

Oxford Housing Authority
Board Meeting
November 21, 2014

Call to order: The meeting was called to order at 2:04pm by William Burns, Commission Chairman, prior to the pledge of allegiance.

Attendance: Present: Commissioners: William Burns, Elaine Barrett, Peter Aiksnoras, Robert Peck, and Kathleen O'Connell. Also present were Donald Smith Jr., Consulting Engineer, Donna Lane, Property Manager, David Keyser, Executive Director, Kathleen O'Neil, Rehabilitation Grant Administrator, Attorney Fred Stanek and Jennifer Svelnys of the Housing Development Company.

Additions to the Agenda: Chairman Burns then asked if there were any additions to the agenda. Hearing none, Chairman Burns then asked for an addition to the agenda, to introduce Attorney Fred Stanek, of Welch, Teodesio, Stanek and Blake. Attorney Stanek then gave a brief description of the firm and it's members and the services they provide. He also commented on the firm's knowledge and experience in Housing Law. A motion was made by Commissioner Aiksnoras to retain the firm of Welch, Teodesio, Stanek and Blake as the Attorney for the Oxford Housing Authority. It was seconded by Commissioner Peck. Chairman Burns acknowledged the motion and its second and asked all of those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns O'Connell and Peck. Chairman Burns declared the motion carried and the firm of Welch, Teodesio, Stanek and Blake is now the attorney for the Oxford Housing Authority.

Minutes: Chairman Burns, then introduced the minutes of October 24, 2014. A motion was made by commissioner Barret and seconded by Commissioner O'Connell. Discussion followed and the minutes were amended to include Commissioner O'Connell as in attendance and to include the motions relative to the approvals of the Rehabilitation motions. Chairman Burns acknowledged the motion and its second and asked all of those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns O'Connell and Peck. Chairman Burns declared the motion carried and the minutes accepted as amended.

Audience: Tenants: Muriel Sabetta 6A and Virginia Keane A5. Muriel mentioned that her broiler didn't work. Donna Lane stated that a work order would be entered and the work would be completed.

Correspondence: Donna Lane reported that there was no correspondence.

Treasurer: Commissioner Aiksnoras, treasurer, gave his report as follows (See Exhibit I):

Operating Cash:	\$109,680.91
Stif Account:	\$199,294.99
Petty Cash:	\$100.00
Total:	\$309,075.90

A motion was made by Commissioner Barrett to accept the treasurer's report and seconded by Commissioner O'Connell. A brief discussion followed, after which Commissioner Peck requested that the Development and Renovation accounts be listed to the minutes similar to the Operating Cash, Stif and petty cash accounts, in the future. Chairman Burns acknowledged the motion and its second and asked all of those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns O'Connell and Peck. Chairman Burns declared the motion carried.

Management/Budget report: Donna Lane, Property Manager reported to the Commission that one tenant was involved in a small, smoky fire in her apartment and about 3 weeks later also caused a major flood in the kitchen of the apartment. This caused some minor damage to her apartment, but major damage to the apartment below. Ms. Lane noted that this tenant has a washing machine in her apartment that was grandfathered by the previous management. It's unsure if the washing machine was the cause of the flood. A lengthy discussion followed concerning who would be responsible for the \$1000.00 deductible and who would be responsible for some of the damage in the lower apartment that was not covered by the Housing Authority's insurance. Following the discussion, Chairman Burns suggested that the Housing Authority cover the cost of both the deductible and the damage to the lower apartment. Commissioner Aiksnoras made a motion to have the Housing Authority cover the costs of cleaning the downstairs resident's carpeting and the \$1,000.00 deductible. The motion was seconded by Commissioner Peck. Commissioner Burns amended a provision that the washing machine be removed from the apartment and signed off on that the removal occurred. Chairman Burns acknowledged the motion and its second and asked all of those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns O'Connell and Peck. Chairman Burns declared the motion carried.

Ms. Lane also reported that the lightening rod installation is complete, the chair lift was repaired today and that the bridge work is 75% complete.

Old Business: David Keyser gave an update on the status of the application for the new 8 unit addition to Crestview Ridge. The Oxford Housing Authority will have to reapply to the State Department of Housing by December 3, 2014. He also stated that the Authority would have to form for a 501C(3) Tax Exempt Entity. Jennifer Svelnys, Consultant with Housing Development discussed reapplying and explained the difficulty of applying for a small development and that it's a very competitive field. She also went into detail about the process. After the discussion, Commissioner Aiksnoras made a motion to authorize a contract with The Housing Development Team in order to reapply for funding for the 8 new units. This was

seconded by Commissioner O'Connell. Chairman Burns acknowledged the motion and its second and asked all of those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns O'Connell and Peck. Chairman Burns declared the motion carried.

