

Oxford Housing Authority

Regular Board Meeting

December 21, 2018

Call to Order - The meeting was called to order at 2:30 p.m. by Commission Chairman Bill Burns prior to the pledge of allegiance.

Attendance - Present: Commission Chairman Bill Burns, Commissioners Kathy O'Connell, Elaine Barrett, Peter Aiksnoras. Also present was Cody Taylor (Property Manager), David Keyser, Teila (Resident Services Coordinator) and Stephanie Dimon (Clerk).

- Teila was asked to come down and explain exactly what her position entails; exactly what services she provides.

Minutes – There was 3 corrections. Under New Business, it should be added that the Town of Oxford is responsible for paving, and that the new ambulance does not have a Knox box and they are responsible for that. Also, “Mary Lou Bachhuber” should be “Mary Lee Bachhuber”. Commission Chairman Burns entertained a motion to accept the November 30, 2018 minutes with the 3 corrections. Commissioner Barrett made a motion to accept the November 30, 2018 minutes with the 3 corrections, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Audience of Citizens – Tenants present: Mary Lee Bachhuber, Virginia Sobolisky, and Kathryn Boyers.

Correspondence – The year-end report will be filed with the Town of Oxford and sent to the state.

- The 2019 Meeting dates have been filed.

Treasurer's Report – Commissioner Aiksnoras read his report for November 2018 as follows:

Petty Cash: \$100

Operating Cash: \$23,034.93

Development Account: \$73,187.60

Stiff Account: \$207,329.08

Total Cash: \$303,651.61

Commission Chairman Burns entertained a motion to accept the November 2018 treasurer's report. Commissioner Barrett made a motion to accept the November 2018 treasurer's report, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Management and Budget –

- There is one vacancy at Crestview Ridge.
 - There are 71 people on the elderly waitlist and 18 people on the elderly disabled waitlist.
 - There were no unit inspections during this period.
 - During this period, there were 4 work orders; 1 has been completed and 3 have not. It took a total of 1 day with an average of 1 day to complete.
 - Dave Keyser, Bill Burns, and Cody Taylor contacted the emergency maintenance line to establish a better procedure to contact contractors and personnel to handle after hours calls.
 - New England Septic did their annual cleaning of the septic system.
- On December 19, 2018 there was a Tenant and Management Meeting. The following items were discussed:

- *The tenants requested new name labels be put on the doorbells.*
- *The tenants asked to update the voice mail message.*

Old Business –

- We have met with Dave Steeves to let him know we still accept the quote of \$2,385.00 to remove the cupola; he may start removal next week.

New Business –

- We have gotten a quote for a copier.
- We will be applying for Champ Funding for 8 new units.

Adjournment - Commission Chairman Burns entertained a motion to adjourn at 3:37 p.m. Commissioner Barrett made a motion to adjourn at 3:37 p.m. and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,


Stephanie Dimon

Clerk

19 JAN -3 AM 10:53
TOWN OF OXFORD, CT
OFFICE OF THE CLERK
Stephanie Dimon

Oxford Housing Authority

Balance Sheet

November 2018

Program: CT State Elderly

Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	0.00	3,333.00
Sundry Accounts Payable	0.00	(809.79)
TOTAL ACCOUNTS PAYABLE	0.00	2,523.21
TOTAL LIABILITIES	0.00	2,523.21
SURPLUS		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	44,213.79
2814 Contributions by the Municipality	0.00	314,548.92
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
2821.13 Capital Grant by St of CT	0.00	1,147,811.18
2830 Unappropriated Retained Earnings	0.00	63,436.40
2830.1 Income & Expense Clearance	0.00	(42,682.12)
2830.1 Income & Expense Clearance (Current Year)	2,626.91	9,458.79
2830.1 Income & Expense Clearance (Prior Year)	0.00	5,420.30
RETAINED EARNINGS		
Appropriated	2,741.66	226,969.81
TOTAL RETAINED EARNINGS	2,741.66	226,969.81
TOTAL SURPLUS	5,368.57	5,805,344.75
TOTAL LIABILITIES AND SURPLUS	5,368.57	5,807,867.96
PROOF	0.00	0.00