

Oxford Housing Authority

Regular Board Meeting

November 30, 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, Bob Peck, Peter Aiksnoras (Arrived at 2:41 p.m.). Also present was Cody Taylor (Property Manager), David Keyser (Arrived at 3:00 p.m.) and Stephanie Dimon (Clerk).

Additions to the Agenda - There will be an Executive Session.

Minutes - There was one correction. Under Management and Budget, "Bulbous" lights should be "Bollard" lights. Commission Chairman Burns entertained a motion to accept the October 26, 2018 minutes with the one correction. Commissioner Barrett made a motion to accept the October 26, 2018 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 and Kay Boyers.
- Management will look into getting plaques to put in all the bathrooms to remind tenants not to flush anything besides toilet paper down the toilets.

Correspondence - There was none.

Treasurer's Report - Commissioner Aiksnoras read his report for September 2018 as follows:

Petty Cash: \$100

Operating Cash: \$92,278.22

Stiff Account: \$206,232.06

Total Cash: \$298,510.48

Commission Chairman Burns entertained a motion to accept the September 2018 treasurer's report. Commissioner Barrett made a motion to accept the September 2018 treasurer's report, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Commissioner Aiksnoras read his report for October 2018 as follows:

Petty Cash: \$100

Operating Cash: \$19,637.62

Development Account: \$73,187.60

Stiff Account: \$206,953.97

Total Cash: \$299,878.19

Commission Chairman Burns entertained a motion to accept the October 2018 treasurer's report. Commissioner O'Connell made a motion to accept the October 2018 treasurer's report, and was seconded by Commissioner Barrett. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Commissioner Aiksnoras read his report for November 2018 as follows:

Petty Cash: \$100

Operating Cash: \$23,853.44

Development Account: \$73,167.60

Stiff Account: \$206,952.97

Total Cash: \$304,094.01

Commission Chairman Burns entertained a motion to accept the November 2018 treasurer's report. Commissioner Barrett made a motion to accept the November treasurer's report, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor of the motion 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 9 work orders; 8 have been completed and 1 has not. It took a total of 8 days with an average of 1 day to complete.
- Marvin Display installed the new flag pole in front of Building C.
- Natures Edge did a good job cleaning up after the first snow storm of the season.
- We bought two pallets of ice melt for the winter.
- We worked with the Fire Marshall to getting both Knox boxes filled with the proper keys.

- On November 28, 2018 there was a Tenant and Management Meeting. The following items were discussed:

- The tenants stated that someone has been putting laundry in the upstairs washing machine with feces in it.

- The tenants praised The Nature's Edge for the cleanup of the first storm.

Old Business –

- The Bollard lights are out. We will attempt to figure out how to fix it one last time.
- We will put out the new benches in the spring.
- We got two quotes for the locks for the lower level. We will install them in the spring. We will contact Radovich to let them know we accept the quote of \$1,980 to do the locks. Commissioner Aiksnoras made a motion to accept the quote to put in the locks for \$1,980, and was seconded by Commissioner O'Connell.
- Commission Burns entertained a motion to accept the part of the quote from Dave Steeves to remove the Cupola for \$2,385.00.
- The 2019 Meeting Dates are approved.

New Business – We will inquire with Ion Bank about getting another flagpole, for the front of the property.

Adjournment - Commission Chairman Burns entertained a motion to adjourn at 4:03 p.m. and go into Executive Session to discuss the path forward for applying for Champ funding in 2019. Commissioner Barrett made a motion to adjourn at 4:03 p.m. and go into Executive Session to discuss the path forward for applying for Champ funding in 2019 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 Friday, 11/30/18 OHA meeting:

Exited executive session at 4:38pm.

MOTION: Bill, second by Elaine to engage the services of O'Neil Associates as per the terms of their December 2018 Independent Contractor Agreement, cost not to exceed \$1,500.00.

PASSED UNANIMOUSLY: 5 FOR 0 OPPOSED.

MOTION: Bill, second by Peter to adjourn at 4:40pm.

PASSED UNANIMOUSLY: 5 FOR 0 OPPOSED.

Respectfully Submitted,

Stephanie Dimon
Stephanie Dimon

Clerk

18 DEC 14 AM 11:50
TOWN OF OXFORD, CT
Stephanie Dimon
TOWN CLERK

Oxford Housing Authority

Balance Sheet

November 2018

Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	0.00	3,333.00
Sundry Accounts Payable	0.00	(809.79)
TOTAL ACCOUNTS PAYABLE	0.00	2,523.21
TOTAL LIABILITIES	0.00	2,523.21
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	314,548.92
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
2830 Unappropriated Retained Earnings	0.00	63,436.40
2830.1 Income & Expense Clearance	0.00	(42,682.12)
2830.1 Income & Expense Clearance (Current Year)	2,326.41	9,158.29
2830.1 Income & Expense Clearance (Prior Year)	0.00	5,420.30
RETAINED EARNINGS		
Appropriated	2,741.66	226,969.81
TOTAL RETAINED EARNINGS	2,741.66	226,969.81
TOTAL SURPLUS	5,068.07	5,805,044.25
TOTAL LIABILITIES AND SURPLUS	5,068.07	5,807,567.46
PROOF	0.00	0.00