 2, spoke of bulbs in the outside fixtures of her unit that don't work. One is new and will be replaced but the other Donna explained that it is believed that there is an electric problem that will be worked on. Bill noted that years ago we got some funds from CL&P that replaced many exterior lights but they need to be replaced again. Bob noted that we should speak to CL&P and Bill noted that this has been done but has not helped the situation.

Shirley Gaetano, Unit 4, spoke about the closet for her linens and she is concerned because the door does not work properly. Donna noted someone will look at the door.

Beverly Blakeman, Unit Unit 7, spoke of the pole light that has been left on. Don noted he is aware of this and the plan is to have it replaced shortly.

Frank Tomis, Unit 11, noted he knows the commissioners volunteer and he appreciates this. He noted he comes to meetings and feels that nobody pays attention to the points that he brings up and that he is not happy with the repairs and that things should have been complete months ago. He feels that the tenants have no say in what goes on in the buildings and they should have more input. Bill commented that Frank should write a letter with his thoughts and opinions and he will deliver it to the Department of Housing for Frank. Frank thanked the commissioners for their time.

Bessie Pawlak, Unit 9, spoke of the air conditioner in the bedroom. She noted that she had a seal over the unit and styrofoam and a cover were added which looks very bad and she wonders why it was done. Don noted the insulated covers were installed to keep the cold air outside. She noted that there was no cold air coming through before the cover was installed. Don noted that the covers can be taken off now that the winter is over.

Correspondence – Donna indicated that we got a letter stating that we did not get the CHAMP Grant. She indicated that Comcast informed us that they are raising the rate \$.11 and Bill suggested that we will not raise the cost for tenants. This was agreed upon.

Treasurer's Report - Peter Aiksnoras reported as follows:

Operating cash balance:	\$132,629.05
STIF:	\$174,155.59
Petty Cash:	\$100.00
Total:	\$306,884.64

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

Bob noted that there was discussion a few months ago about the checking account. Mr. Bailey had noted that there was no problem keeping the account at \$100,000 in view of the fact that we were in construction.

Motion made by Bob Peck to make a payment from Operating cash balance to STIF in the amount of \$25,000. Second by Elaine Barrett. Discussion: Bill noted that STIF is a safe holding fund with the State. Peter asked Donna to apprise the Commissioners of any major unexpected expenses. Donna indicated that the recent wind storm damaged the framing on the back door and wind guards will be installed causing the need for the frame to be replaced. She also indicated that yesterday's electrical storm damaged the security system panel which is being worked on at this time. She reminded the Commissioners that two insurance claims have already been put in for this item and she is not in favor of filing a third claim. The estimated cost for both repair projects is \$25,000. Peter reminded the Commissioners that Mr. Bailey suggested that we make a decision at the end of the fiscal year before considering moving funds.

Motion to Table the matter of making payment from Operating cash balance to STIF in the amount of \$25,000 and review the matter in thirty days made by Peter Aiksnoras. Second by Kathy O'Connell. Motion passes unanimously.

Motion to approve Treasurer's report of April 2014 made by Elaine Barrett. Second by Bob Peck. Motion passes unanimously.

Management and Budget

Donna thanked those who sent cards and well wishes during her recent time of sadness.

Donna reported as follows:

Springer Sanitation suggested hooks be placed on top of the dumpsters that will be anchored onto the fencing of the dumpster and closures. There will be a small cost. Every morning Harry will open the dumpsters and latch the covers onto the fencing and they will be closed at the end of the day. Donna was asked what will happen on Saturday, Sunday and Monday when Harry is not working. Donna said the dumpsters will be closed then and that is the best that can be done. Kathy asked that a handle be added to help people raise the cover of the dumpster when they need to do it themselves. Donna agreed to ask the company to do this and it is understood that there will be probably be a fee for this.

2014-2015 ERAP has been submitted as well as the new RSC grant. We did not hear from the State on these yet. She indicated again that the recent electrical storm damaged the security system panel and it is being repaired today. She was advised that the alarm system is fully functional even though it is going off on a ground fault.

Fred Cover is no longer our asset manager and Penny Fisher is our new asset manager.

Old Business

Elaine noted that something has to be done with the janitorial service. The people who come from Seymour Janitorial leave the floors very wet and do not use wet signs as they have been

asked to do. Elaine is concerned that someone will get hurt. Donna noted that she put a call into the company with this concern and is waiting for a reply.

David Keyser attended the meeting at 2:45 p.m.

