

MINUTES
OXFORD HOUSING AUTHORITY at CRESTVIEW RIDGE

7-27-2012

2:00 P.M.

REGULAR MEETING

1. Call to Order/Roll Call.
Chairman Bill Burns called the meeting to order at 2:02 P.M. Present were: Bill Burns, Elaine Barrett, Willard Revaz, Peter Aiksnoras, Bob Peck, Donna Lane, David Keyser, Harry Whitcher, Kathy O'Neil, Chris Brooks. The Pledge of Allegiance was recited.
2. Agenda Update.
A motion was made by Peter and seconded by Elaine to go to Executive Session prior to the end of this meeting to further discuss the contract between OHA and SHA. All were in approval.
3. Review and Acceptance of Minutes.
A motion was made by Elaine, seconded by Peter, to accept the minutes of the meeting 6-22-2012 as read with the following corrections: to specify the reasons for the Executive Session, which were "Discussions of the Management Contract between SHA and OHA, storm drains, and personnel issues."
All were in agreement.
4. Audience of Citizens.
Present was Frank Tomis. Mr. Tomis wanted to know if the stationary generator had to be run each week, due to the production of exhaust fumes. The weekly testing of the generator is required by law, it must be run for one hour, and records of the tests must be kept.
5. Correspondence.
There was no correspondence.
6. Treasurers Report.
A motion was made by Elaine and seconded by Willard to accept the Treasurer's report concerning the June Financials, as read.. All were in agreement.
A motion was made by Bill Burns and seconded by Elaine Barrett to accept the Quarterly Financial Report as read. All were in agreement.
7. Management and Budget.
A Vendor Accounting Check Register was received showing recent checks issued. Please see Exhibit 1.
The annual inspections have been completed. GFI inspections have been completed, resulting in the relocating of several of the outlets.

Exh. 6. + 1

Oxford Housing Authority

Vendor Accounting Cash Payment/Receipt Register

Program: CT State Elderly Project: E197 - Crestview Ridge For Checks Dated 7/17/2012 Thru 7/28/2012

Cleared Date From: 1/1/1900 Cleared Date Thru: 12/31/9999

Control Group Date From 01/01/1900 Control Group Date Thru 12/31/9999

Bank: Oxford Bank Bank Account: 1000 GL Account: 1100

Posted

Payments

Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
8672	07/17/2012	No	CHK	AT&T	acct 203 881-9555 141	No	
8673	07/17/2012	No	CHK	comcast	acct 8773 40 215 0026439	No	\$127.40
8674	07/17/2012	No	CHK	Comcast	acct 8773 40 215 0015754	No	\$56.37
8675	07/17/2012	No	CHK	Connecticut Light & Power	acct 51817693054 bldg D	No	\$547.75
8676	07/17/2012	No	CHK	Connecticut Light & Power	acct 51673693024 bldg C	No	\$50.86
8677	07/17/2012	No	CHK	Connecticut Light & Power	acct 51178593018 bldg E	No	\$466.43
8678	07/17/2012	No	CHK	Connecticut Light & Power	acct 51023793078 bldg B	No	\$30.87
8679	07/17/2012	No	CHK	Connecticut Light & Power	acct 51789793007 bldg A	No	\$53.17
8680	07/17/2012	No	CHK	Donald W. Smith JR PE	services for grant app	No	\$56.70
8681	07/17/2012	No	CHK	Heritage Village Water	acct 104493 bldg A	No	\$972.50
8682	07/17/2012	No	CHK	Heritage Village Water	acct 104491 bldg B	No	\$140.23
8683	07/17/2012	No	CHK	Heritage Village Water	acct 104494 bldg E	No	\$112.07
8684	07/17/2012	No	CHK	Heritage Village Water Company	acct 104495 bldg D	No	\$79.56
8685	07/17/2012	No	CHK	Heritage Village Water Company	acct 104492 bldg C	No	\$105.16
8686	07/17/2012	No	CHK	Home Depot	also inv 5174035	No	\$127.43
8687	07/17/2012	No	CHK	Housing Authority Risk Retention	policy HARRG-125905-114368-2012	No	\$33.50
8688	07/17/2012	No	CHK	Housing Insurance Services	policy HAPI-125905-114809-2012	No	\$1,477.00
8689	07/17/2012	No	CHK	Management Computer Services,	support fee july 12-Sept 12	No	\$5,251.00
8690	07/17/2012	No	CHK	Springer's Sanitation Inc.	June container service	No	\$311.00
8691	07/17/2012	No	CHK	Town of Oxford	fuel 04/01/12-06/27/12 85.3 gallons	No	\$304.00
8692	07/27/2012	No	CHK	Blumenthal & Donahue	public officials 8/1/12-8/1/13	No	\$259.80
8693	07/27/2012	No	CHK	Friends of Fur, LLC	Treat for bees in dumpster enclosur	No	\$1,650.00
8694	07/27/2012	No	CHK	Great American Leasing	July copier expense	No	\$175.00
8695	07/27/2012	No	CHK	Seymour Housing Authority	July management fee	No	\$77.98
8696	07/27/2012	No	CHK	Seymour Janitorial Services	4 wks @ 135, strip/wax floor unit B1	No	\$2,500.00
8697	07/27/2012	No	CHK	Sloss Electrical Contracting LLC	replace/relocate GFI's 7,10,11,18,24	No	\$705.00

