

Oxford Housing Authority

Regular Board Meeting

June 26, 2015

Call to Order:

The meeting was called to order at 2:03 p.m by Commission Chairman William Burns, prior to the pledge of allegiance.

Attendance:

Present: Commissioners William Burns, Elaine Barrett, Kathy O'Connell, Peter Aiksnoras and Robert Peck. Also present were Don Smith Jr., David Keyser, Lori Caruso (Property Manager), and Harry Whitcher.

Additions to the Agenda:

There were no additions to the agenda.

Minutes:

Commissioner Burns made a motion to accept the May 2015 minutes as stated and was seconded by Commissioner Peck. No comments or discussion. Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor, with one abstension. Chairman Burns declared the motion carried and the minutes accepted.

Audience of Citizens:

Tenants present: Frank Tomis, Bessie Pawlak, Muriel Sabetta, Virginia Sobolisky,

Muriel would like the flower beds and garden looked at.

Thank you Trish for planting flowers around complex.

In reference to the handbook, Ginny stated that people are using the washing machines to do their families laundry.

There are things in hallway that should not be there.

Bessie asked that we look into the issue with the floors, and the locks on the doors, possibly having a carpenter replace the wood around the locks.

Barriers need replacing, which will be looked into during capital needs assessment.

Correspondence:

Lori reported there is no correspondence this month.

Treasurer's Report:

Commissioner Aiksnoras read off April's balance sheet as follows.

Operating Cash: \$93,197.89

Renovation Account: \$50

Development Account: \$73,187.60

Petty Cash: \$100

Total Operating Cash: \$166,535.49

Stiff Account: \$209,423.01

Total: \$375,958.50

Commissioner Barrett made a motion to accept the April treasure's report as stated, and was seconded by Commissioner O'Connell. Commissioner Burns asked all those in favor to vote Aye. All were in favor.

Commissioner Aiksnoras read the May Balance sheet as follows:

Operating Cash: \$150,028.94

Stiff Account: \$209,472.63

Petty Cash: \$100

Total: \$359,502.57

Chairman Burns entertained a motion to accept the May treasurer's report as stated. Commissioner Barrett made a motion to accept the treasurer's report for May, and was seconded by Commissioner O'Connell. Commissioner Burns asked all those in favor to vote Aye. All were in favor.

Management and Budget:

In reference to the May financials, we are currently over on insurance. Commissioner Peck is wondering if this carries over into the FY 2015/2016 budget. David Keyser will

look into this further.

Security System Review:

There are only 2 remaining items that must be completed:

We are waiting for an appointment with the Fire Marshall to go through the units again to verify that all of the calls for aides are in compliance properly.

The fire alarm panels are not networked properly. The company has replaced 5 panels.

During a meeting with the CHFA representative, they have come forth with a proposal for Change Order #21 of \$8,266 to cover the cost of all 5 panels. The money will come from within the budget.

There is no time extension. July 1st is the completion date.

Chairman Burns entertained a motion to accept the proposal for Change Order #21. Commissioner Barrett made a motion to accept Change Order #21 as stated for \$8,266, and was seconded by Commissioner Aiksnoras. Commissioner Burns asked all those in favor to vote Aye. All were in favor.

There is a payment requisition for a \$48,000 retainage.

Old Business:

Commissioner Barrett made a motion to accept Silver – Petrucelli as our firm to develop the Capital Needs Assessment. Commissioner Aiksnoras seconded it. Chairman Burns asked all those in favor to vote Aye. All were in favor.

There were 2 motions made over the phone:

June 2nd - A motion was put out to approve a 2 week extension to June 30, 2015 for Radovich Builders to get the security system renovations done. All were in favor of the motion.

June 3rd – Commissioner Aiksnoras made a motion to accept the quarterly financials. All were in favor of the motion.

A motion was made to accept the FY 2015/2016 OHA budget. All were in favor. This has been filed with the State.

New Business:

Commissioner Peck has requested that we transfer money from the checking to the stiff account to reduce the amount we have in the checking.

Commissioner Aiksnoras recommended that we move \$25,000 from the checking account to the stiff account.

Commissioner Barrett made a motion to move \$25,000 from the checking account to the stiff account. Commissioner O'Connell seconded it. Chairman Burns asked all those in favor to vote Aye. All were in favor.

Our Resident Services Coordinator, , has requested permission to have the tenants begin to do the Sit To Stand chair exercise.

David Keyser will contact the Insurance Company to verify.

Adjournment:

Chairman Burns entertained a motion to adjourn the meeting at 3:12 p.m. Commissioner Barrett made a motion to adjourn, and was seconded by Commissioner Aiksnoras.

Oxford Housing Authority
Balance Sheet for May 2015
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
ASSETS		
CASH		
1117 Petty Cash	0.00	100.00
Cash- Operating	(42,469.13)	124,072.95
Reserve Cash-Savings	25.11	209,473.63
TOTAL CASH	(42,444.02)	333,546.58
TENANTS' ACCOUNTS RECEIVABLE		
Tenants' Accounts Receivable	(515.89)	(3,217.18)
TOTAL TENANTS' ACCOUNTS RECEIVABLE	(515.89)	(3,217.18)
OTHER RECEIVABLES		
1126 Rehab funds Receivables	0.00	183,279.87
TOTAL OTHER RECEIVABLES	0.00	183,279.87
DEFERRED CHARGES & PREPAYMENTS		
Unexpired Insurance	(1,034.09)	1,001.28
TOTAL DEFERRED CHARGES & PREPAYMENTS	(1,034.09)	1,001.28
FIXED ASSETS		
Development Cost	0.00	3,314,198.92
Furniture and Equipment	0.00	43,625.85
Capital Improvements	0.00	840,807.68
TOTAL FIXED ASSETS	0.00	4,198,632.45
CLEARANCE		
Insurance Claims Clearance	0.00	1,895.56
TOTAL CLEARANCE	0.00	1,895.56
REHAB AND DEVELOPMENT	0.00	1,182,471.59
RAP		
RAP Subsidy Payments	1,080.00	12,203.00
TOTAL RAP	1,080.00	12,203.00
RSC		
RSC Expenses	1,788.03	9,021.75
TOTAL RSC	1,788.03	9,021.75
TOTAL ASSETS	(41,125.97)	5,918,834.90

Oxford Housing Authority
Balance Sheet for May 2015
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	(28,594.59)	(3,508.27)
Sundry Accounts Payable	(1,716.75)	2,766.15
TOTAL ACCOUNTS PAYABLE	(30,311.34)	(742.12)
TOTAL LIABILITIES	(30,311.34)	(742.12)
SURPLUS		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	43,625.85
2814 Contributions by the Municipality	0.00	314,198.92
2820.1 Rehab Funds Authorized No.1	0.00	1,197,379.00
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
2827.1 RAP Unissued	0.00	13,512.00
2828.1 RSC Unissued	0.00	3,731.00
RETAINED EARNINGS		
Unappropriated	(7,833.79)	56,417.55
Appropriated	(2,980.84)	254,545.02
TOTAL RETAINED EARNINGS	(10,814.63)	310,962.57
TOTAL SURPLUS	(10,814.63)	5,919,577.02
TOTAL LIABILITIES AND SURPLUS	(41,125.97)	5,918,834.90
PROOF	0.00	0.00

13 JUL 17 PM 4:48
 TOWN CLERK
 L. Caruso