

Oxford Housing Authority

Regular Board Meeting

March 22, 2019

**Call to Order** - The meeting was called to order at 2:30 p.m. by Commissioner Elaine Barrett prior to the pledge of allegiance.

**Attendance** - Present: Commissioners Kathy O'Connell, Elaine Barrett, Peter Aiksnoras, and Bob Peck. Also present was David Keyser (Property Director) and Cody Taylor (Property Manager).

**Additions to the Agenda** - There were none.

**Minutes** – Commissioner Elaine Barrett entertained a motion to accept the February 22, 2019 minutes as stated. Commissioner Kathy O'Connell made a motion to accept the February 22, 2019 minutes as stated, and was seconded by Commissioner Barrett. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor, with one abstention. Commissioner Bob Peck was not at the February 22, 2019 meeting.

**Audience of Citizens** - Tenants present: MaryLou Bachhuber, Kay Boyers, Lou Anne Evon, and Virginia Keane.

**Correspondence** – There was none.

**Treasurer's Report** - Commissioner Aiksnoras gave his report for February 2019 as follows:

Petty Cash: \$100

Operating Cash: \$19,392.23

Development Account: \$73,187.60

Total Operating Cash: \$92,679.83

Stiff Account: \$208,568.70

Total Cash: \$301,248.53

Commissioner Elaine Barrett entertained a motion to accept the February 2019 treasurer's report. Commissioner Peck made a motion to accept the February 2019 treasurer's report as stated, and was seconded by Commissioner O'Connell. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

**Management and Budget** – There are 2 vacancies at Crestview Ridge.

- There are 70 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 3 work orders; 2 have been completed, with one uncompleted. It took a total of 2.00 days with an average of 1 day to complete.
  - Kirk products performed their annual fire extinguisher inspection.
  - The first biannual generator inspection for the year for April was scheduled.
  - The fire department was dispatched to apartment C20 because of plastic utensils being left on the stove while the tenant was cooking. No damage was done from the incident.
- On March 21, 2019 there was a Tenant and Management Meeting. The following items were discussed:

- *Tenants brought up getting the benches put together and installed for the spring.*
- *The tenants were wondering if there are any restrictions about guests bringing dogs unto to property.*
- *There is a screw sticking out of a pad in front of Building D.*

**Old Business** – The board will be exploring other options for the locks.

**New Business** – Commissioner Aiksnoras entertained a motion to match the \$300 for the tenants association. Commissioner Aiksnoras made a motion to match the \$300 for the tenants association, and was seconded by Commissioner Peck. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor, with 2 abstentions; Elaine and Kathy.

**Adjournment** – Commissioner Elaine Barrett entertained a motion to adjourn at 2:51 p.m. and go into executive session to discuss personnel items. Commissioner Elaine Barrett made a motion to adjourn at 2:51 p.m. and go into executive session to discuss personnel items and was seconded by Commissioner O'Connell. David Keyser was asked to stay. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

**Executive Session –**

The board entered executive session at 2:51 p.m. and exited executive session at 3:27 p.m.

Motion: Peter, second by Bob, with two abstentions, Elaine and Kathy.

I, Peter, due to budget situation, the fiscal year 2019/2020 base rent will be increased by \$50 per unit and authorized management to begin 90 day process to increase rent.

PASSED UNANIMOUSLY:            2 FOR 2 ABSTENTIONS

MOTION: Elaine, second by Peter to adjourn at 3:38pm.

PASSED UNANIMOUSLY:


5 FOR 0 OPPOSED.

Respectfully Submitted,



Stephanie Dimon

Clerk

19 APR -3 PM 2:59  
TOWN OF OXFORD, CT  
  
TOWN CLERK

**Oxford Housing Authority**

**Balance Sheet**

**February 2019**

**Program: CT State Elderly**

**Project: Consolidated**

	Period Amount	Balance
<b>LIABILITIES AND SURPLUS</b>		
<b>TOTAL SURPLUS</b>	<b>(15,031.00)</b>	<b>2,207,318.51</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>(15,482.50)</b>	<b>2,426,980.72</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>