

MINUTES  
OXFORD HOUSING AUTHORITY, Inc.  
*at*  
CRESTVIEW RIDGE  
**REGULAR MEETING**

**9-27-2013**

- 1, Call to Meeting/Roll Call.  
The meeting was called to order at 2:01 P.M. by Chairman Burns.  
The Pledge of Allegiance was recited.  
Commissioners present were; Elaine Barrett, Bob Peck, Peter Aiksnoras, and Chairman Bill Burns.  
Also present were; David Keyser, Donna Lane, Harry Witcher, and Chris Brooks.
- 2, Additions to Agenda.  
There were no additions to the Agenda.
- 3, Review and Acceptance of Minutes.  
Commissioner Barrett, seconded by Commissioner Peck, moved to accept the minutes of the meeting of 8-23-2013. Commissioner Aiksnoras chose to not vote, as he was not present at the last meeting. Commissioners Barrett, Peck, and Burns were in favor.
- 4, Audience of Citizens.  
Virginia Keane, Muriel Sabetta, Lenore Lyder, Loretta Sharpe, Kay Boyers, Beverly Blakeman, Marge Bailey.  
The Preconstruction meetings were discussed. It is hoped that the closing on the renovation contract will take place during the second week of October.
- 5, Correspondence.  
No correspondence was received this month.
- 6, Treasurer's Report.  
The Treasurer's report was at hand. As there was no Treasurers' report at the previous meeting due to the absence of the Treasurer, cash balances for both July and August were received. Balances are as follows:

Balance sheet for July:		Balance sheet for August	
Checking account	\$69216.30	Checking account	\$ 66168.96
S.T.I.F. account	\$173983.07	S.T.I.F. account.	\$173997.89
Petty Cash	<u>\$100.00</u>	Petty Cash	<u>\$100.00</u>
Total	\$243299.37	Total	<u>\$240266.85</u>

Note; S.T.I.F account. Short Term Investment Fund.

A General Ledger Cash Payment Receipt Register for August was provided, showing recent checks issued. Please see Exhibit 1.

A General Ledger Cash Payment Receipt Register for July was provided, showing recent checks issued. Please see Exhibit 2.

A motion to accept the July Financials was made by Commissioner Barrett and seconded by Chairman Burns. All ayes.

A motion to accept the August Financials was made by Commissioner Barrett and seconded by Commissioner Peck. All ayes.

7, Management and Budget.

Security Solutions seem to be having difficulty keeping the office computer in operating condition. They have been on scene many times, but the situation is not improving. This seems to be a software problem. The prevailing opinion seems to favor a new computer.

A motion was made by Chairman Burns, seconded by Commissioner Aiksnoras, to purchase a new computer at a price not to exceed \$2000.00. All ayes.

The recent passing of Jacqueline Dresel was recalled. She will be missed.

The annual audit will be upcoming.

8, Old Business.

Commissioner Peck, seconded by Commissioner Barrett, moved to request O'Neil & Associates to provide a list of architects from which one can be chosen to act as the architect for the Project 1, the Renovation project. This choice is pursuant to our procurement policy.

A motion was made by Commissioner Barrett, seconded by Commissioner Aiksnoras, to accept the redrawn Resolution #100, which concerns authorization for specific Commissioners to do business for Oxford Housing Authority, Inc. A copy is included herein as Exhibit 3.

Project 3, Twin Brooks. The Commission is still waiting for a letter from the

Town Attorney formally conveying the property to the O.H.A.

9, New Business.

DEEP is not satisfied with the results of a survey done by Spath Borklund last January concerning the septic systems at Crestview Ridge. A motion was made by Chairman Burns and seconded by Commissioner Aiksnoras for Spath Borklund to complete the scope of work specified in the proposed Professional Agreement of January 13, 2013 concerning the septic system at Crestview Ridge which has been confirmed, to meet the new DEEP requirements so the plans for the 8 new units planned for Crestview Ridge, can proceed. Both the Professional Agreement and the building of the 8 units are contingent upon receipt of funds from the State of Conn. to accomplish the construction. The cost of this is not to exceed \$25250.00 All were in agreement.

