

Oxford Housing Authority

Special Board Meeting

August 30, 2019

Call to Order - The meeting was called to order at 2:31 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. Also present was Rachael Rosario (Imagineers).

Minutes – Commissioner Elaine Barrett entertained a motion to accept the July 26, 2019 minutes as stated. Commissioner Bob Peck made a motion to accept the July 26, 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, Jeanette Laird, Muriel Sabetta, Virginia Keane, Helen Jurgens, Anne Golebieski, and Carol Leitner.

- Due to this being a special meeting – Tenants may speak but the board may not comment/address the issues at the meeting.
- Mary Lee Bacchuber – Spoke very highly of Esteban and the work he's been doing.
- Helen Jurgens – Mentioned there is a tenant with a dog that won't stop barking late at night.
- Virginia Keane – Says Esteban did a great job with cutting down the tree, etc.
- Muriel Sabetta – Says Esteban is doing a great job.
- Anne Golebieski - Says Esteban is great.
- Kay Boyers - Says Esteban fixed her door and she is very happy.
- Carol Leitner mentioned it's her dog that is barking; but just that it's trying to protect the house; it hears doors closing from neighbors and animals outside.

Correspondence – There was none.

Treasurer's Report –

- Phuong has reported that the accounting department is still working with the auditor (Hope & Hernandez) to produce accurate financial records. As soon as they're produced, management will advise the board. The bank statements are included in the packet given to the board.
- Commissioner Aiksnoras gave his report for July 2019 as follows:

Petty Cash: \$100

Operating Cash: \$46,017.47

Development Account: \$73,187.60

Total Operating Cash: \$119,305.07

Stiff Account: \$210,696.53

Total Cash: \$330,001.60

- Commissioner Elaine Barrett entertained a motion to accept the July 2019 treasurer's report. Commissioner Peck made a motion to accept the July 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 still no budget report for this month too due to the transition of the new management.
- There have been reports of people leaving the door to Building D unlocked at night and the lower side door to Building C during the day. There have been notices put up. First time it has been come up. It has been asked of the tenants/anyone to report this activity.
- Management has received inquiries from tenants as to a needs assessment for new flooring in the common hallways due to humidity and dampness.
- Automated security systems has provided management with manuals regarding the access control systems to Building C. There's one on the lower floor and one on the top, with two different systems.
- Esteban has completed 17 work orders this month. He also changed all of the common hallway lightbulbs in Building C, and cutting down the tree at the Corner of Stakum Circle and Dunn Drive. He is going to cut the stump as close to the ground as possible and service the chainsaw. Esteban will be on vacation the week of September 2 – 6th. Work orders will be addressed upon his return.
- There is a pine tree growing too big between Building B and C. It is being advised to be taken down because it is growing too close to the Generator, Propane Gas Line and Plumbing cleanout drains for Building B. Management has begun to get quotes for this job.
- ***We have received correspondence from Ion Bank requesting the board take a vote on exactly who needs to be added as signers to the Bank Accounts. Those persons to be added are:***
Marianne Chamberlain, Director of Accounting
Kathy Wallace, Assistant Director of Accounting
Matthew Anderson, Director of Rentals

Phuong Murray, Assistant Director of Rentals

- Wizard Painting, Valley Flooring, and Esteban from Imagineers have done an excellent job on painting, flooring, and cleaning Unit 16 to prepare it for renting. Management has been working to fill the vacancy.
- Management has been contacting Radovich Builders in regards to the window stoppers for the lower levels. The total cost is \$1,980 per their proposal on 11/13/18.
- Light pole and upper level lighting still pending.
- Management has contacted Bullock Access for the Bi-Annual preventative maintenance of the Platform Lift in Building C.
- HAI insurance has scheduled the annual insurance inspection for September 10th @ 1:00p.m.

Old Business –

- In the packet, management included the quote from Radovich Builders for the window stoppers.
- Commissioner Peter Aiksnoras made a motion to designate Marianne Chamberlain, Director of Accounting
Kathy Wallace, Assistant Director of Accounting
Matthew Anderson, Director of Rentals
Phuong Murray, Assistant Director of Rentals (All Imagineers employees) as being additional signers on Oxford Housing Authorities checks. Commissioner Kathy O'Connell seconded this motion. Commissioner Elaine Barrett asked all those in favor to vote Aye. All were in favor.

New Business –

- The Lift will be serviced.
- When Esteban took down the tree, he used the cabota. He also serviced it; he jumped the battery, changed the oil.
- Esteban suggested getting rid of the ride on lawn mower because it is beyond repair and is rusting and leaking. The board agrees upon its removal.

Adjournment –


Commissioner Elaine Barrett entertained a motion to adjourn at 2:59 p.m. Commissioner Barrett made a motion to adjourn at 2:59 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 SEP -3 PM 3:29
TOWN OF OXFORD, CT

TOWN CLERK