

Oxford Housing Authority

Regular Board Meeting

February 26, 2016

**Call to Order:** The meeting was called to order at 2:03 p.m. by Commissioner Elaine Barrett prior to the pledge of allegiance.

**Attendance:** Present: Commissioners Elaine Barrett, Kathy O'Connell, Peter Aiksnoras, and Bob Peck. Also present was David Keyser (Executive Director), Lori Caruso (Property Manager), and Harry Whitcher (Maintenance).

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

**Minutes:** There were no corrections. Commissioner Barrett entertained a motion to accept the January 22<sup>nd</sup> minutes as stated. Commissioner Aiksnoras made a motion to accept the January 22<sup>nd</sup> minutes as stated and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

**Audience of Citizens:** Tenants present: Rita Wilson, John Timmon, Helen Kovalsky, Lenore Lyder.

- Lori Caruso will be posting a new notice regarding policies for the kitchen on "cleaning up after yourself".
- Lenore Lyder requested that locks be installed in her apartment now, prior to the new locks set to being installed end of April/beginning of May due to personal safety concerns.

**Correspondence:** There was none.

**Treasurer's Report:** Commissioner Aiksnoras gave his report for January as follows:

*Petty Cash:* \$100

*Operating Cash:* \$100,209.88

*Stiff Account:* \$234,563.08

*Total:* \$334,772.96

Commissioner Barrett entertained a motion to accept the January treasurer's report. Commissioner O'Connell made a motion to accept the January treasurer's report and was seconded by Commissioner Peck. Commissioner Barrett asked all those in favor of the motion to vote Aye. All were in favor.

### **Management and Budget:**

- There are storage units available but not being used.
- There have been 3 vacancies in the past 6 months. They are completely cleaned out and available. Lori sent out a memo to all the residents stating that the 3 units are available and if anyone is interested in them to please respond by March 4<sup>th</sup>. Lori will then assemble a list based on move in date.
- The DVD player in the community room does work but when you play the cassette player it eats the tapes.
- There was a question regarding snow removal policies and parking -- there is a snow removal policy in the resident handbook. However, Lori will be rewriting the policy so it's a little easier to understand. All the residents will have to do is back their car up, allow for their parking spot to be cleared and then put their car back into the parking spot. We will try out different solutions before anything is permanently printed out.
- Lori has been working on the recertification's for the residents for the past month, so other than scheduled appointments she apologizes for not being able to be as attentive to the needs and concerns of the residents.

**Old Business:** The parts came in for the exterior soffit lights; Sloss Electric called in sick and was not able to come out to the property as planned on Friday, February 26<sup>th</sup>. He will be in contact this week to make another appointment to come out to the property. He will be trying to complete the job within a day's time.

- Apartment Doors -- There have been several complaints from several different people regarding the doors popping open when the hallway doors are closed. Harry oiled a few locks, but still the problem sustained. Radovich came out to inspect the doors. They claimed there were no issues with the doors.
- Lori posted notices in all the hallways to close doors after yourselves due to possible pipes freezing should a door accidentally remain open.
- The Fire Marshall had the meeting regarding the fire evacuation plans. He plans to come back to distribute the pamphlets. Once the weather is warmer, then we will carry out the evacuation plans and go building to building and then finally put it in the policies (resident handbook).
- Lori will contact Comcast to make sure everyone is getting equal boxes and services.
- We have received the final and full report for CNA's from John Tuz for review.
- In April, management will compose a budget to present to the board.
- We have formulated the invitation to bid for locks. A pre - bid walkthrough will be done on Thursday, March 16<sup>th</sup> at 10 a.m.
- In regards to the extra, hide - a - key, an actual key will be given to every resident as opposed to an extra fob which may not weather well outside.

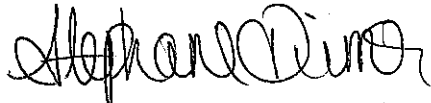
**New Business:** Due to the windy weather we received last week, siding and soffits were damaged. A tree fell. Instead of filing an insurance claim we are going to just have Radovich come to do the job. It is projected to be a day's work, with 2 men working.

- Commissioner Peck suggested we move the chair casters up an inch to prevent anymore tip – overs. But that we experiment on one chair to see if the results are effective.

**Adjournment:** Commissioner Barrett entertained a motion to go into executive session at 2:58 p.m. and invite management to stay. Commissioner Barrett made a motion to go into executive session at 2:58 p.m. and was seconded by Commissioner Aiksnoras.

**Executive Session:** Management and Commissioners began executive session at 3:02 p.m. and exited executive session at 3:42 p.m.

Respectfully Submitted,



Stephanie Dimon

16 MAR -3 PM 2:32  
TOWN OF OXFORD, CT  
*Stephanie A. Dimon*  
TOWN CLERK

**Oxford Housing Authority**  
**Balance Sheet for January 2016**  
**Program: CT State Elderly      Project: Consolidated**

	Period Amount	Balance
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
Accounts Payable - Vendors	3,048.18	38,851.47
Sundry Accounts Payable	0.00	229.00
<b>TOTAL ACCOUNTS PAYABLE</b>	<u>3,048.18</u>	<u>39,080.47</u>
<b>TOTAL LIABILITIES</b>	<u>3,048.18</u>	<u>39,080.47</u>
<b>SURPLUS</b>		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	43,625.85
2814 Contributions by the Municipality	0.00	314,198.92
2820.1 Rehab Funds Authorized No.1	0.00	1,197,379.00
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
<b>RETAINED EARNINGS</b>		
Unappropriated	440.08	73,296.16
Appropriated	2,310.83	273,372.58
<b>TOTAL RETAINED EARNINGS</b>	<u>2,750.91</u>	<u>346,668.74</u>
<b>TOTAL SURPLUS</b>	<u>2,750.91</u>	<u>5,938,040.19</u>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<u>5,799.09</u>	<u>5,977,120.66</u>
<b>PROOF</b>	<u>0.00</u>	<u>0.00</u>