

MINUTES
OXFORD HOUSING AUTHORITY
at
CRESTVIEW RIDGE
REGULAR MEETING

5-24-2013

1. Call to Meeting/Roll Call.
The meeting was called to order at 2:00 P.M. by Chairman Bill Burns.
The Pledge of Allegiance was recited.
Commissioners present were; Bob Peck, Peter Aiksnoras, Bill Burns, Elaine Barrett.
Also present were; Donna Lane, Harry Whitcher, Chris Brooks.
2. Additions to Agenda.
Elaine, seconded by Peter, moved to hear the Treasurer's Report at this point to accommodate the Treasurer who had a commitment requiring him to leave early. All were in approval.
6. 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	\$102286.89
S.T.I.F account	<u>\$173921.28</u>
Total	\$276208.17
Petty Cash	<u>\$100.00</u>
	\$276308.17
- Elaine, seconded by Bob, moved to accept the Treasurer's report as read.
All were in agreement.
7. Management and Budget.
The State of Conn. Asset Manager, Fred Cover, visited on May 14th. He was pleased with what he saw, and said that this was the best maintained facility that he had seen.
The benches have been partially repaired. After considerable discussion it was decided that a New Bench question will be taken up under New Business.
8. Old Business.
Lights between Bldgs. A and B were discussed. These lights are scheduled to be replaced via the grant. A previous item concerning deck refinishing was mentioned. This refinishing has been accomplished.
Updating previous projects:

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

Exh. 6.4 I

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: April 2013, 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
8883	04/05/2013	No	CHK	Experian	acct TCTA-6906070	Yes	\$29.57
8884	04/05/2013	No	CHK	F & W Equipment Corp	kubota maintenance parts	Yes	\$91.59
8885	04/05/2013	No	CHK	Oxford Paint & Hardware, Inc.	maintenance supplies	Yes	\$28.28
8886	04/05/2013	No	CHK	Seymour Housing Authority	march management fee	Yes	\$2,700.00
8887	04/05/2013	No	CHK	Seymour Janitorial Services	march common area cleaning	Yes	\$540.00
8888	04/16/2013	No	CHK	AT&T	acct 203 881-9555 141	Yes	\$136.43
8889	04/16/2013	No	CHK	comcast	acct 8773 40 215 0026439	Yes	\$63.02
8890	04/16/2013	No	CHK	Comcast	acct 8773 40 215 0015754	Yes	\$607.06
8891	04/16/2013	No	CHK	Connecticut Light & Power	acct 51178593018 Bldg E	Yes	\$41.71
8892	04/16/2013	No	CHK	Connecticut Light & Power	B12 vacancy	Yes	\$75.34
8893	04/16/2013	No	CHK	Connecticut Light & Power	acct 51673693024 bldg. C	Yes	\$646.26
8894	04/16/2013	No	CHK	Connecticut Light & Power	acct 51023793078 bldg. B	Yes	\$79.58
8895	04/16/2013	No	CHK	Connecticut Light & Power	acct 51789793007 buldg A	Yes	\$196.94
8896	04/16/2013	No	CHK	Connecticut Light & Power	acct 51817693054 Bldg D	Yes	\$83.29
8897	04/16/2013	No	CHK	Experian	acct TCTA-6906070	Yes	\$7.57
8898	04/16/2013	No	CHK	Friends of Fur, LLC	ant issue building B	Yes	\$90.00
8899	04/16/2013	No	CHK	Great American Leasing	april copier lease	Yes	\$77.98
8900	04/16/2013	No	CHK	Heritage Village Water	acct 104491 Bldg B	Yes	\$114.63
8901	04/16/2013	No	CHK	Heritage Village Water	acct 104493 bldg. A	Yes	\$109.51
8902	04/16/2013	No	CHK	Heritage Village Water	acct 104494 bldg. E	Yes	\$76.23
8903	04/16/2013	No	CHK	Heritage Village Water Company	acct 104492	Yes	\$140.23
8904	04/16/2013	No	CHK	Heritage Village Water Company	acct 104495 bldg. D	Yes	\$94.15
8905	04/16/2013	No	CHK	Home Depot	maintenance supplies	Yes	\$26.67
8906	04/16/2013	No	CHK	K. O'neil & Associate, LLC	services rendered first year 30 millio	Yes	\$500.00
8907	04/16/2013	No	CHK	Sloss Electrical Contracting LLC	exterior meter bank repair unit B10 p	Yes	\$1,452.00
8908	04/16/2013	No	CHK	Springer's Sanitation Inc.	March container service	Yes	\$304.00
8909	04/16/2013	No	CHK	Town of Oxford	fuel 01/01/13-03/31/13	No	\$172.27
Cleared: 26							\$8,312.04
Uncleared: 1							\$172.27
Total Payments: 27							\$8,484.31

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

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
CT State Elderly - E197 - Crestview Ridge	\$8,484.31	\$0.00
Total:	\$8,484.31	\$0.00

2013-04-24

Project 1. 1st. year 30 million renovation. {This is a \$1.2 million project for renovations at Crestview Ridge.} This project is almost ready to go out for bid.

Project 2. Expansion project, 8 new units. Some background work has been done. The Grant Application is the next item to be done. A proposal is almost ready for the Board to look at.

Project 3. Twin Brooks. The Chairman reports that he has met with the First Selectman, and the OHA will be receiving a letter from the Town of Oxford formally transferring the Twin Brooks property to the OHA.

9. New Business.
Elaine, seconded by Peter, moved to purchase 6 new benches for the property. All were in agreement.
3. Review and Acceptance of Minutes.
Elaine, seconded by Peter, moved to accept the Minutes of the meeting of 4-26-2013 with the following corrections. Virginia Keane's name is herein spelled correctly. Also, the letter referred to in Item 5 concerning the Pre-Development Grant is to be deleted, and the following is to be put in its place. "The State Web Site shows that the O.H.A. is a recipient of a Pre Development Grant."
With the addition of these corrections, all were in agreement.
4. Audience of Citizens.
Beverly Blakeman, Muriel Sabetta, Frank Tomis, Kathy O'Connell, Jacquelin Dresel, Virginia Keane, Judy Lungarini, Loretta Sharpe, and Jeanette Laird were in attendance.
Benches were discussed. Colors, etc. will be determined.
5. Correspondence.
A letter was received from Fred Cover, the Asset Manager for the State of Conn. stating that the Site Visit, and Management Review, and Unit Observation had been completed. He was very happy with what he found.
10. Adjournment.
There being no further business, the Chair entertained a motion to adjourn. At 3:15 P.M., Elaine, seconded by Bob, so moved. All ayes.

Respectfully submitted, subject to approval,



Chris Brooks
Clerk
Oxford Housing Authority

13 MAY 29 PM 12:43
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK