

Oxford Housing Authority

Regular Board Meeting

April 24, 2015

Call to Order: The meeting was called to order at 2:03 p.m. by Commission Chairman William Burns, prior to the pledge of allegiance.

Attendance: Present: Commissioners William Burns, Elaine Barrett, Peter Aiksnoras, Robert Peck and Kathleen O'Connell. Also present were Donald Smith Jr., Consulting Engineer, David Keyser Executive Director, and Harry Witcher, Maintenance.

Additions to the Agenda: Commissioner Peck requested that there be an executive session following the meeting to discuss Maintenance and Budget. Commission Chairman approved the request.

Minutes: Chairman Burns entertained a motion to accept the March 2015 minutes. Commissioner Barrett made a motion and it was seconded by Commissioner O'Connell to accept the minutes as submitted. There were no corrections or comments. Chairman Burns asked all those in favor of the motion to vote Aye. Voting Ayes were Commissioners Barrett, O'Connell, Peck and Burns. Commissioner Aiksnoras was abstained. Chairman Burns declared the motion carried and the minutes accepted.

Audience of Citizens: Tenants present: Frank Tomis, Virginia Keane, Muriel Sabetta, Virginia Sobolisky, Bonnie Chevarella (RSC), Lenore Lyder, Bessie Pawlak, Kay Boyers, Judy Lungarini, and Irene Uhelsky.

Virginia Sobolisky asked if a decision has been made regarding the issue of the hedges. Chairman Burns stated that a decision will be made during executive session.

Irene has requested a new stove that would be a reasonable accommodation for her. The stoves were just recently replaced and due to it being already ADA approved and a state funded operation, she must provide a letter. A letter addressed to Housing Authority and it must be signed by her current doctor. The board will then address the issue; however it must be finally approved by the state.

Bessie Pawlak stated that during the summer, the top and bottom floors of Buildings A, B, C, D, E become wet and are due for a cleaning. Chairman Burns stated that the issue will be addressed.

Correspondence: We have been bounced for the CHAMP funding. They said we may come down for a debriefing.

The bids for the CNA's have come in. We will address this at a later time to allow time to look over the lists.

Donna Lane will be resigning from her current position in personnel. Nora will be filling in for her. An ad has been placed in Connecticut Jobs for a replacement.

Treasurer's Report: Commissioner Barrett made a motion to accept the February 2015 Treasurer's report and was seconded by Commissioner O'Connell. Chairman Burns asked all those in favor to vote Aye. Voting Ayes were Commissioners Burns, Peck, Barrett, and O'Connell. Commissioner Aiksnoras was abstained.

Commissioner Aiksnoras gave his report as follows:

Calibrating Cash: \$91,438.02

Renovation Account: \$50

Development Account: \$73,287.60

Operating Cash: \$164,775.62

Stiff Account: \$209,423.01

Petty Cash: \$100

Total: \$374,298.62

A motion was made by Commissioner Barrett and seconded by Commissioner O'Connell to accept the treasurer's report for March 2015. Commissioner Burns asked all those in favor to vote Aye. Voting Ayes were Commissioners Burns, Peck, Barrett, and O'Connell. Commissioner Burns declared the motion carried.

Security System Review: The CHFA has approved Change Order #19 for the fire alarm work. The state building inspector has approved the building code modification. The new phone lines have been installed in Buildings D and E. The bench slabs have been installed and mounted. The electricians have removed the bells and strobe lights on the ends of the units. The state has extended the commitment letter on the grant through September 11, 2015. Everything must be 100% complete by this date. The bothered lights should be installed next week. The fire alarm work is all that remains.

Old Business: The Propane has just been turned off April 23, 2015. 13 out of 22 tenants signed a paper stating they have propane but wanted it turned off.

New Business: Chairman Burns stated that there is no new business.

Adjournment: Chairman Burns entertained a motion to end the regular board meeting and go into Executive Session. Commissioner Barrett made a motion to end the regular board meeting at 3:06 and go into Executive Session. This was seconded by Commissioner O'Connell.

MOTION: Elaine, second by Kathy to exit executive session at 4:10pm.

Passed Unanimously: 5 For, 0 Opposed

MOTION: Elaine, second by Kathy to change the May 2015 OHA meeting date from Friday, May 22 to Friday, May 15 (this will be a Special Meeting).

Passed Unanimously: 5 For, 0 Opposed.

MOTION: Peter, second by Elaine to adjourn at 4:16pm.

Passed Unanimously.

Respectfully Submitted,

Stephanie Dimon

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Oxford Housing Authority
Vendor Accounting Cash Payment/Receipt Register
CT State Elderly

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: March 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Filtered Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Ion Bank-Renovation, Bank Account: 1101, GL Account: 1101

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
1049	03/27/2015	CHK	Radovich Builders LLP	contractor Req 13	\$31,711.95
Total Payments:					\$31,711.95

Bank: Ion Bank, Bank Account: 1100, GL Account: 1100

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
9466	03/15/2015	CHK	comcast	acct 8773 40 215 0141857	\$82.90
9467	03/15/2015	CHK	Comcast	acct 8773 40 215 0015754	\$669.69
9468	03/15/2015	CHK	Eversource	acct 51817693054 bldg. D	\$146.08
9469	03/15/2015	CHK	Eversource	acct 51178593018 bldg. E	\$137.38
9470	03/15/2015	CHK	Eversource	acct 51673693024 bldg. C	\$1,498.72
9471	03/15/2015	CHK	Eversource	acct 51023793078 bldg. B	\$178.69
9472	03/15/2015	CHK	Eversource	acct 51789793007 bldg. A	\$183.30
9473	03/15/2015	CHK	FedEx	acct 5166-0070-5	\$5.63
9474	03/15/2015	CHK	Frontier	acct 203-881-9555-121891-5	\$109.86
9475	03/15/2015	CHK	Oxford Lumber & Building Materials	acct 80019410-0x	\$18.99
9476	03/15/2015	CHK	Springer's Sanitation Inc.	February container service	\$254.00
9477	03/15/2015	CHK	Suburban Propane	acct 1114-000150334	\$3,148.56
9478	03/27/2015	CHK	Home Depot	also inv # 11529	\$120.00
9479	03/27/2015	CHK	Seymour Housing Authority	March management fee	\$3,333.00
9480	03/27/2015	CHK	Seymour Janitorial Services	March common area cleaning	\$340.00
9481	03/27/2015	CHK	Stephanie Dimon	clerk services	\$78.75
Total Payments:					\$10,305.55

End of Report

15 MAY -7 AM 11:26
 TOWN OF OXFORD, CT
Stephanie Dimon
 TOWN CLERK