

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

**10-25-2013**

- 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, Kathy O'Connell, 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, however Commissioners Burns, Peck, Barrett, and Aiksnoras took the opportunity to welcome Kathy O'Connell, the new Tenant Commissioner, to the Board.  
At this point, Chairman Burns asked that the Board allow Kathy O'Neil, of KO'Neil and Associates to give her report on the current status of Project 2, the Expansion project. The change in sequence was approved.  
The most recent question had been the selection of an acceptable Architect.  
Ms. O'Neil applied industry standards to the search, and, with several applicants, the Board found Paul Bailey to be the most qualified. Commissioner Barrett, seconded by Commissioner Aiksnoras, moved to approve the selection of Paul Bailey as Architect for Project 2, the 8 unit expansion.
- 3, Review and Acceptance of Minutes.  
Commissioner Barrett, seconded by Commissioner Peck, moved to accept the minutes of the meeting of 9-27-2013. All were in favor.
- 4, Audience of Citizens.  
Virginia Keane, Muriel Sabetta, Lenore Lyder, Loretta Sharpe, Beverly Blakeman, Shirley Gaetano, and Jeanette Laird.  
The Preconstruction meetings were discussed. It is hoped that the closing on the renovation contract will take place during the second week of November.
- 5, Correspondence.  
No correspondence was received this month. However, a petition was received from the residents containing a request that the Maintenance Dept.'s hours be increased to 40 hours per week, and consideration be given to overtime. The universal opinion is that Maintenance is doing a fine job in the allotted time.

**Oxford Housing Authority**  
**Vendor Accounting 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: September 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>Amount</u>
9010	09/15/2013	CHK	AT&T	acct 203 881-9555 141	\$156.00
9011	09/15/2013	CHK	comcast	acct 8773 40 215 0141857	\$79.90
9012	09/15/2013	CHK	Comcast	acct 8773 40 215 0015754	\$647.94
9013	09/15/2013	CHK	Connecticut Light & Power	acct 51789793007 bldg A	\$70.54
9014	09/15/2013	CHK	Connecticut Light & Power	acct 51023793078 bldg B	\$1.43
9015	09/15/2013	CHK	Connecticut Light & Power	acct 51044054088 C20 vacancy	\$27.87
9016	09/15/2013	CHK	Connecticut Light & Power	acct 51673693024 bldg C	\$572.50
9017	09/15/2013	CHK	Connecticut Light & Power	acct 51178593018 bldg E	\$30.16
9018	09/15/2013	CHK	Connecticut Light & Power	acct 51817693054 bldg D	\$54.92
9019	09/15/2013	CHK	Friends of Fur, LLC	ant/spider spray unit B15	\$95.00
9020	09/15/2013	CHK	Home Depot	also inv # 2013474 & 5010178	\$127.06
9021	09/15/2013	CHK	Hope & Hernandez, CPA's PC	charge for letter for grant	\$18.75
9022	09/15/2013	CHK	Little River Power Equipment	wheel assembly John Deer	\$19.35
9023	09/15/2013	CHK	Security Solutions Inc.	repair software again	\$307.00
9024	09/15/2013	CHK	Springer's Sanitation Inc.	august container service	\$304.00
9025	09/30/2013	CHK	Experian	acct TCTA-6906070	\$18.67
9026	09/30/2013	CHK	FedEx	acct 1665-7481-1	\$26.06
9027	09/30/2013	CHK	HD Supply Facilities Maintenance, Ltd.	maintenance supplies	\$53.94
9028	09/30/2013	CHK	Oxford Paint & Hardware, Inc.	maintenance supplies	\$194.54
9029	09/30/2013	CHK	Security Solutions Inc.	short in system	\$460.50
9030	09/30/2013	CHK	Seymour Housing Authority	September management fee	\$2,700.00
9031	09/30/2013	CHK	Seymour Janitorial Services	September common area cleaning	\$340.00
Cleared: 14					\$2,208.42
Uncleared: 8					\$4,097.71
Total Payments:					\$6,306.13

**Project Summary**

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
CT State Elderly - E197 - Crestview Ridge	\$6,306.13	\$0.00
Total:	\$6,306.13	\$0.00

*End of Report*

6, Treasurer's Report.

