

Oxford Housing Authority

Regular Board Meeting

February 23, 2018

**Call to Order** - The meeting was called to order at 2:36 p.m. by Commission Chairman Burns prior to the pledge of allegiance.

**Attendance** - Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Peter Aiksnoras, and Bob Peck. Also present was Kevin Brown (Property Manager).

**Additions to the Agenda** - There were none.

**Minutes** - There were 2 corrections to the January 26, 2018 meeting minutes. 1.) Mary "Lou" Bachhuber should be Mary Lee Bacchuber. 2.) Under management and budget it should say "completely" occupied instead of currently occupied. Commission Chairman Burns entertained a motion to accept the January 26, 2018 minutes with corrections. Commissioner Barrett made a motion to accept the January 26, 2018 minutes with corrections, and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

**Audience of Citizens** - Tenants present: Bonnie Chevarella

**Correspondence** – David Keyser (Executive Director) received a letter from Christina Keune, Associate Accountant from the Office of Policy, Research and Housing Support stating that the ERAP Program will no longer be supplying funding this coming year.

**Treasurer's Report** - Commissioner Aiksnoras gave his report for January as follows:

Petty Cash: \$100

Operating Cash: \$89,369.05

Stiff Account: \$204,141.82

Total Cash: \$293,510.87

Commission Chairman Burns entertained a motion to accept the January treasurer's report. Commissioner Barrett made a motion to accept the January treasurer's report, and was seconded by Commissioner Peck. 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 69 people on the elderly waitlist and 16 people on the elderly disabled waitlist.
- There were no unit inspections during this period.
- During this period, there were 5 work orders that have all been completed. It took a total of 78 days with an average of 15.60 days due to waiting for the contractor to complete and send work orders to Kevin Brown.
- During this period, the annual tenant recertification has begun.
- The cold draft coming into the living room is due to the windows not shutting properly. This issue has been resolved by Radovich Builders.
- The fob reader was inoperable so a technician came out and determined the Back Box needs to be replaced; it is on order.
- The window shutters have been delivered and are ready to be installed once the weather changes to consistent warmth.
- The bathroom vent fans have been ordered and OHA is waiting for delivery.
- There was a Tenant and Management Meeting on February 21, 2018. The only item discussed was The Crestview Ridge Community having access to the OHA copier.

**Old Business** – A quote has been provided by Door Control on what it would cost to automate the hall doors adjacent to the elevator lift. Commission Chairman Burns suggested they defer approval of this quote until they have a chance to look into the other doors, possibly get other quotes, etc.

- The NDS provided a quote for a backup solution for the doors and key fobs in case anything happens. It is for \$975.32 for the Backup Appliance and a monthly fee of \$60. Commission Chairman Burns entertained a motion to accept the quote for backup solution software. Commissioner Barrett made a motion to accept the quote for the backup solution software and was seconded by Commissioner Aiksnoras.
- There has been no discussion yet on the parquet floors.
- Commissioner Aiksnoras, Kevin Brown, and David Keyser have met to discuss the CNA. The list is complete.

**New Business** – There was none.

**Adjournment** - Commission Chairman Burns entertained a motion to go into executive session at 3:25 p.m. Attorney Fran Teodosio and Kevin Brown were invited for support for the litigation discussion. Commissioner Barrett made a motion to go into executive session at 3:25 p.m. and was seconded by Commissioner Peck. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

### **Executive Session -**

MOTION: Elaine Barrett, second by Bob Peck to Executive Session at 3:25pm for litigation discussion. OHA Attorney Fran Teodosio and Property Manager Kevin Brown were invited into the Executive Session for the litigation discussion.

PASSED UNIMOUSLY: 4 FOR, 0 OPPOSED.

The Commission exited Executive Session at 4:27pm.

MOTION: Peter Aiksnoras, second by Elaine Barrett to adjourn at 4:27pm.

PASSED UNANMOUSLY: 4 FOR, 0 OPPOSED.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Stephanie Dimon', with a stylized flourish at the end.

Stephanie Dimon

18 MAR - 1 PM 1:47  
TOWN OF OXFORD, CT  
*Stephanie Dimon*  
TOWN CLERK

**Oxford Housing Authority**  
**Balance Sheet for January 2018**  
**Program: CT State Elderly      Project: Consolidated**

	Period Amount	Balance
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
<b>ACCOUNTS PAYABLE</b>		
Accounts Payable - Vendors	(1,814.89)	0.00
Sundry Accounts Payable	(2,185.48)	0.00
<b>TOTAL ACCOUNTS PAYABLE</b>	<u>(4,000.37)</u>	<u>0.00</u>
<b>TOTAL LIABILITIES</b>	<u>(4,000.37)</u>	<u>0.00</u>
<b>SURPLUS</b>		
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
<b>RETAINED EARNINGS</b>		
Unappropriated	(2,048.35)	42,721.46
Appropriated	2,417.00	217,692.14
<b>TOTAL RETAINED EARNINGS</b>	<u>367.65</u>	<u>260,413.60</u>
<b>TOTAL SURPLUS</b>	<u>367.65</u>	<u>5,802,805.17</u>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<u>(3,632.72)</u>	<u>5,802,805.17</u>
<b>PROOF</b>	<u>0.00</u>	<u>0.00</u>