

Oxford Housing Authority

Regular Board Meeting

December 23, 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 Bob Peck, Kathy O’Connell, and Peter Aiksnoras. Also present was David Keyser (Executive Director), Kevin Brown (Property Manager), and Harry Whitcher.

Additions to the Agenda – There were none.

Minutes – There were no corrections. Commission Chairman Burns entertained a motion to accept the November 18, 2016 minutes as stated. Commissioner Peck made a motion to accept the November 18, 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, with one abstention; Commissioner Peck was not present at the November 18, 2016 meeting.

Audience of Citizens – Tenants present: Gary Blow, Jack Timmons, Mary Lou Bachhuber, Shirley Gaetano, Rita Wilson, Kay Boyers, Virginia Sobolisky, and Helen Jurgens.

- A resident requested there be a notification if there is ever an exterminator coming.
- In regards to the lift, the part we thought was needed has been fixed. The rails is what needs to be replaced, they are on order and will be replaced after the New Year.
- Commissioner O’Connell had an issue with the call for aide system not working. Barnum engineering came back 2 days in a row to fact find and fix the problem. They claim it was an issue that can’t be explained. Harry and Kevin will biweekly be checking the cords to make sure they work.
- A resident requested we address the cracks in the pavement around the property.

Correspondence – There was a party celebrating Crestview Ridge’s 25th Anniversary of its opening on Wednesday, November 16, 2016.

Treasurer’s Report –

Petty Cash: \$100

Operating Cash: \$142,878.18

Stiff Account: \$265,731.60

Total: \$408,609.78

Commission Chairman Burns entertained a motion to accept the treasurer's report.

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

- The 2016 auditors report was presented.
- Commission Chairman Burns entertained a motion to accept the 2016 Auditors Report. Commissioner Peck made a motion to accept the 2016 auditors report, and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Management and Budget –

- There were 48 work orders for November. 41 of those work orders were completed.
- On November 28, 2016 Bob Bailey began his audit. It was a 3 day process.
- On November 28, 2016 the key fob instillation began. The management staffs of Oxford and Seymour Housing were trained.
- November 22, 2016 was the deadline for the submission of snow and ice removal. Out of the 5 people that requested bid packages, we only received one from Ted's Lawn Care.
- On December 13, 2016 Barnum Engineering came out and inspected the fire alarm panels, the common area, the unit's smoke detectors and the call for aide systems.
- We went out to bid on November 1, 2016 as a small purchasing process. It was not printed in paper.
- Commission Chairman Burns entertained a motion to accept the bid from Ted's Lawn Service submitted on November 22, 2016 with the exception of the items on page 12 & 13 which will require prior management approval. Commissioner Aiksnoras made a motion to accept the bid from Ted's Lawn Service submitted on November 22, 2016 with the exception of the items on page 12 & 13 which will require prior management approval, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor. This is a motion and an amendment.

Old Business –

- There are 2 keysets in transit, after that instillation will be completed. There are also 2 residents short of receiving 2 key fobs. The knox box keys are all set. We are awaiting a delivery of additional key fobs, and 50 keys. The fire chief will need to come back with the keys so we can cut another master. There are 2 knox boxes, with 2 sets of keys in each box. There are no fobs in the knox box, per request of the fire chief. The local state trooper (Sergeant) requested fobs; Chairman Burns will discuss this with the attorney.

- Previous to this key change 2 resident commissioners had master keys, and everyone is in agreement that this policy remains in place.
- The fobs are temperature sensitive, so shouldn't be stored outside.
- After everyone was asked, they are between getting 3 – 4 fobs per person per unit.

New Business –

- In regards to the America the Beautiful grant. The grant is for \$12,000 for Shade trees and must be submitted by January 25, 2016. It is only for the trees not for the planting. We will contact Bellettis Tree Service for planting.
- Commission Chairman Burns entertained a motion to authorize the request for the paperwork to be submitted for the America the Beautiful grant. Commissioner Aiksnoras made a motion to authorize the request for the paperwork to be submitted for the America the Beautiful grant, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor except Commissioner Peck who opposed.

Adjournment – Commission Chairman Burns entertained a motion to adjourn at 3:46 p.m. and go into executive session. Commissioner Aiksnoras made a motion to adjourn at 3:46 p.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.

Entered Executive Session at 3:46pm to discuss:

1. Security issues related to development of a key fob policy.
2. Staffing and personnel utilization.

Exited Executive Session at 5:10pm

Bill Burns will write up a revised proposed key fob policy for review and approval by the OHA Commission.

MOTION: Petr Aiksnoras, second by Bob Peck to adjourn at 5:11pm

PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Respectfully Submitted,



Stephanie Dimon

17 JAN -9 PM 3:47
TOWN OF OXFORD, CT
Stephanie H. West
TOWN CLERK

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

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	8,149.41	(4,622.90)
Sundry Accounts Payable	0.00	3,427.00
TOTAL ACCOUNTS PAYABLE	<u>6,149.41</u>	<u>(1,195.90)</u>
TOTAL LIABILITIES	<u>6,149.41</u>	<u>(1,195.90)</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	(1,197,379.00)	0.00
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
2821.13 Capital Grant by St of CT	1,147,811.18	1,147,811.18
RETAINED EARNINGS		
Unappropriated	1,386.99	98,845.15
Appropriated	(33,954.00)	262,956.20
TOTAL RETAINED EARNINGS	<u>(32,567.01)</u>	<u>361,801.35</u>
TOTAL SURPLUS	<u>(82,134.83)</u>	<u>5,903,604.98</u>
TOTAL LIABILITIES AND SURPLUS	<u>(75,985.42)</u>	<u>5,902,409.08</u>
PROOF	<u>0.00</u>	<u>0.00</u>