The Treasurer's report was at hand. A Vendor Accounting Check Register was received showing checks issued. Please see Exhibit 1.

Checking Account	\$72320.11
S.T.I.F. Account	\$174007.32
Petty Cash	<u>\$100.00</u>
Total	\$246427.43

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

A motion was made by Commissioner Peck, seconded by Commissioner Barrett, to accept the Treasurer's Report. All were in agreement.

A motion was made by Commissioner Barrett, seconded by Commissioner O'Connell, to accept the Quarterly Reports. All ayes.

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

7, Management and Budget.

A motion was made by Commissioner Peck, seconded by Commissioner Barrett, to request the Maintenance Dept. to obtain three prices to install a hardened blade on the bucket of the Kaboda tractor which is wearing out due to a lot of contact with asphalt paving. These prices will be forwarded to the Chairman who will email them to the Commissioners for their decision. Excessively high costs will require actions at the next meeting.

8, Old Business.

Chairman Burns reported that when the contract with KO'Neil and Associates was signed, there were some dates that quite quickly became obsolete. Ms. O'Neil just recently offered an amendment to the contract stating that KO'Neil and Associates will be involved with the project regardless of time and at no increase in cost. The Board is grateful for her decision.

9, New Business.

A requirement of the Grant recently obtained from the State of Conn. for Project 1, the Renovation at Crestview Ridge, is that there be a separate checking account maintained to process all the bills and expenditures pertaining to this Grant. Accordingly, Commissioner Barrett, seconded by Commissioner Peck, brought the following Resolution to the floor:

**Resolved, That the Oxford Housing Authority, inc. is opening a separate checking account with Naugatuck Savings Bank, which is now transitioning to Ion Bank, for the purpose of receiving monies and paying bills for the Expansion Project (Project 1) at Crestview Ridge. Each check will require two signatures from the following list of Commissioners:**

**Peter Aiksnoras, William Burns, Elaine Barrett, or Robert Peck.**

**Also Resolved, That any phone numbers shown on any previous checking accounts should be changed to the following O.H.A. Office number,**

**203-881-9555**

This Resolution was voted upon, and all Commissioners were in approval.

A motion was made by Commissioner Peck, and seconded by Commissioner Aiksnoras, to retain the firm of Hope and Hernandez to do the regular Audit. All were in approval.

10, Executive Session.

At 3:20 P.M., Commissioner Barrett, seconded by Commissioner Aiksnoras, moved to go to Executive Session for the purposes of

Personnel Review, and

Third Party Contractors Review.

MOTION: Elaine, second by Peter to exit Executive Session at 4:40pm.

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

11. New Business, continued in Open Session.

Management reviewed the information related to the tenants' petition regarding Crestview maintenance staff and have directed management to respond.

MOTION: Elaine, second by Kathy to approve a resolution to accept the Dept of Housing interest-free Predevelopment Loan #PD 1310801 as per the terms stated in the October 3, 2013 notification letter and to establish a new checking account at the former Naugatuck Savings Bank, now Ion Bank, for the Crestview Expansion project, requiring two of the four approved signatures on all checks. Said notification letter shall be signed and returned with an addendum letter stating that any required repayment of this loan demanded by the State of Connecticut may not be met by the Authority if it would jeopardize the wellbeing of our facility's residents.

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

12, Adjournment.

MOTION: Elaine, second by Bob to adjourn at 4:51pm.  
PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

Respectfully submitted, subject to approval.



Chris Brooks  
Clerk  
Oxford Housing Authority

13 OCT 30 PM 1:47  
TOWN CLERK  
*Margaret A. West*

13 OCT 30 PM 2:26  
TOWN CLERK  
*Margaret A. West*