

MINUTES
OXFORD HOUSING AUTHORITY at CRESTVIEW RIDGE

8-24-2012
2:00 P.M.
REGULAR MEETING

1. Call to Order/Roll Call.
Chairman Bill Burns called the meeting to order at 2:05 P.M. Present were Bill Burns, Elaine Barrett, Willard Revaz, Bob Peck, David Keyser, Harry Whitcher, Kathy O'Neil, Chris Brooks. The Pledge of Allegiance was recited.
2. Agenda Update.
A motion was made by Bob Peck, seconded by Elaine Barrett, to go into Executive Session prior to the ending of this meeting for the purposes of finalizing the SHA-OHA contract, and also to discuss Grants Administration. David Keyser was requested to attend. All were in agreement.
It was also requested that Kathy O'Neil's comments concerning the recently awarded SHRP Grant be moved from Agenda item 9a to this position in the meeting. All agreed.
Kathy gave a presentation concerning the Grant, and at this point is awaiting information from the P.E. to enable her to proceed.
3. Review and Acceptance of Minutes.
A motion to accept the minutes of the meeting of 7-27-2012 as read was made by Elaine and seconded by Bob with the following correction. The minutes of the meeting of 6-22-2012, item 9a, be amended to include the information that the change to Executive Session was for the purpose of discussion of the Management Contract, storm drains, and a personnel issue. The motion to go into Executive Session was made by Peter and seconded by Elaine. All ayes.
4. Audience of Citizens.
Present were Frank Tomis and John Timmins.
Items concerning Walkways, Signage, and Apartment Bell I.D.'s were brought up, and duly noted.
5. Correspondence.
A letter was received from Spath-Bjorklund Associates expressing interest in meeting with the Housing Authority to review their services and discuss the authority's further plans.
6. Treasurers Report.
A motion was made by Willard and seconded by Bob to accept the Treasurers'

Oxford Housing Authority
Vendor Accounting Check Register
For Checks Dated: 8/21/2012

Exh. b.7 I

Program: CT State Elderly

Bank Name: Oxford Bank

Bank Account: 1000 Bank Cash Account: 1100

Payment Num	Payment Recipient	Document Description	Void Date	Void Amount	Amount
8698	Administrator, Unemployment Compensa	registration # 93-117-34			\$27.71
8699	AT&T	acct 203 881-9555 141			\$127.17
8700	Cash	ink for rsc printer, stamps & keys			\$95.35
8701	comcast	acct 8773 40 215 0026439			\$56.37
8702	Comcast	acct 8773 40 215 0015754			\$575.05
8703	Connecticut Light & Power	acct 51188054076 unit B14			\$43.35
8704	Connecticut Light & Power	acct 51178593018 bldg E			\$61.65
8705	Connecticut Light & Power	acct 5167693024 bldg C			\$975.12
8706	Connecticut Light & Power	acct 51023793078 bldg B			\$107.25
8707	Connecticut Light & Power	acct 51789793007 bldg A			\$114.43
8708	Connecticut Light & Power	acct 51817693054 bldg D			\$101.70
8709	DECD, State of Connecticut	prior year refund			\$849.12
8710	DECD, State of Connecticut	prior year refund			\$2,166.00
8711	Donald W. Smith JR PE	balance from 2nd invoice received			\$500.00
8712	Friends of Fur, LLC	bee removal			\$150.00
8713	Home Depot	Inv #'s 3014552 & 9055349			\$80.56
8714	Housing Insurance Services	addition to property ins			\$119.00
8715	Oxford Paint & Hardware, Inc.	supplies for unit 14			\$89.06
8716	Springer's Sanitation Inc.	july container service			\$304.00
					<u>\$6,542.89</u>

Total Checks: 19

Checks By Type	Number of Checks	Amount
Vendor	19	\$6,542.89
Totals	19	\$6,542.89

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 Fire Marshal's inspection has been completed. All was in order. The Fire Marshall would like to see the strobes on the buildings be operational to show the origin of an alarm without having to go to Bldg. C for this information. This will be accomplished.

A motion was made by Bob and seconded by Elaine to authorize the purchase of a Pressure Washer. This purchase not to exceed \$400.00 All were in agreement.

7a. Meter Banks

This item is in process.

8. Old Business.

There was no old business.

9. New Business.

9a. SHRP Grant Award.

This item has been covered. See item 2.

At this point Bob asked to go to Executive Session under the motion made and seconded in Item 2 earlier in the meeting and for the reasons earlier stated. David Keyser was invited to attend. This request took place at 3:55 P.M. The meeting then went into Executive Session.

A motion was made by Bob, seconded by Elaine, to come out of Executive Session at 4:22 P.M. All ayes.

10. Adjournment.

A motion was made by Willard, seconded by Bob, to adjourn at 4a;23 P.M. All ayes.

Respectfully submitted, subject to approval.



Chris Brooks

Clerk

Oxford Housing Authority

12 AUG 29 PM 1:59
TAM CLERK
Chris Brooks