

MINUTES  
**OXFORD HOUSING AUTHORITY, INC. at  
CRESTVIEW RIDGE  
Regular Meeting – February 21, 2014**

Commissioners present: Chairman Bill Burns, Elaine Barrett, Peter Aiksnoras, Robert Peck.  
Also present: Donna Lane, Harry Whitcher, Donald W. Smith, Jr., Kathleen O'Neil, Marni Soss.  
Absent: Kathy O'Connell.

The meeting was called to order by Chairman Bill Burns at 2:02 p.m. and the Pledge of Allegiance was recited.

Additions to Agenda – None.

Review and Acceptance of Minutes – **Motion** to accept the Minutes of the January 24, 2014 meeting was made by Elaine Barrett. Second by Robert Peck. Motion passes unanimously.

Audience of Citizens – Elizabeth Cotnoir, Mary Bachhubber, Muriel Sabetta, Virginia Keene and Fred D'Amico attended the meeting. Mary Bachhubber noted that she is handicapped and cannot get her trash into the outdoor can due to it being too tall. She suggested that a can that has a sliding door would be better. It was noted that animals get into that type of can. Muriel Sabetta (unit 6) voiced her concern that snow was not removed near the rear door of building and ice has accumulated there also. She was advised that ice has been melting and draining and then froze during the night which caused the problem. Elaine Barrett noted that snow is not removed well near the outdoor garbage collection areas. Donna indicated that recycling will be raised higher as an improvement. Garbage removal was discussed further and it was noted that Springer Sanitation is used. Elizabeth Cotnoir also noted that a neighbor was shoveling the driveway near the bumpers because ice and snow was built up there. Discussion continued, which included Harry Whitcher's comment that residents are supposed to move their vehicles after a storm so that plowing of the driveways/parking lots can be done efficiently. Discussion of handicap vehicles that are not moved after storms which causes trouble with snowplowing was also discussed. Donna noted that residents have been informed that they need to move their vehicles to Building C parking lot (which is plowed first) when they see that the plow is in their parking area, but this is not done. Another notice stating the same will be sent to residents and posted.

Correspondence – None.

Treasurer's Report - Peter Aiksnoras reported as follows for January 2014:

Operating cash balance:	\$104,963.37
STIF:	\$174,090.21
Petty Cash:	\$100.00
Total:	\$279,153.58

A copy of the January General Ledger Cash Payment/Receipt Register report is Attachment A.

**Motion** to approve Treasurer's report of January 2014 made by Elaine Barrett. Second by Robert Peck. Motion passes unanimously.

Management and Budget – Donna reported that there was some concern reported by residents that they did not know when Harry or contractors were going to be working in the units. She noted they do their best to inform residents when they need to work in the units and that tags were purchased to be left on the door of the unit if a worker has to enter when nobody is home. The tag indicates the reason for entering and the office will have a record of when the tags are used.

Unit B14 will be vacant on 3/1/14 and a new lease will be signed for 3/4/14. C21 was leased on 2/14/14.

The process of recertification is ongoing. These need to be completed no later than 3/31/14 so that residents can get notice on 4/1/14 of new rents which go into effect on 7/1/14. Bill brought up the topic of rental assistance. Donna noted that the State has not given her any notice that the program will not be continuing. Donna noted that Seymour has stopped rental rebates. Kathy O'Neil will find out if Oxford will also discontinue this.

#### Old Business

Kathy O'Neil noted that all is proceeding well administratively. She recently attended a jobs meeting and she reviewed the following two items that were discussed regarding the budget: 1) Blue prints item that has approximately \$19,000 is a dormant line item. Donna had suggested the \$19,000 be put in the soft cost contingency. The matter needs to be tabled due to the fact that according to the original budget, the architect had \$28,150 as a cost. Reconciliation was discussed. The attorney fee line item was discussed. Bill reiterated from the December regular meeting that a meeting should be held with Attorney Tamis to discuss the total cost that can be expected. Donna noted that he did not know that a title search was going to have to be done each month and that the State requires it. Funds of \$3,100 are available for title searches from Grant funds that can be used for the monthly cost. Peter noted that the monthly fee of \$175 was not expected by any parties involved, needs to be paid and it is a small fee compared to the size of the project. 2) Each month invoices are put in and a borrower's reconciliation is done. The contractors requisition is combined on the borrower's reconciliation. Chuck Radovich indicated that he will not need to put in an invoice for February. It was later noted that he will submit an invoice for the month but will not have it in by next week's meeting. Kathy commented that the soft cost requisition could be put in anyway. Bob Peck asked that a copy of the State's spreadsheet be available at each meeting for review and this will be done.

Don Smith reported the following progress:

Hot water heaters – 12 units complete (35%)

Kitchen and bathroom shut-off/valve replacement – 11 completed (39%)

Vanities – 7 complete

Kitchen exhaust – 3 complete

Closet doors – 15 units complete

Wireless thermostats – all installed. Issues have been investigated and will be worked on. A palm card with instructions will be made up for use in each unit (propane units only). Back order came in for hot water heaters and progress is being made on installation. Cabinet order will be finished up soon.

