

Oxford Housing Authority

Regular Board Meeting

June 28, 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 Teila Lanci (RSC), Rachael Rosario (Imagineers), and Stephanie Dimon (Clerk).

Additions to the Agenda - There were none.

Minutes – Commissioner Elaine Barrett entertained a motion to accept the May 24, 2019 minutes as stated. Commissioner Elaine Barrett made a motion to accept the May 24, 2019 minutes as stated, and was seconded by Commissioner Kathy O'Connell. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

Audience of Citizens - Tenants present: Mary Lee Bachhuber, Kay Boyers, Lou Anne Evon, Frank Tomis, Ginnie Sobolisky, Helen Jurgens, Virginia Keane, and Bonnie Chevarella.

- The status of getting the locks/stoppers on the lower level was asked about.
- Doorbell- It's in progress; due to the tenant's phone number being changed- the outside monitoring system must be changed.
- It has been brought to our attention that a tenant's dog is causing a disturbance – they will receive a letter and meet with management.

Correspondence –

- There is a tenant work order for a light bulb replacement in his apartment.
- There is correspondence from the DEEP; this will be discussed in executive session.

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

Petty Cash: \$100

Operating Cash: \$38,092.78

Development Account: \$73,187.60

Total Operating Cash: \$111,380.38

Stiff Account: \$209,423.75

Total Cash: \$320,804.13

- Commissioner Peck entertained a motion to move \$72,000 and close the account; the motion was denied due to lack of a second.

Management and Budget –

- The new date for the Tenants Meetings will now be the 4th Thursday @ 1:00 p.m.
- There was a Tenant and Management meeting on Wednesday June 26, 2019.

Old Business –

- Annual Recertification's – The Audit of Annual Recertification's was completed on 6/27/19. The 30 day notice was hand delivered to all the units on 6/27/19.
- Tenants will have an opportunity on July 9, 2019 or July 11th, 2019 from 1:00 – 3:00 p.m. to review and sign the new leases.
- All the proper paperwork has been requested and submitted to Liz Chasse at CHFA (Connecticut Housing Finance Authority).
- The vacant unit – Unit 16. We have gotten quotes to replace the flooring that was lifted due to water damage and for painting the unit. It should be available August 1, 2019.
- Tick Spraying – The quote from Nature's Edge to treat the property is \$775.
- The Payroll Audit for HR Consulting Group- RSC. We are in the process of getting the information for the Payroll Company. The board needs to sign and notarize the paperwork for Imagineers Power of Attorney for HR Consulting Group.
- The light pole repairs are pending.
- Concrete (Stairwell) – Esteban will do a temporary patch, and then will completely fix it.
- Sheds – Esteban will take all unusable things away. Some of the sheds are salvageable, some are not.
- Upper level lights were turned off. Everyone wants them on but they cannot be repaired due to the underground wires shorting out. It will be looked into.
- It was brought back up about automating the door for the chair lift.

New Business –

- There was a Meet & Greet/ Welcome Transition Party on June 20, 2019 in the conference room. All tenants were invited. Imagineers provided refreshments. Present: Phuong Murray, Esteban Rivera, Rachael Rosario, David Keyser, and Cody Taylor. The tenants thanked David and Cody for their service to the community.
- Esteban – Work Orders. Esteban is the Maintenance Superintendent and is onsite on Thursdays from 8:00 a.m. – 4 p.m. There were 25 work orders that were completed this month.
- Insurance – We have received notification of a pending worker's comp audit by The Hartford Insurance Company.

- In regards to the chair lift it was requested that there be a notice/sign put up to ask people to put the key in vertical when they are done with it, to send it back down.

Adjournment –

Commissioner Elaine Barrett entertained a motion to go into executive session at 3:18 p.m. for management and personnel reasons. Commissioner Elaine Barrett made a motion to go into executive session at 3:18 p.m. for management and personnel reasons and was seconded by Commissioner O'Connell. Rachael Rosario was asked to stay. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

Executive Session- Exited executive session at 3:31 p.m.

MOTION: To adjourn at 3:45 p.m. Commissioner Peter Aiksnoras, Seconded by Commissioner Elaine Barrett.

PASSED UNANIMOUSLY: 4 FOR 0 OPPOSED

Respectfully Submitted,



Stephanie Dimon

Clerk

19 JUL 10 PM 1:13
TOWN OF OXFORD, CT
Stephanie Dimon
TOWN CLERK

Oxford Housing Authority

Balance Sheet

May 2019

Program: CT State Elderly

Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
SURPLUS		
TOTAL RETAINED EARNINGS	0.00	10,966.64
TOTAL SURPLUS	(3,622.67)	2,218,744.39
TOTAL LIABILITIES AND SURPLUS	(5,679.28)	2,435,906.70
PROOF	0.00	0.00