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

*Exhibit 1*

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: August 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>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
8988	08/16/2013	AT&T	acct 203 881-9555 141	Yes	\$143.46
8989	08/16/2013	Blumenthal & Donahue	policy PO1000975	Yes	\$1,650.00
8990	08/16/2013	Comcast	acct 8773 40 215 0015754	Yes	\$606.85
8991	08/16/2013	Connecticut Light & Power	acct 51023793078 bldg. B	Yes	\$110.72
8992	08/16/2013	Connecticut Light & Power	acct 51178593018 bldg. E	Yes	\$31.49
8993	08/16/2013	Connecticut Light & Power	acct 51789793007 bldg. A	Yes	\$87.52
8994	08/16/2013	Connecticut Light & Power	acct 51673693024	Yes	\$583.42
8995	08/16/2013	Connecticut Light & Power	acct 51817693054	Yes	\$58.29
8996	08/16/2013	Donald Tamis	loan title insurance	Yes	\$3,101.00
8997	08/16/2013	Friends of Fur, LLC	bee removal	Yes	\$125.00
8998	08/16/2013	Hope & Hernandez, CPA's PC	conversation with chairman and	Yes	\$150.00
8999	08/16/2013	Security Solutions Inc.	repair to software system	Yes	\$378.00
9000	08/16/2013	Springer's Sanitation Inc.	July container service	Yes	\$304.00
9001	08/16/2013	State of Connecticut Department of Labor	registration # 93-117-34 special assessment	Yes	\$19.58
9002	08/30/2013	Donald Tamis	fees to become legal entity	No	\$471.00
9003	08/30/2013	Donald W. Smith JR PE	work performed on audit	No	\$1,650.00
9004	08/30/2013	Experian	acct TCTA-6906070	No	\$7.26
9005	08/30/2013	Office Depot	office supplies	No	\$245.93
9006	08/30/2013	Security Solutions Inc.	repairs to software	No	\$203.00
9007	08/30/2013	Seymour Housing Authority	august management fee	No	\$2,700.00
9008	08/30/2013	Seymour Janitorial Services	August cleanings and #20 floors	No	\$660.50
9009	08/30/2013	Suburban Propane	1433.4 gallons propane	No	\$2,528.59
Cleared: 14					\$7,349.33
					\$8,466.28
Total Payments: 22					\$15,815.61