Discussion ensued about paperwork for the expansion project. Bill noted that the paperwork has been filed with the Town and State for the loan for the project and verification has been received. Funds should be transferred soon. He suggested that fifty percent of the fee owed to Paul Baily be paid out of our funds in the amount of \$26,500. This fee also includes work done by Don Smith.

**Motion** to approve payment of \$26,500 to Paul Baily made by Robert Peck. Second by Elaine Barrett. Motion passes unanimously.

Twin Brooks update – Bill noted that he spent time with First Selectman Temple and talked about the matter. We have not received formal conveyance of the property from the Town to date. There seemed to be a misunderstanding between the Selectmen and Jim Galligan, Town Engineer, about whether or not an easement through the property that will be conveyed to us and the other parcel that will be retained by the Town was necessary. The Board did request this and Bill was informed that the easement goes through the middle of the property to be conveyed to us, which is a problem. First Selectman Temple indicated to Bill that the matter will be rectified. Bill noted that we cannot go to the State for funding before we own the land. Bob Peck noted that the Town attorney will need a legal description when the land is conveyed. Discussion continued regarding the need for an A-2 survey of the property. Kathy O'Neil was asked to speak to Attorney Condon about the availability of this survey.

### New Business

None.

**Motion** to adjourn was made by Elaine Barrett at 3:02 p.m. Second by Robert Peck. Motion passes unanimously.

Respectfully submitted, subject to approval

*Marni Soss*

Marni Soss, Clerk

14 FEB 25 PM 2:38  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK

**Oxford Housing Authority**  
**General Ledger Cash Payment/Receipt Register**

ATTACHMENT A

**CT State Elderly**

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: January 2014, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Date: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**Bank: Oxford Bank, Bank Account: 1000, GL Account: 1100**

*Posted Payments*

<u>Doc Num</u>	<u>Payment Date</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
9110	01/15/2014	AT&T	acct 203 881-9555 141	\$110.40
9111	01/15/2014	comcast	acct 8773 40 215 014857	\$79.90
9112	01/15/2014	Connecticut Light & Power	acct 51395054042 D24	\$15.88
9113	01/15/2014	Connecticut Light & Power	acct 51023793078 bldg B	\$92.44
9114	01/15/2014	Connecticut Light & Power	acct 51178593018 bldg E	\$94.23
9115	01/15/2014	Connecticut Light & Power	acct 51673693024 bldg C	\$890.65
9116	01/15/2014	Connecticut Light & Power	acct 51789793007 bldg A	\$102.05
9117	01/15/2014	Connecticut Light & Power	acct 51817693054 bldg D	\$102.64
9118	01/15/2014	Experian	acct TCTA-6906070	\$18.72
9119	01/15/2014	Friends of Fur, LLC	rodents building C	\$125.00
9120	01/15/2014	Heritage Village Water	acct 104491 bldg B	\$124.87
9121	01/15/2014	Heritage Village Water	acct 104493 bldg A	\$109.51
9122	01/15/2014	Heritage Village Water	acct 104494 Bldg E	\$81.35
9123	01/15/2014	Heritage Village Water Company	acct 104492 bldg C	\$106.95
9124	01/15/2014	Heritage Village Water Company	acct 104495 Bldg D	\$99.27
9125	01/15/2014	Home Depot	also inv # 4023798	\$104.80
9126	01/15/2014	Hope & Hernandez, CPA's PC	audit report prep and submission	\$1,145.00
9127	01/15/2014	Seymour Janitorial Services	mis billed for december this is what	\$255.00
9128	01/15/2014	Spath Bjorklund Associates, Inc.	work done for pipes jeff removed	\$4,667.00
9129	01/15/2014	Springer's Sanitation Inc.	December container service	\$304.00
9130	01/15/2014	Staffworks, Inc.	snow removal	\$162.80
9131	01/15/2014	Stepney hardware	paint	\$183.87
9132	01/15/2014	Town of Oxford	10/1/13-12/10/13	\$147.60
9133	01/29/2014	American Rooter	clog unit A5	\$158.50
9134	01/29/2014	Calvert Save & Lock LTD	mailbox keys	\$4.20
9135	01/29/2014	Donald Tamis	grant title endorsement/bringdown	\$175.00
9136	01/29/2014	HD Supply Facilities Maintenance, Ltd.	maintenance supplies	\$425.35
9137	01/29/2014	Network Design Services, LLC	repair internet to RSC computer	\$110.00
9138	01/29/2014	Office Depot	supplies	\$214.89
9139	01/29/2014	Oxford Paint & Hardware, Inc.	misc maintenance supplies	\$40.08
9140	01/29/2014	Seymour Housing Authority	management fee	\$2,700.00
9141	01/29/2014	Seymour Janitorial Services	common areas for January	\$425.00
9142	01/29/2014	USI Insurance Services of CT, LLC	Crime policy renewal	\$138.88
				Cleared: 20 \$8,863.38
				Uncleared: 13 \$4,652.45
				Total Payments: \$13,515.83