David Keyser recommended that Kathleen O'Neil and Associates could contribute to the reapplication by obtaining letters of support for the new 8 unit project from the community on a time spent basis. Commissioner Barrett motioned to retain K O'Neil and Associates to support the application by obtaining various support letters and assist in any other designated way. Commissioner O'Connell seconded the motion. Brief discussion followed and Chairman Burns acknowledged the motion and its second and asked all of those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns and O'Connell. Commissioner Peck abstained. Chairman Burns declared the motion carried.

David Keyser stated that in order for Oxford Housing Authority to apply for Connecticut Low Income Housing Tax Credits, they would have to form for a 501C(3) Tax Exempt Entity. Discussion followed relative to procedure for forming and Authority to form. Commissioner Aiksnoras motioned to form a 501C(3) Tax Exempt Entity called OHA Development Corp. and to include the current and present Commissioners to sit as Directors to the newly formed Board of Directors. Commissioners Barrett seconded the motion. Chairman Burns acknowledged the motion and its second and asked all of those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns O'Connell and Peck. Chairman Burns declared the motion carried.

New Business: There was no new business.

Adjournment: A motion was made by Commissioner Barrett to adjourn and seconded by Commissioner Peck. Chairman Burns acknowledged the motion and its second and asked all of those in favor of the motion to signify by voting Aye. Voting Aye were Commissioners Aiksnoras, Barrett, Burns O'Connell and Peck. Chairman Burns declared the motion carried. The meeting adjourned at 3:05pm.

Respectfully submitted,

Bonnie Chevarella
Bonnie Chevarella, Clerk

14 NOV 25 PM 4:35
TOWN OF OXFORD, CT
OFFICE OF THE CLERK
Spencer

Oxford Housing Authority
Vendor Accounting Cash Payment/Receipt Register

CT State Elderly

Filter Criteria includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: October 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: 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>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
1035	10/15/2014	Donald Smith JR., PE	clerk work done to date on Rehab	\$4,427.50
1036	10/15/2014	K. O'neil & Associate, LLC	admin Rehab work	\$3,625.00
1037	10/15/2014	Radovich Builders LLP	Contractor Req 9	\$132,510.75
1038	10/15/2014	Silver Petrucelli & Associates, Inc.	due on rehab	\$595.00
Total Payments:				\$141,158.25

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>Amount</u>
9341	10/15/2014	AT&T	acct 203 881-9555 141	\$111.95
9342	10/15/2014	Barco Products Company	cust # 41635	\$140.96
9343	10/15/2014	Comcast	acct 8773 40 215 0015754	\$669.56
9344	10/15/2014	Connecticut Light & Power	acct 51023793078 bldg. B	\$56.07
9345	10/15/2014	Connecticut Light & Power	acct 51789793007 bldg. A	\$67.14
9346	10/15/2014	Connecticut Light & Power	acct 51178593018 bldg. E	\$36.88
9347	10/15/2014	Connecticut Light & Power	acct 51817693054 bldg. D	\$57.41
9348	10/15/2014	Connecticut Light & Power	acct 51673693024 bldg. C	\$661.56
9349	10/15/2014	Crystal Restoration	unit A1 cleaning Walls/ceiling/floors	\$600.00
9350	10/15/2014	DECD, State of Connecticut	contract # 2000-108-001-107-000-1N	\$1,475.00
9351	10/15/2014	DECD, State of Connecticut	contract # 2000-108-002-102-000-1N	\$3,399.00
9352	10/15/2014	Donald Tamis	Req 10 title rundown	\$75.00
9353	10/15/2014	Experian	acct TCTA-6906070	\$29.53
9354	10/15/2014	Heritage Village Water	acct 104494 bldg. E	\$78.79
9355	10/15/2014	Heritage Village Water	acct 104493 bldg. A	\$106.95
9356	10/15/2014	Heritage Village Water	acct 104491 (estimate)	\$122.31
9357	10/15/2014	Heritage Village Water Company	acct 104495 bldg. D	\$99.27
9358	10/15/2014	Heritage Village Water Company	acct 104492 Bldg C	\$114.63
9359	10/15/2014	Home Depot	acct 6035 3225 0141 1197	\$180.16
9360	10/15/2014	Springer's Sanitation Inc.	September container service	\$254.00
9361	10/15/2014	Town of Oxford	60 gallons	\$204.60
9362	10/15/2014	Ted's Lawn Care LLC	removal of bushes 2nd bill	\$1,200.00
9363	10/31/2014	comcast	acct 8773 40 215 0141857	\$79.90
9364	10/31/2014	Office Depot	also inv 733956953001	\$414.90
9365	10/31/2014	Seymour Housing Authority	October management fee	\$3,333.00
9366	10/31/2014	Seymour Janitorial Services	common area cleaning	\$425.00
9367	10/31/2014	Stepney hardware	unit A1 supplies	\$69.96
9368	10/31/2014	Valley Electric Supply & Lighting	baseboard heater unit B11	\$57.60
Total Payments:				\$14,121.13

End of Report