Bill noted that a letter was sent last month to the Board of Selectmen with a copy to Kathy O'Neil regarding Twin Brooks. Bill found out that the Selectmen are having difficulty achieving a consensus where the right of way should be placed through this parcel to get to the parcel that the Town is obtaining ownership on. The June 1 deadline is soon.

Bill noted that we received notice from the State that we did not receive the CHAMP grant for expansion. Bill, David and Donna met with the state officials to find out what we should do next. It was noted that in their estimation that we did not qualify for the grant because we did not meet the requirement of 20 units and 20% increase in housing. They also stated that they do not like funding 100% of a project and that we need to seek other funding also. We were later informed that another application should be submitted because the State feels we may qualify for the money after all. Bill has guidelines as to what needs to be done. Donna was told that they determined that it is unfair for a project as small as ours to have the 20 unit rule apply and they have invited us to apply for a waiver. Bill spoke of the septic issue and Don agreed with Bill that the State has the paperwork they need on this issue. There is a deadline of June 16 for the application.

New Business

Motion made by Peter Aiksnoras that the current signors for the Oxford Housing Authority d/b/a Crestview Ridge are William Burns, Peter Aiksnoras, Elaine Barrett and Robert Peck and shall remain as signors. The Board of Commissioners is authorizing the addition of Commissioner Kathleen O'Connell as a signatory for the following accounts: Checking account with Ion Bank Account Number 150103101, Development Checking Account with Ion Bank account number 150103128, Renovation Checking Account with Ion Bank account number 150103101, and Short Term Investment Fund Account commonly referred to as the S.T.I.F. Account held with the CT State Treasurers office account number 1235575580. Second by Elaine Barrett. Discussion: Bob asked if there is a mention in the Bylaws that states tenants not being involved in monetary items. Bill commented that we have to read the Bylaws. Donna noted that she is aware that the Bylaws state that tenants cannot vote on rent increases. Motion passes unanimously.

Motion to enter Executive Session made by Peter Aiksnoras at 2:53 p.m. for the purpose of discussing management renewal contract and the proposed FY 2014-2015 Oxford Housing Authority budget. This was seconded by Elaine Barrett. Motion passes unanimously.

Motion to exit Executive Session made by Elaine Barrett at 3:19 p.m. This was seconded by Kathy O'Connell. Motion passes unanimously.

Motion to accept the proposed FY 2014-2015 Oxford Housing Authority Budget made by Bill Burns. This was seconded by Peter Aiksnoras. Vote: (3) Ayes (2) Abstentions by Kathy O'Connell and Elaine Barrett. Motion passes.

Motion made by Elaine Barrett to appoint Treasurer, Peter Aiksnoras as a committee of one to negotiate and develop a renewal contract with existing management for review by the Board at the June 2014 meeting. This was seconded by Bob Peck. Motion passed unanimously.

David Keyser and Donna Lane stated that the following four firms were individually solicited in writing to submit a Consulting Service proposal for our Crestview Ridge Expansion project:

Newcastle Housing Ventures LLC of Hartford, D'Amelia & Associates of Waterbury, K. O'Neil & Associates of Oxford, Millennium Real Estate Services, LLC, Rocky Hill, CT. None of the four firms responded. Based on a recommendation by our State of Connecticut associates, we solicited and received a proposal from The Housing Development Team, Stratford, CT.


Motion made by Peter Aiksnoras to approve The Housing Development Team proposal and have management negotiate and sign a final agreement not to exceed the \$12,000 estimate cost. This was seconded by Robert Peck. Motion passes unanimously.

Adjournment

Motion to adjourn was made by Elaine Barrett at 3:33 p.m. Second by Kathy O'Connell. Motion passes unanimously.

