

Oxford Housing Authority

Regular Board Meeting

November 22, 2019

Call to Order - The meeting was called to order at 2:30 p.m. by Commissioner Elaine Barrett prior to the pledge of allegiance.

Attendance - Present: Commissioners Kathy O'Connell, Elaine Barrett, Peter Aiksnoras, and Bob Peck (Arrived at 2:47 p.m.) Also present was Rachael Rosario (Property Manager), Phuong Murray (Imagineers), and Stephanie Dimon.

Additions to the Agenda - There were none.

Minutes – Commissioner Elaine Barrett entertained a motion to accept the October 25, 2019 as stated. Commissioner Kathy O'Connell made a motion to accept the October 25, 2019 minutes as stated, and was seconded by Commissioner Peter Aiksnoras. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

Audience of Citizens - Tenants present: Mary Lee Bachhuber, Kathryn Boyers, Frank Tomis, and Ray Schietenger.

- The door should be shut when the community room is in use in order to keep the heat in.

Correspondence – There was none.

Treasurer's Report - Commissioner Aiksnoras read his report for October 2019:

Petty Cash: \$100

Operating Cash: \$46,854.00

Development Account: \$73,188.00

Stiff Account: \$211,804.00

Total Cash: \$331,946.00

The financials were accepted by the Board.

Management and Budget – Management report includes Old and New Business.

- Phuong Murray will be moving the maintenance payroll to part of the management fee, the repairs contract, the cleaning contract and look into where the telephone will go.

- Management met with Commissioner Peck on Thursday, November 14th to go over heating in Building C, and window stoppers. Commissioner Peck went to Oxford Lumber and found window stoppers that may potentially work on the lower level windows. Management will have maintenance test out the stoppers and if they work, management will order enough for all lower level windows.
- The tenant meeting was held on Monday, November 18th. Management met with Kathleen O'Connell, President of the Tenant association on November 19th to discuss. Tenants are saying the heat set in the common hallways of Building C is too cold. Tenants also requested the main doors to Building C be locked down after 9:00p.m.
- Management would like to note that the heat set in the hallways of Building C is set at 65 degrees. Also, the doors on the lower level are completed and are locked down after 8:59 p.m. Automated Security will be back out to address the upper level Building C main doors.
- The light fixture at lower level Building C is installed.
- The storage audit is completed. Notification will be sent out to tenants wishing to be placed on the waiting list.
- At the request of multiple tenants, the laundry machines are now available 24 hours a day.
- The Oxford Office of the Selectman's has provided management with the Housing Authority Commissioner's list, including the term expiration dates for our reference. They have advised that the term for Vice Chairperson Elaine Barrett is expiring as of 12/31/2019.
- Between the last board meeting and today, Esteban completed 9 work orders. Esteban also responded to and addressed two after hour's emergency calls. (One was a sewer drain backup, the other was a toilet.)
- Esteban took meter readings at all propane meters on October 31, 2019 to have a starting usage number. Meter readings will be taken once again on Tuesday, November 26th.
- Due to a work-related injury at another property, Esteban has been out. Management will be sending a maintenance worker over to address any pending work orders on Tuesday, November 26th.
- Phuong Murray is proposing that the meetings be held bi-monthly instead of monthly. Also, that the meetings be held on Thursday instead of Friday and change the meeting time from 2:30 p.m. to 10:00 a.m. The meeting dates for 2020 would be January 16, March 19, May 21, July 16, September 17, and November 19. Commissioner Aiksoras made a motion for the 2020 Calendar, that the meetings will be scheduled for the third Thursday of the following months: January, March, May, July, September, and November at 10:00 a.m. in the Board Room of Building C, and was seconded by Commissioner O'Connell. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

Old Business –

- Everyone is happy with Imagineers.

New Business – Commissioner Aiksnoras made a motion to cancel the December 20, 2019 Board meeting, and was seconded by Commissioner O’Connell.

Adjournment – Commissioner Elaine Barrett entertained a motion to adjourn at 3:45 p.m. Commissioner Aiksnoras made a motion to adjourn at 3:45 p.m. and was seconded by Commissioner O’Connell. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

Clerk

19 DEC -4 PM 4:35
TOWN OF OXFORD, CT
Stephanie Dimon
TOWN CLERK

Balance Sheet

As Of Month: October 2019

Books: Accrual

Property: Oxford Housing Authority(ox)

October 2019

ASSETS	46,854
Cash - Operating	100
Petty Cash	73,188
Cash - Savings	211,804
STIF Account	9,976
Accounts Receivable - Residents	595
Prepaid Expenses	7,668
Prepaid Insurance	215,000
Land	5,158,277
Building	130,637
Construction in Progress	8,740
Furniture & Fixtures	2,706
Maintenance Equipment	36,399
Equipment	-3,439,662
Accumulated Depreciation	
Total Assets	2,462,281
LIABILITIES	13,984
Accounts Payable - Trade	530
Accrued Expenses	195,360
Loan Payable	232
Prepaid Rent	
Total Liabilities	210,106
EQUITY	46,385
Owners Equity	2,194,473
Retained Earnings	350
Contribution from Municipality	10,967
RE Appropriated for R M	
Total Equity	2,252,175
Total Liabilities & Equity	2,462,281