

Oxford Housing Authority

Regular Board Meeting

August 24, 2018

Call to Order - The meeting was called to order at 2:30 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance - Present: Commission Chairman Bill Burns, Commissioners Kathy O'Connell, Elaine Barrett, Peter Aiksnoras, and Bob Peck. Also present was David Keyser (Executive Director), Cody Taylor (Property Manager), and Stephanie Dimon (Clerk)

Additions to the Agenda - There were none.

Minutes – There were 2 corrections; “Tina” needs to be changed to “Teila”, and “Jayloz” needs to be changed to “Taylor”. Commission Chairman Burns entertained a motion to accept the July 27, 2018 minutes with 2 corrections. Commissioner O'Connell made a motion to accept the July 27, 2018 minutes with 2 corrections, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor, with one abstention; Commissioner Elaine Barrett was present at the July 27, 2018 meeting.

Audience of Citizens - Tenants present: MaryLou Bachhuber, Lou Anne Evon, Kay Boyers, Jeanette Laird, Rita Wilson, Helen Jurgens, and Virginia Keane.

- The handicapped spot in front of Building A still needs to be better marked/repainted.
- There has been a request for 2 air fresheners; one in the First floor hallway and one in the Community Room.

Correspondence – Correspondence – There are quotes for the shelving for the boxes of files for Oxford Housing.

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

Petty Cash: \$100

Operating Cash: \$89,357.85

Stiff Account: \$205,888.04

Total Cash: \$295,245.89

Commission Chairman Burns entertained a motion to accept the July 2018 treasurer's report. Commissioner Barrett made a motion to accept the July 2018 treasurer's report as stated, and was

seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Management and Budget – There are no vacancies at Crestview Ridge.

- There are 71 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 2 work orders; one has been completed and one has not. It took a total of 1 day with an average of 1 day to complete.
 - Chris Donnelly, America the Beautiful, Kathleen O'Neil, Oxford Grant Writer, and Joe Balleti and Son, did not make it to Crestview Ridge, Tuesday, July 31, 2018, for site visit to view the trees that were planted for the final report. Last week he did a site visit, all went well.
- On August 22, 2018 there was a Tenant and Management Meeting. The following items were discussed:
- ***Dehumidifiers- Management was reminded of a provision in the Tenant Handbook the tenants of the lower floors will be provided with dehumidifiers.***
 - ***3 more benches are being ordered for the Crestview Ridge property.***
 - ***Leaving the hall windows open in some areas, especially the ramp levels, to help with the moistures.***
 - ***Landscaping - Pruning back some of the bushes, particularly behind the Dunn Street entry sign.***
 - ***Preparing for the Fire Marshall's Inspection.***
 - ***The deodorizer went missing in the Community Room. One is being ordered and will be reinstalled.***
 - ***The washers and dryers are programmed to turn off after laundry room hours. An alteration was made to the Tenant Handbook to have the laundry room hours made clearer.***
 - ***The Ballard lights are out. Due to some damage from recent weather/storms, there is a short occurring during rain events. This is all being checked out and fixed.***
 - ***There has been a scam through email/phone everyone has been informed.***
 - ***The shutters replacement project has been completed.***

- The new trees need a landscape barrier around them so the lawnmowers don't run over the roots, scuffing the bark. More mulch is needed around the trees to prevent weeds from growing.

Old Business –

- The Asphalt – Still pending
- The handicapped spot in front of Building A still needs to be repainted.
- Management got quotes for the shelving for Oxford Housing files from Home Depot. Management also got a quote from Radovich Builders what the cost to install the shelving would be.
- Commission Chairman Burns entertained a motion to authorize Management to purchase shelving and change the locks for the storage room with a cost not exceeding \$1,200. Commissioner Peck made a motion to authorize Management to purchase shelving/ installation and change the locks for the storage room with a cost not exceeding \$1,200, and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

New Business – There is no New Business.

Adjournment - Commission Chairman Burns entertained a motion to adjourn and go into executive session at 3:17 p.m. Commissioner Barrett made a motion to adjourn and go into executive session at 3:17 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 –

MOTION: Kathy, second by Bob to enter executive session to discuss personnel issues at 3:32pm.

PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Exited executive session at 4:22pm.

MOTION: Peter, second by Kathy to adjourn at 4:22pm.

PASSED UNANIMOUSLY: 4 FOR, 0 OPPOSED.

Respectfully Submitted,



Stephanie Dimon

Clerk

18 AUG 30 PM 3:20
TO MR. OXFORD, CT
OFFICE OF THE CLERK
TOWN CLERK

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

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	22,131.73	0.00
Sundry Accounts Payable	(22,131.73)	(809.79)
TOTAL ACCOUNTS PAYABLE	0.00	(809.79)
TOTAL LIABILITIES	0.00	(809.79)
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	350.00	314,548.92
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	3,766.70	29,941.28
Appropriated	2,417.00	220,123.64
TOTAL RETAINED EARNINGS	6,183.70	250,064.92
TOTAL SURPLUS	6,533.70	5,792,806.49
TOTAL LIABILITIES AND SURPLUS	6,533.70	5,791,996.70
PROOF	0.00	0.00