Cleared: 0

Uncleared: 26

Total Payments: 26

\$0.00

\$16,605.78

\$16,605.78

Project Summary
Bank: Oxford Bank Bank Account: 1000 GL Account: 1100

Program - Project

CT State Elderly - E197 - Crestview Ridge

Total:

Payments

\$16,605.78

\$16,605.78

Deposits

\$0.00

\$0.00

Meter banks were discussed, and a suggestion was made to include this item on next meeting's agenda.

Difficulties with gutters were discussed. Apparently they had not been cleaned in some time, which resulted in a flood in one of the units. This will be an annual item on the maintenance calendar.

Asphalt/Paving Review. (This item moved here from 9a, New Business.) Two bids were received concerning this item. The bids were a considerable amount apart, but consisted of very different procedures.

A motion was made by Elaine, seconded by Willard, to authorize Management to pursue option two, submitted by J D Paving and Sealing, Inc., for the repair of the walkways, said proposal not to exceed \$15,000.00, also to include a written scope of work, All were in agreement.

8. Old Business.

Kathy O'Neil gave an update presentation concerning progress re. financing for the possible construction of a new facility. There are pitfalls, but the applications are moving along.

A motion was proposed by Willard Revaz that the minutes of the May meeting be corrected to reflect the fact that the meeting was opened by Vice Chairman Revaz at 2:00 P.M. and as there was no quorum present, the meeting was immediately placed in recess, not to exceed 2:30 P.M. , until a quorum was present. This reflects an apparent conflict in Roberts Rules. The motion was seconded by Bob Peck. After some discussion, Mr. Peck decided to withdraw his second. The motion failed due to the lack of a second.

9. New Business.

9a. Asphalt/Paving Review. This item has been covered in item 7, Management and Budget.

A motion was made by Peter Aiksnoras, seconded by Elaine Barrett, to go into Executive Session at 3:53 P.M. for the purpose of discussing the renewal of the contract between OHA and SHA. David Keyser was invited to attend. All were in approval.

A motion was made by Bill Burns, seconded by Elaine Barrett, to exit Executive Session at 4:27 P.M. All were in approval.

10. Adjournment.

A motion was made by Peter Aiksnoras, seconded by Elaine Barrett, to adjourn the meeting at 4:28 P.M. All were in approval.

Respectfully submitted, subject to approval.



Chris Brooks
Clerk
Oxford Housing Authority

12 JUL 31 AM 9:53
TOWN CLERK
TOWN CLERK
TOWN CLERK