

Oxford Housing Authority

January 24, 2014

MINUTES

OXFORD HOUSING AUTHORITY, INC. at CRESTVIEW RIDGE Regular Meeting – January 24, 2014

Commissioners Present: Chairman Bill Burns, Kathy O'Connell, Elain Barrett, Peter Aiksnoras, and Robert Peck. Also present: David Keyser, Donna Lane, Kathy O'Neil, Harry Witcher, Don Smith, Trish Grebben, Muriel Sabetta, Mary Bachhuber, Virginia Keane, and John Timmon.

The meeting was called to order by Chairman Bill Burns at 2:11 p.m. and the Pledge of Allegiance was recited.

Additions to the agenda – None.

Review and Acceptance of Minutes – **Motion** to accept the Minutes of 12/20/2013 meeting was made by Elaine Barrett with three corrections: addition of Marni Soss, clerk added to those in attendance, companies/entities stricken from paragraph on correspondence and housing authorities inserted and replace "use" of excess funds with "manage" excess funds. Second by Kathy O'Connell. Motion with corrections was passed unanimously.

Report from Kathy O'Neil –

Application for the 8 new units on Stakum Circle is being considered by the state.

State needed a clarification to distinguish this 8 from the 88 at Twin Brooks.

Pre-development Grant has no guarantees, Mortgage Note must be filed. This is the responsibility of the Selectman's office.

Town has requested easement delineation on map for Twin Brooks Project. Location cannot be through building site.

Report from Don Smith –

Work has started on the Renovations Project.

Vanities and water heaters have been done in seven units.

Things are moving along.

Audience of Citizens – Two concerns/complaints were presented:

1. Plantings were destroyed when new asphalt sidewalks and curbs were put in. Management indicated that this would be addressed as soon as the weather breaks.

2. Management was not present when one unit was entered for measurements. Resident came home to find a stranger in her living room. Management will require all personnel to have identifying badges while working.

Correspondence – None

Treasurer's Report – Peter Aiksnoras reported that all copies of the monthly report for December and the quarterlies were forwarded by email to all commissioners (Attachment A). The following were noted:

Operating cash balance:	\$105,102.21
STIF:	\$174,067.63
Petty Cash:	\$100.00
Total:	\$279,269.84

Motion to accept the Treasurer's report of January, 2014 was made by Elaine Barrett. Second by Kathy O'Connell. Motion passed unanimously.

Motion to accept the Quarterly Report as presented made by Bill Burns. Second by Elaine Barrett. Motion passed unanimously.

Management and Budget

Donna reported that on Jan. 17 unit B 12 was rented and unit C 21 will be vacated on Feb. 1 but is rented as of Feb. 15. Donna reported all 1099s are done. Intakes will begin on Feb. 1. Next year's budget is being worked on and will be presented at the February meeting. Some discussion followed regarding the status of apartments when they are vacated. No action was taken.

Old Business

Bob Peck had requested an opportunity to speak with our accountant, Bob Bailey, regarding the checking account balance. Mr. Bailey's feeling is that since we are in the process of hiring contractors for various purposes, leave the checking account balance on the high side. Treasurer Peter Aiksnoras suggested that the commission can look at this in May, as our fiscal year winds down, and make the appropriate transfers at that time.

Donna Lane reported that there has been no call back on the flooring issue yet.

New Business

Chairman Bill Burns reported on his meeting with the First Selectman regarding the Twin Brooks project. The commission has still not received the title to the property. The First Selectman has called the Town Attorney regarding this matter and informed us that an easement is being

sought by the town. The proposed easement goes straight through the property, impacting on the proposed site. The issue has to be resolved. In the end, no progress has been made on title to the property.

Motion to adjourn was made by Elaine Barrett at 3:04 p.m. Second by Peter Aiksnoras. Motion passed unanimously.

