

Oxford Housing Authority

Regular Board Meeting

July 26, 2019

Call to Order - The meeting was called to order at 2:30 p.m. by Commissioner Elaine Barrett prior to the pledge of allegiance.

Attendance - Present: Commissioners Kathy O'Connell, Elaine Barrett, Bob Peck and Peter Aiksnoras (Arrived @ 2:37 p.m.). Also present was Teila Lanci (RSC), Phuong Murray (Imagineers), and Stephanie Dimon (Clerk).

Additions to the Agenda - There were none.

Minutes – Commissioner Elaine Barrett entertained a motion to accept the June 28, 2019 minutes as stated. Commissioner Bob Peck made a motion to accept the June 28, 2019 minutes as stated, and was seconded by Commissioner Kathy O'Connell. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

Audience of Citizens - Tenants present: Mary Lee Bachhuber, Kay Boyers, Lou Anne Evon, Muriel Sabetta, Virginia Keane, Joan Stanko, Anne Golebieski and Bonnie Chevarella.

- A tenant proposed an idea to recognize Frank Tomis and Don Elmore for all their efforts helping around the property; maintaining the flagpole, etc. We will be getting certificates of appreciation to give them.
- It was mentioned that the lower level toilet in Building C won't stop running as of July 26, 2019.

Correspondence – There was none.

Treasurer's Report - Commissioner Aiksnoras gave his report for June 2019 as follows:

Petty Cash: \$100

Operating Cash: \$52,554.22

Development Account: \$73,187.60

Total Operating Cash: \$125,841.82

Stiff Account: \$210,271.20

Total Cash: \$336,113.02

- Commissioner Elaine Barrett entertained a motion to accept the June 2019 treasurer's report. Commissioner Peck made a motion to accept the June 2019 treasurer's report as stated, and was seconded by Commissioner O'Connell. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

Management and Budget –

- There is no budget report for this month only due to the transition of the new management. There will be one next month.
- There was a management meeting on July 25, 2019 at 1:00 p.m. Tenants representing 8 units were in attendance. Also present was Teila Lanci (RSC), Rachael Rosario, and Phuong Murray. The meeting will be held every other month now. The next meeting will be on September 26, 2019 @1:00 p.m.
- There are only 10 tenants left who need to sign the annual leases which include the new rent increase that will be in effect August 1, 2019. The tenants that have signed the leases have been given a copy of the leases. We will follow up with the tenants who still need to sign their new leases.
- A copy of tenant rent history for the renter's rebate program was given to all the tenants that requested them.
- The doorbell for the outside monitoring system has been fixed for the tenant who had their phone number changed. They now have direct access to buzz in their visitors.
- Signs were put up asking people to leave the key in the vertical position when they are done using it.
- Lock stoppers – still pending.
- Electrical contractors have come out to review and provide quotes for the light pole repair and the light on the upper level.
- CSC has increased the cost per load by 30 cents.
- The laundry machine will be available 24 hours a day starting in August. The tenants will be informed of the exact date this will begin.
- The CSC replaced both of the lint screens that were broken.
- For added security, from the hours of 8 p.m. – 6 a.m. people will not have access to Building C.
- The office of the First Selectman of Oxford has provided the housing authority commissioners list including the terms and expiration dates for Imagineers reference. They have also updated the Oxford Housing Directory as having the Director as Imagineers, LLC.
- Unit 16 has been painted. The floor materials were delivered on July 25, 2019, and will be installed on July 30, 2019. Hopefully, the unit will be rented out mid-August.
- The bi-annual fire alarm inspection will be held on July 30, 2019 @10 a.m. Notices were sent out.
- Esteban completed 19 work orders this month. The toilet on the lower level of Building C

has been repaired. He temporarily patched the trip hazards on the concrete stairwell at the side of Building C. He fixed the lower exterior level to Building B. He made repairs to the base of the railing on the upper level of Building A. Esteban responded to 3 emergency after hours calls this month.

- Unit inspections will be done in September. Notifications will be sent out in advance.

Old Business –

- Tick spraying – Still pending; waiting on a quote from The Nature's Edge.

New Business –

- Commissioner Elaine Barrett entertained a motion to add on Imagineers, LLC as check signers. Commissioner Elaine Barrett made a motion to add on Imagineers, LLC as check signers, and was seconded by Commissioner Peter Aiksnoras. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.
- George Temple informed Commissioner Aiksnoras that at the Board of Selectman meeting last week, they approved Bill Burns' reappointment to the Board.

Adjournment –

Commissioner Elaine Barrett entertained a motion to adjourn and go into executive session at 3:00 p.m. Commissioner Aiksnoras made a motion to adjourn and go into executive session at 3:00 p.m. and was seconded by Commissioner O'Connell. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

Clerk

19 AUG 13 PM 2:16
TOWN OF OXFORD, CT
TOWN CLERK
Stephanie A. Dimon