

**MINUTES**  
**OXFORD HOUSING AUTHORITY**

at  
CRESTVIEW RIDGE  
REGULAR MEETING

6-28-13

**1. Call to Meeting.**

The meeting was called to order at 2:00 P.M. by Vice-Chairperson Elaine Barrett.  
The Pledge of Allegiance was recited.

**ROLL CALL**

Commissioners present: Elaine Barrett, Bob Peck, Peter Aiksnoras.

Also present were: Dave Keyser, Executive Director, Donna Lane, PHM, Harry Whitcher, Theresa Schremmer.

**2. Additions to Agenda.**

Resolution #100

**3. Review and Acceptance of Minutes.**

Commissioner Aiksnoras, seconded by Commissioner Peck, moved to accept minutes of the meeting of 6-24-13.  
All were in agreement.

**4. Audience of Citizens.**

Jack Timmons, Frank Tomis, Loretta Sharpe, Jeanette Laird, Kathy O'Connell, Lenore Lyder, Muriel Sabetta, and Virginia Keane.

Frank Tomis discussed poor condition of walkway. Temporary repairs will be made until the new project begins at which time the sidewalks will be replaced completely.

Frank Tomis discussed a need for new flags and someone to manage them. Discussion followed. Vice-Chairperson Elaine Barrett stated that someone "a tenant" has to be responsible to raise and lower the flags. No one has volunteered. Currently the flags are torn and tattered.

Frank Tomis also discussed the need for adjustment of the cement bumpers in the parking area and a desire to have a full time maintenance person was expressed. There is already a maintenance person there for the time allotted by budget of 32 hrs.

Lenore Lyder raised the question as to why residents cannot replace original flooring in units with wood flooring, as they so desire. Response from Director David Keyser, PHM, was that no alterations to the units shall be made except by the Housing Authority, as per signed Lease agreement and state regulation. He then explained that the Oxford Housing Authority is required to operate in the most cost effective way possible. When tenants make alterations costs are involuntarily increased with no control.

**5. Correspondence.**

None.

**6. Treasurer's Report.**

The Treasurers Report was at hand.

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

Checking account	\$97366.09
S.T.I.F.	<u>\$173921.28</u>
Total	\$271287.37
Petty Cash	<u>\$100.00</u>
	\$271387.37

Commissioner Peck seconded by Vice-Chairperson Barrett, moved to accept to accept the treasurers report as read.

All were in agreement.

Commissioner Peck motioned to accept the bills for the month of May (see Exhibit #2) as presented and approved for payment. Commissioner Aiksnoras seconded the motion. Vice-Chairperson Barrett acknowledged the motion and second and asked all those in favor to signify by voting Aye. Voting Aye were commissioners Aiksnoras, Peck & Barrett. Vice-Chairperson Barrett declared the motion carried.

**7. Management and Budget.**

Benches were ordered in green, delivery approx., July 1, 2013.

RSC Grant information will be known in July.

Upcoming Fiscal Budget will need final approval, Donna made copies available to commissioners via email.

**8. Old Business.**

**Project 1.** 1<sup>st</sup> year 30 million renovation. (The \$1.2 million project for renovation at Crestview Ridge.) The Bid deadline has been extended to July 16<sup>th</sup>, 2013 due to discovery of a few design omissions and questions raised by the contractors.

**Project 2.** Expansion project- 8 new units. Vice-Chairperson Elaine Barrett introduced discussion in regard to the grant writer selection for the application for permanent financing of the 8 unit expansion. The Executive Director explained that an application for the permanent financing is due in the fall. He stated he was asked to obtain a few quotes from other grant writers to prepare the application of the 8 new units. The Executive Director stated that he attempted to obtain quotes from three firms; however, due to every housing authority in the state currently readying to apply the usual grant writers are either too busy or simply not interested. He recommended that OHA should consider using K. O'Neil & Associates as intended for this grant. He stated that OHA was granted pre-development funds and it is important to apply timely for the permanent financing. Commissioner Peck stated there was no problem with that, however, he would like to see resumes of K. O'Neil & Associate employees. After some further brief discussion, Commissioner Aiksnoras made a motion to accept the K. O'Neil & Associates proposal for developing the 8 unit grant contingent upon review of the resumes of K. O'Neil & Associates staff members. Commissioner Peck seconded the motion. Vice-Chairperson Barrett acknowledged the motion and asked for all those in favor to signify by voting aye. Voting Aye were commissioners Aiksnoras, Peck & Barrett. Vice-Chairperson Barrett declared the motion carried.

**Project 3.** Twin Brooks project. Attorney for Town of Oxford was working on a document conveying land OHA. This was unavailable as of the date of the meeting. Management was able to obtain prints of the buildings from the original application made by the town and presented this to the board to review.

Donna called Springer Sanitation regarding garbage and recycling containers to rectify the issue with size and weight.

Janitorial service performance is being monitored with any issues or complaints reported to Donna.

#### 9. New Business.

Vice-Chairperson Barrett introduced resolution #100 concerning acceptance and authorization to sign all documents pertaining to the \$1.2 Million grant. (see exhibit 1) Commissioner Aiksnoras motioned to adopt resolution #100 concerning authorization to sign all documents pertaining to the \$1.2 million rehab grant as presented. Commissioner Peck seconded the motion. Discussion followed. The Executive Director then explained the commitment letter. Vice-Chairperson Barrett acknowledged the motion and its second and asked for a roll call vote which was recorded as follows:

Commissioner	Aye	Nay	Abstain
Aiksnoras	X		
Barrett	X		
Peck	X		

Vice-Chairperson Barrett declared the motion passed and resolution #100 duly adopted as presented.

