

MINUTES
OXFORD HOUSING AUTHORITY at CRESTVIEW RIDGE
10-26-2012
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 Willard Revaz, Bob Peck, Peter Aiksnoras, Kathy O'Neil, Elaine Barrett, Bill Burns, Donna Lane, David Keyser, Harry Whitcher, Chris Brooks. The Pledge of Allegiance was recited.
2. Agenda Update.
It was requested by Bill Burns that Kathy O'Neil's presentation concerning the two grants that she is working on be moved from Item 8 Old Business, to this point in the meeting. All were in agreement.
Kathy brought the Commission up to speed on what she has been doing with the two grants, the Crestview Ridge Senior Housing grant, and the Twin Brooks Senior Housing grant. The C.R.S.H. grant is for the addition of eight new units at Crestview Ridge, and the T.B.S.H. grant is for the construction of sixteen new units at the Twin Brooks site.

C.R.S.H. The State of Conn. is requiring a Phase 1 assessment study to be performed on the Crestview Ridge property. This item pertains to septic systems. Accordingly, a motion was made by Bill Burns, and seconded by Peter Aiksnoras, to approve an expenditure of up to \$3600.00 to have a Phase 1 assessment performed on the Crestview Ridge property in conjunction with the State of Conn. 2012 renovation grant. All were in agreement.

T.B.S.H. Bob Peck made a motion, seconded by Elaine Barrett, to go forward in conjunction with the Town of Oxford, with the development of Twin Brooks Senior Housing as a separate and autonomous entity separate from the Crestview Ridge Senior Housing. All were in agreement.
3. Review and Acceptance of Minutes.
A motion was made by Peter Aiksnoras and seconded by Bob Peck to accept the minutes of the meeting of 9-28-2012 as read. All were in agreement.
4. Audience of Citizens.
Muriel Sabeta, Jeanette Laird, and Kathy O'Connell were in attendance.
5. Correspondence.
Bird feeders were revisited. See item 7.
6. Treasurers Report.

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

Exhibit 1

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: October 2012, 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>Cleared</u>	<u>Amount</u>
8743	10/18/2012	No	CHK	American Rooter	snake bathroom sink unit 27	No	\$158.50
8744	10/18/2012	No	CHK	AT&T	acct 203 881-9555 141	No	\$147.61
8745	10/18/2012	No	CHK	Calvert Save & Lock LTD	replacement locks for	No	\$391.68
8746	10/18/2012	No	CHK	comcast	acct 8773 40 215 0026439	No	\$56.39
8747	10/18/2012	No	CHK	Comcast	acct 8773 40 215 0015754	No	\$575.05
8748	10/18/2012	No	CHK	Connecticut Light & Power	acct 51673693024 bldg C	No	\$544.17
8749	10/18/2012	No	CHK	Connecticut Light & Power	acct 51178593018 bldg E	No	\$32.08
8750	10/18/2012	No	CHK	Connecticut Light & Power	acct 51023793078 bldg B	No	\$59.12
8751	10/18/2012	No	CHK	Connecticut Light & Power	acct 51789793007 bldg A	No	\$67.14
8752	10/18/2012	No	CHK	Connecticut Light & Power	acct 51817693054 bldg D	No	\$54.05
8753	10/18/2012	No	CHK	Donald W. Smith JR PE	work done on expansion	No	\$2,050.00
8754	10/18/2012	No	CHK	Experian	acct TCTA-6906070	No	\$7.74
8755	10/18/2012	No	CHK	Great American Leasing	October copier lease	No	\$77.98
8756	10/18/2012	No	CHK	HD Supply Facilities Maintenance, Ltd.	maintenance supplies	No	\$245.67
8757	10/18/2012	No	CHK	Heritage Village Water	acct 104491 bldg B	No	\$114.63
8758	10/18/2012	No	CHK	Heritage Village Water	acct 104494 bldg E	No	\$91.59
8759	10/18/2012	No	CHK	Heritage Village Water	acct 104493 bldg A	No	\$140.23
8760	10/18/2012	No	CHK	Heritage Village Water Company	acct 104492 bldg C	No	\$113.35
8761	10/18/2012	No	CHK	Heritage Village Water Company	acct 104495 bldg D	No	\$104.39
8762	10/18/2012	No	CHK	Home Depot	also inv # 255099	No	\$622.16
8763	10/18/2012	No	CHK	Little River Power Equipment	tires/labor for push mower	No	\$107.48
8764	10/18/2012	No	CHK	Management Computer Services, Inc.	october-december pha-web	No	\$311.00
8765	10/18/2012	No	CHK	Oxford Paint & Hardware, Inc.	caulk	No	\$7.96
8766	10/18/2012	No	CHK	Security Solutions Inc.	annual monitoring	No	\$480.00
8767	10/18/2012	No	CHK	Seymour Janitorial Services	strip/wax B10 9/29/12	No	\$195.00
8768	10/18/2012	No	CHK	Springer's Sanitation Inc.	container service for september	No	\$304.00
8769	10/18/2012	No	CHK	Suburban Propane	1639.5 gallons of propane	No	\$2,570.39
8770	10/26/2012	No	CHK	Seymour Housing Authority	October management fee	No	\$2,700.00
8771	10/26/2012	No	CHK	Seymour Janitorial Services	cleaning of common areas	No	\$540.00
						Cleared: 0	(\$0.00)
						Uncleared: 29	\$12,869.36
						Total Payments:	\$12,869.36

Willard Revaz moved to accept the Treasurer's report as read. Elaine Barrett seconded. All were in agreement.

7. Management and Budget.

A Vendor Accounting Check Register was received showing recent checks issued. Please see Exhibit 1.

A motion was made by Peter, seconded by Elaine, to adopt the new animal feeding policy, with a schedule of fines for infractions, and to have this policy incorporated into the Tenant Handbook. All were in agreement.

8. Old Business.

Old business has been previously covered. Please see discussions and decisions to be found in item 2.

9. New Business.

There was no new business.

10. Adjournment.

Elaine Barrett moved to adjourn the meeting at 3:40 P.M. Bob Peck seconded. All were in agreement.

Respectfully submitted, subject to approval.



Chris Brooks

Clerk

Oxford Housing Authority

12 NOV -5 AM 11:19
T M
CLERK
Chris Brooks