Respectfully submitted, subject to approval



Peter Aiksnoras, Secretary pro-tem

14 FEB 12 AM 11:40
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
9080	12/03/2013	CHK	Cash	stamps 07/18/13-11/20/13	\$103.20
9081	12/15/2013	CHK	AT&T	acct 203 881-9555 141	\$111.57
9082	12/15/2013	CHK	Brookview Heavy Equipment Repair	repair plow blade/add hooks	\$252.50
9083	12/15/2013	CHK	Comcast	acct 8773 40 215 0015754	\$637.91
9084	12/15/2013	CHK	Connecticut Light & Power	acct 51673693024 bldg C	\$656.56
9085	12/15/2013	CHK	Connecticut Light & Power	acct 51178593018 Bldg E	\$42.02
9086	12/15/2013	CHK	Connecticut Light & Power	acct 51395054042 D24	\$85.21
9087	12/15/2013	CHK	Connecticut Light & Power	acct 51023793078 Bldg B	\$67.97
9088	12/15/2013	CHK	Connecticut Light & Power	acct 51789793007 Bldg A	\$100.99
9089	12/15/2013	CHK	Connecticut Light & Power	acct 51817693054 bldg D	\$72.79
9090	12/15/2013	CHK	Donald Smith JR., PE	out of pocket expenses for mailings	\$109.31
9091	12/15/2013	CHK	FedEx	commitment ltr to F. Cover	\$52.36
9092	12/15/2013	CHK	Genalco	skid steer for tractor	\$193.47
9093	12/15/2013	CHK	Home Depot	also inv# 2028512	\$82.97
9094	12/15/2013	CHK	Hope & Hernandez, CPA's PC	final bill for audit	\$3,050.00
9095	12/15/2013	CHK	Little River Power Equipment	mower chute	\$63.00
9096	12/15/2013	CHK	Oxford Paint & Hardware, Inc.	paint supplies unit 24	\$27.86
9097	12/15/2013	CHK	Springer's Sanitation Inc.	container service for November	\$304.00
9098	12/15/2013	CHK	Treelands Inc.	60 bags Calcium chloride	\$957.00
9099	12/15/2013	CHK	Valley Lighting & Home Decor	ballasts and bulbs	\$113.57
9100	12/30/2013	CHK	comcast	acct 8773 40 215 0141857	\$79.90
9101	12/30/2013	CHK	Comcast	acct 8773 40 215 0015754	\$637.91
9102	12/30/2013	CHK	K. O'neil & Associate, LLC	final pmt for grant writing	\$1,750.00
9103	12/30/2013	CHK	Management Computer Services, Inc.	semi annual pha-web fee	\$673.00
9104	12/30/2013	CHK	New England Septic & Excavating	annual cleanout	\$1,620.00
9105	12/30/2013	CHK	Oxford Paint & Hardware, Inc.	also inv #954209	\$115.95
9106	12/30/2013	CHK	Security Solutions Inc.	meet with bill	\$151.00
9107	12/30/2013	CHK	Seymour Housing Authority	December management fee	\$2,700.00
9108	12/30/2013	CHK	Seymour Janitorial Services	december common area cleaning	\$85.00
9109	12/30/2013	CHK	Staffworks, Inc.	snow removal	\$569.80
					<hr/>
					Cleared: 18 \$6,768.76
					Uncleared: 12 \$8,698.06
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					Total Payments: \$15,466.82

Bank: Ion Bank-Renovation, Bank Account: 1101, GL Account: 1101

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Amount</u>
1002	12/19/2013	CHK	Donald Tamis	req 2	\$2,708.00
1003	12/19/2013	CHK	Donald Smith JR., PE	req 2	\$1,320.00
1004	12/19/2013	CHK	K. O'neil & Associate, LLC	req 2	\$3,625.00
1005	12/19/2013	CHK	Radovich Builders LLP	req #2	\$72,026.75
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					Cleared: 3 \$78,359.75
					Uncleared: 1 \$1,320.00
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					Total Payments: \$79,679.75

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