

Oxford Housing Authority

Regular Board Meeting

May 26, 2017

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

Attendance - Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Kathy O'Connell, Peter Aiksnoras, and Bob Peck. Also present was David Keyser (Executive Director), Kevin Brown (Property Manager), and Harry Whitcher (Maintenance).

Additions to the Agenda - There were none.

Minutes - There were no corrections. Commission Chairman Burns entertained a motion to accept the April 28, 2017 minutes as stated. Commissioner Barrett made a motion to accept the February 24, 2017 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: MaryLou Bachhuber, Virginia Keane, Kay Boyers, Frank Tomis, and Jack Timmons.

- Frank Tomis requested the financial statement for the price of the snow removal. The commission presented this document for him. The total cost of snow removal is \$30,000.

- The attendance of the last tenants meeting:

- Kathy O'Connell, Elaine Barrett, MaryLou Bachhuber, Kay Boyers, Roy Schitinger, and Frank Tomis.

Correspondence - Management put a memo in everyone's mailbox notifying every one of the tick application that will be applied @ 6:30 p.m. on Friday, May 26, 2017.

It was asked by a tenant if the tick application is harmful to the plants, flowers and vegetables. The commission responded by saying they are sure it is all natural applications but are welcome to ask The Natures Edge when they are there for the tick application.

Treasurer's Report - Commissioner Aiksnoras gave his report for April as follows:

Petty Cash: \$100

Operating Cash: \$100,544.93

Stiff Account: \$202,432.40

Total Cash: \$302,977.33

Commission Chairman Burns entertained a motion to accept the April treasurer's report. Commissioner Barrett made a motion to accept the April 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.

- Commissioner Peck requested management to run an Age Accounts payable statement.
- Commissioner Aiksnoras requested information regarding the payments for The Natures Edge. Management responded that the payment is broken into 5 payments of \$3,000 or so.

Management and Budget - The AP and AR reports were presented.

- The proposed base rent public hearing is to be held in the community room at Crestview Ridge May 30, 2017 at 10 a.m. This correspondence was sent out to everyone.

There has been no response back from the public regarding the base rent increase notice.

- CHFA's report for July 1, 2016 - December 31, 2016 was presented. Either Commission Chairman Burns or Commissioner Aiksnoras needs to sign off on it so it can be sent in.

- Also presented was a notice to proceed with the repair/replacement of the chair lift by Bullock Access Services. The estimated day of completion is August 31, 2017.

- It was asked about the issue regarding the architect. This was in regards to work done for the renovation. It is considered to be open business. It is to be evaluated and accounted for.

- Commission Chairman Burns made a statement regarding Oxford Housing agreeing to paying a deposit for the job for the for the lift, just to get the job started. We don't want to make any additional payments at this time; Kathy has been working on a grant for Oxford Housing regarding this job, and it is being processed. It could take up 30 - 60 days to be processed but we could get the rest of the lift project paid for if we don't make a payment prior to the grant being approved and authorized they will not reimburse Oxford Housing for any expenses.

- The Nature's Edge began mowing and landscaping services this month. Everyone is very satisfied with their services so far. They provided a quote for the fencing beams. It is estimated that there are 15 beams to be replaced at \$245.33 per beam at an estimate of \$3,700 total for the job. Another bid estimated 9 beams that need to be replaced at \$250.56 per beam with a total of about \$1,900 for the total job.

- It has been requested of management that they contact The Nature's Edge and Justin Steeves come down to the property to look at all of the pieces of wood in the ground to ensure they are in good condition and don't need to be replaced.

- On Wednesday, May 24, 2017 there was a meeting held to discuss the maintaining and improvement of the community. Also the following items that are either already in progress to being completed or will be addressed:

- Replacing the fence beams
- Window shutters (We are awaiting quotes for the window shutters)
- Painting the entry and exit doors
- Power washing the buildings
- Repairing the sidewalks
- Cleaning the gutters
- Harry is currently working on fixing the deck

It will be further discussed at the next meeting that's held on the fourth Friday of the month the current status of the items to be addressed. They will also walk around the property and see what needs to be done.

- The waitlist correspondence has been sent out. The deadline is June 15, 2017.

- As of May 31, 2017 there will be a vacancy.

- Management has been processing the recertification's. They will be going in the mail May 30, 2017

- The annual and proposed budget was presented.

Old Business - Commissioner O'Connell requested the board match the Tenant's Activity Fund's \$300.

Commissioner Aiksnoras made as motion to donate \$300 to the Tenant's Activity Fund, and was seconded by Commission Chairman Burns. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor, with 2 abstentions, Commissioner Elaine Barrett and Commissioner Kathy O'Connell.

- The budget was presented to the board. They reviewed it.

- Commission Chairman Burns entertained a motion to accept the budget as stated.

Commissioner Aiksnoras made a motion to accept and submit the proposed budget for the 2018 fiscal year, and was seconded by Commission Chairman Burns. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

- In the management report there was some information that needs to be taken about regarding age.

- There is a typo in regards to the time restrictions for the new washing machines. On June 1, 2017, 1 new top loader will be delivered.

New Business -

- Commissioner Barrett asked management about The Nature's Edge the incomplete job of raking and weeds not getting pulled and them cleaning up better.

The board requested it be put in writing what would like to be seen getting accomplished.

- The kitchen cleaning is not a responsibility of the cleaning services.

- Management will get a quote on how much it would be to grind the cement and flatten where it's sticking up. This is a hazard.

- The bearings need to be replaced for the fans in the bathrooms. Harry will buy one and replace it to test and see if it works before we buy in bulk.

Adjournment - Commission Chairman Burns entertained a motion to go into executive session at 2:58 p.m. Commissioner Barrett made a motion to go into executive session at 2:58 p.m and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Executive Session -

Finish to Minutes of OHA May 26, 2017 Meeting:

MOTION: Elaine, second by Peter to enter Executive Session at 2:58pm.

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

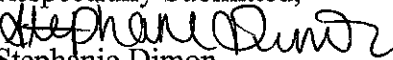
Elaine left meeting at 3:07pm.

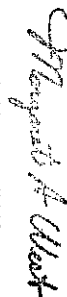
Exited Executive Session at 4:51pm

MOTION: Peter, second by Kathy to adjourn at 4:56pm.

PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Respectfully Submitted,


Stephanie Dimon

17 MAY 30 AM 10:22
TOWN OF OXFORD, CT

TOWN CLERK

Oxford Housing Authority
Balance Sheet for April 2017
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	0.00	0.00
TOTAL ACCOUNTS PAYABLE	<u>0.00</u>	<u>0.00</u>
TOTAL LIABILITIES	<u>0.00</u>	<u>0.00</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
2820.2 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	0.00	1,147,811.18
2827.1 RAP Unissued	0.00	4,170.00
RETAINED EARNINGS		
Unappropriated	(24,769.82)	45,798.03
Appropriated	(9,966.00)	272,721.20
TOTAL RETAINED EARNINGS	<u>(34,735.82)</u>	<u>318,519.23</u>
TOTAL SURPLUS	<u>(34,735.82)</u>	<u>5,864,492.86</u>
TOTAL LIABILITIES AND SURPLUS	<u>(34,735.82)</u>	<u>5,864,492.86</u>
PROOF	<u>0.00</u>	<u>0.00</u>