

MINUTES
OXFORD HOUSING AUTHORITY
at
CRESTVIEW RIDGE
REGULAR MEETING
2-22-2013

1. Call to Order/Roll Call
The meeting was opened by Chairman Bill Burns at 2:05 P.M. The Pledge of Allegiance was recited.
Present were: Elaine Barrett, Bob Peck, Donna Lane, Bill Burns, Harry Whitcher Peter Aiksnoras, Chris Brooks
2. Additions to Agenda
Bill Burns moved to go to Executive Session later in the meeting for the purpose of discussing Contractor Items. Seconded by Peter Aiksnoras. Donna Lane will be invited to attend. All were in approval.
3. Review and Acceptance of Minutes.
Elaine Barrett moved to accept the minutes of the meeting of 1-18-2013 as read. Seconded by Peter Aiksnoras. All were in approval.
4. Audience of Citizens.
Present were: Kathy O'Connell, Jacki Driscoll, Jeannette Laird, Muriel Sabetta, Virginia Keene, Jack Timmons, Trish Gibbons, Don Elmore.
An extensive discussion took place concerning washing machines and uses thereof. This resulted in a motion by Peter Aiksnoras, seconded by Bob Peck, to request management to acquire and install motion activated cameras in an attempt to find out who is creating this situation. All were in agreement. An advisory letter will be issued, and violators may be denied use of the machines.
5. Correspondence.
A letter from all the Tenants of Crestview Ridge complimenting the Maintenance Dept. (Harry and Don) on their excellent job of snow removal after the recent heavy storm. It was signed by all the tenants and is on file in the office. It is reproduced here as Exhibit 2.
Elaine spoke about the proposed mural for the Community Room. More complete info. will be brought to the next meeting.
6. Treasurer's Report.
The Treasurer's Report was at hand. A Vendor Accounting Check Register was received showing recent checks issued. Please see Exhibit 1.

Balances for the Checking Account and the S.T.I.F. Account are as follows:

Oxford Housing Authority
General Ledger Cash Payment/Receipt Register
CT State Elderly

Exh. b. + I

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: January 2013, 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>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
8817	01/16/2013	CHK	AT&T	acct 203 881-9555 141	Yes	\$124.21
8818	01/16/2013	CHK	comcast	acct 8773 40 215 0026439	Yes	\$56.39
8819	01/16/2013	CHK	Comcast	acct 8773 40 215 0015754	Yes	\$607.06
8820	01/16/2013	CHK	Connecticut Light & Power	acct 51673693024 bldg C	Yes	\$718.82
8821	01/16/2013	CHK	Connecticut Light & Power	acct 51178593018 bldg E	Yes	\$44.20
8822	01/16/2013	CHK	Connecticut Light & Power	acct 51023793078 bldg B	Yes	\$79.27
8823	01/16/2013	CHK	Connecticut Light & Power	acct 51789793007 bldg A	Yes	\$74.32
8824	01/16/2013	CHK	Connecticut Light & Power	acct 51817693054 bldg D	Yes	\$74.19
8825	01/16/2013	CHK	Fuss & O'Neill	Phase I per grant requirement	Yes	\$2,900.00
8826	01/16/2013	CHK	Great American Leasing	January copier lease	Yes	\$77.98
8827	01/16/2013	CHK	Heritage Village Water	acct 104494 bldg E	Yes	\$78.79
8828	01/16/2013	CHK	Heritage Village Water	acct 104491 bldg B	Yes	\$109.51
8829	01/16/2013	CHK	Heritage Village Water	acct 104493 bldg A	Yes	\$106.95
8830	01/16/2013	CHK	Heritage Village Water Company	acct 104495 Bldg D	Yes	\$94.15
8831	01/16/2013	CHK	Heritage Village Water Company	acct 104492 bldg C	Yes	\$140.23
8832	01/16/2013	CHK	Home Depot	inv #'s 3025548 & 1595343	Yes	\$66.65
8833	01/16/2013	CHK	Hope & Hernandez, CPA's PC	final payment on audit	Yes	\$3,693.00
8834	01/16/2013	CHK	Management Computer Services, Inc.	semi annual pha-web fee 01/13-06/13	No	\$647.00
8835	01/16/2013	CHK	Springer's Sanitation Inc.	January container service	Yes	\$304.00
8836	01/16/2013	CHK	Town of Oxford	fuel for equipment	No	\$169.54
8837	01/16/2013	CHK	USI Insurance Services of CT LLC	renewal of crime policy #015841070	Yes	\$125.92
8838	01/31/2013	CHK	DECD, State of Connecticut	erap refund 7/11-6/12	No	\$1,308.00
8839	01/31/2013	CHK	DECD, State of Connecticut	RSC refund 7/11-6/12	No	\$4,450.13
8840	01/31/2013	CHK	Friends of Fur, LLC	rodent removal B12	No	\$50.00
8841	01/31/2013	CHK	Seymour Janitorial Services	January common area cleanings	No	\$540.00
					Cleared: 19	\$9,475.64
					Uncleared: 6	\$7,164.67
					Total Payments: 25	\$16,640.31

Exh. b. + 2

February 15, 2013

This letter from the tenants of Crestview Ridge is to inform the board of the wonderful job that Harry and Don performed during the Blizzard of 2013. With the bucket truck and snow blower, they were able to clear Dunn Drive (which is a town road) as the town of Oxford did not show up until Sunday at 1:30. They also cleared the walkways and entrances on Dunn Drive so tenants were able to exit building if necessary and give emergency vehicles access should it be needed. For 4 days (Friday, Saturday, Sunday and Monday) they worked diligently including but not limited to moving cars, snow blowing walkways, clearing parking spaces, clearing Dunn Drive, aiding tenants in emergencies and all other that was needed.

They are two caring and dedicated employees and we feel they should be commended for their extraordinary efforts.

Sincerely,

The tenants of Crestview Ridge

(see attached)

Checking Account.	76309.71	
S.T.I.F Account.	173882.14	(Short Term Investment Fund)
Total.	250191.85	

A motion was made by Elaine, seconded by Bob, to accept the Treasurer's Report as read. All were in agreement.

7. Management and Budget.
An almost new copier was donated to the Housing Authority by the Yost Conservation L.L.C. of Oxford. Yost Conservation specializes in the restoration of fine oil paintings. The machine is exactly what was needed and will be put to good use. The generosity of this local company is most appreciated.
8. Old Business.
Chairman Bill Burns reported on the status of the three current projects:
Project 1. Renovation at Crestview Ridge. Waiting for funding from the State of Conn.
Project 2. Expansion of 8 units at Crestview Ridge. Waiting for funding from State of Conn.
Project 3. Twin Brooks. Board of Selectmen has voted to convey the property from Town of Oxford to the Oxford Housing Authority for the development of up to 80 affordable housing units. The Authority has the property for 3 years in which time the permits, etc. to build 20 units must be obtained. The Authority is now waiting for the State of Conn. to supply some funding.
9. New Business.
There was no New Business.
- 9a. The Chairman moved to go into Executive Session as previously referred to. Elaine Barrett seconded at 3:15 P.M. The Executive Session was for the purpose of discussing Contractor Items. Donna Lane was invited to attend.
- 9b. A motion was made by Elaine, seconded by Peter, to come out of Executive Session at 4:21 P.M. All were in agreement.
10. A motion was made by Elaine, seconded by Peter, to adjourn at 4:21 P.M. All were in agreement.

Respectfully submitted, subject to approval.



Chris Brooks, Clerk
Oxford Housing Authority

13 FEB 26 PM 12:45
TOWN OF OXFORD, CT
Christopher Brooks
TOWN CLERK