

Oxford Housing Authority

Regular Board Meeting

May 25, 2018

Call to Order - The meeting was called to order at 2:30 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, Kevin Brown (Property Manager), and Stephanie Dimon (Oxford Housing Clerk)

Additions to the Agenda - There were none.

Minutes – There were no corrections. Commission Chairman Burns entertained a motion to accept the April 27, 2018 minutes as stated. Commissioner Barrett made a motion to accept the April 27, 2018 minutes as stated, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor, with one abstention.

Audience of Citizens - Tenants present: Virginia Sobolisky, Mary Lee Bachhuber, Kay Boyers, Virginia Keane, and Joan Coscabila.

Correspondence – A letter from Elizabeth Chasse, OHA Representative from CHFA; states that they reviewed and accepted the Projected Annual Operating Budget. This also approves the base rent increase of \$25.00.

Treasurer's Report - Commissioner Aiksnoras gave his report for April 2018 as follows:

Petty Cash: \$100

Operating Cash: \$66,449.44

Stiff Account: \$204,919.25

Total Cash: \$271,368.69

Commission Chairman Burns entertained a motion to accept the April 2018 treasurer's report. Commissioner Barrett made a motion to accept the April 2018 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 Aiksnoras closed the checking account with \$17 in it, and transferred the money to the main checking account

Management and Budget – There is currently one vacancy at Crestview Ridge; Unit E34.

- There are 69 people on the elderly waitlist and 18 people on the elderly disabled waitlist.
- There were no unit inspections during this period.
- During this period, there were 13 work orders that have all been completed. It took a total of 17 days with an average of 1.31 day to complete.
- During this period, the annual tenant recertification process is continuing. Letters will be sent out to all tenants the week of May 27, 2018 to notify them of their new rents.
- On May 1, 2018, a correspondence was sent out to Crestview Ridge residents to inform them of a proposal that was made at the April 27, 2018 OHA Commission meeting, to raise the base rent by \$25.00. The base rent would go from \$475 to \$500. This communication invited the public to provide comments on this issue up to May 30, 2018. CHFA and the Department of Housing were informed of the Oxford Housing Authority's intent.
- The recent tornado caused damage at Crestview Ridge; fallen trees, siding damage, soffit and fascia damage on all buildings, and a couple of light posts. The Nature's Edge took care of damaged and fallen trees. Dave Steeves will fix the building damage. Sloss Electric will repair the light posts.
- During this period, The Nature's Edge administered a tick treatment.
- The outside water spigots have been turned in for the season.
- The OHA have received the benches; they will be assembled and placed the week of May 27, 2018.
- On May 23, 2018 there was a Tenant and Management Meeting. The Call for Aide Cord keeps getting stuck on people's walkers and wheelchairs. The tenants must just be cautious around the cord as it must hang freely at the height it is at for regulation purposes. The tenant storage room, regarding available storage space and keeping it neat and clean. The exterior exit door to Building D doesn't close flush.
- Management will contact Don Smith to get an estimate on what he thinks about the foyer, and the slab concerns.

Old Business – In regards to fire prevention as discussed at last month's meeting, Management has discovered a solution. "Fire Stop" is to be put under the hood of the vents above the stovetops. There should be 2 per unit.

- Commission Chairman Burns entertained a motion to purchase 4 packages with 10 'Fire Stops' in each package, at the cost of \$249 per package. Commissioner Barrett made a motion to purchase 4 packages with 10 'Fire Stops' in each package, at the cost of \$249 per package, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.
- Management will look into getting knobs for the ovens so the ovens don't accidentally get turned on anymore.
- Commissioner Aiksnoras and Kevin Brown have met to discuss the CNA; there are not

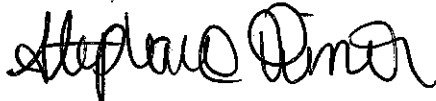
too many more items that need to be addressed.

- The Nature's Edge will install the shutters when they are at Crestview Ridge next week.
- Commission Chairman Burns entertained a motion to revise the dates of the current contract with The Nature's Edge to take it through subject to the revised pricing; the conclusion of the 2019-2020 Winter season. Commissioner Burns made a motion to revise the dates of the current contract with The Nature's Edge to take it through subject to the revised pricing; the conclusion of the 2019-2020 Winter season and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

New Business -The request for a flagpole has been submitted through Ion Bank. We are currently waiting for a response.

Adjournment - Commission Chairman Burns entertained a motion to adjourn at 4:07 p.m. Commissioner Barrett made a motion to adjourn at 4:07 p.m. and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

18 JUN -4 AM 11:43
TOWN OF OXFORD, CT
Stephanie Dimon
TOWN CLERK

Oxford Housing Authority
Balance Sheet for April 2018
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	(29,193.90)	(29,193.90)
TOTAL ACCOUNTS PAYABLE	<u>(29,193.90)</u>	<u>(29,193.90)</u>
TOTAL LIABILITIES	<u>(29,193.90)</u>	<u>(29,193.90)</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	2,727.07	47,277.23
Appropriated	2,417.00	156,905.93
TOTAL RETAINED EARNINGS	<u>5,144.07</u>	<u>204,183.16</u>
TOTAL SURPLUS	<u>5,144.07</u>	<u>5,746,574.73</u>
TOTAL LIABILITIES AND SURPLUS	<u>(24,049.83)</u>	<u>5,717,380.83</u>
PROOF	<u>0.00</u>	<u>0.00</u>