Respectfully submitted, subject to approval


Marni Soss, Clerk

14 MAY 28 PM 4:11
TOWN OF OXFORD, CT.

TOWN CLERK

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

ATTACHMENT A
1 of 2

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: April 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: 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>
9187	04/16/2014	American Rooter	bldg c mechanical room clog	Yes	\$297.00
9188	04/16/2014	AT&T	acct 203 881-9555 141	Yes	\$110.03
9189	04/16/2014	comcast	acct 8773 40 215 0141857	Yes	\$79.90
9190	04/16/2014	Comcast	acct 8773 40 215 0015754	Yes	\$637.83
9191	04/16/2014	Connecticut Light & Power	acct 51023793078 bldg B	No	\$92.74
9192	04/16/2014	Connecticut Light & Power	acct 51178593018 bldg E	No	\$96.46
9193	04/16/2014	Connecticut Light & Power	acct 51789793007 bldg A	No	\$82.80
9194	04/16/2014	Connecticut Light & Power	acct 51673693024 bldg C	No	\$790.19
9195	04/16/2014	Connecticut Light & Power	acct 51817693054 bldg D	No	\$104.23
9196	04/16/2014	Daddio's New Auto Parts, Inc.	oil for equipment	Yes	\$25.98
9197	04/16/2014	Door Control	repair rear door bldg C	Yes	\$148.00
9198	04/16/2014	Experian	acct TCTA-6906070	Yes	\$20.46
9199	04/16/2014	Heritage Village Water	acct 104491 bldg B	Yes	\$112.07
9200	04/16/2014	Heritage Village Water	acct 104494 bldg E	Yes	\$73.67
9201	04/16/2014	Heritage Village Water	acct 104493 bldg A	Yes	\$117.19
9202	04/16/2014	Heritage Village Water Company	acct 104495	Yes	\$89.03
9203	04/16/2014	Heritage Village Water Company	acct 104492 bldg C	Yes	\$96.71
9204	04/16/2014	Home Depot	also inv #1023913	Yes	\$269.62
9205	04/16/2014	Kirk Products Co., Inc.	inspection/retagging all fire	Yes	\$318.20
9206	04/16/2014	Little River Power Equipment	lawn mower supplies	No	\$153.01
9207	04/16/2014	Security Solutions Inc.	repair smoke detector in unit 3	Yes	\$382.50
9208	04/16/2014	Springer's Sanitation Inc.	march container service	No	\$304.00
9209	04/16/2014	Stepney hardware	paint units 26 & 28	Yes	\$113.98
9210	04/16/2014	Town of Oxford	30 gallons fuel	No	\$103.50
9211	04/30/2014	Connecticut Light & Power	acct 51277944096	No	\$5.39
9212	04/30/2014	Office Depot	office supplies	No	\$186.91
9213	04/30/2014	Oxford Paint & Hardware, Inc.	hardware	No	\$5.40
9214	04/30/2014	Seymour Housing Authority	April management fee	No	\$2,700.00
9215	04/30/2014	Seymour Janitorial Services	common areas April	No	\$811.00
Cleared: 16					\$2,892.17
Uncleared: 13					\$5,435.63
Total Payments: 29					\$8,327.80
Cleared: 43					\$16,820.35
Uncleared: 0					\$0.00
Total Deposits: 43					\$16,820.35

Project Summary

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
CT State Elderly - E197 - Crestview Ridge	\$8,327.80	\$16,820.35
Total:	\$8,327.80	\$16,820.35

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

ATTACHMENT A
2 of 2

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: April 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 - Development, Bank Account: 1102, GL Account: 1102

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1001	04/09/2014	B&B Engineering	work done on pre development	Yes	\$3,200.00
1002	04/09/2014	Langan Engineering &	Work done on predevelopment	Yes	\$8,210.00
1003	04/09/2014	Oxford Housing Authority	reimbursement for 1/2 payment for	Yes	\$26,500.00
1004	04/09/2014	Paul B. Bailey	work done on pre development	Yes	\$28,787.41
1005	04/09/2014	Soiltesting, Inc.	work done on pre development	Yes	\$4,727.50
1006	04/09/2014	Spath Bjorklund Associates, Inc.	work done on pre development	Yes	\$18,500.00
Cleared: 6					\$89,924.91
Uncleared: 0					\$89,924.91
Total Payments: 6					\$89,924.91

Project Summary

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
CT State Elderly - E197 - Crestview Ridge	\$89,924.91	\$89,924.91
Total:	\$89,924.91	\$89,924.91

Bank: Ion Bank-Renovation, Bank Account: 1101, GL Account: 1101

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
1014	04/04/2014	Donald Smith JR., PE	rehab work	Yes	\$2,915.00
1015	04/04/2014	K. O'neil & Associate, LLC	admin work	Yes	\$3,625.00
1016	04/04/2014	Radovich Builders LLP	contractor req 4	Yes	\$63,776.35
Cleared: 3					\$70,316.35
Uncleared: 0					(\$0.00)
Total Payments: 3					\$70,316.35

Project Summary

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
CT State Elderly - E197 - Crestview Ridge	\$70,316.35	\$0.00
Total:	\$70,316.35	\$0.00

End of Report