Vice-Chairperson Barrett introduced the 2013-2014 management plan. Management explained that the 2014 budget has been previously submitted to CHFA prior to this meeting. The Executive Director stated the budget was prepared based on historical data and last years' experience. After further brief discussion, Commissioner Aiksnoras motioned to approve the 2013-2014 management plan as presented noting there was no rent increase indicated and to authorize the chairman, treasurer or Executive Director to Authorize the budget and submit it to CHFA. Commissioner Peck seconded the motion. Vice-Chairperson Barrett acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting aye were commissioner Aiksnoras and peck, Vice-Chairperson Barrett abstained from the vote because she is a resident of Crestview. Vice-Chairperson Barrett declared the motion carried.

Vice-Chairperson Barrett introduced the 2013 budget revision. Management explained that this revision was distributed prior to the meeting and an electronic email vote was made. Management stated that the board must read or record or reaffirm their votes for the minutes of this meeting. Commissioner Aiksnoras motioned to adopt the 2012-2013 management plan as presented and to authorize the chairman, treasurer or executive director to sign and submit it. Commissioner Peck seconded the motion. Vice-Chairperson Barrett acknowledged the motion and its second and asked that all those in favor of the motion signify by voting aye. Voting aye were commissioners Aiksnoras and Peck. Vice-Chairperson Barrett stated that Chairman Burns voted for the budget, however, and that he voted in favor of the budget. Vice-Chairperson Barrett abstained from voting because she resides at Crestview. Vice-Chairperson Barrett declared the motion carried and the 2012-2013 budget revision approved for the electronic email vote.

Donna recommended Board attendance at the August 2013 CONN- NAHRO Convention.

#### 10. Adjournment.

There being no further business, the Chair entertained a motion to adjourn.  
At 3:11 P. M. Elaine, seconded by Peter, so moved. All ayes.

Respectfully submitted, subject to approval.

Theresa A. Schremmer  
Jr. Occupancy Specialist  
Seymour Housing Authority

13 JUL 22 AM 11:00  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK

OXFORD HOUSING AUTHORITY  
DBA Crestview Ridge  
100 Stakum Circle, Oxford, CT 06478  
203 881-9555

June 28, 2013

EXHIBIT 1: Resolution #100  
(Concerning acceptance and Authorization to sign all documents for the  
\$1.2million Governors' First Year \$30 million rehabilitation grant.)

Whereby the Oxford Housing Authority wishes to accept the commitment of \$1.2 million in  
Grant funds from the State of Connecticut Department of Economic & Community  
Development with funds provided by the Governors First year \$30 Million Grant.

Whereby the Oxford Housing Authority agrees to abide by said regulations, statutes and  
guidelines required by the assistance agreement dated 07/08/1991.

Now therefore be it resolved that the board of commissioners do hereby authorize the  
chairman to execute the assistance agreement, commitment letter and all future and prior  
action necessary documents related to the Governors First Year \$30 Million Grant.

Be it further resolved that in the absence of the Chairman the Treasurer and Executive Director  
may sign and transact the Business of the Housing Authority relative to the Governors First Year  
\$30 Million Grant.

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

Exhibit 2

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: May 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
8910	05/03/2013	No	CHK	american express	acct # 3727 130876 34000	\$127.61
8911	05/03/2013	No	CHK	K. O'neil & Associate, LLC	predevelopment submission	\$795.00
8912	05/03/2013	No	CHK	Security Solutions Inc.	repair bldg A call for aid	\$1,828.00
8913	05/03/2013	No	CHK	Seymour Housing Authority	April management fee	\$2,700.00
8914	05/03/2013	No	CHK	Valley Electric Supply & Lighting	emergency lights	\$176.55
8915	05/03/2013	No	CHK	Seymour Janitorial Services	April common area cleaning	\$540.00
8916	05/16/2013	No	CHK	AT&T	acct 203 881-9555 141	\$263.46
8917	05/16/2013	No	CHK	Comcast	acct 8773 40 215 0015754	\$606.85
8918	05/16/2013	No	CHK	Connecticut Light & Power	acct 51673693024 bldg. C	\$682.04
8919	05/16/2013	No	CHK	Connecticut Light & Power	acct 51178593018 bldg. E	\$37.83
8920	05/16/2013	No	CHK	Connecticut Light & Power	acct 51023793078 bldg. B	\$67.79
8921	05/16/2013	No	CHK	Connecticut Light & Power	acct 51817693054 bldg. D	\$67.36
8922	05/16/2013	No	CHK	Great American Leasing	agreement # 012-0619071-000	\$77.98
8923	05/16/2013	No	CHK	HD Supply Facilities Maintenance, Ltd.	maintenance supplies	\$160.54
8924	05/16/2013	No	CHK	Home Depot	maintenance supplies	\$78.85
8925	05/16/2013	No	CHK	Robert Lashin	Deck repair	\$997.58
8926	05/16/2013	No	CHK	Springer's Sanitation Inc.	april container service	\$304.00
8927	05/16/2013	No	CHK	Stepney hardware	paint	\$199.98
8928	05/31/2013	No	CHK	comcast	acct 8773 40 215 0141857	\$128.90
8929	05/31/2013	No	CHK	Oxford Paint & Hardware, Inc.	lawn care	\$633.92
8930	05/31/2013	No	CHK	Seymour Housing Authority	May management fee	\$2,700.00
8931	05/31/2013	No	CHK	Seymour Janitorial Services	May common areas	\$875.00
8932	05/31/2013	No	CHK	Sloss Electrical Contracting LLC	unit 12 replace A/C outlet with 220	\$284.29
Cleared: 18						\$9,711.42
Uncleared: 5						\$4,622.11
Total Payments:						\$14,333.53