

Oxford Housing Authority

Regular Board Meeting

November 18, 2016

Call to Order – The meeting was called to order at 2:00 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance – Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Kathy O'Connell, and Peter Aiksnoras. Also present was Kevin Brown (Property Manager).

Additions to the Agenda – There were none.

Minutes – There were no corrections. Commission Chairman Burns entertained a motion to accept the October 28, 2016 minutes as stated. Commissioner Barrett made a motion to accept the October 28, 2016 minutes as stated, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Audience of Citizens – Tenants present: Jack Timmons, Mary Lou Bachhuber, and Helen Jurgens.

Correspondence – There was none.

Treasurer's Report –

Petty Cash: \$100

Operating Cash: \$138,746.14

Stiff Account: \$265,635.35

Total: \$404,381.49

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

Management and Budget –

- Crestview Ridge completely occupied.
- The unit inspections were done. All 12 work orders for the unit inspections have been completed.
- Maintenance had 54 work orders over the past month; there are still 6 outstanding ones.

- Last month propane was turned on
- Key fob instillation project will begin November 28, 2016. The staff will be trained in the morning and the tenants in the afternoon.
- Joe Belletti met with the residents to discuss the planting of new trees in the front and back. He left samples.
- Kevin presented the general ledger activity.

Old Business –

- The broken pylons on the guardrails will be fixed in the spring.
- Commission Chairman entertained a motion to amend the current contract with Mac-Gray and accept Automatic Laundry as our new service for laundry effective April 1, 2017. Commissioner Barrett made a motion to amend the current contract with Mac-Gray and accept Automatic Laundry as our new service for laundry effective April 1, 2017, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.
- On November 7, 2017, Chairman Burns, Kevin Brown, David Keyser, and Attorney Fred Stanek went to CHFA to sign documents to close the grant for the Crestview Ridge renovation.

New Business –

- On November 17, 2016 the contractor walked around to see the potential work they will be bidding on. There are 5 bidding applicants that went out. Ted's Lawn care was the only one to show up.
- The audit for Oxford Housing Authority will begin November 28, 2017.
- The meeting dates were presented for 2017.

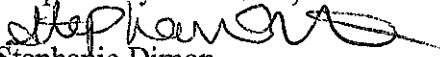
Adjournment – Commission Chairman Burns entertained a motion to adjourn at 2:42 p.m. and go into executive session. Commissioner Barrett made a motion to adjourn at 2:42p.m and go into executive session and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

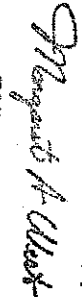
Exited Executive Session at 3:16pm.

MOTION: Elaine, second by Kathy to adjourn at 3:17pm.

PASSED: 4 FOR, 0 OPPOSED.

Respectfully Submitted,


Stephanie Dimon

16 DEC - 8 PM 2:13
TOWN OF OXFORD, CT

TOWN CLERK

Oxford Housing Authority
Balance Sheet for October 2016
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Sundry Accounts Payable	0.00	8,679.88
TOTAL ACCOUNTS PAYABLE	<u>0.00</u>	<u>8,679.88</u>
TOTAL LIABILITIES	<u>0.00</u>	<u>8,679.88</u>
SURPLUS		
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
RETAINED EARNINGS		
Unappropriated	(6,402.69)	91,169.77
Appropriated	0.00	272,644.01
TOTAL RETAINED EARNINGS	<u>(6,402.69)</u>	<u>363,813.78</u>
TOTAL SURPLUS	<u>(6,402.69)</u>	<u>6,955,185.23</u>
TOTAL LIABILITIES AND SURPLUS	<u>(6,402.69)</u>	<u>6,963,865.11</u>
PROOF	<u>0.00</u>	<u>0.00</u>