

Oxford Housing Authority

Regular Board Meeting

June 22, 2018

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

**Attendance** - Present: Commission Chairman Bill Burns, Commissioners Elaine Barrett, Kathy O'Connell, Peter Aiksnoras (Arrived at 2:45 p.m.), and Bob Peck. Also present was Kevin Brown (Property Manager), and Stephanie Dimon (Clerk)

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

**Minutes** – There were no corrections. Commission Chairman Burns entertained a motion to accept the May 25, 2018 minutes and the extension of the public hearing that occurred on May 30, 2018 as stated. Commissioner Barrett made a motion to accept the May 25, 2018 minutes and the extension of the public hearing that occurred on May 30, 2018 as stated, 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: Gary Blow, Lou Anne Evon, Virginia Sobolisky, Bonnie Chevarrella, Kay Boyers, Virginia Keane, and Helen Jurgens.

**Correspondence** – There is an email from Ion Bank giving an update regarding the request for the funds for the flag for Crestview Ridge. We will be receiving \$350 towards it.

**Treasurer's Report** - Commissioner Aiksnoras gave his report for May 2018 as follows:

Petty Cash: \$100

Operating Cash: \$100,955.78

Stiff Account: \$205,226.37

Total Cash: \$306,182.15

Commission Chairman Burns entertained a motion to accept the May 2018 treasurer's report. Commissioner Barrett made a motion to accept the May 2018 treasurer's report as stated, 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 no vacancies at Crestview Ridge.

- There are 69 people on the elderly waitlist and 18 people on the elderly disabled waitlist.
- There were no unit inspections during this period. During the second week of July, memos will be sent out to inform tenants of the annual inspections.
- During this period, there were 11 work orders that have all been completed. It took a total of 14 days with an average of 1.27 day to complete.
- During this period there was a Public Hearing at Crestview Ridge to allow the public to voice their comments on the proposed base rent increase of \$25.00. This would change the base rent from \$475.00 to \$500.00, and will come into effect August 2018.
- During this period, the benches were assembled and placed on the ramp level of the Crestview Ridge property.
- Due to the recent tornado, Dave Steeves repaired the siding, soffits and fascia; also Sloss Electric is still waiting for some parts to repair light fixtures.
- The shipment of Firestop Range Hood Fire Suppressors came in. Memos were sent out the morning of June 22, 2018 to inform the tenants that they will be installed the week of June 24, 2018.
- On June 20, 2018, there was a Tenant and Management Meeting; the following items were discussed:
  - \*Community Cleanliness- Cleaning up after yourselves.
  - \*The public walking their dogs onto Crestview Ridge property.
  - \*The old benches – Location and safety (repairs)
  - \*Notifying the community of recent car vandalism and break ins. – Make sure your car is locked and valuables are taken out of the car or hidden.

**Old Business** – The FY2018 – 2019 OHA Budget was passed via email with 2 residents that are on the Board that abstain from the vote. **The Motion to accept the presented FY2018 - 2019 OHA Budget passed as follows:**

**2 FOR, 1 OPPOSED, 2 ABSTAIN (2 abstentions are required as resident Commissioners cannot vote on the budget)**

- The Nature's Edge still needs to finish the installation of the shutters.
- We will have Dave Steeves come and look into the sheds.
- We received a quote from Dave Steeves to repair the roof around the Cuppola on the roof; the ceiling is leaking for \$2,275.00
- Management will be getting quotes for commercial shelving for the storage room for proper storage of legal documentation.

**New Business** –After Commissioner Aiksnoras and Kevin Brown reviewed the CNA (Capital Needs Assessment), one of the biggest pieces was the Asphalt. There is a Cooperation Agreement stating that the Town will take over the responsibility of repairing/replacing the asphalt.

- In regards to the flooring, a vapor testing should be done first, to determine the amount of moisture that comes in.

**Adjournment** - Commission Chairman Burns entertained a motion to adjourn and go into executive session at 3:50 p.m. Commissioner Barrett made a motion to adjourn and go into executive session at 3:50 p.m. and was seconded by Commissioner O'Connell. Commission Chairman Burns asked all those in favor to vote Aye. All were in favor.

**Executive Session –**

MOTION: Elaine, second by Bob, to enter executive session for the purpose of having personnel discussions at 3:50pm.

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

Exited executive session at 4:45pm.

MOTION: Bill, second by Peter to accept Attorney Fran Teodosio's proposed settlement with former employee Harry Witcher.

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

MOTION: Elaine, second by Kathy to adjourn at 4:48pm.

PASSED UNANIMOUSLY: 5 FOR, 0 OPPOSED.

Respectfully Submitted,



Stephanie Dimon

Clerk

18 JUN 27 PM 3:23  
TOWN OF OXFORD, CT  
*Stephanie Dimon*  
TOWN CLERK

**Oxford Housing Authority**  
**Balance Sheet for May 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	29,193.90	0.00
<b>TOTAL ACCOUNTS PAYABLE</b>	<u>29,193.90</u>	<u>0.00</u>
<b>TOTAL LIABILITIES</b>	<u>29,193.90</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	(5,398.89)	41,878.34
Appropriated	2,417.00	159,322.93
<b>TOTAL RETAINED EARNINGS</b>	<u>(2,981.89)</u>	<u>201,201.27</u>
<b>TOTAL SURPLUS</b>	<u>(2,981.89)</u>	<u>5,743,592.84</u>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<u>26,212.01</u>	<u>5,743,592.84</u>
<b>PROOF</b>	<u>0.00</u>	<u>0.00</u>