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

Exh. 6. + 2

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: July 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>
8950	07/01/2013	CHK	comcast	acct 8773 40 215 0141857	Yes	\$31.53
8951	07/01/2013	CHK	Donald W. Smith JR PE	work done to date on grant	Yes	\$1,650.00
8952	07/01/2013	CHK	Great American Leasing	final payment agreement #012-	Yes	\$103.98
8953	07/01/2013	CHK	Seymour Housing Authority	June management fee	Yes	\$2,700.00
8954	07/01/2013	CHK	Seymour Janitorial Services	cleaning for month of June	Yes	\$390.00
8955	07/01/2013	CHK	Silver Petrucelli & Associates, Inc.	Work done on grant to date	Yes	\$15,090.21
8956	07/18/2013	CHK	AT&T	acct 203 881-9555 141	Yes	\$147.31
8957	07/18/2013	CHK	Cash	petty cash replenish	Yes	\$81.49
8958	07/18/2013	CHK	Comcast	acct 8773 40 215 0015754	Yes	\$606.85
8959	07/18/2013	CHK	Connecticut Light & Power	acct 51673693024 bldg C	Yes	\$521.05
8960	07/18/2013	CHK	Connecticut Light & Power	acct 51178593018 bldg E	Yes	\$30.09
8961	07/18/2013	CHK	Connecticut Light & Power	acct 51817693054 bldg D	Yes	\$53.94
8962	07/18/2013	CHK	Connecticut Light & Power	acct 51023793078 bldg B	Yes	\$52.89
8963	07/18/2013	CHK	Connecticut Light & Power	acct 51789793007 bldg A	Yes	\$78.83
8964	07/18/2013	CHK	Heritage Village Water	acct 104494 bldg E	Yes	\$81.35
8965	07/18/2013	CHK	Heritage Village Water	acct 104493 bldg A	Yes	\$122.31
8966	07/18/2013	CHK	Heritage Village Water	acct 104491 bldg B	Yes	\$119.75
8967	07/18/2013	CHK	Heritage Village Water Company	Acct 104495 bldg D	Yes	\$101.83
8968	07/18/2013	CHK	Heritage Village Water Company	acct 104492 bldg C	Yes	\$217.03
8969	07/18/2013	CHK	Home Depot	maintenance supplies	Yes	\$38.15
8970	07/18/2013	CHK	Housing Authority Risk Retention Group	policy HARRG-125905-126135-2013 07/01/13-07/01/14	Yes	\$1,512.00
8971	07/18/2013	CHK	Housing Insurance Services	policy HAPI-125905-126136-2013	Yes	\$5,730.00
8972	07/18/2013	CHK	Little River Power Equipment	maintenance supplies	Yes	\$41.98
8973	07/18/2013	CHK	Management Computer Services, Inc.	semi annual pha web fee 07/01/13-12/01/13	Yes	\$647.00
8974	07/18/2013	CHK	Radovich Builders LLP	misc contractor work	Yes	\$3,447.00
8975	07/18/2013	CHK	Republican American	invitation to bid ad	Yes	\$603.20
8976	07/18/2013	CHK	Springer's Sanitation Inc.	June container service	Yes	\$304.00
8977	07/18/2013	CHK	The Hartford	policy 02 WB NY7957	Yes	\$3,888.00
8978	07/18/2013	CHK	Town of Oxford	60 gallons fuel	Yes	\$200.70
8979	07/18/2013	CHK	treasurer, state of Connecticut	master insurance program	Yes	\$195.84
8980	07/18/2013	CHK	TTR Shipping	shipping of leased copier	Yes	\$245.00
8981	08/01/2013	CHK	Barco Products Company	Benches	Yes	\$2,520.93
8982	08/01/2013	CHK	comcast	acct 8773 40 215 0026439	Yes	\$35.85
8983	08/01/2013	CHK	FedEx	acct 1665-7481-1	Yes	\$51.40
8984	08/01/2013	CHK	Flagman of America	Cust ID: SEYMOURHOU	Yes	\$102.75
8985	08/01/2013	CHK	Oxford Paint & Hardware, Inc.	hardware	Yes	\$2.90
8986	08/01/2013	CHK	Seymour Housing Authority	July management fee	Yes	\$2,700.00
8987	08/01/2013	CHK	Seymour Janitorial Services	July common area cleaning	Yes	\$340.00
Cleared: 38						\$44,787.14
Uncleared: 0						(\$0.00)
Total Payments: 38						\$44,787.14

Oxford Housing Authority, Incorporated  
100 Stakum Circle  
Oxford, CT 06478

## Signatory Resolution

September 27, 2013

Exhibit 1: Resolution #100

(Concerning acceptance and authorization to sign all documents for the \$1.2 Million Governor's First Year \$30 Million Rehabilitation Grant)

WHEREBY the Oxford Housing Authority Incorporated (the Authority) wishes to accept the grant of approximately \$1.2 million in grant funds from the State of Connecticut Department of Economic & Community Development and/or Connecticut Housing Finance Authority with funds provided by the Governor's First Year \$30 Million Grant for the renovation of Crestview Ridge, a 34 unit elderly rental development.

WHEREBY the Oxford Housing Authority, Incorporated agrees to abide by said regulations, statues and guidelines required by the assistance agreement date 07/08/1991.

NOW, THEREFORE, be it resolved that the board of commissioners do hereby authorize the Chairman, William Burns, to execute the assistance agreement, commitment letter and all future and prior action necessary documents related to the Governor's First Year \$30 Million Grant and renovation of the development.

Be it further resolved that in the absence of the Chairman, William Burns, the Vice Chairman, Elaine Barrett, may sign and transact the business of the Authority relative to the Governor's First Year \$30 Million Grant.

This is to certify that the undersigned is the Secretary of the Authority and that the commissioners of the Authority took the foregoing actions and adopted the foregoing resolution at a properly convened meeting of its commissioners on September 27, 2013.

\_\_\_\_\_  
Robert Peck  
Secretary

Date: \_\_\_\_\_

10, Adjournment.

There being no further business, Commissioner Barrett, seconded by Commissioner Peck, moved to adjourn at 3:44 P.M.

All were in agreement.

Respectfully submitted, subject to approval.



Chris Brooks

Clerk

Oxford Housing Authority

13 OCT - 1 AM 10:40

TOWN OF OXFORD, CT

Margaret A. West

TOWN CLERK