

Oxford Housing Authority

Special Board Meeting

May 15, 2015

Call to Order: The meeting was called to order at 2:10 p.m. by Commission Chairman William Burns, prior to the pledge of allegiance.

Attendance: Present: Commissioners William Burns, Elaine Barrett, and Kathleen O'Connell. Also, present were Donald Smith Jr. (Consulting Engineer), and Harry Whitcher (Maintenance).

Additions to the Agenda: Due to this being a special meeting, there were no additions to the agenda.

Minutes: Commissioner Barrett made a motion to accept the April 2015 minutes as submitted and was seconded by Commissioner O'Connell. Chairman Burns asked all those in favor of the motion to vote Aye. Voting Ayes were Commissioners Barrett, Burns and O'Connell. Chairman Burns declared the motion carried and the minutes accepted.

Audience of Citizens: Tenants present: Frank Tomis, Virginia Keane, Murial Sabetta, Bessie Pawlak, Kay Boyers, and John Timmons.

Chairman Burns stated that in response to Virginia Sobolisky's request to have the hedges removed, they will be very soon.

Bessie Pawlak asked if the lights above the doors will be fixed. Chairman Burns stated that the contractors are currently working on putting in new lights within the next 30 days.

John T. requested that we change the locks. Chairman Burns stated that the issue will be addressed after the completion of work with Mr. Smith. It will also be stated at the Tenants Association meeting.

Correspondence: A site visit was made by the asset manager, Penny Fisher where she found deficiencies and requested that we respond with detail and explanation before the end of the month. The work was completed by Harry Whitcher to fix the outstanding issues: Replace exterior shutters and rake board that were missing, put rake trim back in place, and put up broken shutters.

Treasurer's Report: Chairman Burns stated that we will defer financial statement acceptance until next month's meeting, due to the Treasurer's absence.

Management and Budget: David Keyser is currently interviewing to hire for a new Property Manager position. There shouldn't be too extended of a time period before this is completed.

Security System Review: There's been a changeover in suppliers for the fire alarm company. They will then begin the modifications to the alarm system. Regarding the bothered lights on lower and upper levels, the contractor opened the product to find the wrong product. It has been shipped back to the factory. The correct product will be shipped to us next Friday. Within the next 2 weeks, the work should be completed. These are the last two outstanding items left to be completed within the next 30 – 60 days.

Old Business: Chairman Burns stated there was no old business.

New Business: Commissioner Barrett requested that in addition to the hedges, if we could go out to bid for a landscaper to come in and clean up the property.

Chairman Burns stated that we will address the issue when management is present.

Adjournment: Chairman Burns entertained a motion to adjourn the meeting at 2:41 p.m. Commissioner Barrett made a motion to adjourn and it was seconded by Commissioner O'Connell.

Respectfully Submitted,

Stephanie Dimon

15 MAY 27 PM 4:19
TOWN CLERK
MARGARET A. WEST
TOWN CLERK

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: April 2015, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Ion Bank - Development, Bank Account: 1102, GL Account: 1102

Posted Payments

| <u>Doc Num</u> | <u>Payment Date</u> | <u>Type</u> | <u>Document Recipient</u> | <u>Document Description</u> | <u>Cl</u> | <u>Amount</u> |
|-----------------|---------------------|-------------|-------------------------------|-----------------------------|-----------|---------------|
| 1021 | 04/28/2015 | CHK | Housing Development Team, LLC | Champ work | N | \$100.00 |
| Total Payments: | | | | | | \$100.00 |

Bank: 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>Cl</u> | <u>Amount</u> |
|-----------------|---------------------|-------------|--------------------------------------|-----------------------------------|-----------|---------------|
| 1050 | 04/28/2015 | CHK | Donald Smith JR., PE | Req 15 | N | \$2,695.00 |
| 1051 | 04/28/2015 | CHK | K. O'neil & Associate, LLC | Req 15 | N | \$2,050.00 |
| 1052 | 04/28/2015 | CHK | Silver Petrucelli & Associates, Inc. | Invoice not paid by administrator | N | \$2,380.00 |
| Total Payments: | | | | | | \$7,125.00 |

Bank: ION Bank, Bank Account: 1000, 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>Cl</u> | <u>Amount</u> |
|-----------------|---------------------|-------------|--------------------------------|-------------------------------------|-----------|---------------|
| 9482 | 04/15/2015 | CHK | Comcast | acct 8773 40 215 0015754 | N | \$669.69 |
| 9483 | 04/15/2015 | CHK | Daddio's New Auto Parts, Inc. | tools for shop equipment | N | \$49.50 |
| 9484 | 04/15/2015 | CHK | Eversource | acct 51178593018 bldg. E | N | \$106.00 |
| 9485 | 04/15/2015 | CHK | Eversource | acct 51817693054 bldg. D | N | \$96.53 |
| 9486 | 04/15/2015 | CHK | Eversource | acct 51673693024 bldg. C | N | \$1,113.90 |
| 9487 | 04/15/2015 | CHK | Eversource | acct 51789793007 bldg. A | N | \$133.26 |
| 9488 | 04/15/2015 | CHK | Eversource | acct 51023793078 bldg. B | N | \$115.48 |
| 9489 | 04/15/2015 | CHK | FedEx | acct 5166-0070-5 | N | \$5.63 |
| 9490 | 04/15/2015 | CHK | Frontier | acct 203-881-9555-121891-5 | N | \$112.85 |
| 9491 | 04/15/2015 | CHK | Heritage Village Water | acct 104491 bldg. B | N | \$109.51 |
| 9492 | 04/15/2015 | CHK | Heritage Village Water | acct 104494 bldg. E | N | \$73.67 |
| 9493 | 04/15/2015 | CHK | Heritage Village Water | acct 104493 bldg. A | N | \$114.63 |
| 9494 | 04/15/2015 | CHK | Heritage Village Water Company | acct 104495 bldg. D | N | \$91.59 |
| 9495 | 04/15/2015 | CHK | Heritage Village Water Company | acct 104492 bldg. C | N | \$109.51 |
| 9496 | 04/15/2015 | CHK | Springer's Sanitation Inc. | container service for march | N | \$254.00 |
| 9497 | 04/15/2015 | CHK | Stepney hardware | unit turnover paint #34 | N | \$129.55 |
| 9498 | 04/28/2015 | CHK | american express | acct xxxx-34000 | N | \$265.90 |
| 9499 | 04/28/2015 | CHK | Kirk Products Co., Inc. | new fire extinguishers and testing | N | \$1,028.92 |
| 9500 | 04/28/2015 | CHK | Stephanie Dimon | March minutes | N | \$75.00 |
| 9501 | 04/28/2015 | CHK | Town of Oxford | fuel for machinery | N | \$142.29 |
| 9502 | 04/28/2015 | CHK | Barnum Engineered Systems | ck#1 monitoring | N | \$2,100.00 |
| 9503 | 04/28/2015 | CHK | Seymour Housing Authority | April Management fee | N | \$3,333.00 |
| 9504 | 04/28/2015 | CHK | Seymour Janitorial Services | common area cleaning/unit 34 floors | N | \$517.00 |
| 9505 | 04/28/2015 | CHK | Barnum Engineered Systems | pmt on alarm work \$1925 remaining | N | \$1,925.00 |
| Total Payments: | | | | | | \$12,672.41 |

End of Report