

Oxford Housing Authority

Regular Board Meeting

September 25, 2015

**Call to Order:** The meeting was called to order at 2:02 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

**Attendance:** Present: Commissioners Bill Burns, Kathy O'Connell, Elaine Barrett, and Peter Aiksnoras. Also present was David Keyser (Executive Director), Lori Caruso (Property Manager), Harry Whitcher and John Tuzz (Silver - Petruccelli Architect)

**Additions to the Agenda:** Commissioner Aiksnoras called an executive session at the conclusion of the meeting, to discuss the renewal of the contract with Seymour.

(Old Buisiness) John reached out to Jenniffer Landou at CHFA, she has sent him the required paperwork.

He was there on Friday, September 25 to take pictures of the exterior grounds and buildings.

We need to replace the preventive guard rail along the roadway.

There is an area where the pavement should be replaced.

The septic systems should be looked at for maitanence that may need to be done.

John will have a draft ready for next months meeting for everyone to look over before its sent to CHFA.

He took interior shots of the buildings (apartments)

Due to the importance of security, before the CNA we will be getting a proposal from John within the next week or two for the locks.

**Minutes:** Chairman Burns entertained a motion to accept the minutes for August 28, 2015. Commissioner Barrett made a motion to accept the minutes as stated, and was seconded by Commissioner O'Connell. Chairman Burns asked all those in favor to vote Aye. All were in favor.

**Audience of Citizens:** Tenants present: Mary Lee Bachhuber

**Correspondence:** Lori stated that there was none.

**Treasurer's Report:** Commissioner Aiksnoras read into the minutes the July financials.

Petty Cash: \$100

Operating Cash: \$177,327.70

Stiff Account: \$234,498.58

Total Cash: \$411,826.28

Chairman Burns entertained a motion to accept the July treasurer's report. Commissioner Barrett made a motion to accept the July treasurer's report, and was seconded by Commissioner O'Connell. Chairman Burns asked all those in favor to vote Aye. All were in favor.

Commissioner Aiksnoras gave his report for August as follows:

Petty Cash: \$100

Operating Cash: \$155,084.69

Stiff Account: \$234,563.08

Total Cash: \$389,647.77

Chairman Burns entertained a motion to accept the August treasurer's report. Commissioner O'Connell made a motion to accept the treasurer's report and was seconded by Commissioner Barrett. Chairman Burns asked all those in favor to vote Aye. All were in favor.

Commissioner Aiksnoras requested a motion be made to authorize him for signing the quarterlies and to accept them as presented by management. Commission Chairman made a motion authorizing Commissioner Aiksnoras to sign the quarterlies and accept them as presented by management, and was seconded by Commissioner O'Connell. Chairman Burns asked all those in favor to vote Aye. All were in favor.

**Management and Budget:** The propane request letters have been sent out. All the checks have been made on the tanks to see how much fuel they have.

A request has been made of management to draft a letter to be sent to the fire marshal and the tenants in regards to a fire drill that should be done. Also we should have the fire marshal come and educate everyone.

**Old Business:** Ted's Lawn service hasn't returned to complete the work that needs to be done. We have withheld payment at this time. Management will address the issue. We

have decided to go with Belletti Tree Service's revised quote.

A request has been made of management to get quotes on monthly janitorial services, due to being unhappy with the current services. Management will compose and go through a checklist with them of what their specific duties are.

**New Business:** We will be waiting the 30 days to complete the locks work so it may be done in the CNA.

**Adjournment:** Chairman Burns entertained a motion to conclude the meeting and go into executive session at 3:10 p.m. Commissioner Barrett made a motion to go into executive session at 3:10 p.m. and was seconded by Commissioner O'Connell. Chairman Burns asked all those in favor to vote Aye. All were in favor.

MOTION: Elaine, second by Peter to go into executive session at 3:14pm to discuss management contract.

PASSED: 4 FOR, 0 AGAINST.

MOTION: Kathy , second by Elaine Barrett to exit executive session at 3:43pm.

PASSED: 4 FOR, 0 AGAINST.

MOTION: Peter, second by Elaine to approve and sign the proposed SHA two year management contract.

PASSED: 4 FOR, 0 AGAINST.

MOTION: Bill, second by Peter to amend and add a new, sub-section "j" to Article 31, Section A of the OHA Personnel Policy as follows:

"No resident of Crestview Ridge who is in any way employed by the Oxford Housing Authority shall have access to any resident's personal and financial information."

PASSED: 4 FOR, 0 AGAINST.

MOTION: Elaine, second by Kathy to adjourn at 3:50pm.

PASSED: 4 FOR, 0 AGAINST.

Respectfully Submitted

  
Stephanie Dimon

**Oxford Housing Authority**  
**Balance Sheet for August 2015**  
**Program: CT State Elderly      Project: Consolidated**

	Period Amount	Balance
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
Accounts Payable - Vendors	(25,574.70)	47,333.91
Sundry Accounts Payable	(2,766.00)	229.00
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>(28,340.70)</b>	<b>47,562.91</b>
<b>TOTAL LIABILITIES</b>	<b>(28,340.70)</b>	<b>47,562.91</b>
<b>SURPLUS</b>		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	43,625.85
2814 Contributions by the Municipality	0.00	314,198.92
2820.1 Rehab Funds Authorized No.1	0.00	1,197,379.00
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
<b>RETAINED EARNINGS</b>		
Unappropriated	8,353.57	81,803.39
Appropriated	0.00	257,286.76
<b>TOTAL RETAINED EARNINGS</b>	<b>8,353.57</b>	<b>339,090.15</b>
<b>TOTAL SURPLUS</b>	<b>8,353.57</b>	<b>5,930,461.60</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>(19,987.13)</b>	<b>5,978,024.51</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

15 SEP 31 PM 5:09  
 TOWN OF OXFORD, CT  
*Angela A. West*  
 TOWN CLERK