

MINUTES  
OXFORD HOUSING AUTHORITY  
at  
CRESTVIEW RIDGE  
**REGULAR MEETING**

**4-26-2013**

1. Call to Order/Roll Call.  
The meeting was called to order at 2:05 P.M. by Vice Chairman Elaine Barrett. The Pledge of Allegiance was recited.  
Commissioners present were:  
Bill Burns, tardy due to automotive difficulties, Elaine Barrett, Peter Aiksnoras, and Bob Peck,  
Also present were Harry Witcher, David Keyser, Donna Lane, and Chris Brooks
2. Additions to Agenda.  
There were no additions to the Agenda.
3. Review and Acceptance of Minutes.  
Peter, seconded by Bob, moved to accept the minutes of the meeting of 3-22-2013 as read, and with the following corrections: Mr. Schietinger's , and Ms. Sabetta's names are here shown correctly spelled, and, in item 10, the "Crestview Renovation II Application" referred to is now entitled "1<sup>st</sup> Year \$30 Million Grant"
4. Audience of Citizens.  
Jack Timmons, Kathy O'Connell, Jeannette Laird, Frank Tomis, Ray Schietinger, Muriel Sabetta, Virginia Keene, and Jacqueline Dresel were in attendance.
5. Correspondence.  
A letter was received stating that the Pre Development Grant has been approved by the Bonding Commission.
6. Treasurer.  
The Treasurer's Report was at hand. A Vendor Accounting Check Register was received showing recent checks issued. Please see Exhibit 1.  
Balances for the Checking Account and the S.T.I.F. Account are as follows;

Checking Account	\$98685.17	
S.T.I.F account.	<u>\$173910.00</u>	(Short Term Investment Fund)
Total	\$272595.17	
Petty Cash	<u>\$100.00</u>	
Total	\$272695.17	

Exhibit 1

**Oxford Housing Authority**  
**Vendor Accounting Cash Payment/Receipt Register**  
**CT State Elderly**

Filter Criteria Includes: 1) Project: E197 - Crestview Ridge, 2) Payment Date: All, 3) Financial Period: March 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>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
8865	03/19/2013	No	CHK	AT&T	acct 203 881-9555 141	No	\$130.78
8866	03/19/2013	No	CHK	comcast	acct 8773 40 215 0026439	No	\$59.39
8867	03/19/2013	No	CHK	Comcast	acct 8773 40 215 0015754	No	\$639.71
8868	03/19/2013	No	CHK	Connecticut Light & Power	acct 51178593018 bldg E	Yes	\$49.90
8869	03/19/2013	No	CHK	Connecticut Light & Power	acct 51817693054 bldg D	Yes	\$95.86
8870	03/19/2013	No	CHK	Connecticut Light & Power	acct 51673693024 Bldg C	Yes	\$725.90
8871	03/19/2013	No	CHK	Connecticut Light & Power	acct 51789793007 bldg A	No	\$115.57
8872	03/19/2013	No	CHK	Connecticut Light & Power	acct 51023793078 bldg B	Yes	\$102.09
8873	03/19/2013	No	CHK	Donald W. Smith JR PE	prop description & map	Yes	\$500.00
8874	03/19/2013	No	CHK	Fuss & O'Neill	radon retest	No	\$20.00
8875	03/19/2013	No	CHK	Great American Leasing	agreement #012-0619071-000	No	\$77.98
8876	03/19/2013	No	CHK	Home Depot	maintenance supplies	No	\$56.65
8877	03/19/2013	No	CHK	Kirk Products Co., Inc.	annual fire extinguisher recharge/ret	Yes	\$225.00
8878	03/19/2013	No	CHK	Office Depot	office supplies	No	\$158.53
8879	03/19/2013	No	CHK	Springer's Sanitation Inc.	february container service	No	\$304.00
8880	03/19/2013	No	CHK	Stepney hardware	unit 12 paint supplies	No	\$140.93
8881	03/19/2013	No	CHK	Suburban Propane	1177.6 gallons propane	No	\$1,977.51
8882	03/22/2013	No	CHK	Cash	replenish petty cash	Yes	\$130.41
Cleared: 7							\$1,829.16
Uncleared: 11							\$3,681.05
Total Payments: 18							\$5,510.21

**Project Summary**

**Bank: Oxford Bank, Bank Account: 1000, GL Account: 1100**

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
CT State Elderly - E197 - Crestview Ridge	\$5,510.21	\$0.00
Total:	\$5,510.21	\$0.00

Oxford Housing Authority

The Quarterly Reports were discussed. No signatures were required this time, and all seems to be in order. Bob, seconded by Elaine, moved to accept the Quarterly Reports as read. All Ayes.

Elaine moved, seconded by Bob, to accept the Treasurer's Report as read. All were in agreement.

{ At this time, 2:40 P.M., Commissioner Bill Burns arrived and took over as Chair of the meeting. }

7. Management and Budget.  
As the 1<sup>st</sup> Year \$30 Million Grant has been approved by the Bonding Commission, this item should be ready for bid soon.
8. Old Business.  
The cameras have been installed in vicinity of the washing machines, and there have been no further incidents of misuse.  
The contract with K.O'Neil and Associates has been finalized. Elaine, seconded by Bob, moved to accept the contract between O.H.A. and K O'Neil Associates to be the administrator for the 1<sup>st</sup>. Year \$30 Million Grant.
9. New Business.  
There was no New Business.
10. Adjournment.  
There being no further business, Elaine, seconded by Bob, moved at 3:15 P.M. to adjourn. All were in agreement.


Respectfully submitted, subject to approval.



Chris Brooks

Clerk

Oxford Housing Authority

13 APR 29 AM 11:28  
TOWN OF OXFORD, CT  
  
TOWN CLERK