

Oxford Housing Authority

Special Board Meeting

January 26, 2018

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 Elaine Barrett, Bob Peck, Peter Aiksnoras and Kathy O'Connell. Also present was Kevin Brown (Property Manager).

Additions to the Agenda: There were none.

Minutes: There were no corrections. Commissioner Barrett entertained a motion to accept the December 22, 2017 minutes. Commissioner O'Connell made a motion to accept the December 22, 2017 minutes as stated, and was seconded by Commissioner Aiksnoras. Commissioner Barrett asked all those in favor of the motion to vote Aye. All were in favor.

Audience of Citizens: Tenants present: Bonnie Chevarella, Helen Jurgens, Marylou Bachhuber, Virginia Sobolisky, Muriel Sabetta, and Gary Blow.

- A tenants door lock isn't working properly, Kevin Brown will look into the issue promptly.

Correspondence: There was none.

Treasurer's Report: Commissioner Aiksnoras presented his report for December 2017 as follows:

Petty Cash: \$100

Operating Cash: \$ 93,205.59

Stiff Account: \$ 203,901.89

Total Cash: \$297,107.48

Commissioner Barrett entertained a motion to accept the December 2017 treasurer's report. Commissioner Peck made a motion to accept the December 2017 treasurer's report, and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor of the motion to vote Aye. All were in favor.

Management and Budget:

- Crestview Ridge is currently occupied.

- There are currently 69 people on the Elderly waitlist and 16 people on the Elderly Disabled waitlist.
- There were 7 work orders that have been completed. They took a total average of 1.29 days to complete.
- On January 24, 2018, the Crestview Ridge tenants and the OHA Management met and discussed the following:
 - If there is ever an emergency, such as smelling propane, the tenants are being told to contact 911 and then OHA Management. There will be a memo sent out.
 - There have been a few tenants that are having a cold draft of air coming into their living rooms. Management will be looking into resolving this issue.
 - There will be a new locking mechanism put over the new thermostat in the laundry room due to someone continuously changing the temperature.
 - There was a memo sent out to use the liquid detergent instead of the detergent pods.
 - The envelopes with the rent receipts will now be sealed.
 - Preparing for the Annual Recertification's; there were some questions:
 - Assets – Interest – Income
 - Interim Recertification – If there are any changes, please notify the office as soon as possible.
 - Key Fob functionality during the cold stretch – this will be resolved immediately.
 - Personal flag pole – It was discussed among the board members and decided against it.
 - OHA talked with the Natures Edge about cleaning off all the tops of the garbage cans after a storm.
 - Dave Steeves installed a new door sweep for the entry and exit doors of Building D-1.
 - There was a maintenance schedule presented to the board.

Old Business:

- In regards to the parquet floors, management discussed this with Don Smith to see what steps need to be done before contacting a contractor.

New Business:

- The CNA was discussed. The issues that still need to be addressed such as the parquet floors and the issues that have been resolved such as the broken fence beam. Commissioner Aiksnoras and management will get together to discuss the CNA.
- We are currently waiting for someone to come and repair the street lights that are damaged.

Adjournment: Commissioner Barrett entertained a motion to adjourn at 3:28 p.m.

Commissioner Aiksnoras made a motion to adjourn at 3:28 p.m., and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor of the motion to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

Clerk

18 JAN 30 PM 4:55
TOWN OF OXFORD, CT
Stephanie A. Dimon
TOWN CLERK

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

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	16,107.99	1,814.89
Sundry Accounts Payable	0.00	2,185.48
TOTAL ACCOUNTS PAYABLE	<u>16,107.99</u>	<u>4,000.37</u>
TOTAL LIABILITIES	<u>16,107.99</u>	<u>4,000.37</u>
SURPLUS		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	44,213.79
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
RETAINED EARNINGS		
Unappropriated	172.63	44,770.81
Appropriated	2,417.00	215,275.14
TOTAL RETAINED EARNINGS	<u>2,589.63</u>	<u>260,045.95</u>
TOTAL SURPLUS	<u>2,589.63</u>	<u>5,802,437.52</u>
TOTAL LIABILITIES AND SURPLUS	<u>18,697.62</u>	<u>5,806,437.89</u>
PROOF	<u>0.00</u>	<u>0.00</u>