

Oxford Housing Authority

Regular Board Meeting

December 22, 2017

Call to Order: The meeting was called to order at 2:00 p.m. by Commission Chairman Bill Burns prior to the pledge of allégiance.

Attendance: Present: Commission Chairman Bill Burns, Commissioners Kathy O'Connell, Peter Aiksnoras and Bob Peck. Also present was David Keyser (Executive Director) and Kevin Brown (Property Manager).

Additions to Agenda: There were none.

Minutes: There were no corrections. Commission Chairman Burns entertained a motion to accept the November 17, 2017 minutes. Commissioner O'Connell made a motion to accept the November 17, 2017 as stated, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor of the motion to vote Aye. All were in favor.

Audience of Citizens: Tenant present: Bonnie Chevarella

- It was asked if an addition could be added to the stoves. They don't have a clock, timer, and there's no way to tell if the oven is preheated.

Correspondence: Kevin read a letter from Hope & Hernandez regarding the audit they performed into the minutes.

Treasurer's Report: Commission Chairman Burns read the 2017 October financial report into the minutes:

Petty Cash: \$100

Operating Cash: \$89,504.80

Stiff Account: \$203,467.50

Total Cash: \$292,972.30

Commission Chairman Burns entertained a motion to accept the treasurer's report for October 2017. Commissioner Peck made a motion to accept the October 2017 treasurer's report and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Commissioner Aiksnoras gave his report for November 2017 as follows:

Petty Cash: \$100

Operating Cash: \$91,982.77

Stiff Account: \$203,671.82

Total Cash: \$295,654.59

Commission Chairman Burns entertained a motion to accept the treasurer's report for November 2017. Commissioner O'Connell made a motion to accept the November 2017 treasurer's report and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Commissioner Aiksnoras made a motion to move \$25,000 from the checking account to the stiff account for purchases such as the shutters that will be endorsed soon, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Commissioner Aiksnoras entertained a motion to accept the audited financial statement for the fiscal year, 2017. Commission Chairman Burns made a motion to accept the audited financial statement for the fiscal year, 2017, and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

Management and Budget: There are currently no vacancies at Crestview Ridge.

- There are currently 65 people on the elderly waitlist, and 13 people on the elderly disabled waitlist.
- There were no inspections during this period.
- There were 18 work orders that were addressed promptly and have been completed. They came to a total cost of \$200.25.
- Hope & Hernandez, P.C Certified Public Accountants performed The Oxford Housing Authority Annual Audit. Bound reports were presented to the BOD's.
- There were 2 snow events this period. The Nature's Edge did a very good job addressing the snow and ice.
- 18 entry door mats were purchased during this period and have been placed where they were needed.
- During this period, the Oxford Housing Authority and the Crestview Ridge tenants met for the Holiday Celebration Get Together on December 20, 2017. A continental breakfast was served. 20 Crestview Ridge tenants attended.

- An item that the OHA will address is getting new door sweeps to prevent water from seeping in under the entry doors. Dave Steeves will be taking a look at the higher level doors.

Old Business: For the January meeting, the BOD and management will work together to compose a list for the new CNA.

Commission Chairman Burns proposed after discussion with management to change it from "deposit" to "fee" of \$50 on the Key Fob Policy.

There were 2 spelling errors on the Key Fob Policy. On pg. 1, "unite" should be "unit". On pg.2 "fey" should be "key".

Commission Chairman Burns entertained a motion to accept the revised Key Fob Policy. Commission Chairman Burns made a motion to accept the revised Key Fob Policy, and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

- The proposed June 29, 2018 meeting date has been changed to June 22, 2018. Also, the starting times of all the meetings has been changed from 2:00 p.m. to 2:30 p.m.

Commission Chairman Burns entertained a motion to accept the meeting date change from June 29, 2018 to June 22, 2018 and to change the meeting starting time from 2:00 p.m. to 2:30 p.m. Commissioner Peck made a motion to accept the meeting date change from June 29, 2018 to June 22, 2018 and to change the meeting starting time from 2:00 p.m. to 2:30 p.m., and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

New Business: Kathy O'Connell got reappointed by the Board of Selectman. Management has a copy of the letter.

- The lift is working well.

- All the washing machines are working well.

- Management will look into making sure the right heat is being used. The electric heat should be turned off in the conference room because there is gas heat.

Adjournment: Commission Chairman Burns entertained a motion to adjourn at 2:50 p.m. Commission Chairman Burns made a motion to adjourn at 2:50 p.m., and was seconded by Commissioner Aiksnoras. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

18 JAN 11 PM 4:06
TOWN OF OXFORD, CT
Margaret H. West
TOWN CLERK

Oxford Housing Authority
Balance Sheet for November 2017
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	2,106.05	0.00
Sundry Accounts Payable	0.00	2,185.48
TOTAL ACCOUNTS PAYABLE	2,106.05	2,185.48
TOTAL LIABILITIES	2,106.05	2,185.48
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	314,198.92
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
RETAINED EARNINGS		
Unappropriated	5,946.33	42,792.53
Appropriated	0.00	215,275.14
TOTAL RETAINED EARNINGS	5,946.33	258,067.67
TOTAL SURPLUS	5,946.33	5,800,459.24
TOTAL LIABILITIES AND SURPLUS	8,052.38	5,802,644.72
PROOF	0.00	0.00